

Request for Proposals



WRIGHT COUNTY
MINNESOTA

Wright County Health & Human Services

Community Wellbeing Partnerships

Proposals Due by: May 27th at 4:00pm (Central Time)

April 28, 2022

To prospective applicants,

Attached is information about Request for Proposals (RFP) for qualified individuals and/or organizations in Wright County to implement projects that work towards changing current policies, systems or the physical environment to improve community wellbeing. Through this application process, Wright County Health and Human Services will award approximately \$100,000 in total. Selected projects will be funded for one year (June 2022 through June 2023). Applicants may apply for projects up to \$10,000.

Please review the RFP for details and consider submitting an application if you or your organization meet the qualifications and would like to be considered.

A Requests for Proposals Informational Session conference call (via Microsoft Teams) will be held on Wednesday, May 18th, at 1:00pm.

Requests for Proposals Informational Session :

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 320-460-1812,292565827#](#) United States, Alexandria

Phone Conference ID: 292 565 827#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

This conference call is not mandatory but will be your only chance to talk directly to staff about the RFP.

Individuals needing an interpreter for the pre-proposal conference call should contact the Keith Bennett, Wright County Health and Human Services Public Health at Keith.Bennett@co.wright.mn.us by May 16th. so that a reasonable accommodation can be made. Please include the subject line “Interpreter needed: Community Wellbeing RFP.”

Questions regarding the RFP can be submitted to Keith.Bennett@co.wright.mn.us until Friday, May 27, 2022, at 12:00 p.m. When submitting a question via email, please include the subject line “Community Wellbeing RFP.”

The completed application is due no later than 4:00 p.m. on Friday, May 27, 2022. Thank you for your consideration.

Sincerely,

Jami Goodrum
Director of Health & Human Services
Wright County, Minnesota

REQUEST FOR PROPOSALS FOR Community Wellbeing

I. INVITATION: It is the intention of Wright County DBA Wright County Health and Human Services to identify qualified individuals and/or organizations to implement projects that work towards changing policies, systems, or environments to improve community wellbeing. Wright County Health and Human Services makes this Request for Proposals (hereinafter referred to as the RFP) in order to select qualified individuals and/or organizations (hereinafter referred to as the Applicant) to provide projects to support community wellbeing (hereinafter called the Project). The Project is generally described in the “Overview”, contained within this RFP, including descriptions of roles, responsibilities and relationship of the Applicant, City, and other parties involved in the Project.

II. PRE-PROPOSAL CONFERENCE: A virtual pre-proposal Microsoft TEAMS meeting will be held at 1:00pm, Central Time, on May 18th.

Individuals needing an interpreter for the Requests for Proposals Informational Session conference call should contact the Keith Bennett, Wright County Health and Human Services Public Health at Keith.Bennett@co.wright.mn.us by Monday, May 16, 2022, so that a reasonable accommodation can be made. Please include the subject line “Interpreter needed: Community Wellbeing RFP.”

III. PROPOSAL DUE DATE: All proposals must be submitted electronically through the Wright County Health & Human Services Website. If you need further assistance with the application, please send an email to Keith.Bennett@co.wright.mn.us

IV. PROPOSAL SUBMISSION INSTRUCTIONS: Completed applications are due by 4:00 p.m. (Central Time) on Friday, May 27, 2022. All proposals must be submitted electronically through the Wright County Health & Human Services Website.

V. PROPOSAL FORMAT: The Applicant shall provide the appropriate information in sufficient detail. Please submit online.

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and be arranged in consecutive order.

1. Description of proposed project.
2. How Applicant will identify project success.
3. Experience and Capacity - Describe background and related experience demonstrating ability to implement proposed project.
4. Description of project sustainability.
5. Budget - Indicate proposed cost of project including a description of how costs were determined.

VI. EVALUATION OF PROPOSALS – SELECTION OF APPLICANT(S)

Proposals will be reviewed by an Evaluation Panel made up of representatives of Wright County Health and Human Services and community partners. The Evaluation Panel will objectively review and discuss thoroughly. Some examples of review include, but are not limited to:

- A. Quality, thoroughness, and clarity of proposal
- B. Qualifications and experience
- C. Financial responsibility and capacity of applicant to meet funding requirements
- D. Cost of services proposed
- E. Sustainability of project after MHD funding has ended

VII. SCHEDULE: The following is a listing of key Proposal and Project milestones and duration:

RFP Release	Tuesday, May 2, 2022
Requests for Proposals Informational Session: Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 320-460-1812,,292565827# United States, Alexandria Phone Conference ID: 292 565 827# Find a local number Reset PIN Learn More Meeting options	1:00pm Wednesday, May 18 th , 2022
Questions on RFP Due by	12:00 p.m. on Friday, May 27, 2022
Proposals due by	4:00 p.m. on Friday, May 27, 2022
Estimated Applicant selection	Monday, June 6, 2022
Estimated services start date	Friday, July 1, 2022
Project Check-In	Multiple times during the year of project
Estimated services end date	Friday, June 30, 2023
Project Summary Report	Friday, July 14, 2023

VIII. Contract Agreement: The contracting parties will be Wright County DBA Wright County Health and Human Services and each Applicant selected to provide the services as described herein. The selected proposal, along with the RFP and any counter proposal will be incorporated

into a formal agreement after negotiations. It is the intent of the County to award contract for a term of one (1) year.

Each Contractor does hereby agree that it will at all times hereafter, during the existence of this Contract, indemnify and hold harmless from any and all liability, loss, damages, costs, or expenses which may be claimed against Agency or Contractor (1) by reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Contract, or while on premises owned, leased, or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise Contracted for by the Contractor or any officer, agent, or employee thereof; or (2) by reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or any officer, agent, or employee thereof has undertaken or is furnishing the care and service called for under this Contract.

The Contractor shall ensure that neither it nor any of its owners, managers, or employees or its Subcontractors or the owners, managers, or employees of the Subcontractors assigned to provide services pursuant to this Contract have been debarred or excluded from Medicaid or any other federally funded health care program under the provisions of the Social Security Act, 42 USC 1320a-7.

Contractor guarantees that no officer, employee, owner, agent, subcontractor, or assignee shall have any interest in and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with performance of this contract.

Upon approval of the Agency, the Contractor may hire employees and/or enter into subcontracts for performance of any of the services contemplated under this contract. All agreements in place with employees and subcontractors must contain provisions that make all employees and subcontractors subject to all of the requirements of this contract.

Insurance Requirement for the selected applicant unless a waiver is requested: The Contractor agrees that in order to protect itself, as well as Agency and the Minnesota Department of Human Services and Minnesota Department of Health, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection. Insurance requirement will be determined at the time of the application approval based on services that will be provided.

- General Liability with contractual liability coverage in the amount of the County's tort liability limits set forth in Minnesota Statute 466.04. The minimum limits should be
 1. \$1.5 million each occurrence
 2. \$3 million general aggregate
 3. \$3 million products and completed operations aggregate
- Contractor shall name Agency as an additional insured.

- Worker's Compensation in the statutory amount. The minimum limits should be:
 - 4. Bodily injury by accident \$500,000 each incident
 - 5. Bodily injury by disease \$500,000 each employee
 - 6. Bodily injury by disease \$500,000 policy limit

- Professional Liability (errors and omissions) insurance coverage of
 - 7. \$2,000,000 per wrongful act or occurrence
 - 8. \$4,000,000 annual aggregate

- Automobile liability coverage when transportation of eligible recipients is provided by the Contractor. The minimum limits should be
 - 9. \$1,500,000 per occurrence and aggregate.

- Contractor shall name Agency as an additional insured.

IX. REJECTION OF PROPOSALS: The County does not promise to accept the lowest cost proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Applicant, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any Applicant, or to proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by the County.

OVERVIEW

Background

Wright County Health and Human Services Department recognizes that trauma, injustice, health inequities, and other systemic forces create persistent barriers to individual and community wellbeing. In addition, the COVID-19 pandemic, community unrest, and social isolation have created increased stress in our communities. In response, multiple sectors (such as businesses, faith communities, health care, and social services) are implementing innovative strategies to improve community wellbeing. With this request for proposals, Wright County Health and Human Services seeks to support these efforts with funding for projects to support community wellbeing.

Wright County, Health and Human Services Department Public Health Division is using Minnesota Department of Health (MDH) Statewide Health Improvement Partnership (SHIP) funding to support community wellbeing projects in Wright County. Wright County Health and Human Services will evaluate these projects funded through this RFP to guide its future work to support community wellbeing.

Purpose of RFP

The purpose of this RFP is to identify qualified individuals and/or organizations to implement projects that work towards changing policies, systems or environments to improve community wellbeing. A policy change may be at the local, organizational, or institutional level. A systems change is a change in the way things are “typically done.” An environmental change is a change in the physical or built environment. The goal of this approach is to go beyond a singular event to implement projects that provide ongoing support for communities.

Following negotiations, multiple applicants may be selected for funding contracts. Through this process, up to \$100,000 could be awarded with individual projects up to \$10,000.

Funding Requirements

Selected organizations will receive funding to complete the following activities:

- Implement a project working towards changing policies, systems and/or environments to improve community wellbeing.
- Participate in check-ins with Wright County Health and Human Services
- Project Summary Report: All project recipients will be asked to provide basic summary and project output activity reports to Wright County Health and Human Services. These reports will include information such as number of individuals reached, number of activities completed, an account of the use of funds, a description of accomplishments, and a description of challenges and lessons learned.

Project Funding

It is anticipated that approximately \$100,000 will be awarded through this RFP, with individual projects up to \$10,000.

Projects funded will be funded for one (1) year (July 1, 2022 to June 30, 2023).

Agencies may apply for more than one project; please submit one application per project.

Agencies or individuals may partner to submit a joint application. Please specify lead agency in the application; this agency will hold the contract with the Wright County, should the proposal be selected for funding.

Funds may be used for expenses associated with conducting approved activities including:

- staffing and fringe benefits
- staff time to attend trainings that link to project
- transportation
- printing and copying
- education and informational campaigns/outreach materials
- **NO** food purchases
- youth/community member stipends, and
- other items that serve to further the goal of project.

Ineligible costs include direct lobbying expenses, capital improvements or construction projects, rental of a facility for ongoing physical activity programming, purchase of equipment like computers, monitors, printers, telephones, vehicles, or similar, clothing.

Examples of Possible Projects:

The table below contains examples of possible projects that could be proposed. Proposed projects should follow COVID-19 safety protocols, and may be in person, virtual, or hybrid, depending on current public health guidance and community preference.

Note the ideas below are only for example and are not meant to be exhaustive. Individuals and organizations are encouraged to propose projects that reflect their own expertise, experience, and knowledge of community.

Examples of projects working towards Policy, Systems, or Environmental change to support community wellbeing*

*See **Definitions** for an explanation of a policy, system, or environmental change approach

Policy change: Create an organizational policy that incorporates screening for social isolation during the normal intake process for programs and services; provide referrals to resources to reduce social isolation for those found to be at-risk.

Policy change: Adopt organizational policies that decrease trauma for program participants and staff. Provide trauma-informed practices training and develop policies to implement lessons learned.

Policy change: Worksites incorporate mindfulness and stress relief training into employee training.

Policy change: Work with a community or organization to define what wellbeing means to them. Incorporate the definition into organizational policies and practices.

Environmental change: Implement a communications system (Facebook page, email system, slack channel, google form, constant contact, newsletter, or distribution list) for connecting about community events or opportunities.

Systems change: Create a buddy system where youth and elders are paired together to work on a neighborhood or community project.

Systems change: Develop a network of volunteers who can conduct regular virtual social calls/wellness checks with older adults who might be experiencing social isolation.

Systems change: Provide education / training on Adverse Childhood Experiences (ACEs) to staff, volunteers or program participants. Use the information learned in the training to develop systems to address trauma/ACEs.

Systems change: Implement a series of community healing circles that contribute to a culture/climate of healing across the county.

Environmental change: Modify your organizations existing in-person health and wellness classes/programs to be accessible virtually so that homebound seniors can participate; establish a system to provide tech equipment and training to seniors to ensure that they can participate in virtual classes easily

Environmental change: Set up places(s) where people can find resources to get connected.

Environmental change: Create spaces for intergenerational exchanges to increase knowledge of traditional culture, such as a library hour where elders read to children.

Environmental change: Schools create a healing garden and implement curriculum where students actively participate in the garden.

Definitions:

• **Community Resilience:** is the sustained ability of communities to withstand and recover from adversity.

• **Community Wellbeing:** is the combination of social, economic, environmental, cultural, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential (Wiseman and Brasher, 2008: 358). The components of

community well-being are best determined in relation to local circumstances and challenges but typically cover a range of domains usually characterized as social, political, economic and cultural (whatworkswellbeing.org).

- **Cultural Connectedness:** The extent to which an individual is feeling connected to their culture. Culture may have many definitions. It generally refers to the cumulative deposit of knowledge, experience, beliefs, values, attitudes, meanings, hierarchies, religion, notions of time, roles, spatial relations, concepts of the universe, and material objects and possessions acquired by a group of people.
- **Healing:** Healing is an intensely personal, subjective experience involving a reconciliation of the meaning an individual ascribes to distressing events with his or her perception of wholeness as a person (Annals of Family Medicine).
- **Social Connectedness:** the feeling that you belong to a group and generally feel close to other people (Minnesota Department of Health).
- **Social Isolation:** the lack of social contacts and having few people to interact with regularly (National Institute on Aging).
- **Trauma:** Trauma is any type of distressing event or experience that can have an impact on a person's ability to cope and function. Trauma can result in emotional, physical, and psychological harm. Trauma may be acute, resulting from a single incident; chronic, resulting from repeated and prolonged events, such as domestic violence or abuse; or complex, resulting from exposure to varied and multiple traumatic events. Trauma is a pervasive, long-lasting public health issue that affects our workforce and systems. Like people, organizations are susceptible to trauma in ways that contribute to fragmentation, numbing, reactivity and depersonalization. (San Francisco Department of Public Health)

Policy, Systems, and Environmental Change Approach to Public Health:

Proposed projects for this RFP should work towards a policy, systems and/or environmental change to improve community wellbeing.

- **Policies** are laws, ordinances, or rules, at the state, local or institution level. This includes an organization's policies and procedural guidelines.
- **Systems** are usually considered an institutional culture, or the way things are "typically done."
- **Environmental** changes are things that change the physical or built environment.

Eligibility

The focus of this funding is on communities facing high health disparities. Eligible applicants include individuals, non-profit and for-profit organizations, faith-based organizations, business associations, and other agencies that serve Wright County residents, including but not limited to health care organizations, neighborhood organizations, youth groups, schools and/or school

programs, and other organizations serving a specific affinity group, cultural community, or geographic area (priority is given to an even geographical distribution of funds).

Application Instructions

The application documents MUST be submitted online Your application must detail the names of all persons applying; the applicant's location and contact information; and answers to application questions. If partnering with other organization(s) or individual(s), please provide contact information for lead applicant, as well as project partner(s).

All proposals must be submitted electronically through the Wright County Health & Human Services Website. Completed applications, including answers to application questions and proposed budget, are due no later than Friday, May 27, 2022 at 4 p.m. via the Wright County Health & Human Services Website.

NOTE: Late Proposals will not be accepted.

APPLICATION PROCESS (ONLINE APPLICATION)

Applicants must submit:

- A high-level description of their organization including mission and vision along with a statement of how their organization supports the development of a community wellbeing in Wright County.
- Examples of at least one community partnership to demonstrate ability to effectively build community and collaborate (could include description of current or past partnerships or letters of support)
- Copy of applicant’s insurance policy meeting the guidelines listed above. If unable to meet the requirements also include a written request to waive these requirements.
- W-9
- A detailed description of their proposed project including:
 - Geographic area of Wright County this project would serve
 - Age-range or phase of lifespan their project directly impacts
 - Age-range or phase of lifespan their project may indirectly impact
 - Description of health equity approach including specific higher needs populations the project directly impacts
 - Proposed Policy, System, and/or Environmental change this project intends to promote or develop
- A list of intended outcomes including a proposal for how outcomes would be measured
- A budget
- A sustainability plan to ensure that project efforts will continue beyond initial funding

Organization Information
(If this is a joint application, please include information for lead applicant, as well as partners)
Name of Applicant:
Applicant address:
Applicant Phone:
Website:
Primary Contact Name and Title:
Primary Contact Phone:

Primary Contact Email Address:
Signatory Name and Title:
Signatory Email Address:
Total Amount Requested:

Project Activities	Description
Activity 1	
Activity 2	
Activity 3	
Proposed Policy, System, and/or Environmental change (Please explain using bullet points or sentences)	
Project Timeline	

Project Questions:

- 1. How will you know if your project has worked?**
- 2. What does success look like and what goals do you hope to meet?**
- 3. How will you measure success?**
- 4. What makes you/your organization qualified to do this project?**
- 5. How do you see your project having continued impact beyond the funding period?**

Budget (For future addition):