

REVISED 11/16/2023
TOWNSHIP OF BLOOMFIELD BOARD OF HEALTH
PUBLIC NOTICE
SOLICITATION OF PROPOSALS TO CONDUCT
A COMMUNITY HEALTH ASSESSMENT

The Township of Bloomfield is requesting proposals (“RFP”) to provide:

COMMUNITY HEALTH ASSESSMENT

for a contract period beginning on January 1, 2024 – December 31, 2024.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Thursday, November 30, 2023 at 2:00pm prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk’s Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <http://www.bloomfieldtwpnj.com/main/services/bid-requests-rfps-and-rfq>. Bids will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Bloomfield Board of Health reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in its judgment will be in the best interest of the Township. The Bloomfield Board of Health shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Board of Health of the Township of Bloomfield, Essex County, New Jersey.

TOWNSHIP OF BLOOMFIELD COMMUNITY HEALTH ASSESSMENT

Background

Bloomfield Board of Health is seeking proposals to conduct data collection, analysis, and reporting of the Community Health Assessment (CHA). The CHA allows the Township to determine how to improve the health and well-being of the community within an array of categories. Analysis will aid in the strategic planning and development of programs utilized to benefit the health of the community. The successful candidate shall provide research expertise and assistance to the Bloomfield Township Department of Health, promote a collaborative spirit, a positive and flexible approach to problem-solving, clear, and compassionate communication skills, and an energetic pace. A high level of professionalism and strong interpersonal skills are required. Candidates shall have considerable knowledge of Community Health Assessment requirements, the practice and principles of community resources, and other standards of public health. Knowledge of Public Health Accreditation Board (PHAB) requirements for Community Health Assessments (Domain 1) is required.

Scope of Work

The CHA process is expected to be divided into three phases:

Planning

- Development and personalization of primary data collection tools (including, but not limited to, surveys, focus groups, and key informant interviews)
 - Development process should include collaboration between candidate, health department staff, and multi-sector community partners
 - Data collection tools should be available in English, Spanish, and Haitian Creole (as needed)
- Determining and prioritizing indicators needed for overall assessment of community health from primary and secondary data sources
 - Special attention should be paid to describing the existence and extent of health inequities, underserved/at-risk populations, social determinants, built environment, and root causes/underlying factors where applicable
 - Compiling existing assets or resources that can be used to address health issues
- Identification of data sources for indicators (i.e. survey, local hospital data, NJSHAD, US Census, etc.)
- Development of the data collection/sampling plan

Data Collection

- Collection and compilation of all data as determined in the Planning Phase
- Primary data should be collected via resident surveys, focus groups, and key informant interviews
- Data must include a description of the demographics of the population served by the Bloomfield Department of Health including race, ethnicity, languages spoken, socioeconomic factors, immigration status, disabilities, etc.

Analysis & Presentation of Findings

- Analysis and synthesis of data including quantitative and qualitative analyses
 - Analyses should include stratification by demographic categories to highly health inequities where appropriate
- Development of a summary report of the findings
 - This process should include meetings for feedback with health department staff and multi-sector community partners
 - Must include:

- A description of health challenges experienced by the population served by the health department, based on primary and secondary data, which must include an examination of disparities between subpopulations or sub-geographic areas in terms of each of the following: i. Health status. ii. Health behaviors.
- A description of inequities in the factors that contribute to health challenges, which must include social determinants of health or built environment.
- Community assets or resources beyond healthcare and the health department that can be mobilized to address health challenges.

Meetings & Presentations

The project will require, at minimum, a variety of meetings as suggested below:

- Kick-off meeting(s) with Department of Health leadership and staff
- Project management/update meetings
- Multi-sector Stakeholder focus group discussions
- Public input workshops
- Outreach/ pop-up events
- Focus group meetings
- Advisory Group and Steering Committee meetings
- Township Council and/or Board of Health meetings

Minimum Qualifications

Prospective Consultant must have a background in public health research, planning, intervention, implementation and evaluation, a demonstrated commitment to social/racial equity and inclusion, project management experience, community organizing experience, and the capacity to lead. They must also possess strong communication and facilitation skills, and the ability to cultivate relationships with a diverse set of stakeholders. Knowledge of Public Health Accreditation Board (PHAB) requirements for Community Health Assessments (Domain 1) is required. Knowledge of New Jersey local health department structures, laws, and statutory requirements preferred.

Preferred experiences and skills: prior public health research experience, group facilitation, needs assessment and survey development and implementation, community outreach, strategic planning, project management, and comprehensive data analysis (quantitative and qualitative).

Questions & Answers

Q. Do you have a survey platform that you already use (e.g., Survey Monkey, etc.)?

A. Currently, the Department utilizes Survey Monkey.

Q. When was the last assessment conducted?

A. The most recent CHA was conducted during 2017-2018.

Q. Is this a re-accreditation?

A. Yes, this CHA will need to meet the requirements for re-accreditation through PHAB, the Department was recently reaccredited in May 2023. We anticipate our next submission for reaccreditation will be in 2028.

Q. Is Bloomfield's 2024 assessment timeline flexible?

A. Timeline is firm; all planning, discussions, data collection and analysis, and delivery of a final report should be accomplished by Fall 2024.

Submission:

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Statement of Availability to perform work assigned as needed.
4. Copy of Business Registration Certificate.
5. Copies of other required disclosure information.
6. Rate Structure.

Selection:

The Board of Health reserves the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Rate Structure.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.