

# **Request For Proposal**

## **Lake County Needs Assessment Collaborative**

### **INTRODUCTION**

A group of stakeholders, the Lake County Needs Assessment Collaborative, desires to conduct a county-wide needs assessment in Lake County. We are seeking a proposal to conduct and write the needs assessment. Members of the collaborative include Public Health, Mental Health, Social Services, St. Helena Hospital Clearlake, First Five, Lakeside Health Center, Lake Family Resource Center, Lake County Tribal Health Consortium, Healthy Start, Health Leadership Network, Area Agency on Aging, and United Way of the Wine Country.

Our goal is to create a report that is useful for prioritizing and planning community health interventions that improve the quality of life in Lake County and for identifying future areas for research.

Deliverables include:

- An analysis of existing data and current research information to be compiled into a comprehensive report
- An Executive Summary report outlining the health issues and priorities identified for Lake County that can be distributed to key stakeholders and decision makers
- A one-page overview that can be distributed for education purposes

### **BACKGROUND**

Lake County is located in the north central part of California, north of the San Francisco Bay area region. Lake County is known for its spectacular beauty, unsurpassed recreation, and fine wines. Lake County takes pride in its untarnished landscapes, friendly communities, affordability, and Clear Lake - the largest natural freshwater lake in California and possibly the oldest in North America.

In 2008 the population of Lake County was 64,866 with 16.2% of the population 65 years and over (compared to 11.2% in California). Lake County has significant opportunities to improve the overall health of its residents. Of all 58 California counties in 2009, Lake County ranked 53 (1 is best, 58 is worst) for deaths from all cancers, 53 for deaths from stroke, 56 for deaths from chronic liver disease and cirrhosis, and 57 for deaths from accidents and drug-induced deaths. Lake County also ranks 53 in persons under 18 living in poverty. (California Health Status Profiles 2009)

### **SCOPE OF WORK**

The Collaborative has identified 6 broad categories that we want to address with individual indicators in each area. The 6 broad categories are:

- Access to Care (i.e. insurance, immunizations, oral health)
- Health Outcomes (i.e. overall health, chronic disease, maternal/child)
- Physical/Environmental Determinants (i.e. substandard housing, air quality, asthma)
- Behavioral Risk Factors (i.e. smoking, physical activity, substance abuse)
- Social Determinants of Health (i.e. poverty, education, childcare)
- Demographics
- Trends based on previous data

## **PROPOSAL**

Please submit an electronic proposal to Linda Schulz at [schulzlk@ah.org](mailto:schulzlk@ah.org) by January 8. No proposals will be accepted after the January 8 deadline. Your proposal should contain:

- Prior experience with needs assessments
- Sample of previous work
- Methodology – how will you accomplish this task?
- Timeline to meet targeted goals
- Scope of Work
- Communication process with Needs Assessment Collaborative
- Anticipated challenges and how to address them
- Itemized budget with budget narrative

The proposals will be reviewed by the Lake County Needs Assessment Collaborative. Submission of a proposal does not guarantee an award contract. Once an individual/firm is selected, St. Helena Hospital Clearlake as the fiscal agent, will issue a contract.

The decision of the Collaborative is final and cannot be appealed. Applicants may present evidentiary statements to the Collaborative with respect to the recommendation or may appeal for re-consideration if it can be demonstrated that a procedural error occurred within the RFP process.

The Lake County Needs Assessment Collaborative requests that the consultant participate in monthly meetings to report on progress and solicit feedback on the project.

## **TIMELINE**

RFP Release Date:	December 14, 2009
RFP Submission Deadline:	January 8, 2009
Interviews	January 11-February 1, 2010
Award of Contract	February 1, 2010
Draft of Assessment:	August 1, 2010
Final Report Due:	September 1, 2010

Electronic Proposals may be submitted to:

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St. Helena, CA 94574  
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707-963-6419