4

SUBJECT: Community Health Worker's Training

BID #: ESC-0337-24 **OPEN DATE:** 3/20/2024

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – ONE (1) YEAR FROM DATE OF EXECUTED CONTRACT WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS UPON SATISTACTORY PERFORMANCE BY CONTRACTOR.

AGENCY: MAYOR'S OFFICE

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The Evaluation Committee has completed their review of the one (1) proposal received for the subject RFP. The responding supplier is listed below.

Supplier	Average Score	Ranking
Managed Access To Child Health, Inc. dba Partnership for Child Health	91.00	1

Recommend approval of award to the highest scoring responsive, responsible bidder, Managed Access To Child Health, Inc. dba Partnership for Child Health. Period of service is one (1) year from date of executed contract with two (2) one (1) year renewal options. Total expenditure amount is $200,000.00.

Funding for this award to be encumbered by: 11415.194016.531090.010349.00000000.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Evaluation Scoring Matrix, Bid Tabulation, Specifications

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: LYNN SHERMANN, EXECUTIVE DIRECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

The Mayor's Office of Health Programs and Initiatives
117 Duval Street, Suite 400
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Lynn Sherman, Executive Director
Health Programs

DATE: April 30, 2024

RE: ESC-0337-24- Community Health Workers' Training

In reference to Solicitation ESC-0337-24 Community Health Workers' Training, the Mayor's Office of Health Programs and Initiatives recommends awarding The Partnership for Child Health. The services will require a formal contract through the office of the General Counsel. The terms of this agreement are for the period of April 1, 2024, through March 31, 2025.

The bid closed on March 14, 2024, and Procurement received one (1) vendor response: The Partnership for Child Health.

The project funding allocation is $200,000. The funds will be used to provide trained and certified community health workers who are prepared to be hired by organizations to improve health outcomes.

Thank you for your assistance in this process. If you need additional information, please contact Lynn Sherman at 255-4628 or lsherman@coj.net.

Funding Source: 11415.194016.531090.010349.00000000.00000.0000000

CC: Renatta Barnett, Buyer-Procurement Division

REQUEST FOR PROPOSAL

For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction

The City of Jacksonville ("**Buyer**") intends to hire an individual or firm ("**Contractor**") to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)
Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements
Attachment D	Sample Contract
Attachment E	Disqualified/Probationary Vendors List
Attachment F	Indemnification Requirements
Attachment G	Insurance Requirements
Attachment H	Protest Procedures
Form 1	Price Sheet
Form 2	Conflict of Interest Certificate
Form 3	No Bid Survey

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services.

The Mayor's Office is accepting proposals from qualified organizations to implement and deliver training for community members who would like a career as a community health worker (CHW). This work performed by this specialized group has been shown to improve health outcomes, reduce healthcare costs and enhance healthcare access for underserved populations.

Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement.

The initial term of agreement will commence upon execution of the Contract and will continue for a period one (1) year. Buyer will have the option to renew such agreement for up to two (2) additional one (1) year renewal options upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Requirements for Contractors.

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements and provide written

documentation at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive:

1. Organization must have a minimum of three (3) years of experience providing training that meets the Florida Certification Board certification process.
2. Organization must provide three (3) references of support from community partners for the last five (5) years.
3. The organization must have the current structure in place in Duval County or surrounding counties to provide the above training.

1.5 Equal Business Opportunity Program

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 Documents Available for Inspection

Not applicable

1.7 Federal Funds.

Federal funds will not be used as part of this solicitation. If federal funds will be used, please see Attachment E for additional terms and conditions.

1.8 Pre-Bid Meeting.

There is a pre-bid meeting scheduled for this RFP on **March 11, 2024 at 2:00 pm**.

1.9 Response Due Date.

The deadline for submitting responses to this RFP is **Friday, March 15, 2024 at 4:00 p.m**. ET. Please see Sections 2.3 and 2.4 for more details.

1.10 Response Delivery Location.

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

1.11 Response Opening.

Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room #825, 8th Floor, Ed Ball Bldg., 214 N. Hogan Street.

1.12 Contact Person.

If any questions arise during the bidding period of this Project, contact Renata Barnett, Purchasing Analyst Procurement Division, at rbarnett@coj.net.

Section 4
Description of Services and Deliverables

I. Overview/Background Overview/Background

CHWs have been shown to improve health outcomes, reduce healthcare costs, and enhance healthcare access for underserved and marginalized communities of children, adults and seniors. Their uniquely trusted position within communities allows them to address the root causes of health disparities and advocate for systemic changes to address the social determinants of health.

The social determinants of health are the conditions in which people are born, grow, live, work, and age—they have a profound impact on health outcomes. These determinants include factors like socioeconomic status, education, employment, housing, access to healthcare, and social support networks.

A) **Health Education and Promotion**: CHWs often provide education on topics such as nutrition, hygiene, family planning, chronic disease management, and preventive health measures like immunizations.
B) **Maternal and Child Health Assessments**: CHWs can provide support and education to pregnant women, new mothers, and families, ensuring proper prenatal care, safe childbirth practices, and postpartum care.
C) **Chronic Disease Management**: CHWs can assist individuals with chronic conditions by providing education, monitoring symptoms, and promoting adherence to treatment plans.
D) **Mental Health Support**: CHWs can offer emotional support, listen to individuals' concerns, and provide information about mental health resources available in the community.
E) **Referrals and Linkages to Care**: CHWs play a crucial role in connecting individuals to healthcare services, social services, and community resources. They can help individuals navigate the healthcare system and access needed care.
F) **Home Visits**: CHWs may conduct home visits to assess living conditions, hygiene, and safety, particularly for vulnerable populations such as the elderly or those with disabilities.
G) **Community Assessments**: CHWs can play a lead role in implementing community-level assessments. In particular, they ensure that community-based participatory research methods are implemented.
H) **Benefits**: increased patient knowledge, increased access to care, increased healthy behaviors, increased preventive care.

II. Scope of Work/Requirements:

The selected organization will implement and deliver training for community members who would like a career as a community health worker and meet the eligibility requirements. The tasks include, but may not be limited to, the following:

A) Recruit and train 180 Community Health Workers.
B) Conduct training in the six content areas needed to prepare for the State of Florida CHW Certification exam.
C) Increase participants' awareness of local resources.
D) Issue an evaluation of each session and overall course evaluation.
E) Provide training documentation to trainees with relevant information needed to submit with their application to the Florida Certification Board.
F) Provide core training for Certification (30 hours of content specific training)
G) Provide up to six hours of support for preparation for the certification exam.
H) Provide a quarterly report to the Executive Director of Health Programs that includes updated outcomes.

III. Vendor Qualifications

The selected organization must have the following qualifications:

A) An understanding and demonstrated experience of working with hard-to-reach diverse populations and cultures.

B) A minimum of three years' experience providing training that meets the Florida Certification Board certification process.

C) The organization must have the current structure in place in Duval County or surrounding counties to provide the above training.

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COMMUNITY HEALTH WORKER'S TRAINING

ESC-0337-24

Total Points	20 Points	10 Points	10 Points	5 Points	15 Points	20 Points	20 Points	OVERALL	Rank
Vendors	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPISHMENTS WITH CITY AGENCIES AND OTHERS	PROXIMITY TO THE PROJECT	ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS	BUDGET	Total Points (100 max)	
Managed Access To Child Health, Inc. dba Partnership for Child Health									
CHARLES GRIGGS	20.00	10.00	10.00	5.00	15.00	19.00	18.00	97.00	3
LYNN SHERMAN	20.00	10.00	10.00	4.00	15.00	20.00	20.00	99.00	2
PARVEZ AHMED	20.00	10.00	8.00	5.00	15.00	20.00	15.00	93.00	4
SUNIL JOSHI	20.00	10.00	10.00	5.00	15.00	20.00	20.00	100.00	1

TITLE: COMMUNITY HEALTH WORKER'S TRAINING BID NO.: ESC-0337-24 CLOSE DATE: MARCH 20, 2024 ANALYST: Renata Barnett No. Invited: (7) No. Received (1) No Bids: (0) Recorded By: Michelle Spitler Announcer: Melissa Pierce		Managed Access To Child Health, Inc. dba Partnership for Child Health
	Notes:	
COMPETENCE	20	20
CURRENT WORKLOAD	10	10
FINANCIAL RESPONSIBILTY	10	10
PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPISHMENTS WITH CITY AGENCIES AND OTHERS	5	5
PROXIMITY TO THE PROJECT	15	15
ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS	20	19
BUDGET	20	18
Total Points	100	97
MINIMUM REQUIREMENTS (3 Year Experience, 3 References, Structure In Place-Duval County or Surrounding)		✓
CONFLICT OF INTEREST		✓
ADDENDUM (2)		✓

CHARLES GRIGGS

TITLE: COMMUNITY HEALTH WORKER'S TRAINING BID NO.: ESC-0337-24 CLOSE DATE: MARCH 20, 2024 ANALYST: Renata Barnett No. Invited: (7) No. Received (1) No Bids: (0) Recorded By: Michelle Spitler Announcer: Melissa Pierce		Managed Access To Child Health, Inc. dba Partnership for Child Health
	Notes:	
COMPETENCE	20	20
CURRENT WORKLOAD	10	10
FINANCIAL RESPONSIBILTY	10	10
PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPISHMENTS WITH CITY AGENCIES AND OTHERS	5	5
PROXIMITY TO THE PROJECT	15	15
ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS	20	20
BUDGET	20	20
Total Points	100	100
MINIMUM REQUIREMENTS (3 Year Experience, 3 References, Structure In Place-Duval County or Surrounding)		✓
CONFLICT OF INTEREST		✓
ADDENDUM (2)		✓

Sunil Joshi

TITLE: COMMUNITY HEALTH WORKER'S TRAINING BID NO.: ESC-0337-24 CLOSE DATE: MARCH 20, 2024 ANALYST: Renata Barnett No. Invited: (7) No. Received (1) No Bids: (0) Recorded By: Michelle Spitler Announcer: Melissa Pierce		Managed Access To Child Health, Inc. dba Partnership for Child Health
	Notes:	
COMPETENCE	20	20
CURRENT WORKLOAD	10	10
FINANCIAL RESPONSIBILTY	10	8
PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPISHMENTS WITH CITY AGENCIES AND OTHERS	5	5
PROXIMITY TO THE PROJECT	15	15
ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS	20	20
BUDGET	20	15
Total Points	100	93
MINIMUM REQUIREMENTS (3 Year Experience, 3 References, Structure In Place-Duval County or Surrounding)		✓
CONFLICT OF INTEREST		✓
ADDENDUM (2)		✓

Parvez Ahmed

TITLE: COMMUNITY HEALTH WORKER'S TRAINING BID NO.: ESC-0337-24 CLOSE DATE: MARCH 20, 2024 ANALYST: Renata Barnett No. Invited: (7) No. Received (1) No Bids: (0) Recorded By: Michelle Spitler Announcer: Melissa Pierce		Managed Access To Child Health, Inc. dba Partnership for Child Health
	Notes:	
COMPETENCE	20	20
CURRENT WORKLOAD	10	10
FINANCIAL RESPONSIBILTY	10	10
PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPISHMENTS WITH CITY AGENCIES AND OTHERS	5	4
PROXIMITY TO THE PROJECT	15	15
ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS	20	20
BUDGET	20	20
Total Points	100	99
MINIMUM REQUIREMENTS (3 Year Experience, 3 References, Structure In Place-Duval County or Surrounding)		✓
CONFLICT OF INTEREST		✓
ADDENDUM (2)		✓

Lynn Sherman

Lynn Sherman

ATTACHMENT B

EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

1) **COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. **(20 points maximum score)**

2) **CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(10 points maximum score)**

3) **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in a score less than maximum for this criterion. **(10 points maximum score)**

4) **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Describe any outstanding accomplishments that relate to specific services being sought including awards and recognition. **(5 points maximum score)**

5) **PROXIMITY TO THE PROJECT.** Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. **(15 points maximum score)**

6) **ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. **(20 points maximum score)**

7) **BUDGET (20 points maximum score)**
The City's Complete Count Committee is seeking a proposal that offers significant value and maximum impact. The proposal will be evaluated on the allocation of resources within the budget allowed and the level of service, including enhanced services, and value included in the proposed budget.

Prepare and submit a detailed proposed budget corresponding to the above described plan, and based on the Scope of Work and available budget. Such proposed budget shall not only identify the allocation of resources but shall clearly identify the allocation of resources between overhead, in-house staff and facilities, subcontractors, and other purchases. The actual contractual budget will be based on the agreed upon scope of work and budgetary limitations imposed on the City's Complete Count Committee as part of its budget approval process with the City. Provide a budget breakdown that clearly reflects:

- Amount of proposed budget allocated to buildings, equipment, and general overhead
- Amount of proposed budget allocated to staffing and number of employees by job category
- Allocation of the proposed budget of all resources needed.

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