



## DESERT HEALTHCARE DISTRICT & FOUNDATION

The Desert Healthcare District released a Request for Proposals for a Coachella Valley Community Health Needs Assessment and a Community Health Improvement Plan on October 28, 2019. Prospective applicants are able to submit questions electronically to [info@dhcd.org](mailto:info@dhcd.org) or during the webinar that was hosted on November 14, 2019. Please see below for all questions that have been received by the District and the corresponding answers. This document will be updated as questions come in until the close of question submission on November 21, 2019:

**1. Can you describe the relationship between the District, the Foundation and the Medical Center?**

The District is a public entity and the Foundation is an asset of the District that is utilized to receive funding outside of public sources and to allocate resources to the community depending on the nature of the ask. The Medical Center is owned by the District; however, the District leases the facilities to Tenet Healthcare, and they operate the hospital independently from the District.

**2. Will Tenet be involved in the evaluation of the proposals?**

No, not to the knowledge of staff.

**3. For the application, can you please elaborate on the work sample requirement?**

The District is looking to receive examples of relatable Community Health Needs Assessments and Health Improvement Plans to better understand successful projects that have previously completed by the applicant.

**4. On the CVs, do you prefer NIH Biosketch formats or is any biography format acceptable?**

Any format will be acceptable.

**5. Can you please elaborate on the Feasibility Report - what information you expect it to include? How long?**

The feasibility report is a requirement of the Desert Healthcare District Board of Directors. The Board of Directors want an overview of the data sources and partners identified during the early stages and the plan to move forward. This report will be simple and high level.

**6. Is it anticipated that the Feasibility Report be a go, no-go decision part way through the project?**

No.

**7. Are you wanting to see primary data collected for this assessment or are you imagining it will be based on secondary data?**

The District is anticipating most of the data will be secondary data with the exception of data gaps that we want to further address with the community.

**8. There are often needs that the Foundation or the District has little influence over, e.g. access to clean water. How do you see prioritizing these?**

The District hopes that prospective applicants will submit their methodology and address how needs will be prioritized. The District understands that some of the needs identified by the community or data may be areas in which the District has little influence.

**9. Should the budget include the survey tool - do you expect that this would be a subcontracted service through a vendor such as Press Ganey?**

The budget should include any price estimates of survey tools that may be utilized during the project.

**10. Do you have a formal list of community partners now?**

Yes, we have a list of community partners.

**11. Can you share the prior CHNA, and who conducted it?**

This is the first Community Health Needs Assessment to be conducted by the Desert Healthcare District.

**12. What kind of budget limit?**

The budget should not exceed \$300,000.

**13. What is the reason for a short timeline?**

The District is looking to have the results of this project by the end of next year in order to align with the Strategic Planning process and budgeting of the District.

**14. Can you please discuss the on-site requirement in greater detail?**

The District wants to make sure that the selected applicant is available to present the final report in-person to the Board of Directors and be available for any questions.

**15. Can the full work plan and budget be in the appendices and not included in the 6 pages?**

Yes, the 6 pages is the narrative content with the budget and CVs allowed as appendices.

**16. Do you have staff at DHD who will actually conduct the committee meetings / gather stakeholder input? Or is that something you'd like the vendor to do (which would need to be on-site)?**

The District is looking for the selected applicant to conduct committee meetings/gather stakeholder input.

**17. Can you please clarify the proposal components to be included within the 6 pages?**

The 6 pages is going to focus on the content narrative of the project highlighting the expertise of organization, key personnel that will be involved in the project, references, and a heavy focus on the approach and methods that will be utilized to accomplish the deliverables.

**18. Could you review your expectations for Steps 8-9, as these are really the "long term" aspects of implementation?**

Steps 8 and 9 will be the long-term implementation plan that will become the Health Improvement Plan and evaluation.

**19. Could we just list references, and then provide a page with complete contact information for references as appendices (in order to save space within the 6-page limit)?**

Yes, complete reference contact information can be included in the appendices.

**20. Can the budget be revised after Step 3 & Feasibility Report?**

Yes, the budget is being viewed as a working, flexible document and line items may be adjusted following the findings of the Feasibility Report as long as the budget does not exceed \$300,000.