

# REQUEST FOR PROPOSALS No. 2021-03

## General Grants

*Impacting Obesity, Diabetes, and Behavioral Health*



Kathy Omachi, Chair, Zone 5  
James Lundy, Vice Chair, Zone 2  
Pete Perez, Secretary, Zone 4  
Bruce Hunter, Member, Zone 1  
Susie Johnson, Member, Zone 3

Chinayera Black Hardaman, MPA  
CEO

## IMPORTANT DATES AND EVENTS

DATE/TIME	EVENT	LOCATION/CONTACT
Wednesday, January 6, 2021	RFP RELEASED	Copies can be attained by contacting Merari Gutierrez at <a href="mailto:merarig@skhcd.org">merarig@skhcd.org</a> or on our website at <a href="http://www.skhcd.org">www.skhcd.org</a>
Wednesday, January 20, 2021 @ noon	Bidder's Conference (Optional)	<b>Conference Call</b> <i>Join via telephone call (701) 802-5352 using Access Code 8322670</i>
Wednesday, January 27, 2021 By noon PST	Letters of Intent (LOI) <b>DUE</b> <i>(REQUIRED) (Email and Hand deliver or Mail)</i>	Sierra Kings Health Care District 1011 N. G. Street Reedley, CA 93730
Wednesday, February 10, 2021 By noon PST	Proposals <b>DUE</b> <i>(REQUIRED) (Email and Hand deliver or Mail)</i>	Sierra Kings Health Care District 1011 N. G. Street Reedley, CA 93730
Monday, March 8, 2021	Special – District Board Meeting	Sierra Kings Health Care District 1011 N. G. Street Reedley, CA 93730
Tuesday, March 23, 2021	District Board Meeting – Funding Consideration	Kings Canyon Unified School District Board Room contact Merari Gutierrez at <a href="mailto:merarig@skhcd.org">merarig@skhcd.org</a>
Wednesday, March 24, 2021	<i>Intent to Award Contracts</i> Posted	Sierra Kings Health Care District 1011 N. G. Street Reedley, CA 93730 and at <a href="http://www.skhcd.org">www.skhcd.org</a>
March 24 – 31, 2021	Contract Negotiations	
April 1, 2021	Funding Begins	

March 31, 2022	Funding Ends (Up to 15 months of funding)	
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## CONTACT AND SUBMISSION INFORMATION

### **CONTACT PERSON**

All inquiries concerning this RFP are to be directed as follows:

Chinayera Black Hardaman, MPA  
 Sierra Kings Health Care District  
 1011 N. G. Street  
 Reedley, CA 93654  
 (559)479-1408  
[cblack@skhcd.org](mailto:cblack@skhcd.org)

### **PROPOSAL SUBMISSION**

Full proposal packets must be clearly labeled with project title, applicant/entity name, contact person, and RFP number on the outside of the envelope or packet and Cover Page. Please submit and emailed copy to [cblack@skhcd.org](mailto:cblack@skhcd.org) along with one (1) original and five (5) hard copies of the entire packet. Regardless of postmark date, the District must receive the proposal by **Wednesday, February 10, 2021** no later than **12:00pm PST**.

In addition to the emailed version, packets may be mailed, or hand delivered. No late or faxed proposals will be accepted.

Submission of proposals constitute a release of information and waiver of the agency's right to privacy with regard to information provided in response to the RFP. Ideas and format presented will become the property of the Sierra Kings Health Care District.

### **BIDDER'S CONFERENCE (OPTIONAL)**

An *optional* Bidder's Conference will be held for organizations/agencies interested in submitting a proposal under this RFP. The purpose of this Bidder's Conference is to clarify the content of the RFP. The Bidder's Conference will also be facilitative in nature to generate collaborative ideas and opportunities for participants to create partnerships. The Bidder's Conference will take place on Wednesday, January 20, 2021 at 12:00 p.m. join via telephone call (701) 802-5352 using Access Code 8322670.

### **LETTER OF INTEREST SUBMISSION (REQUIRED)**

All applicants must submit a Letter of Interest (LOI) as official notification of their intent to apply for funds. The letter must contain the organization's name, contact person, address, telephone number, and email address. Applicants must also include a general focus of the proposal including the main strategy of the proposed program, target populations to be served, and total funding requested. It should also reference Sierra Kings Health Care District Goal(s) and Objective(s) to be addressed by the program. The LOI must be received no later than **12:00pm on Wednesday January 27, 2021** via mail or hand delivered to the address above.

### **WITHDRAWAL OF PROPOSAL**

A proposal may be withdrawn by a written request signed by the authorized representative of the organization. Submit a withdrawal request to the listed contact person. Label envelope and letter with the heading "**WITHDRAWAL OF RFP #21-03**".

## **PURPOSE OF FUNDING**

The Sierra Kings Health Care District is seeking proposals from qualified organizations to provide innovative, prevention-oriented strategies that support direct services and/or policy and systems change efforts impacting the District priorities of Obesity, Diabetes, and Behavioral Health. Contracts awarded under this RFP will be for a 15-month period (April 1, 2021 – June 30, 2022) and should demonstrate measurable results consistent with the Districts 2021-2024 Strategic Plan.

The Sierra Kings Health Care District's 2021-2024 Strategic Plan is a product of a comprehensive process designed to gather information and feedback from District Board members, Staff, local agencies, and a variety of key community stakeholders. Strategies towards these efforts included stakeholder meetings, parent focus groups, and Commission Study Sessions. The Sierra Kings Health Care District also utilized local and state data from the Tri-Annual Needs Assessment compiled by District consultants.

The Sierra Kings Health Care District aims to make purposeful investments in both direct services and systems-driven enhancements across the zones. The District believes this can be best achieved through the funding of innovative pilot projects that demonstrate the ability to achieve results and move towards sustainability after the 15-month funding period. Proposals must specifically address one or more of the Priorities, Goals and Objectives, and Guiding Principles as outlined in the 2021-2024 Strategic Plan.

## ABOUT THE DISTRICT

In 1945, the California Legislature passed the Local Hospital District Law authorizing the creation of special districts. This law was amended in 1965, and again in 1994, to better reflect that health care was increasingly being provided outside of the hospital setting. As with many other Districts, in recent years Sierra Kings Health Care District (referred to as “the District”) has evolved from a direct service hospital provider to a community-based grant maker.

The Sierra Kings Health Care District aims to become a valued collaborator and funder. In these roles, we offer the community expertise on matters related to health and wellness in order for

the community to thrive. The District cultivates strong relationships with community partners and supports innovative and promising practices that are shown to improve outcomes. The 2021-2024 Strategic Plan supports a system-level perspective that promotes seamless cross-agency coordination and improves the overall health of the District.

**VISION:** Sustainable health systems that meet community needs through strategic partnerships, prevention, and innovation

**MISSION:** To create lasting partnerships that improve the health and wellness of our community.

### GUIDING PRINCIPLES:



Grant seekers are encouraged to review the District’s 2021-2024 Strategic Plan to garner a more comprehensive illustration of the District and its philosophies.

## GENERAL PROPOSAL INFORMATION

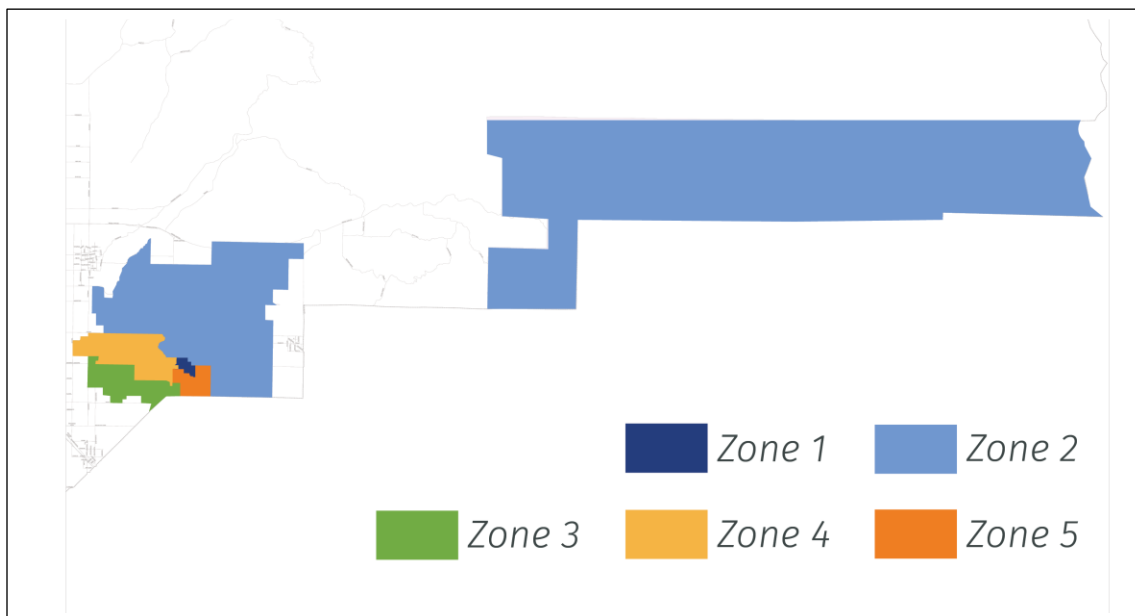
### A. DEFINITIONS

For the purposes of this RFP, the following terms are defined as:

1. **Pilot Projects** – A pilot project is a small-scale project conducted as a test or trial in order to evaluate feasibility, time, cost, and possible adverse events.
2. **Innovative Strategies** – An innovative strategy is the result of original and creative thinking that produces new ideas and approaches that are prevention-oriented in nature. This may be presented as a new strategy or an improvement upon an existing strategy.
3. **Strategic Partnerships** – Strategic partnerships are committed relationships where roles and responsibilities are interwoven within programmatic activities, tied to the project goals, integrated into the service delivery system, and support desired outcomes that lead to institutionalization.
3. **Sustainability** - Sustainability is defined as revenue maximization during the contract period that involves matching District grant funding through blending or leveraging of other funding sources. It is also defined as the ability to continue the funded project beyond the contract period independent of District funding.

### B. TARGET POPULATION

The Sierra Kings Health Care District funds may only be used for the purposes of improving health and wellness in Reedley, Parlier, Squaw Valley, Miramonte, and Dunlap as per designated zones. Individual zone maps with street level details can be found on the District's website at [www.skhcd.org](http://www.skhcd.org).



**C. FUNDING AND CONTRACT PERIOD**

It is expected that contracts with selected agencies will commence April 1, 2021. Grants awarded under this RFP will not exceed \$25,000 per contract. All contracts will end on or before June 30, 2022. Funds may afford the following items:

1. Salaries (and benefits if relevant) for staffing.
2. General operating costs for supplies, travel, educational materials, etc.
3. Indirect/Administration at the established percentage of the agency as demonstrated by its Cost Allocation Plan (not to exceed 15%).
4. Other expenses that can be attributable to the execution of the project.

In general, no monies granted by the District may be used for fixed overhead costs like facility rent/lease, utilities, insurance, landscaping, etc. Grant seekers may claim up to 5% for Administrative Costs and 10% for Indirect Costs as per the agency's Cost Allocation Plan. Further, no District monies may be used to supplant federal, state, county, city, or other monies available to the Contractor for any purpose (pursuant to Revenue and Taxation Code § 30131.4).

The District reserves the right to negotiate proposed activities and/or budget.

**D. ELIGIBILITY FOR FUNDING**

The District will grant contracts to proposals demonstrating the greatest expertise and qualifications to successfully develop, implement, and manage their programs. Public and private organizations that have the capacity to achieve the goals of their programs and provide appropriate fiscal oversight and accountability are eligible to apply. While an agency may submit multiple grant applications, that agency is eligible to receive only one general grant at a time.

Submission of a proposal does not guarantee selection for funding.

**E. BIDDER'S CONFERENCE (OPTIONAL)**

An optional Bidder's Conference will be held for organizations/agencies interested in submitting a proposal under this RFP on Wednesday, January 20, 2021 at 12:00 p.m. PST. The purpose of this Bidder's Conference is to clarify the content of the RFP. The Bidder's Conference will also be facilitative in nature to generate collaborative ideas and opportunities to create partnerships.

Discussions at this Bidder's Conference will not influence nor guarantee selection for funding.

**F. LETTER OF INTENT (REQUIRED)**

All proposals must submit a Letter of Intent (LOI) as official notification of their intent to apply for funds. The letter must contain the organization's name, contact person, address, telephone



number, and email address. The LOI must also include an estimate of the total funding requested along with the general focus of the proposal and District's Goals and Objectives to be impacted.

The LOI must be received no later than 12:00pm on Wednesday, January 27, 2021 via mail or hand delivered to the District office as per page 3 of this RFP.

#### **G. REVIEW PROCESS AND CRITERIA**

The Sierra Kings Health Care District *Review Criteria* described in this RFP form the basis for proposal selection. Each proposal will be reviewed against the *Review Criteria* and judged competitively against other eligible proposals. Proposals will be evaluated competitively against similar applications in terms of District Priorities, Goals and Objectives, Guiding Principles, scalability of the activities, targeted population, strong networking strategies, integrated services, commitment to equity, and sustainability of activities beyond District funds.

District staff will review proposals to ensure they meet minimum submission requirements. An independent panel of reviewers will use a standardized scoring rubric to assess and score each proposal against stated *Review Criteria* below. Following the independent panel review, scores will move forward to the District Board for consideration. A site visit or interview may be requested during this review process. Upon review and consensus by the Community Investments Committee, recommendations for awards will be forwarded to the full District Board for review and approval. An *Intent to Award Contracts* Public Notice will be posted following the decision.

<b>REVIEW CRITERIA</b>	<b>POINT VALUE</b>
1. Responds to Summary Requirements	5
2. Responds to Project Narrative Requirements	30
3. Describes Innovative Pilot Project & Strategies	5
4. Describes a Viable Sustainability Plan	10
5. Includes a Rational Measurable Outcomes Plan	15
6. Includes a Well-Developed Budget and Justification	20
7. Describes Strategic Partnerships	5
8. Quality of the Overall Presentation	10
<b>Total</b>	<b>100</b>

#### **H. NOTIFICATION**

An *Intent to Award Contracts* Public Notice will be posted at the various locations as outlined in the Schedule of Events of this RFP on March 24, 2021. Immediately following such posting, written notification of the District's decision regarding proposals will be made to each agency/organization, and contract negotiations will begin.



Once notification has been received, awardees will be required to submit all proposal documents electronically to District staff.

### **I. SOLE DISCRETION**

Final selection is at the sole discretion of the District, which reserves the right to reject any or all proposals. There is no appeal to this process.

## **PREPARING YOUR PROPOSAL**

### **J. FORMAT**

The proposal must include a narrative, scope of work, budget, and required attachments as per the Checklist on page 14 of this RFP. Utilize the specified format and include the content and materials as stated in the instructions below.

1. Copies should be made on white paper and provide sequential page numbers with a Table of Contents for the entire proposal. Attachments do not require pagination.
2. The proposal must be typed and legible. Proposals should be written with a 12-point font size and have a one-inch margin on all sides. Proposals considered illegible by staff or the independent panel of reviewers may be disqualified.
3. Do not use staples, binders, covers, flat folders, sleeves, or include brochures or any other presentation aides. Use clips to hold proposals together for submission.
4. The proposal should not be printed double-sided.
5. Assure that all documents requiring a signature are signed in blue ink.

### **K. PROPOSAL CONTENT**

Assemble and arrange the proposal in the following order. The order in which items are presented is important because reviewers will follow this order for scoring purposes.

1. **Cover Sheet**  
Complete the Cover Sheet (page 15 of this RFP). One copy must include an original signature of the person authorized to enter into contract under this RFP.
2. **Table of Contents**  
Create a Table of Content for the proposal packet.
3. **Summary**  
Introduce the proposed project with a brief summary. Highlight the focus, target population, activities, and agency/staff capacity. This section is limited to one page.

#### 4. Narrative

The narrative should not exceed ten (10) pages and should elaborate on the areas highlighted in the Summary with specific attention to the following prompts:

- Address the purpose of the project and needs it seeks to address. Make specific reference as to how direct services and/or policy and systems change efforts will impact residents and professionals serving this population in the District will benefit from this project. Describe which District zone(s) the proposed project will target and how your proposed project promotes equity in service delivery.
- Identify the District Priorities, Goals, and Objectives being targeted. List the specific goals and objectives unique to the proposed project.
- Describe specific strategies to be implemented by this program. Include activities (tasks and subtasks), resources required, and start/completion dates.
- Describe the agency and staff capacity to ensure successful implementation of the work being proposed.

#### 5. Pilot Project *(This addendum should not exceed one page)*

Describe unique aspects of the pilot project that qualifies it as innovative and prevention-oriented in nature. Include how this approach will effectively achieve desired outcomes.

#### 6. Sustainability Statement *(This addendum should not exceed one page)*

Sustainability is defined as revenue maximization during the contract period that involves matching District grant funding through blending or leveraging of other funding sources. It is also defined as the ability to continue the funded project beyond the contract period independent of the District.

- *Revenue Maximization* – Describe strategies that involve blending and leveraging District funds during the 15-month contract period. This might include local, state, or federal funding, and/or private foundations. This might also include in-kind funding.
- *Project Longevity* – Describe proposed strategies towards maintenance of the project over time independent of District funding. Highlight means to secure alternative funding through local, state, or federal funding, and/or private foundations. This might also include the proposing agency absorbing an increasing amount of the program costs overtime.

Proposers should describe a plan to achieve either, or both, of these.

#### 7. Measurable Outcomes Plan

The *Measurable Outcomes Plan* (Attachment A) complements the activities identified in the Narrative by charting what will be done, by whom, and when. These reflect direct service activities, policy/systems change efforts, coordinated services

activities, target quantities, and methodologies to measure outcomes (i.e. data collection strategies, data collection frequency, population sampling, etc.).

**8. Budget & Justification**

Use Attachment B to define the project’s allowable costs and narrative/justification of the costs. Justifications should include formulas used to calculate final costs (see mileage example below). Note that only categories included on the budget template are allowed – no categories may be added or deleted.

<b>CORRECT</b>	
<b>Budget Category and Justification</b>	<b>Total</b>
Mileage: To provide home visitation services, community outreach and attend project-related meetings at approximately 500 miles per month - $500 \times 12 \times .58$ (state rate) = \$3,480	\$3,480
<b>NOT CORRECT</b>	
<b>Budget Category and Justification</b>	<b>Total</b>
Mileage	\$3,480

**9. Strategic Partnerships Statement**

Use the Strategic Partnership Statement (Attachment C) to describe how strategic partnerships are being pursued to implement the project goals and ensure results. Highlight strategies towards establishing clear roles and responsibilities. Demonstrate how these partnerships are interwoven within programmatic activities, tied to the project’s goals, integrated into the project’s service delivery system, and supports the project’s desired outcomes that would ultimately lead to institutionalization.

**10. Supporting Documents**

Include any relevant attachments such as Memorandum of Understanding, contracts, letters of support, etc.

**GENERAL REQUIREMENTS**

**L. TERMS AND REQUIREMENTS**

**1. Reporting**

Contractors are expected to adhere to the following fiscal and program reporting requirements:

- Adhere to contract responsibilities.
- Provide progress and evaluation reports on a quarterly basis. The District reserves the right to request additional supporting information as needed.
- Account for expenditures of District funds separately and be

able to certify that funds were spent on obesity, diabetes, and/or behavioral health through programming deployed within District boundaries.

- Understands that failure to submit evaluation data, fiscal, or programmatic reporting may result in withholding payments on this grant and any other grants the contractor might have in common with the District.
- Declare leveraged funds.
- Declare any unexpended funds.

## 2. Compliance Activities

All contractors funded by the Sierra Kings Health Care District must manage and monitor their grants to ensure quality and timely work. Contractors will be required to participate in the District's compliance activities (as outlined in the fully executed contract). These include but are not limited to the following:

- *Measurable Outcomes Report* – Documentation will be submitted on a quarterly or biannual basis as deemed necessary by the Board. Progress-based outcomes will be monitored through program-specific documentation such as Milestone Reports, Excel spreadsheets, etc. These documents will reflect progress made on identified activities.
- *Fiscal Documentation* – Documentation will be submitted on a quarterly or biannual basis as deemed necessary by the Board. Payment is made quarterly on a reimbursement basis. All expenditures listed on the Quarterly Invoice must coincide with line items established by the contract budget. All invoices must be accompanied by a program-specific general ledger or other official documents substantiating the expenditures. The general ledger must reflect cost breakdown as per the budgeted items. No further claims for project costs may be made after the quarterly invoice has been submitted, audited, and paid out.
- *Strategic Partnership Documentation* – Documentation will be submitted on a quarterly or biannual basis as deemed necessary by the Board. if relevant. The *Strategic Partnership Report* captures progress on the Strategic Partnership Statement.
- *Sustainability Documentation* – Documentation will be submitted on a quarterly or biannual basis as deemed necessary by the Board. Contractors will be required to submit documentation capturing progress on strategies identified in the Sustainability Plan if relevant.
- *Site Visits* – Site Visits will likely take place on a quarterly basis. Site visits are an opportunity to discuss successes and challenges reported on the Milestone and Measurable Outcomes Reports. It also provides an opportunity for contractors to discuss any concerns with progress and/or to suggest changes based on lessons learned.
- *Mandatory Meetings* – Contractors will be required to attend a Funded Programs

Meeting and other reasonable meetings requested by District staff that have been identified to support program implementation. Whomever the agency has authorized as the primary contact for the contract is mandated to attend.

### **3. Records Maintenance**

The contractor will establish and maintain internal controls and accounting records to track expenditures. Records will be kept available by the contractor for audit review and inspection by the District during the contract period, and five years after final payment.

### **4. Insurance**

Consistent with the District's Standard Insurance Provisions in the Contract Agreement, contractors shall provide worker's compensation and general liability insurance at prescribed amounts as per the Contract Agreement. The Sierra Kings Health Care District must be named as an Additional Insured prior to the execution of the Contract Agreement.

## **APPEALS PROCESS**

In the event grant funding is unspent during the initial general grant process, the District reserves the right to continue to receive proposal and make funding awards under RFP No. 2021-03 until the District's designated general grant funding of \$125,000 is exhausted. General Grant proposals submitted under this RFP will be reviewed and evaluated by the District Board, staff, and independent evaluators at the discretion of the District. During the review process, District staff may contact grant seekers for additional information or to clarify proposal content and may elect to interview applicants or do a site visit prior to making a funding recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming grant approval.

Funding recommendations will be presented to the District for consideration at a public board meeting. The District reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of proposal submitted, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time prior to awards. Each applicant understands that there is ***no appeals process.***

## CHECKLIST

The following items must be included in the packet to be deemed complete. Use the following CHECKLIST to ensure the submittal of a comprehensive packet:

- Coversheet
- Table of Content
- Summary
- Narrative *(Not to exceed 10-pages)*
- Pilot Project *(Addendum < 1-page)*
- Sustainability Statement *(Addendum < 1-page)*
- Attachment A – Proposed Measurable Outcomes Plan
- Attachment B – Proposed Budget and Budget Justification
- Attachment C – Strategic Partnership Statement
- Attachment D – Statement of Non Supplantation



## COVER SHEET

<b>Organization Name:</b>		
<b>Name of Project:</b>		
<b>Contact Person Name and Title:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone #:</b>	<b>Cellular #:</b>	<b>Email:</b>
<b>Year Established:</b>	<b>Federal ID #:</b>	
<b>Type of Organization (check one):</b>		
<input type="checkbox"/> Corporation <input type="checkbox"/> Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit <input type="checkbox"/> Government <input type="checkbox"/> Faith-based <input type="checkbox"/> Education <input type="checkbox"/> Other (please describe) _____		
<b>Select the zone(s) you intend to target:</b>		
_____ Zone 1	_____ Zone 4	
_____ Zone 2	_____ Zone 5	
_____ Zone 3	<i>(See Page 6 for a map of the District's zones)</i>	
<b>Amount of Funding Requested:</b>		
<b>Number of People to be Served/Impacted:</b>		
<p>I certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant proposal is submitted with the full knowledge and endorsement of the governing board of this organization, which will act as fiscal agent and is empowered to enforce compliance with all contract conditions.</p>		
<b>Name:</b>		<b>Title:</b>
<b>Signature:</b>		<b>Date:</b>
<b>NOTE:</b>		
<i>If the agency/organization has a governing board, please attach a letter of authorization from the board.</i>		





**ATTACHMENT D – STATEMENT OF NON SUPPLANTATION**

**Project Name:** \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_, hereby  
Name Name of Agency

state that the funds requested in this application do not supplant any existing revenue sources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title