



SOUTHWEST DISTRICT HEALTH

Situation Analysis Solicitation

**Situation Analysis for Strategic Planning – The next 50 years
for Southwest District Health**

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ADMINISTRATIVE INFORMATION

Title:	Situation Analysis for Strategic Planning – The next 50 years for Southwest District Health
Project Description:	The purpose of the situation analysis is to assist SWDH leadership in determining if we need to change or adapt our facilities, services, and approach to better meet the needs of our organization and the communities we serve for the next 50 years.
Lead:	Troy Cunningham, Finance Director Southwest District Health 13307 Miami Lane Caldwell, Idaho 83607
Submitting Proposal: PROPOSALS SUBMITTED ELECTRONICALLY MUST BE RECEIVED PRIOR TO THE CLOSING DATE AND TIME. MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS AND TIME/DATE STAMPED BY THE DIVISION OF PURCHASING PRIOR TO THE CLOSING DATE AND TIME.	Email proposals to: Troy.Cunningham@swdh.id.gov Address for US Mail or Courier: 13307 Miami Lane Caldwell, Idaho 83607
Deadline to Receive Questions:	August 7th, 12:00 noon (MST) <i>Question and Information forum held at SWDH or via Teams July 31st, 2024, at 10:00 a.m. (MST). Email Lead for details.</i>
RFP Closing Date:	August 9th, 12:00 noon (MST)
Initial Term of Contract and Renewals:	Six (6) months. Upon mutual, written agreement, the Contract may be renewed, extended or amended. The anticipated total Contract term is six (6) months.

1 OVERVIEW AND PROJECT DESCRIPTION

Southwest District Health (SWDH) was established in 1970 and began delivering public health services to the six-county district in 1971. In 2011, we closed our downtown Nampa and Caldwell locations and consolidated these two offices into our current main office located in south Caldwell near the intersection of highway 55 and Florida Ave. SWDH also maintains three satellite offices, which are in Emmett, Payette, and Weiser. The three satellite offices are minimally staffed, and only WIC and clinical services are regularly delivered from those locations. In addition, we provide medical services at “The Hub” for the Marsing School District, WIC services have several co-located clinics with partner organizations across all six counties, and our immunizations and dental programs offer mobile clinics, primarily in schools and Head Start locations. Other services (e.g., environmental, community health, preparedness planning and response, and epidemiology) are largely conducted at our main office except for services that are provided onsite (i.e., at the customer’s location). These might include home visits, inspections, permitting, complaint investigations, etc.

As the population continues to grow and expand in the western part of the Treasure Valley, we foresee that customer needs may change while also new technologies are becoming available; therefore, we need to think strategically about where and how our services across the region are delivered to ensure reasonable access, reliable customer service, and responsible use of tax-payer dollars.

Some services provided by SWDH are also available by other providers (e.g., primary care, immunizations, etc.) in the community while some are only provided by SWDH (e.g., WIC, permitting and licensing, pre-prosecution diversion, etc.).

1.1. Purpose

The purpose of the situation analysis is to assist SWDH leadership in determining if we need to change or adapt our facilities, services, and approach to better meet the needs of our organization and the communities we serve for the next 50 years.

1.2. Background Information

SWDH is in the process of conducting a situation analysis. The situation analysis will provide data and information about our organization, stakeholders, and citizens that will help us make informed decisions and plans that are responsive to the current and future needs of our communities.

An effective situation analysis will help SWDH accomplish the following:

1. Identify stakeholders and their concerns; including hard to reach or marginalized communities;
2. Understand the opinions and experiences of stakeholders and citizens;
3. Detect the gaps between the current state and desired state;
4. Provide information necessary to create a long-range plan; and
5. Identify the best course of action to take.

There are two parts to the situation analysis: an internal and an external. SWDH will conduct the internal analysis and the contractor will conduct the external analysis.

Through this analysis we aim to be able to answer the following questions:

- What services does the local community need from SWDH, how regularly do they need them, and how do they want to access them?
- What services should SWDH consider discontinuing and in which communities? Including referencing relevant community demographic and economic data, community visioning, and stakeholder engagements to capture the vision and local climate.
- Are there anticipated future needs that SWDH should be prepared to deliver? If so, what are they and where might they be needed?
- What are the general attitudes or beliefs that SWDH should know about before expanding access or removing access to services in a community?
- Are there opportunities to partner or co-locate with other organizations to maximize efficiency, fiscal responsibility, and deliver better service?

The outcome of this funding will be a written situation analysis that combines internal and external analysis.

Our vision is a healthier Southwest Idaho. To further our progress on achieving this vision, we want to be confident that our services are needed and easily accessible to our customers no matter where they are or how they need to engage with us.

1.3. Project Outcomes and Analysis

Proposals will be evaluated on their demonstrated ability to conduct a situation analysis. The applicant will work with SWDH leadership to:

1. Refine the goals and objectives of the analysis, as well as identify stakeholders who will participate;
2. Gather data from various sources, such as reports, internal documents, key informant interviews, focus groups, and customer feedback;
3. Compile, validate, and prioritize factors, and analyze data;
4. Identify strengths, weaknesses, opportunities, and threats; and
5. Develop an action plan and share the analysis.

Key outcomes of this work will include:

- A customer profile that helps us understand the demographics, locations, trends, interests, challenges, etc. of our customers.
- Service and service-distribution situation that examines our current services and their ability to meet the needs of our customers.
- Analysis of our competitive advantage for services that are not solely provided by SWDH.
- An environmental scan that investigates how internal factors such as available resources, financial resources, physical space, skills of employees, etc. and external factors such as economic, social, technological, environmental, and political trends can affect the performance of SWDH.

Areas of particular importance include:

- Potential utilization of all SWDH facilities.
- Opportunities for co-location of services with insight into potential partners and service-type.
- Anticipated population change, demographic change, and urban sprawl across the region over the next few decades that will inform the location of new offices or co-location of services.

- The specific needs of the population by community (particularly relevant to rural/frontier communities and low-income neighborhoods).
- Barriers that inhibit accessing services now (e.g., knowledge of services, transportation, language, government, disability, distance to travel, etc.).
- Critical needs and expectations that should be prioritized.
- Community expectations and belief systems impacting utilization of current and potential locations and services.

1.4. Funding and timeline

Southwest District Health anticipates funding one contractor to conduct this analysis over a six (6) month period. Funding levels will be based on activities outlined within the applicant’s cost proposal and project narrative, anticipated budgets are estimated between \$30,000 and \$60,000. Funding will not exceed \$99,999.99.

Funding Requirements:

The entity awarded will be required to provide their Data Universal Numbering System (DUNS) number and must affirm their understanding that no entity, as defined at 2 CFR Part 25, Subpart C, may receive award of a subgrant unless the entity has provided its DUNS number. No applications will be considered from applicants that are currently listed as suspended or debarred.

Funding Restrictions:

- Recipients may not use funds for the purchase of furniture or equipment (exceeding \$2,000) without a detailed explanation in the budget and demonstrated relevance to project activities.
- Reimbursement of pre-award costs is not allowed.
- Recipients may not use funds to supplant state, local, or organizational funding.
- Funds may not be used for lobbying, e.g., to influence legislation or intervene in any political campaign per Section 4002 of Public Law 111-148.
- Recipients may only use funds for reasonable project purposes such as supplemental materials, costs associated with educational events or meetings, staff time, etc.

Activities funded by this process shall commence on or about September 1, 2024, and be completed by February 1, 2025. See table below.

July 24, 2024	<i>Solicitation Announced</i>
July 31st, 2024, at 10:00 a.m. (MST)	<i>Public Question and Information Forum</i>
August 7, 2024, at 12:00 noon	<i>Last day to submit questions</i>
August 9, 2024, at 5:00 p.m. (MST)	<i>Proposal deadline</i>
August 14, 2024	<i>Applicants will be notified</i>
Sept. 1, 2024	<i>Estimated Activities Start Date – date dependent on grant execution</i>
January 31, 2025	<i>Funds must be spent, and activities completed</i>
February 1, 2025	<i>Final reports and invoices must be received</i>

1.5 Resulting Contract

If the district awards a contract from this solicitation, it will do so by issuing a cost reimbursement or firm fixed fee contract as negotiated with selected applicant. The Contract will be comprised of that contract document; this solicitation, including any incorporated documents; the successful proposal, including any clarifications requested by the district; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

2 QUESTIONS

Questions or other correspondence must be submitted in writing to the Lead (see contact information in the Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY 11:59:59 P.M. MOUNTAIN TIME ON THE DATE LISTED IN THE ADMINISTRATIVE INFORMATION.

1.5. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

1.5.1. Applicants are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the solicitation prior to the deadline to submit questions. Questions regarding these requirements must contain the following:

- The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

1.5.2. The district has sole discretion to determine if the modifications or exceptions submitted by an applicant would result in a material change or otherwise threaten the integrity of the procurement process.

1.5.3. Except as otherwise provided within the solicitation, the district will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the solicitation closing date.

3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1.6. General Instructions

1.6.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

1.6.2. Alternate proposals are not allowed.

1.6.3. All electronic files (whether submitted electronically or manually) must be in Microsoft Word, Adobe PDF, or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.

1.7. Electronic Submission

1.7.1. Electronically submitted proposals must be submitted via email to the lead, information can be found listed on Page 1.

1.8. Manual Submission

1.8.1. The proposal must be addressed to the lead and identified as “Contract 2501, Situation Analysis for Strategic Planning”. Include your company name on the outside of the package.

4 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted proposals. There is no intent to limit the content of proposals.

1.1. Table of Contents

Include a table of contents in the identifying the contents of each section, including page numbers of major Sections.

1.2. Format

4.2.1. **Organizational Capacity** – A description of your organization, experience, and ability to complete the project proposed

4.2.2. **Technical Proposal** – A detailed explanation of project steps to meet key outcomes and analysis requirements

4.2.3. **Cost Proposal** – Breakdown of costs (materials, personnel, etc.)

4.2.4. **W9** – A current W9 tax form is required

4.2.5. **Additional Documents** – Any additional information, documents, example project/reports, brochures, etc.

5 PROPOSAL REVIEW AND AWARD

1.3. Overview

The objective of the district in soliciting and evaluating proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

1.3.1. All proposals will be reviewed first to ensure that they meet the mandatory submission requirements of the solicitation. Any proposal(s) not meeting the mandatory submission requirements will be found non-responsive.

1.1. Proposal Scoring

1.1.1. Proposals will be scored based on compliance with proposal formatting and capacity to achieve project outcomes. All proposals which are determined by the district, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

1.1.2. All proposals will be considered by a committee of at least three people and scored based on the scoring table below.

<i>Proposal Section</i>	<i>Points Possible</i>
<i>Organizational Capacity</i>	40
<i>Technical Proposal: Project description that includes the steps the applicant will take to conduct a situational analysis.</i>	40
<i>Cost Proposal</i>	20
<i>Example project/report</i>	<i>Not Scored</i>
<i>Total Points</i>	<i>100</i>

1.2. Award

Award of Contract will be made to the responsive applicant whose proposal best meets the district's need.