

Request for Proposals: Network Convening and Management

Proposals due by August 19, 2022 at 4pm Pacific

I. Introduction

The Connected Community Network Funding Partners are soliciting proposals for a community convener to help organize and operate its Connected Community Network (CCN) in Northern California. The program includes the design, construction, and implementation of a connected network of community-based organizations (CBOs) powered by a technology platform to ensure underserved communities receive the services they need in the North State region. The program leverages a technology platform that allows for screening of social needs, electronic referrals and navigation assistance, as well as documentation of referral outcomes for resources, programs, and services directly provided by CBOs. The chosen neutral convening entity will elevate the voice and manage the capacity of community partners on the network in collaboration with other project stakeholders. The chosen entity will help guide the CCN program in the direction prevalent to the needs of the North State and its community partners.

II. Background

The CCN is a multi-stakeholder collaborative initiative to address the social, economic, and environmental determinants of health by leveraging the assets and capacities of community anchor institutions and community-based partners. The CCN focuses on connecting community-based organizations with each other, improving overall health outcomes, and strengthening the capacity of vulnerable communities to be resilient in the face of socioeconomic disruption. This multi-stakeholder collaborative will bring together service providers, health plans, government entities, and community organizations to become mutually responsive to address the social determinants of health and health disparities that impact the community as a whole.

The CCN program will achieve this goal through the following strategies:

- 1) **Collective Impact:** Foster and implement big ideas, research, strategies, investments, and initiatives to build a resilient collaborative and connected community with a trusted neutral convener as a backbone organization.
- 2) **Governance:** Create a platform that fosters equitable participation of anchor institutions and community-based partners in a transparent and open forum that provides consistent long-term engagement and provides a set of collective common goals and metrics to help the underserved population.
- 3) **Collaboration:** Create linkages between local community organizations that provide services vital to underserved populations to address the social, economic, and environmental determinants of health and refer individuals to appropriate community resources (including but not limited to, stable and affordable housing; maternal, infant, and child health; access to healthy food; mental health counseling; and chronic disease management programs).
- 4) **Anchor Transformation:** Become a laboratory that models best practices in advancing

anchor strategies that improve the quality of life of surrounding communities, particularly those facing the greatest inequities.

- 5) **Systems Change:** Shift investments, grant dollars, and financial payment models such that there is alignment and commitment to social capital in building health and wealth in the community through place-based strategies and partnerships.

Participation in the CCN program is centered on building long-term, productive relationships of trust between anchor institutions, community-based organizations, and the communities they serve. The program utilizes a technology solution that will be a community resource database accessible to community members and organizations. The technology tool underpins a network of community partners working together to coordinate services and track outcomes for vulnerable populations. The goal of the program is to close the gap between multiple providers and to create a continuum of care so the underserved population can receive the services they need to reach their greatest health potential, both inside and outside of the clinical settings.

The Connected Community Network will be launched in Shasta County in 2022 with additional North State counties joining the CCN in the following years. The roles of key partners in the CCN are outlined below:

| Key Partners | Role |
|--------------------------------------|--|
| Health Information Organization | Provides support and technical assistance to ensure integration of referral history and referral outcomes into healthcare partner Electronic Health Records |
| Neutral Convening Entity | Backbone infrastructure support. Provides Network leadership - enables governance and decision-making among partners. Also serves as the CCN fiscal agent and manages all aspects of the community bank referenced below. |
| Community Resource Directory (2-1-1) | Provide clients with information, resources, referrals, and potentially direct services as part of the Network |
| Technology Platform | Provides support and technical assistance to ensure all Partners are onboarded to and become comfortable using common platform |
| CCN Funding Partners | Funding Partners agree to provide financial contributions to the Connected Community Network in its community for 36 months. Funding partners will collectively contribute to a Community Bank and act as the Governance Committee for the CCN. |
| CCN Community Bank | <p>The CCN Community Bank is funded by blending and braiding multiple federal, state and private funding streams to achieve sustainability. The CCN Community Bank pays the following costs:</p> <ul style="list-style-type: none"> ● Enterprise community licenses and network development costs for |

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| | <p>community-based organizations</p> <ul style="list-style-type: none"> ● Network management by the Neutral Convener ● 2-1-1 as the navigation center |
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III. Project Scope

The Committee seeks a community convener to be the backbone agency to this collective impact work in the North State. The key roles and responsibilities of the community convener include, but are not limited to:

1. Provide network leadership and project management to enable governance and decision-making among partners.
 - a. Fundamentally, the convener organizes and operates the CCN;
 - b. Suggest network-based marketing and communication approaches ; offer strategic recommendations and manage network expansion.

2. Convene and support community partners (i.e. the community-based organizations)
 - a. Leverage existing community partnerships;
 - b. Schedule and host meetings, promote CBO networking; work with technology vendor to review network-level data, guide performance measurement, and facilitate continuous improvement;
 - c. Engage community partners to assist with meeting service requirements of health plans in response to CalAIM mandates;
 - d. Ensure cross-sector collaboration among partners and incorporate active community voice strategies to help address community needs.

3. Be the fiscal agent to a “community bank” utilized to cover the costs borne to the community.
 - a. Facilitates distributing funds to support network partners and fund common infrastructure.

4. Continue to seek funding for the CCN to ensure sustainability.

Organizations that can fulfill all or part of the above responsibilities are encouraged to apply.

IV. Timeline

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| Q&A | Laura Acosta, Director of Community Health for Dignity Health North State, is available to answer questions during this process. Please email laura.acosta900@commonspirit.org with subject line: <i>CCN RFP Q&A</i> |
| Submission Deadline | August 19, 2022 by 4pm Pacific Email complete submissions to laura.acosta900@Dignityhealth.org |

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| | Please put <i>CCN RFP Response -(Name of Organization)</i> in subject line |
| Proposal Review | August 22 - August 26, 2022 <i>Respondents will be notified during this period if additional information or discussion is needed</i> |
| Selection and Notification | No later than August 26, 2022 <i>All respondents will be notified of the selection decision by this date</i> |
| Contract Period | September 1, 2022 - August 30, 2025 (approximate) |

V. Submission Details

Complete proposals will include three parts: (1) a cover page (2) a narrative that reflects an understanding of the project and includes a detailed approach to addressing the scope of work, (3) a budget that explains how funds will be allocated, and (4) supporting documents that demonstrate relevant experience.

Cover page:

Provide the name and contact information for the primary contact and the total proposed cost.

Narrative:

In no more than 3 pages, describe the following:

1. Indicate how the following roles will be fulfilled by the applicant:
 - a. Project management
 - b. Community convener
 - c. Fiscal agent
 - d. Seeking sustainable funding
2. The approach that will be taken to implement the scope of work described above, including the proposed activities and timeline and a justification for the proposed approach.
3. Team members involved and their qualifications, including experience in project management, community convening, fundraising, and fiscal agency.
4. Any potential challenges that may be encountered in completing this project and practical solutions for overcoming them.

Budget:

The contract for the neutral convening entity will not exceed \$65,000 per year for all

responsibilities and, with demonstrated success, the Committee expects this contract to be completed by August 31, 2025. All proposals must include a budget justification that provides an itemized description of costs to complete the tasks identified in the project description. If a respondent must subcontract any work to meet the requirements outlined here, this must be clearly stated in the proposal and a name and description of the organization(s) being contracted should be included.

Mandatory Supporting Documents:

- Functional organization chart
- Non-Collusion Declaration form (below)
- Most recent two (2) years of financial statements. With respect to the number of years of financial statements required by this RFP, the applicant must fully disclose the information for all years available; provided, however, that if the organization has been in business for less than two years, then the organization must disclose for the periods that the organization has been in business, including any partial year-to-date or quarterly financial statements.

Optional Supporting Documents:

- One or more relevant work samples
- CVs or resumes for the individuals who will be responsible for carrying out the work
- The name, address, and telephone number of one or more references for whom the organization and proposed lead/project manager (if already employed) have served carrying out similar responsibilities as those expected under this RFP.

VI. Proposal Evaluation Criteria

- *Approach:* Proposed approach is sound, feasible, and responsive to the scope of work.
- *Experience:* Prior relevant experience demonstrates that the respondents have the capacity to successfully carry out this work.
- *Cost and Value:* Proposals will be evaluated on both value and overall cost.
- *Additional preferred qualifications:*
 - o Experience working with cross-sector initiatives
 - o Working knowledge of community health, community-based organizations, and Shasta County communities and institutions

VI. Interviews

After the submissions are evaluated, the CCN Funding Partners may elect to interview all, some, or none of the respondents to help clarify proposals and respondents' qualifications. Respondents may be asked to submit additional documents at or after the interview stage.

It should be noted that the Committee reserves the right to select one or more firms on any basis that are in the best interests of the Committee. The Committee may contact organizations in

response to questions raised in their proposals and the Committee reserves the right to cancel this solicitation without selecting any organization.

NON-COLLUSION DECLARATION
TO BE EXECUTED BY BIDDER

AND SUBMITTED WITH PROPOSAL (Mandatory)

State of California

County of Shasta

The undersigned declares:

I am the ____ of ____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].”

Signature

Date