

## **Community Health Needs Assessment (CHNA) Request for Proposals**

Proposals due to [mappofskp@gmail.com](mailto:mappofskp@gmail.com) by 5:00 pm, Monday, May 23, 2022

Not to Exceed: \$30,000

Start Date: June 1, 2022

End Date: May 31, 2023

### **Overview**

South Peninsula Hospital is seeking a vendor to conduct a health needs assessment for the southern Kenai Peninsula, Alaska, using NACCHO's (National Association of City and County Health Officials) MAPP ([Mobilizing for Action through Planning and Partnerships](#)) model of community health assessment. This assessment consist of **four distinct areas**: Community Themes and Strengths; Local Public Health System; Community Health Status; and Forces of Change. These four assessments will help identify strategic issues and guide future community-wide health initiatives as part of a multi-year CHNA grant. This assessment will be co-created between the Contractor and MAPP of the Southern Kenai Peninsula local health coalition (to include MAPP Steering Committee, the MAPP CHNA Committee, MAPP Coordinator, and the MAPP MPH Student). More about MAPP can be found at [www.mappofskp.net](http://www.mappofskp.net)

### **The Assessment should include:**

1. An easily understandable literature review on the social determinants of health and their impact on health and cost in lives and dollars to society
2. Comprehensive description of the demographics of the Southern Kenai Peninsula area population
3. Updated key tables from 2019/2020 CHNA and identification of any significant differences in health status and needs, especially reflecting the COVID-19 pandemic
4. An examination of key indicators for the social determinants of health in the Southern Kenai Peninsula region
5. An exploration of social and community context guided by discussions with local leaders of medically-underserved community populations utilizing the 8 Dimensions of Wellness (Cultural, Economic, Emotional, Environmental, Intellectual, Physical, Social, & Spiritual)
6. Primary community qualitative and quantitative data defined and collected in partnership with MAPP Steering Committee
  - a. The Steering Committee includes representatives from: City of Homer, South Peninsula Hospital, Homer Public Health Center, Haven House, Homer United Methodist Church, Bunnell Street Arts Center, Seldovia Village Tribe Health and Wellness, South Peninsula Behavioral Health Services, Sprout Family Services, Kenai Peninsula College Kachemak Bay Campus, Sustainable Homer, and Kachemak Bay Family Planning Clinic

- b. The community data for the four assessments will be collected using a variety of methods to include, but not limited to: community events; surveys; key informant interviews; and focus groups (methods TBD in cooperation with the MAPP Steering Committee)
7. Compilation of community data in a format easily manipulated by community partners for future health and wellness initiatives
8. Analysis of the data collected with cross cutting themes, health priorities, and related gaps and resources identified
9. A CHNA Executive Summary document that can be shared with the public

**Contractor deliverables to include:**

1. CHNA Action Plan and Timeline
2. Development of data collection tools
3. Data walk with MAPP Steering Committee to discuss draft assessment
4. Final CHNA Report to include an Executive Summary

**Responsibilities of Contractor to be completed in cooperation with MAPP Coordinator and MAPP Steering Committee:**

Suggested Schedule & Associated Tasks:

Planning (Summer 2022)

- Develop action plan clearly identifying roles & responsibilities of each entity (Contractor, MAPP Steering Committee, MAPP CHNA Committee, MAPP Coordinator, and MAPP MPH Student)
- Help define data collection tools (community surveys, focus groups, community events, etc.) and participate as needed

Assessment (Fall & Winter 2022)

- Facilitate data collection avenues
- Compile (collect, collate and catalogue) data
  - For local data done in cooperation with MAPP Steering Committee where possible
- Analyze data, cross-cutting themes, gaps/resources identified

Report Creation (Spring 2023)

- Develop CHNA Report – Draft Report due by April 15, 2023
  - Literature review
  - Update key tables from previous assessments
  - Include visualizations of the primary and secondary data and identify common trends

Presentation (May 2023)

- Present findings to MAPP Steering Committee via data walk

#### Ongoing

- Regular communication with MAPP Coordinator, schedule TBD
- Attend MAPP Steering Committee meetings (1<sup>st</sup> and 3<sup>rd</sup> Wednesdays 2-4 pm) and MAPP CHNA Committee Meetings (2<sup>nd</sup> & 4<sup>th</sup> Mondays 2-3 pm) as needed
- Quarterly progress updates for grant reporting purposes

#### **Responsibilities of MAPP Steering Committee and MAPP Coordinator:**

- Approve data for assessments
- Assist in planning community data collection events
- Print any documents as necessary
- Secure meeting spaces, as needed
- Present findings to community

Inquiries – Questions regarding this RFP must be directed in writing to [mappofskp@gmail.com](mailto:mappofskp@gmail.com) and be received by noon on Monday, May 9. Answers will be made available on the MAPP website.

Background – South Peninsula Hospital is a partner in the local health coalition MAPP of the southern Kenai Peninsula. This assessment will be one as conducted every three years by the hospital or the coalition, and should give special attention to new or magnified needs based on the Covid-19 pandemic.

Proposal should include a cover letter that includes name, overview of qualifications and defined project leads; Scope of work that addresses the points and deliverables above; and price for the work that includes all of the vendor's costs associated with providing the good(s) or service(s) as called for within this RFP and including, but not limited to, wages, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise.

Deadline to apply is Monday, May 23<sup>rd</sup> at 5:00 pm. Proposals should be emailed to [mappofskp@gmail.com](mailto:mappofskp@gmail.com)

Proposals will be evaluated by the MAPP Steering Committee and CHNA Committee based upon the responsiveness to the submission requirements described herein and any other manner deemed most advantageous to the project. SPH reserves the right to waive informalities and minor inaccuracies. SPH reserves the right to reject any and/or all proposals which it deems to be not in the best interests of SPH and to proceed with the next proposer or to utilize an entirely different process at any time during the process.

\* Special consideration for contractors interested in and available for the following phases of this process/continuation contracts:

- Setting community priorities (summer 2023)
- Developing Community Health Improvement Plan (fall and winter 2023)