



# REQUEST FOR PROPOSAL CONSULTING SERVICES FOR EAST AKRON NEIGHBORHOOD ASSESSMENT

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Issue Date

August 19, 2022

Proposals Due By Date

September 19, 2022  
9 am EST

Issued By:

Division of Family Health  
Summit County Public Health  
1867 West Market Street  
Akron, Ohio 44313

Contact Person:

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## INTRODUCTION

Summit County Combined General Health District aka Summit County Public Health is requesting a qualified organization to submit a proposal to produce one East Akron neighborhood assessment including an asset map.

Details concerning the project and proposal are contained in this document.

## LEGAL ADVERTISEMENT

Summit County Combined General Health District (SCPH) is accepting proposals from qualified applicants to provide consulting services to produce one East Akron neighborhood assessment including an asset map. Proposal responses will be received by SCPH, 1867 West Market Street, Akron, Ohio 44313, until 9:00 a.m., September 19, 2022. At that time, all proposals will be opened, the vendor name read from the proposal cover page, and logged for the:

### **East Akron Neighborhood Assessment**

Prospective applicants are encouraged to visit [www.scph.org/bid](http://www.scph.org/bid) to view supporting documents for this opportunity and register for a virtual bidders meeting on September 1, 2022.

SCPH reserves the right to reject any and all bids and any part or parts of any bid.

To be advertised in the Akron Beacon Journal August 23, 2022 and August 30, 2022.

## BACKGROUND

SCPH is committed to reducing health disparities and improving health which requires focusing on the root causes and determinants of poor health in our community such as poverty, education, employment, housing, access to healthcare, clean air and water, and access to healthy foods.

SCPH administers a grant program funded by the Ohio Department of Health titled: Ohio Health Improvement Zones Pilot Project (OI23). The ultimate goal is to improve health and social outcomes for people experiencing health disparities and inequities and increase community resilience to respond to, withstand, and recover from adverse situations.

SCPH intends to select and contract with a qualified organization to produce one East Akron neighborhood assessment including an asset map to identify and prioritize critical leverage points. The scope of work should be specifically designed

to identify disparities in the East Akron neighborhood and provide an accurate portrait of the neighborhood's health.

Ohio Health Improvement Zones (OHIZ) refers to any community with a US Centers for Disease Control, Agency for Toxic Substance and Disease Registry (CDC/ADSTR) Social Vulnerability Index (SVI) Score of .75 or higher. The SVI measures the socioeconomic and demographic factors that affect the resilience of individuals and communities – the ability to prevent human suffering and financial loss in a disaster. The SVI uses the most current data available from the US Census Bureau American Community Survey 5-year estimates (2014-2018) to assign each census tract in the nation a score ranging from 0 – 1, detailing areas of high and areas of low SVI. The SVI is comprised of 15 indicators grouped into 4 themes: socioeconomic status, household composition and disability, minority and language, and housing and transportation. Census tracts with scores of .75 and greater are designated as Ohio's Health Improvement Zones. For more information on Ohio's Health Improvement Zones visit: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/health-equity/health-improvement-zones>

East Akron is divided into three areas (North, Middle, and South) with clearly differentiated residential experiences, challenges, and aspirations. There is also a gap between legacy residents and a new generation that needs more support, opportunities, and investment. The focus of this project is on OHIZ census tract 5035 which encompasses 0.8 square miles and is located in the middle of the East Akron Neighborhood. The total population for this census tract is 3,180. While the population size is under the recommended 5,000, SCPH will work with neighborhood leaders and contractors to gain input on broadening the geographic scope of the project to include block portions of census tract 5038 (a large portion of this tract contains the Akron Fulton Airport).

The SVI scores for this census tract all scored in the highest range in every category with the overall score at 0.9421.

## SCOPE OF WORK

### Project Management

- Coordinate with the East Akron Health Improvement Team and the Ohio Department of Health to finalize scope, schedule, and deliverables.
- Facilitate project kick-off meetings, monthly conference calls, and project closeout to increase collaboration and engagement across multisectoral partners.
- Ensure that residents have a voice in, and are part of the entire process of, shaping the future of their neighborhood.

### Existing Conditions Analysis

- Coordinate with the East Akron Health Improvement Team to review and synthesize data from existing plans, assess data gaps, and assemble information on existing conditions to obtain an accurate picture of the health of East Akron.

#### Neighborhood Specific Assessment

- Utilize existing conditions to inform the development of a neighborhood-specific assessment to collect qualitative and quantitative data.
- Engage the neighborhood to gather data using a variety of data collection techniques.

#### Neighborhood Input and Engagement

- Engage the community in a collaborative neighborhood planning process to determine perceptions of the highest priority issues facing the community that threatens or limits optimal health through the findings (including residents, organizations, businesses, past, current and prospective students, City officials, landlords, etc.).
- Develop a process to measure the potential reach of the engagement activities.

#### Plan Development

- Identify actionable recommendations to maximize the positive health impacts and minimize the negative ones.
- Finalize the East Akron Assessment including an asset map.

Neighborhood plans have been released for [Middlebury](#) and [University Park](#). Both plans embraced an asset-based planning process, looking at how to build upon existing community strengths to foster a stronger more sustainable neighborhood. This framework should be utilized as a guide.

## CONTRACT CONDITIONS

- The term of the contract shall be from October 17, 2022, through May 31, 2023, subject to the availability of grant funds and cancellation provisions. The contractor acknowledges that any renewal or additional monies for the project expansion after May 31, 2023, is contingent upon funding availability and the approval of the Ohio Department of Health and SCPH.
- Proposals must comply with all specifications stated herein. Failure to do so may result in the applicant being eliminated from consideration. All aspects of the successful proposals will become part of the contract obligation.
- Forms and Reference Materials for SCPH Grant Sub-Recipients and Contractors can be found at <https://www.scph.org/grants>. Submission of an application constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures.

- Granting a contract for these services depends on the availability of federal, state, and local funds and the continued authorization of funds under current legislation. SCPH will make the final funding decision. SCPH reserves the right to negotiate service delivery, unit cost, evaluation, billing format, and other details as indicated. Compensation is subject to the availability of funding from the Ohio Department of Health, SCPH shall reimburse the contractor, up to an amount not to exceed sixty thousand dollars (\$60,000.00).
- The RFP creates no obligation on the part of the SCPH to award a contract or to compensate for any costs incurred during the development of submission of the proposal, SCPH reserves the right to award a contract based upon proposals received without further discussion or negotiation.
- Final awards are subject to the sole discretion of SCPH.

## BIDDERS MEETING

All potential applicants are encouraged to attend a bidder's meeting. The meeting will be held virtually on September 1, 2022, from 10 am to 11 am Eastern Standard Time. The meeting will provide an opportunity for interested parties to learn more about the request and ask questions.

*<https://meet.google.com/uuu-dpvv-psh>  
Or dial: (US) +1 307-364-0423 PIN: 285 800 438#*

## REQUEST FOR PROPOSAL DUE DATE

Proposal responses must be submitted with one (1) original and two (2) hard copies mailed or hand-delivered to:

Division of Family Health  
Summit County Public Health  
1867 West Market Street  
Akron, Ohio 44313

All responses should be sealed and marked "Proposal Response – East Akron Neighborhood Assessment." The deadline for responses is 9:00 a.m., September 19, 2022, Eastern Standard Time. If you use an overnight carrier, please have your RFP package in an envelope inside the overnight carrier's envelope. Hand-delivered proposals may be delivered ONLY between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding legal holidays.

SCPH will not consider any responses received after the date and time indicated above. SCPH submissions become the property of SCPH and will not be returned. SCPH reserves the right to issue modifications to this RFP at any time. SCPH reserves the right to reject all proposals.

Proposal responses will be publically opened in the Auditorium, Summit County Public Health, 1867 West Market Street, Akron, Ohio 44313, immediately following the response deadline. At that time, all proposals will be opened, the vendor name read from the proposal cover page, and logged. The submittal of a proposal will be considered by SCPH as constituting an offer to perform the required services at the stated price.

SCPH reserves the right to ask for any clarifications or verifications at any time.

## **PROPOSAL CONTENTS AND FORMAT**

Proposals should be organized as defined below to ensure consistency and to facilitate the evaluation of all responses. All sections listed below must be included in the proposal, in the order presented. Non-adherence to specifications in the submission of required documents may cause the entire proposal to be considered non-responsive and may be thrown out.

The responses shall be submitted in the following format.

A. Cover Page - Attachment A

B. Organizational Capacity

- Provide a profile of the organization.
- Describe the qualification of staff that will be assigned to the project.
- Describe any community mobilization efforts and experience facilitating or leading groups, coalitions, or collaboratives.
- Describe any past work specific to the census tract 5035.

C. Project Narrative

- Describe specific, measurable, attainable, realistic, and time-specific (SMART) goals, objectives, activities, and milestones for the development of the East Akron Neighborhood Assessment, including an asset map for the Project Period from October 17, 2022, through May 31, 2023,
- Include a statement regarding the consultant or consultant team's understanding of the social determinants of health; policy, systems; and health equity.

D. Budget Narrative

- Include a budget narrative that explains the basis for estimating the costs of personnel salaries, benefits, staff travel, materials/supplies, and any other projected expenditure(s) included in the itemized budget.

## PROPOSAL EVALUATION

Proposals received that conform to the proposal instructions will be evaluated by a committee of SCPH staff. The evaluation will take place using the evaluation criteria outlined below.

Points	Item	Description	Reviewer Score	Comments
Max=5	Cover Page	Cover Page Completed		
Max=20	Organization's Capacity	Applicants demonstrated they have the organization's capacity to carry out the scope of work  Staff members assigned to the project are qualified		
Max=40	Project Narrative	Applicants identify goals, objectives, activities, and milestones for the development of the East Akron Neighborhood Assessment, including an asset map		
Max=10		Applicants illustrate the impact of the social determinants of health; policy, systems; and health equity in the planning process		
Max= 25	Budget Narrative	Budget Narrative was complete  Costs are deemed appropriate and reasonable		
<b>Total Max=100</b>	<b>Total Points</b>			

# CONSULTING SERVICES FOR EAST AKRON COMMUNITY ASSESSMENT

## COVER PAGE – Attachment A

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Contact Person & Title	
Organization	
Address	
City, State, Zip	
Phone	(     )
Email address	
Web page	
Signature	

**The Proposal Must Be Received by 9 am EST on September 19, 2022**

*Division of Family Health  
Summit County Public Health  
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Akron, Ohio 44313*