

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

**REQUEST FOR QUOTATIONS
PLANNING/TECHNICAL ASSISTANCE SERVICES**

Project overview

The Cuyahoga County Board of Health (CCBH) seeks a qualified contractor to provide planning and technical assistance services for the development of an Equity, Diversity, and Inclusion Curriculum for CCBH staff.

CCBH is actively working on advancing a culture of Equity, Diversity, and Inclusion at the agency, and has recently moved through a strategic planning process to include EDI as a priority in the agencies current strategic plan. To date, the planning process has yielded an EDI philosophy and an overarching goal. Workgroups have developed objectives and activities for four focus areas including: 1) an increase in the diversity of our workforce; 2) an increase in business with more diverse vendors; 3) an EDI informed workforce; and 4) an integration of EDI principles in agency policies, plans, and practices.

The EDI Informed Workforce workgroup is charged with improving the knowledge of the CCBH workforce on EDI concepts and strategies, by establishing an EDI curriculum and training at least 90% of staff. CCBH is embarking on a 2 Phased process to establish and implement the EDI curriculum.

Phase 1 will focus on an assessment and detailed review of past and current CCBH EDI priorities, philosophy, experiences, plans, and trainings/presentations. CCBH intends to use this assessment to inform the development of learning objectives, and to inform selection of topic focus areas for the curriculum, that build on our existing work and align with our workforce development plan.

Phase 2 of our process will focus on completion and piloting of the curriculum, training of key staff who can deliver components of the curriculum (train-the-trainer), followed by implementation and evaluation of the curriculum.

CCBH is seeking planning and technical assistance services for Phase 1, of this 2 Phase process.

Total cost for the project cannot exceed \$6,000.

Duration of services

The Cuyahoga County Board of Health is seeking planning and technical assistance services commencing September 2018 and services ending no later than March 2019.

Scope of work

The contractor will be expected to do a high level review of past and current EDI priorities, philosophy, key terms, plans, and trainings/presentations to have an understanding of where CCBH is in its EDI journey, and more specifically, to understand what information has been shared with select or all CCBH staff. CCBH Informed Workforce Workgroup members, and members of the CCBH's CLAS and Workforce Development Training committees, will also have reviewed this information and identified topic areas of interest for the curriculum that build on our existing work and align with our workforce development plan.

Following the review of EDI work and materials, the contractor will be expected to provide technical assistance and guide planning discussions with Informed Workforce Workgroup members to shape learning objectives, select key topic areas that will help meet the learning objectives, organize and structure the curriculum (framework/outline), and recommend ways content could be delivered ie. video, self-study, group trainings/workshops, etc.

In response to this RFQ, the contractor should be explicit in explaining, how they intend to accomplish the scope of work, the number of intended planning meetings, the proposed timeline to achieve deliverables, and the ways in which the contractor will interact with the CCBH point person (Martha Halko), and representatives of the Informed Workforce Workgroup (e.g. face-to-face meetings, conference calls, emails, etc.).

Deliverables

- A high level review of past and current EDI priorities, philosophy, key terms, plans, and trainings/presentations.
- Participate in planning meetings with Informed Workforce workgroup representatives.
- Work with the Informed Workforce Workgroup members to shape learning objectives, select key topic areas, organize and structure the curriculum (a framework/outline), and recommend ways content could be delivered.
- Invoice for work performed
- Obtaining pre-authorization prior to generating expenditures

Subject background

CCBH is a local health department with approximately 150 employees, serving 58 communities with a population of more than 850,000. CCBH and its staff, have a long history and a strong commitment to working with our partners to create the conditions in which all people who live, learn, work, and play in Cuyahoga County have the opportunity to be healthy. Efforts around Equity, Diversity and Inclusion have evolved from early work focused primarily on Culturally and Linguistically Appropriate Services (CLAS), to more recent efforts focused on racial equity.

A key influence on CCBH's EDI work stemmed from its integral involvement in the development of Cuyahoga County's first Community Health Improvement Plan. CCBH

initiated the plan development process in 2009 with a focus on equity and structural racism, and now serves as the backbone organization for the Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga) (<http://hipcuyahoga.org>). CCBH's participation in HIP-Cuyahoga ultimately helped bring equity, diversity, and inclusion to the forefront of the department's 2016-2020 Strategic Plan.

The CCBH senior leadership team is committed to and engaged in equity capacity-building that is now being translated from our agencies past work, our EDI committee, and from HIP-Cuyahoga, to shape our current and future direction for EDI. CCBH senior leadership and key staff serve as members of the EDI strategic priority subcommittee and guide the development, implementation and evaluation of the EDI action plan.

CCBH has also recently completed a workforce development plan which highlights the need for our public health workforce to deliver culturally competent services targeted to the specific needs of population subgroups in our county since it continues to become more culturally, ethnically and racially diverse. The plan has an intentional focus on equity and cultural competency training and highlights training opportunities in EDI basics and key terms, CLAS, cultural competence, health equity, and racial inclusion.

Our intent is to establish and implement a curriculum that builds on the great work our agency has already done, and also incorporates current best practices in EDI. The curriculum will serve as one component of our overall strategic approach to advancing a culture of EDI at CCBH.

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 – Include your cost/rates for planning, technical assistance and facilitation services, a timeline indicating the number of days/hours you anticipate needing, and an estimate for travel related expenses if applicable.
- 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 Informed Workforce Workgroup members, to determine if the proposal adequately addresses the elements of the RFQ. Based on this review, and as part of the selection process, prospective contractors may be asked to engage with work group members to answer questions they may have associated with the contractor's proposal.

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 4:30 p.m. on Monday, August 27th, 2018.**

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:**