

Saint Louis County



Public Health and Human Service Department – www.stlouiscountymn.gov

Linnea Mirsch
PHHS Director

St. Louis County Public Health COVID-19 Response and Recovery *Request for Proposal (RFP)*

1. **Date:** 7/1/2021

2. **Saint Louis County Contact(s):**

2.1 Name/Title: Susan Vitulli, Public Health Educator
Phone: 218-725-5262
E-mail: vitullis@stlouiscountymn.gov

2.2 Name/Title: Abby Schaefer, PHHS Contract Services Representative
Phone: 218-725-5015
E-mail: schaefera@stlouiscountymn.gov

3. **Proposal Description:**

3.1 Geographic area to be served:

Any area within St. Louis County; the goal is to have contracts both in northern and southern St. Louis County.

3.2 Purpose/Statement of Need:

St. Louis County's PHHS Public Health Division is dedicated to serving the public health needs of our community. This funding opportunity promotes health communication and community engagement strategies as well as advances the accessibility, quality, and availability of primary or preventative healthcare services to address community health impacts of the pandemic. Efforts are informed by the *National Strategy for the COVID-19 Response and Pandemic Preparedness* and the CDC's strategic framework *Vaccinate with Confidence*. Three key priorities include:

- **Protect Communities** by supporting individuals and community agencies to improve vaccine uptake or utilization of other primary or preventive healthcare services in disproportionately affected populations.
- **Empower Families** by expanding resources for healthcare professionals and other community partners to support effective communication for individuals, families and communities.
- **Stop Myths** by working with local partners and trusted messengers to advance health literacy, improve healthcare navigation, and expand primary or preventative healthcare availability and accessibility.

Purpose: This funding aims to address health disparities and advance health equity in communities at-risk of complications due to COVID-19, specifically those in the BIPOC, disability, and LGBTQ+ communities or populations defined geographically as having high vulnerabilities for poor health outcomes.

3.3 Services/Resources to be developed:

St. Louis County Public Health is inviting community-based organizations within St. Louis County to submit proposals to receive one year of funding support up to \$200,000 for their project or initiative that directly addresses **Public Health COVID-19 Response and Recovery**. These do not need to be new projects or initiatives, but they do need to be innovative, promote health communication and advance community engagement strategies as well as advances the accessibility, quality, and availability of primary or preventative healthcare services to address community health impacts of the pandemic.

Organizations addressing health disparities within communities at-risk of complications due to COVID-19, specifically BIPOC, disability, and LGBTQ+ communities are invited to submit a proposal. Community-based organizations addressing health disparities within populations living in a Qualified Census Tract or in an area designated to be within quartile 1 on the Social Vulnerability Index are also invited to submit a proposal.

- **2021 Qualified Census Tracts (QCTs)**

[Qualified Census Tracts](#);

[HUD 2021 Qualified Census Tracts \(QCTs\) & Difficult Development Areas \(DDAs\)](#)

- **CDC Social Vulnerability Index (CDC SVI 2018) 4 County Map**

[CDC Social Vulnerability Index](#)

Projects should demonstrate how they will specifically address the needs outlined with a budget no greater than \$200,000. Organizations that demonstrate that their project was highly effective and had significant impact may have the opportunity to renew a new year of funding as of September 1, 2022.

3.4 Client population to be served:

Projects must take place within St. Louis County and serve residents within St. Louis County.

4. Project Scope:

Below is a sample of the types of activities that this funding might support. This list is not prescriptive but may help illustrate the intent of the funding opportunity. Applicants are not limited to these specific activities and are encouraged to propose additional innovative activities.

- Develop (or adapt) and implement social media campaign strategies to mitigate misinformation or disinformation regarding COVID-19 vaccine or other healthcare services.
- Develop and tailor health education and outreach materials and/or leverage materials from other targeted interventions.
- Connect vaccine providers or healthcare systems with community-based sites for temporary/mobile vaccination clinics or other healthcare services.

- Build partnerships with healthcare providers to increase provider understanding of the populations of interest and interventions to increase vaccination rates or to improve access to healthcare services for at-risk populations.
- Work with vaccine, or healthcare service providers, to expand the types of health professional and administrative staff engaged in promoting vaccination or other health services and increasing referrals of individuals to vaccination sites or to other health services.
- Provide technology literacy trainings to support increased understanding of virtual technologies commonly utilized by the healthcare system to schedule clinical appointments.
- Provide health literacy training to support increased understanding of how to navigate the healthcare system, how to access primary care, how to comprehend health literature.
- Identify and train trusted community-level spokespersons to communicate the burdens of COVID-19 infections and the importance of vaccination or other primary or preventative health services through culturally appropriate, community-based communication outlets.
- Act as an advisor to the local public health department and other healthcare stakeholders to assure that a health equity lens is applied across the continuum of healthcare services.

5. Financial:

5.1 Funding is determined by the County.

5.1.1 Source

County Levy Funds Grant Allocation

5.1.2 Total Budget: Up to \$600,000 with a minimum of 3 contracts, up to \$200,000 each.

6. Timeline:

6.1	Statement of Intent – send via email	7/9/21
6.2	Application due date (by 4:30pm)	7/30/21
6.3	Target date for completion of follow-up interviews and final selections	8/21/21
6.4	Targeted contract begin date	9/1/21

7. Provider Response:

If your organization is interested in applying for these funds:

- As soon as possible, submit a “letter of intent” via email to the contacts listed above in section 2. Please include a very brief description of the project and how much in funding you anticipate requesting. (Please note that it is okay if the focus or scope of your project changes between the time you submit the letter of intent and when you submit your final proposal).
- Submit a PDF format of your typed response to all of the elements outlined below by 4:30pm on **7/30/2021**

At the top of your response please clearly indicate that your proposal is designed to provide services for **Public Health COVID-19 Response and Recovery**.

7.1. Organization

- Organization name and address
- Type of organization
- Number of years in business
- Vision, mission and values of the organization
- Describe the work of the organization

7.2 Personnel

- 7.2.1 Provide name, education, experience, background, and other qualifications of the person or persons who will oversee and implement the project.
- 7.2.2 If applicable, provide a list of the members of the Board of Directors, along with their qualifications and years of service.
- 7.2.3 Please describe how your staffing will be representative and culturally sensitive to the lived experiences of the target population you are trying to reach.

7.3 Experience

- 7.3.1 Provide a brief general description of your organization's relevant activities over the past three (3) years that align with the scope of your proposal, outlining specific ways you have effectively engaged with this work in the past.
- 7.3.2 If possible, please provide a letter of support from an outside organization that can speak to the impact of your work in this area (encouraged, but not required). Please send as a PDF along with your final application.

8. Proposal

- 8.1 Please identify the key priorities (as identified in Section 3.2) your proposal will advance.
- 8.2 How do you plan to promote health communication and community engagement strategies, as well as advance the accessibility, quality, and availability of primary or preventative healthcare services, to address community health impacts of the pandemic?
- 8.3 How does your proposal address health disparities and advance health equity in communities at-risk of complications due to COVID-19, specifically those in the BIPOC, disability, and LGBTQ+ communities?
- 8.4 List the specific goals of your one-year project and provide a detailed work plan outlining how you will achieve those goals. Also include a detailed timeline of your project from September 1, 2021 - August 31, 2022.
- 8.5 Describe how the personnel listed above under section 7.2 will be involved in the implementation of the project.
- 8.6 Describe how you will evaluate the progress and effectiveness of your project based on the goals you outlined above. Include how you will evaluate the impact of the project each quarter, so that any work plan adjustments can be made to ensure project goals are met.

9. Supplemental Questions

- 9.1 St. Louis County currently has offices in Duluth, Virginia, Hibbing, and Ely, and is responsible for providing services to all County residents. Proposals will be considered that serve either the entire County, or a specific portion of it. What geographical area will your agency serve?

What geographic area and population (as outlined in 3.3) is the focus of your proposal?

9.2 Please provide a description of your diversity and inclusion strategic priorities for your organization. How are they currently actualized in the services you offer, the recruitment and retention of staff, in your Board of Directors or other relative advisory roles, as applicable?

10. Relevant Certifications or Licenses:

In addition: Any Purchase of Service provider contracting with the St. Louis County Board of Commissioners is expected to comply with the following requirements:

- 10.1 Data Privacy
- 10.2 Equal Employment Opportunity and Civil Rights Clause
- 10.3 Fair Hearing Appeal
- 10.4 Rehabilitation Act
- 10.5 Health Insurance Portability and Accountability Act (HIPAA)

11. Budget

Provide a detailed budget which explains all anticipated expenses and how you plan to utilize the project funds in support of the project goals.

12. Insurance:

The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with the St. Louis County Public Health and Human Service Department Contract Services. Each certificate must include a 10-day notice of cancellation non-renewal, or material change to all named and additional insureds.

12.1. General Liability Insurance

12.1.1 \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case.

12.1.2 \$1,500,000 for any number of claims arising out of a single occurrence.

12.1.3 No less than \$2,000,000 Aggregate coverage.

12.2 Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.

12.3 St. Louis County shall be named as an Additional Insured on a primary and non-contributory basis.

12.4 Business Automobile Liability Insurance

12.4.1 \$500,000 for claims for wrongful death and each claimant.

12.4.2 \$1,500,000 each occurrence.

12.4.3 No less than \$2,000,000 aggregate.

12.4.4 Must cover owned, non-owned and hired vehicles.

12.5 Workers' Compensation

Per statutory requirements, Certificate of Compliance must be executed and filed with St. Louis County.

12.6 Professional Liability Insurance for Licensed Professionals

12.6.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$2,000,000 annual aggregate. This provision applies only in situations where Provider's staff or volunteers are performing licensed professional services under this Agreement.

13. Selection:

All responses will be reviewed by Public Health and Human Services Department and other appropriate County personnel. Prior to making the final selection, interviews may be scheduled with Agency staff to determine potential fit as a provider of these services. Once a provider is chosen a recommendation to enter into a contract will be submitted to the County Board of Commissioners for their approval.

14. Receipt of response:

Your application must include all of the details requested above. It should be submitted be received **no later than 4:30pm on 7/30/2021**.

15. Submit all proposals electronically in PDF format to:

Abby Schaefer, Contract Services Representative, St. Louis County
SchaeferA@stlouiscountymn.gov 218-715-5015

Any additional questions regarding this proposal should be directed to Susan Vitulli, Public Health Educator
Section 2.1.