

REQUEST FOR CONTRACTOR BID

Bid Due Date: December 10, 2021

Bid Contact: Lisa Nieri, AACHC
LisaN@aachc.org
602-288-7557

Bid Submission: Must be submitted via email to LisaN@aachc.org

Proposal Requested For: *RFP development for Maricopa County Health Center/FQHC capital projects*

Proposal Request Details:

The Arizona Alliance for Community Health Centers (AACHC) is requesting bids from contractors with experience and expertise in building a Request for Proposal (RFP) process from pre-award through post-award for a capital improvements funding program. The contractor will be responsible for building a competitive RFP process, with input from AACHC, that will fund facility construction purchase/refurbishment or capital equipment, allowing Maricopa County Health Centers to provide additional or enhanced services. Contractor will be responsible for developing all aspects of an RFP, establishing an objective review committee, and developing scoring criteria that takes into account funding requirements and areas of high need in the county (e.g., areas of high growth with limited access to services, uninsured populations, rural areas, special populations, areas with a high level of health disparities, growth opportunities, etc.).

AACHC has served as Arizona's Primary Care Association (PCA) since 1985 and provides training, technical assistance, and support to Health Centers, commonly referred to as Federally Qualified Health Centers (FQHC)s in the state. AACHC represents all 23 Health Centers/FQHCs in Arizona comprising the state's largest network of primary care providers. In 2020, Arizona Health centers provided primary medical, behavioral, and oral health services to nearly 750,000 individuals statewide or 1 in 10 Arizonans and 1 in 4 Medicaid patients. Health Centers/FQHCs provide integrated "whole-person" services including behavioral health, dental, and supportive services. FQHCs accept Medicaid, Medicare, and private insurance while also serving individuals that are uninsured.

AACHC has been awarded funds to distribute to Maricopa County-based Health Centers/FQHCs for capital projects and improvements that will support the growing needs of Maricopa County communities. AACHC is seeking contractors to build a comprehensive RFP process. The selected contractor will develop the process for gathering relevant data and measures, with input from AACHC staff. The contractor should anticipate transitioning responsibility to AACHC staff upon completion of the review and funding award process.

Scope of Work:

- Develop all aspects of an RFP, including submission guidelines and scoring criteria. RFP content should include (at a minimum):
 - A gap analysis and needs assessment



Phone:
602.253.0090



Address:
700 E. Jefferson St., Suite 100
Phoenix, AZ 85034



Website:
www.AACHC.org

- Project description/scope of work to address identified needs
- Outputs and outcomes and how each will be measured
- A timeline with associated deliverables
- A line-item budget and budget narrative justification
- Oversee RFP process, including:
 - Creation and dissemination of RFP and collection of proposals
 - Recruitment and facilitation of all aspects of an objective review committee to arrive at recommendations for funding awards
 - Work in partnership with AACHC and Maricopa County as required and requested

Bid/Proposal Preparation and Submission Instructions:

Please submit an email to AACHC Contact Person, LisaN@aachc.org, to notify intent of submitting proposal/bid for project to be included in distribution list if information becomes available during open application process.

Proposal Format:

1. Narrative Response:
 - a. Please outline how you would go about building an RFP for capital projects and improvements funding, including a preliminary step by step process (Specific steps, processes, key stakeholders, etc.).
 - b. Please describe in detail your knowledge and experience with Health Centers/FQHCs, healthcare, and/or public health. Please also describe your experience addressing health equity and underserved populations in this context.
 - c. What is your experience building a scoring rubric and evaluation criteria for specific projects/grant proposals? Please provide an example of an evaluation tool you have created that includes metrics used.
 - d. What experience do you have in creating an independent objective review team? Please explain.
 - e. Please identify how you would determine and select individuals for the application review committee to ensure a fair and impartial review process
 - f. Please provide the full names of all individuals that will work on this project. Please also provide additional relevant work experience, certifications, and background that fit the need for this project and highlight your knowledge and expertise.
2. Resume/CV for all individuals included in the proposal
3. Line-Item Budget and Budget Narrative Justification relevant to Activities/SOW
 - a. Budget should include bid for the total scope of work, including travel if necessary
4. At a minimum, two professional references and two previous client references
5. A statement of any conflicts of interest with AACHC or Maricopa County Health Centers/FQHCs
6. Bidder's name, company (if applicable), email and phone number

Proposal and budget/budget narrative, should not exceed 12 pages in length. Other attachments will not count towards the page limit. Materials should be submitted via email to

Contact Person LisaN@aachc.org in Word or PDF format by 5:00pm MST on Friday, December 10, 2021.

Evaluation Criteria:

Proposals will be scored based on the degree to which the following criteria are met:

Category	Points possible
Project Based Experience (needs assessment/gap/processes)	25
Health Center/FQHC Experience/Knowledge Arizona	10
Data Analysis/Evaluation	15
Total	50

Timeline:

- Bid released: November 23, 2021
- Bid submission due: December 10, 2021
- Award notification: Successful bidders will be notified via email by Contact Person no later than December 16, 2021