January 2014

REQUEST FOR QUALIFICATIONS

Community Based Organization to Provide Community Involvement for the Gulf Region Health Outreach Project (GRHOP) Along the Louisiana, Mississippi, and Northern Florida Coasts

OVERVIEW

Alliance Institute, Inc. is requesting Statements of Qualification from interested and qualified Louisiana, Mississippi, and Florida non-profit 501(c)(3) community based organizations (CBOs) to provide community involvement for the Gulf Region Health Outreach Program (GHROP) in the following geographic areas: Coastal Louisiana (parishes of Cameron, Terrebonne, Lafourche, and Jefferson), Coastal Mississippi (counties of Jackson, Hancock, and Harrison), and Northern Florida (counties of Escambia, Santa Rosa, Walton, Okaloosa, and Bay).

GRHOP is funded through the Deepwater Horizon Medical Benefits Class Action Settlement approved on January 11, 2013 by Judge Carl Barbier of the Eastern District of Louisiana and currently on appeal to the Court of Appeals for the Fifth Circuit. The program will provide funding for expanding access to health care across 17 counties/parishes in Louisiana, Mississippi, Alabama, and Florida. The Louisiana, Mississippi, and Florida counties listed above will be the target areas for the selected CBO for each state. (A CBO for Alabama has already been selected through a prior process.) Funding is being made available through GRHOP to increase access to primary, mental, and behavioral, as well as environmental and occupational health care by increasing the capacity of local health care centers across the region. Community involvement is a major part of the design of GRHOP.

A $50,000 grant will be issued to each selected state CBO. The grant will cover one (1) year of project-related deliverables. Fiscal sponsorships will not be allowed under this program. CBOs chosen to participate in the community involvement activities related to GHROP will be required to assist in overall outreach to the communities in the target area.

Under this project, qualified CBOs will receive technical assistance and trainings to build their capacity to carry out the activities related to the success of the project. In addition, Alliance Institute will make its Community Engagement Specialists available to help CBOs reach project goals in their region. The Louisiana Public Health Institute, which implements GRHOP’s programming to expand access to integrated, high quality, sustainable, community-based primary care in 17 counties and parishes,) will also make available a State Coordinator to assist CBOs in each state.

SCOPE OF WORK

A CBO will be chosen for each state to carry out the following activities in Louisiana (parishes of Cameron, Terrebonne, Lafourche, and Jefferson), Mississippi (counties of Jackson, Hancock, and Harrison), and Florida (counties of Escambia, Santa Rosa, Walton, Okaloosa, and Bay) within the scope of GRHOP as needed:
• Perform community outreach within the footprint of proposed clinics for participation in assessment of needs related to health clinic and health clinic services. Outreach can include, but should not be limited to, flyers, mailings, phone calls, door-to-door canvass, etc. The purpose of this outreach is to inform residents about available health services being provided by the program and to direct them to the decision making processes regarding the health clinic.

• Host periodic community meetings in the predetermined counties/parishes within its state for ongoing input into health center process (i.e., gathering information regarding health concerns, reporting on health services provided or not provided, participating in assessments and surveys, and giving input into and ongoing evaluation of expectations of program). These meetings may also serve to involve residents regarding issues related to local and state health services.

• Participate in existing coalition meetings of local and state GRHOP partners (e.g., health center staff, local and state agencies and others) or convene and facilitate these meetings periodically if there is no coalitions already exists. The purpose of these meetings is to share community concerns and issues with health care decision makers and to receive information for dissemination to the community regarding upcoming or current trends/issues within the health center and/or local and state agencies towards improving access to health care and service delivery.

• Assist GRHOP partners, as needed, in planning and implementing community asset mapping, health literacy and other programs in participating communities.

STATEMENT OF QUALIFICATIONS FORMAT

To facilitate review, submissions should conform to the following format:

1. **Letter of Introduction:** Provide a one-page letter introducing your organization and describing why your organization is interested and qualified to participate in this project.

2. **Experience of the Organization:** Provide a description of your organization’s prior experience and qualifications in community organizing and engagement, particularly within the local area of GRHOP activities; experience in health care is beneficial. Also, please reference any experience the organization has working with local and state health agencies.

3. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining his/her credentials and experience.

4. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your organization of similar nature as contained in the above Scope of Work.
5. **Project Understanding**: Provide your general understanding of the project and your organization’s role. Identify any potential benefits, collaborative opportunities, challenges or special concerns that may be encountered.

6. **Organizational Budget**: Provide a copy of your organization’s 2013 financial statements and 2014 budget.

7. **Federal Tax Exempt Status**: Provide a copy of your organization’s federal tax exempt determination letter from the IRS and your most recent federal tax return.

8. **Other Supporting Data**: Include any other information you feel to be relevant to the selection of your organization.

The entire Statement of Qualifications shall not exceed five (5) pages, excluding the letter of introduction (maximum two pages) and all supporting documentation.

**CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the organization (20–30%)**: Preference shall be given to those firms with experience in community organizing and engagement and whose operations are located within the borders of the project footprint. Experience in health care is also of benefit.

2. **Qualifications of the Project Team (Key Staff) (30–40%)**: Preference shall be given to those with key staff experience in items listed in the above scope of services and familiarity with health care concerns in the region.

3. **Experience in Working with Local and State Agencies (10%)**: Preference shall be given to project teams whose personnel have demonstrated a working relationship with relevant local and state agencies.

4. **Project Understanding (25-35%)**: Preference shall be given to those organizations which have a comprehensive understanding of the project requirements and environment.

5. **Additional Review Criteria**: Alliance Institute will verify that 501c3 status of organizations is in good standing as well as perform criminal background checks of organization and key staff.

**TIMELINE**

Call for qualifications issued – January 15, 2014
Submission deadline – February 14, 2014
Notification of qualified organizations – March 1, 2014
CONTRACT

The top ranked organization in each state will be invited to negotiate a contract with Alliance Institute. A detailed scope of work will be developed and agreed to by the selected organizations and Alliance Institute. As part of the pre-contract process, Alliance Institute will perform on-site visits and review the financial management capacity of selected organizations. Selected organizations shall not discriminate on the basis of race, color, national origin, gender or sexual preference in the performance of this contract.

SUBMISSION AND CONTACT INFO

One (1) copy of your Statement of Qualifications and related documents must be submitted no later than 5 p.m. on Friday, February 14, 2014 to:

Alliance Institute
info@theallianceinstitute.org (electronic submissions only)

All questions regarding this RFQ should be directed to:

Jeff Karlson
Alliance Institute
504-302-0604
info@theallianceinstitute.org