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REQUEST FOR PROPOSALS (RFP)

Issued by Public Health Solutions (PHS)

On behalf of

**New York City (NYC) Department of Health and Mental Hygiene (DOHMH)
Office of Emergency Preparedness and Response (OEPR)
Agency Preparedness and Response (BAPR)**

2018 Jurisdictional Risk Assessment Report Development

Issue Date: February 8, 2019

Proposals Due: March 1, 2019, 12:00pm ET

RFP Contact Email: JRARFP@healthsolutions.org

2018 Jurisdictional Risk Assessment Report Development

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I. Basic Information

Timeline

RFP Release	February 8, 2019
Questions Due	February 12, 2019, 12:00pm ET
Proposals Due	March 1, 2019, 12:00pm ET
Anticipated Contract Start Date	April 1, 2019

Submission Information

Proposals are due on **March 1, 2019 at 12:00PM ET**. Late submissions may not be evaluated.

Proposals must be submitted via email to:

Paulo Sazon
Contract Manager
Public Health Solutions
Email: JRARFP@healthsolutions.org

Questions Regarding RFP

Questions regarding this RFP must be emailed to: JRARFP@healthsolutions.org. Questions will be accepted until **February 12, 2019 at 12:00pm EST**.

Authorized RFP Contact

Vendors are advised that the Authorized Contact for all matters concerning this RFP is JRARFP@healthsolutions.org.

Vendors must not contact any other Public Health Solutions (PHS) personnel or the New York City (NYC) Department of Health and Mental Hygiene (DOHMH) regarding this project in the period between the release of this RFP and the notice of award.

Number of Awards

It is anticipated that one (1) vendor will be selected.

Anticipated Contract Term

The anticipated contract term is from **April 1, 2019 to June 30, 2019**.

Anticipated Award Amount

The anticipated maximum reimbursable amount for this project is \$60,000.00.

All deliverables must be completed no later than June 30, 2019. This is a firm completion date.

Funding Source

Funding for this project is subject to the availability of funds from the National Bioterrorism Hospital Preparedness Program (HPP)/Public Health Emergency Preparedness (PHEP) Cooperative Agreement, funded by the Assistant Secretary for Preparedness and Response (ASPR) and Centers for Disease Control and Prevention (CDC) (HPP CFDA#93.889; PHEP CFDA# 93.069).

II. Background and Purpose

Background

NYC DOHMH works to prepare the City to respond to, and recover from, public health disasters. The threats to the public's health grow and evolve every day. Old diseases and new, terrorist attacks and climate-change driven hazards all have the potential to severely impact the health of New Yorkers. In order to guide work in a rapidly evolving environment, NYC DOHMH conducted the first ever citywide Jurisdictional Risk Assessment (JRA) to assess not only the immediate threat environment, but the local public health response systems, from hospitals and nursing homes, to non-profits, community groups and coalitions. More than 1,800 participants from hundreds of organizations helped determine the top public health threats to NYC according to disaster risk, the health consequences of these hazards and what we can do to improve our resilience.

The JRA is not only the biggest and most inclusive public health risk assessment conducted in the City, it used novel methods of approaching disaster risk that represent a paradigm shift in how local health departments, hospitals and other government agencies can use the risk assessment process to identify threats and allocate resources where they will make the most impact, with community members intimately involved in the process.

In order to share and disseminate the method and results across government agencies, the health care sector, public health experts and our community, NYC DOHMH is seeking one (1) vendor to develop narrative content for multiple chapters in five (5) distinct reports.

Purpose

The selected vendor will review all materials from the JRA and organize and develop concise written content for the chapters.

This project includes developing written material for 26 “chapters” for future reports, varying in length from 1-10 pages per chapter. At least five (5) chapters will be reviewed for different audiences and require multiple final versions of the same narrative chapter, targeted to different audiences. These chapters will be determined by NYC DOHMH at the start of the project. The development of written content will be an iterative process with close participation between the selected vendor, stakeholders who are representative of the JRA report audiences, and NYC DOHMH staff.

JRA materials and background will be provided to the selected vendor during contract negotiations. Once a contract has been executed, NYC DOHMH will schedule weekly check-ins to review report development and will try to provide feedback within one week and will be available for brainstorming sessions as needed.

III. Experience and Skills

- The selected vendor will present complex concepts clearly, in plain language, (Economist Style Guide preferred), using illustrations provided by NYC DOHMH or recommending additional illustrations when necessary.
- The selected vendor should have experience developing communications content for different audiences, including the general public.
- The selected vendor will not be responsible for graphic design, but should have experience with adding visualization to aid reader comprehension and be able to provide feedback on existing visualizations and recommendations for additional graphics.

Subcontracting

If any portion of the work will be performed by a subcontractor, use of the subcontractor must be pre-approved by NYC DOHMH. You must indicate clearly your intention to use subcontractor(s) in your proposal, including which vendor will serve as prime contractor (lead organization) and which vendor(s) will be subcontractor(s).

IV. Required Content and Format of Proposal

Required Content of Proposal

Proposals must include all four (4) of the following components. Proposals that do not contain all of these required components will be deemed unresponsive and may not be evaluated.

1. **Cover Letter** – *One (1) page maximum.* The cover letter must be signed by a principal of the vendor.
2. **Organizational Capacity/Project Team Narrative** – *Three (3) pages maximum.* Describe the vendor's organizational infrastructure, capacity, and resources to complete the Scope of Services in Appendix A. Provide the names and a brief description of the proposed team. *You must designate a single project lead. Identify each team member's role and responsibility and the percentage of their time that will be devoted to the project.* Indicate how the proposed team's experience and skills serve as qualifications for completing project deliverables. If you plan to subcontract any part of the work, provide the same information for the subcontractor.
3. **Appendix A: Scope of Service Template** – *No page limit.* Fully complete Appendix A: Scope of Services Template.
4. **Attachments:**
 - a. **Resumes:** *No page limit.* For each team member, including any subcontractor(s), provide (i.) a resume/CV and (ii.) a brief description of work on relevant projects.
 - b. **Work Samples:** *No page limit.* Provide two (2) work samples demonstrating clear explanations of technical projects and/or data intensive reports and adept storytelling. Examples of acceptable work samples are technical reports, training and curriculum materials, and media content. Examples that involve civic work is preferred but not required.

While not required content, vendors must be able to submit references upon request.

Format of Proposal

- Components 1-2 and 4 of the Proposal must be on 8 ½" x 11" paper and use single spacing, one inch margins, and 12-point Font. Do not exceed the page limits listed above.
- Component 3: complete as instructed the Word document included with this RFP, Appendix A: Scope of Services Template.

V. Evaluation Criteria and Award Process

Evaluation Criteria

All proposals received by the due date and time will be reviewed to determine if they are responsive. Late proposals and proposals that are determined to be non-responsive may not be evaluated.

Proposals will be evaluated based on the following criteria:

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- Project Approach, including proposed additions/modifications to the Proposed Scope of Services – 40%
- Organizational Capacity/Project Team – 20%
- Work Samples - 30%
- Cost Proposal and Budget Justification – 10%

Basis for Award

NYC DOHMH will select the vendor whose proposal is determined to be the most advantageous to NYC DOHMH, taking into consideration the evaluation criteria listed above. Additionally, final award decisions may consider past contract performance (if vendor has current contract(s) or had contracts within the last two years with PHS and/or the City of New York) or reference/background checks for vendors without any prior or recent contracting relationship with PHS and/or the City of New York.

General Contract Information

Any contract award will be made by PHS, a 501(c) (3) not-for-profit organization, in its role as NYC DOHMH's fiscal agent and will be subject to timely and successful completion of contract negotiations, demonstration of all required insurance coverage, and all other requirements of and approvals by NYC DOHMH and PHS.

Prior to the issuance of a contract, NYC DOHMH may require that, as applicable to this project, additional relevant service delivery requirements not included here must be agreed upon. These requirements may pertain to but not be limited to privacy, confidentiality, and data use.

All Work Product, materials, publications, videos, curricula, reports, and other material produced as a direct requirement of the contract will be considered "work-made-for-hire" and will be the sole property of NYC DOHMH.

Release of this RFP does not obligate PHS to award a contract.

Appendix A: Scope of Services Template

Vendor Name: _____

Instructions

1. Complete the Proposed Scope of Services table below. Provide Proposed Costs for each Minimum Required Activity within a Deliverable and Justifications/Breakdowns of Costs.

The Proposed Scope of Services table includes mandatory Deliverables that the selected vendor must complete. However, vendors are highly encouraged to propose additional Deliverables, with corresponding Required Activities, Required Documentation, Proposed Dates of Completion, and Proposed Costs; propose modifications to existing Deliverables, Required Activities, and Required Documentation; and/or propose modifications to the sequence of Minimum Required Activities that will improve overall project outcomes. These proposals must be made in tracked changes.

A final list of approved Deliverables for the selected vendor will be developed in partnership between the selected vendor and DOHMH prior to contract execution.

All Deliverables must be completed and all Required Documentation must be provided to DOHMH no later than June 30, 2019. This is a firm completion date.

2. Complete the Narrative Section.

I. Proposed Scope of Services

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Deliverable	Minimum Required Activities and Documentation	Proposed Date of Completion	Proposed Cost	Justification/Breakdown of Costs
Deliverable I. Project Initiation				
A. Review existing JRA materials	Review existing JRA materials including: <ul style="list-style-type: none"> • PowerPoint presentations • Written methods documentation • Related Excel workbooks and visualization • Prepared background literature 	4/12/2019		
Deliverable II. Methodology and Results Chapters				
A. First Draft of Methodology and Results Chapters	Develop first draft of Methodology and Results chapters to include information related to: <ul style="list-style-type: none"> • Executive Summaries (five (5) versions) 	4/29/2019		

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	<ul style="list-style-type: none"> • Understanding disaster risk • The JRA Methodology • A Participatory Methodology • Top public health hazards by risk, severity, manageability and probability. • Top public health hazards for the NYC Healthcare Coalition. • Severity contributors • Probability contributors • Manageability contributors <p>Required Documentation: First draft of Methodology and Results chapters in Microsoft Word format.</p>			
<p>B. Interim and Final Drafts of Methodology and Results Chapters</p>	<p>Finalize Methodology and Results chapters*, incorporating multiple (no more than four (4) iterations of NYC DOHMH feedback to include information related to:</p> <ul style="list-style-type: none"> • Executive Summaries (five (5) versions) • Understanding disaster risk • The JRA Methodology • A Participatory Methodology • Top public health hazards by risk, severity, manageability and probability. • Top public health hazards for the NYC Healthcare Coalition. • Severity contributors • Probability contributors • Manageability contributors <p>*Includes 1-2 chapters with 2-3 versions for different audiences</p> <p>Required Documentation: Interim and final drafts of Methodology and Results chapters in Microsoft Word format.</p>	<p>6/14/2019*</p> <p>*this is the due date for the final draft. The interim drafts are due prior to this date</p>		

Deliverable III. Background Chapters and Hazard Profiles				
A. First Draft of Background Chapters and Hazard Profiles	<p>Develop first draft of Background chapters to include information related to:</p> <ul style="list-style-type: none"> • How the NYC DOHMH responds to disasters • The Incident Command System at NYC DOHMH • The NYC Healthcare Coalition • Public Health Disasters in NYC • The Social Determinants of Health in Public Health Disasters • Public Health Disaster Risk and the NYC Hazard Mitigation Plan • How disaster risk is used to prioritize work at the NYC DOHMH. • Using these results to prepare communities. • Nine (9) Hazard Profiles <p>Required Documentation: First draft Background chapters and Hazard Profiles in a Microsoft Word format.</p>	5/17/2019		
B. Interim and Final Drafts of Background Chapters and Hazard Profiles	<p>Finalize Background chapters*, incorporating multiple iterations (no more than four (4)) of NYC DOHMH feedback to include information related to:</p> <ul style="list-style-type: none"> • How the NYC Health Department responds to disasters • The Incident Command System at DOHMH • The NYC Healthcare Coalition • Public Health Disasters in NYC • The Social Determinants of Health in Public Health Disasters • Public Health Disaster Risk and the NYC Hazard Mitigation Plan • How disaster risk is used to prioritize work at the NYC DOHMH. • Using these results to prepare communities. • Nine (9) Hazard Profiles 	6/30/2019* *this is the due date for the final draft. The interim drafts are due prior to this date		

	<p>*Includes 2-3 chapters with 2-3 versions for different audiences.</p> <p>Required Documentation: Interim and final drafts of Background chapters and Hazard Profiles in Microsoft Word format.</p>			
Total Proposed Cost				

II. Narrative

1. Project Approach	<ul style="list-style-type: none"> • For each Deliverable, describe your overall approach to completing the Minimum Required Activities, and developing the Required Documentation.