

COVID Equity Assessment

Request for Proposal #2021-01

Section 1 - Summary

Snohomish Health District (District) is seeking proposals from qualified firms to conduct a community assessment focused on our public health response to coronavirus in accordance with the Scope of Work specified below.

Section 2 - Scope of Work

Snohomish County is a vibrant community with cultures and nations across the globe coming together. As our county has grown, it is essential that strategies for ensuring public health embody our commitment to community and reflect our communities' voices.

The District is seeking an experienced firm to guide us in a community assessment and conversation in order to make informed and deliberate decisions to address inequities in achieving public health for all Snohomish County residents.

Background:

The District spearheads efforts to protect, promote, and advance the collective health of our county's fast growing and diversifying population of 825,000 people. In January 2020 the District adopted a strategic plan rooted in five values: commitment to our community; advancing clear, open and honest communication; responsible use of resources; driven by diversity, equity and inclusion; and operating as a team.

The 2018 Snohomish County Community Health Assessment repeatedly shows the disproportionate health impacts that our Black, Indigenous, and Persons of Color (BIPOC) communities bear, illustrated now by a COVID-19 rate six-times that of White residents. Almost a year into our county's coronavirus response, voices from the community asked how we are providing equitable access to services and information.

The COVID-19 pandemic has resulted in many challenges to living these values and doing the work of keeping our public safe. We are a small health department addressing a large, ever changing community. Our response has shown us areas of improvement including the need and desire for community voices and community led strategies to be elevated and implemented.

Objectives:

- A community led and implemented assessment that provides Snohomish-specific data on prevalence of experiences of health-based discrimination, broaden and strengthen an understanding of health consequences for residents, and the role of the Health District.
- Utilizes multiple modalities to assess the perceptions and attitudes of local residents regarding the District's coronavirus response.
- Community respondents should include limited English speakers within our BIPOC communities.
- The planning process encompasses the Snohomish Health District Community Equity Advisory Board, the District's Equity and Trauma-Informed team's, and District leadership.

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- Link to the 2020 Snohomish Health District Strategic Plan and Resolution 20-17: Supporting Equity and Inclusion in Public Health Within Snohomish County.
- Use anti-racist and inclusive language and messaging throughout this effort that is easy to understand by the community and stakeholders.

Definitions:

- Anti-Racist Language: The intentional use of language to move beyond and dismantle racism and stigmas by expressing ideas that racial groups are equals and that there is nothing wrong with any racial group.
- Equity: Providing different levels of support based on an individual's or group's needs to achieve an identified outcome.
- Inclusion: A state of belonging, when persons of different backgrounds and identities are valued, integrated, and welcomed equitably as decision-makers and collaborators.
- Racism: Racial Prejudice + Power; A complex system involving one group having power to carry out and maintain racial discrimination, beliefs and attitudes across systems, policies and practices.

Deliverables:

- Documentation of the process used to develop the community assessment. This must include who was engaged and participated in the process, milestones, stages of effort, and timeline.
- A written report that compiles and analyses the results including all illustrative graphs, raw data analysis, and any other information the consultant believes could be beneficial to understanding the collected information, including but not limited to community statements or testimonials.
- The consultant will meet with the Community Equity Advisory Board at a regular monthly meeting to present a draft report, taking questions and recommendations to complete a final report.
- The consultant shall meet a second time, if requested, with the Community Equity Advisory Board to present the final report.
- Evaluation plan to monitor and assess progress towards reaching the strategic plan goal and objectives.

Work Team:

Nicole Thomsen, District Health Policy Analyst, and Pia Sampaga-Khim, Outreach and Preparedness Supervisor, will serve as the main points of contact. Additional internal and external stakeholders will be convened to serve as an ad hoc team.

Timeline:

All deliverables must be completed by October 31, 2021.

Funding:

This work is funded through The Kresge Foundation *Advancing Public Health in Communities* grant. Contract is not to exceed \$24,600.

Section 3 – Proposal Preparation and Submittal

Proposal:

Proposal narrative should be no more than 4 to 5 pages. Also submit a one-page budget.

Content of the proposal package should address:

- Firm's qualification and interest to design and execute a community survey and conversation process.
- Firm's commitment to promoting and respecting the social and cultural diversity of community members.
- Firm's commitment to dismantling structural racism in the community through practices that sustain communication among community members in a free and responsible manner without fear of retaliation.
- Firms approach to equity and community participation.
- Understanding of the work to be performed, estimated hours, and other pertinent information
- Timeline
- Budget

Notice of Intent to Respond:

The vendor should provide a Notice of Intent. The intent to respond should be submitted through e-mail to rfp@snohd.org. Without this notice the vendor risks not receiving RFP notices or changes in the process prior to the submission deadline.

Prospective respondents must submit inquiries concerning this RFP to obtain clarification of requirements by e-mail no later than **4/12/2021**. No inquiries will be accepted after the deadline. All clarifications to the RFP will be distributed in writing on WEBS, www.snohd.org/bids, and to those vendors that have submitted a Notice of Intent to Respond. Response to inquiries will be distributed by close of business on **4/13/2021**.

Submittal:

The deadline for receipt of proposals is **Friday, April 16, 2021 at midnight PST**. Proposals are to be sent by e-mail to Request for Proposals at rfp@snohd.org.

Proposals received after the date and time above will not be considered.

Section 4 – Proposal Evaluation and Award

Evaluation:

Proposals will be reviewed and evaluated based on the following criteria:

Qualifications

- Firm has the qualifications necessary to successfully complete the scope of work
- Staff has prior experience working on similar projects
- Staff has prior experience working with similar organizations
- Staff has prior experience working with people from different backgrounds and limited English proficiency.
- Firm has demonstrated experience working with community navigators, community health workers and promotoras.

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Scope of Proposal

- The proposal demonstrates an understanding of the project objectives and desired result.
- The proposal illustrates an approach to the scope of work that will likely lead to the successful assessment of the community's perceptions of the District's coronavirus response.
- Proposal provides an adequate and on-going stakeholder engagement process

Work Plan

- The proposal adequately details project activities and milestones, or deliverables associated with each stage of the scope of work
- The proposal includes a detailed timeline for each stage
- The work can be completed within a reasonable project timeline

Budget

- The proposal includes a detailed budget for the scope of work
- Proposed costs are reasonable

[Contract Notification:](#)

It is expected that District will select and notify the chosen firm within 1-2 weeks after the submission date.

[Project Start Date](#)

It is anticipated that work will begin on or around May 15, 2021.