

CUYAHOGA COUNTY  
BOARD OF HEALTH  
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**REQUEST FOR QUOTATIONS  
FACILITATOR/PLANNING SERVICES**

**Project overview**

The Cuyahoga County Board of Health (CCBH) seeks a qualified contractor to provide facilitation and planning services for a local collaborative in Cuyahoga County, Ohio known as Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga).

HIP-Cuyahoga is planning and hosting a roundtable discussion with key decision makers and policy leaders. The purpose of the roundtable is to explore opportunities to align partnerships, interests, capacity, and resources around policy action areas that foster sustainable community change and advance a culture of health and equity in Cuyahoga County. HIP-Cuyahoga is seeking facilitation and planning services to support the partnerships efforts to engage in meaningful discussion with attendees of the roundtable in order to: 1) gain an understanding of the policy interests and priorities of key decision makers and policy leaders; 2) identify points of alignment and opportunities to work collaboratively in our region to shape/advance a policy agenda; and 3) outline key next steps to engage and/or collaborate with those in attendance around identified system and policy action areas.

**Total cost for the project cannot exceed \$4,000.**

**Duration of services**

The Cuyahoga County Board of Health is seeking facilitation and planning services commencing second quarter (May or June) of 2017 with the potential to continue through October 2017.

**Scope of work**

The contractor will be expected to contribute to roundtable planning and then to facilitate the discussion portion of the roundtable convening planned for September 2017 (final date not yet selected). More specifically, the contractor would inform planning efforts by participating in up to four planning meetings, through which the contractor would work with HIP-Cuyahoga representatives to finalize the roundtable objectives, agenda, intended outcomes, and call to action. In addition, the contractor would work with HIP-Cuyahoga partners to design and then facilitate the discussion portion of the agenda.

In response to this RFQ, the contractor should be explicit in explaining, how they intend to accomplish the scope of work, including the ways in which the contractor will interact

with the HIP-Cuyahoga representatives (e.g. face-to-face meetings, conference calls, emails, etc.).

### **Deliverables**

- Participate in up to 4 planning meetings with HIP-Cuyahoga representatives to ensure that the discussion helps meet the roundtable objectives, intended outcomes, and call to action.
- Design and facilitate the discussion portion of the roundtable agenda.
- Invoice for work performed
- Obtaining pre-authorization prior to generating expenditures

### **Subject background**

HIP-Cuyahoga is a diverse and committed group of people who share a strong and intentional commitment to addressing health inequities, with aspirations that everyone in Cuyahoga County receives a fair chance to reach his or her fullest health potential. Here is a link to the HIP-Cuyahoga website for more information (<http://hipcuyahoga.org/>).

The HIP-Cuyahoga structure consists of a large coalition and a 28 member steering committee which includes representation from diverse sectors. The backbone infrastructure for the partnership consists of two co-chairs, seven anchor organizations, and CCBH coordinating backbone functions. As the backbone organization, CCBH provides strategic guidance, management of day-to-day operations and coordination of communications and evaluation for HIP-Cuyahoga.

HIP-Cuyahoga partners established a framework for action that draws upon collective impact principles built on a foundation of equity. The framework for action includes four key approaches: **perspective transformation** - building capacity to think, understand and act differently to make equity and racial inclusion a shared value; **collective impact** - fostering cross-sector collaborations, aligns, actions and mobilizing resources; **community engagement** - involving community residents in planning, decision making and action; and **health and equity in all policies** - creating healthier and equitable decisions making across sectors, systems, and policies.

The key decision maker and policy leader roundtable referenced in this RFQ, is part of HIP-Cuyahoga's efforts to support equitable decision making across sectors, systems, and policies – Health and Equity in All Policies. A subset of HIP-Cuyahoga's Steering Committee has come together as an ad-hoc group to design and plan the roundtable convening. This planning group has begun to discuss the - who, what, when, where and how for the roundtable.

To support HIP-Cuyahoga's roundtable planning and convening efforts, we are particularly interested in identifying a contractor who has experience with planning and facilitating events/convenings that engage key decision makers and policy leaders in meaningful and strategic discussions around action areas that address complex social issues that impact the health and well-being of communities through policy, system and environmental change strategies and actions.

### **Information requested from contractor**

The following items listed below must be included with all quotes, for quotes to be considered.

- Business establishment date and years of experience performing work of this nature
- Identify how deliverables will be met
- List skills and qualifications
- One to two paragraphs telling us why you or your company is the best fit for this job
- Pricing document - provide your budget proposal for this project. Include your cost/rates for planning and facilitation services, number of days or hours you anticipate needing, and an estimate for travel related expenses.
- Samples of work and at least three references (CCBH form attached)

### **Information about the selection of the contractor**

Proposals will be reviewed by a team of individuals consisting of CCBH and HIP-Cuyahoga representatives, to determine if the proposal adequately addresses the elements of the RFQ. Based on this review, prospective contractors may be asked to engage a subset of the Collaborative membership (e.g. the Steering Committee and/or members of the Communications workgroup) via a conference call as part of the selection process.

### **Insurance requirements**

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined herein. Where applicable, to be determined by the Board's Administrative Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against:

- 1) general auto liability claims;
- 2) professional liability claims;
- 3) personal injury claims;
- 4) accidental death claims;
- 5) property damage claims;
- 6) economic loss claims;
- 7) general liability claims; and such other types of claims including but not limited to D&O, employee dishonesty, workers compensation claims which may arise from operations under the contractual agreement whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

An exact copy of such insurance policy or policies and any declarations pages shall be made available to the contracting authority for review at or before the time of execution of the contract. Such insurance shall include coverages for general liability, professional liability (where deemed necessary), workers compensation, D&O coverage and employee dishonesty (if deemed applicable) in such reasonable and adequate amounts as shall be determined by the Administrative Counsel at the time of negotiation of the contract.

**Submission of quotes**

Quotation documents are due **by Friday April 14, 2017.**

Documents may be mailed or emailed to the following:

Cuyahoga County Board of Health  
Attention: Martha Halko  
5550 Venture Drive  
Parma, Ohio 44130  
(216) 201-2001 ext.1504  
mhalko@ccbh.net

## CONTRACTOR REFERENCE SHEET

**INSTRUCTIONS:**

List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.

**ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:**