



# Request for Proposal

*for*

Community Outreach Coordinator

*(AN INFORMAL SOLICITATION FOR PROFESSIONAL SERVICES)*

**Due: 5:00 p.m. Pacific Time**

**March 15, 2024**

Baker County Health Department  
Meghan Chancey, Public Health Director  
2200 Fourth Street  
Baker City, Oregon 97814

## **SOLICITATION FOR SERVICES**

This solicitation for proposals is made in compliance with Baker County Resolution 2005-1027, Exhibit A, Procedure for Screening and Selection of Persons or Firms to Perform Personal Services Contracts. This RFP will result in a contract for services that is eligible for procurement through Informal Procedure, as outlined in the Resolution. Baker County has chosen to solicit proposals using this document, which it is calling a Request for Proposal. Nothing in this document should be interpreted in such a way as to assume additional requirements for solicitation beyond what is included in the Resolution and Exhibit A, outlining requirements for Contracts through Informal Procedure.

## **INVITATION**

Baker County Health Department, referred to hereafter simply as Baker County, is seeking proposals for a Community Outreach Coordinator who will work with members in each of the county's communities to identify the health needs of the community, deliver resources and address health inequities. These services are funded through the Baker County Health Modernization Grant. The County anticipates entering into a 12-month contract for services.

## **GENERAL REQUIREMENTS**

- The RFP is hereby open for proposals on January 8, 2024.
- All proposals are due **March 15, 2024** by the close of County business hours at 5 p.m.
- No late proposals will be accepted.
- Proposals may be submitted electronically via email, hand delivery or by mail. All proposals must be *received* by the designated due date and time or they will not be considered. Proposals may be sent to:

Baker County Health Department  
Attn: Meghan Chancey, Public Health Director  
2200 4<sup>th</sup> St.  
Baker City, OR 97814  
[mchancey@bakercountyor.gov](mailto:mchancey@bakercountyor.gov)

- All proposals received will be considered a public record and may be subject to public disclosure as allowed by the Oregon Public Records Law.
- The inclusion of subcontractors in a submitted proposal will result in disqualification. Baker County seeks only one prime contractor to execute these duties.
- Travel costs cannot exceed more than 20% of total budget

Baker County is an Equal Opportunity Employer following the laws of the United States of America and the State of Oregon. The successful proposer shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the resulting contract,

including but not limited to the Americans with Disabilities Act of 1990, as amended and ORS 659A.112 through 659A.139

### **SCOPE OF SERVICES**

The awardee of this contract will work collaboratively with members of the community, health professionals, government officials, school and community leaders who seek to improve the accessibility and quality of health care within Baker County, hereinafter referred to as “stakeholders”.

The scope of work will include the following:

- Travel to rural communities within Baker County including Halfway, Richland, Durkee, Unity, Haines, Sumpter, Baker City and Huntington. Must have a flexible schedule and be able to work evenings and, occasionally, some weekends as needed.
- Organize meetings with stakeholders; conduct presentations and educational sessions to inform the community about the County’s services.
- Collaborate with the Public Health Director and/or designated contractors to coordinate outreach efforts and ensure alignment with goals.
- Create culturally relevant materials to assist in gathering and/or disseminating this information including, surveys, interview questions, meeting notices, flyers, reports, statistical graphs, websites, social media sites, QR code links, etc.
- Utilize social media and other modern technological platforms to communicate with various demographics who access and utilize health care services.
- Must have strong communication and interpersonal skills and the ability to engage diverse audiences; develop and maintain relationships with various stakeholders to advance the goals of the project and the effectiveness of project implementation.
- Organize, maintain and make available to the County: files, documents and other records created during the scope of work.
- Participate in relevant committee coalitions and committees that advance the goals of the project and contribute to relationship development with local partners.
- Provide extensive administrative duties and support to Valentine Health Advisers as needed; schedule meetings, conduct interviews, hold public meetings, gather information from stakeholders.
- Serve as a liaison between the County, VHA and stakeholders; provide updates on progress of the Community Decision-Making Project which includes the community health needs and solutions study.

### **PROPOSAL REQUIREMENTS**

Each proposal shall contain the following:

1. Cover Letter: A professional cover letter must be submitted to introduce the proposal and express a general understanding of the scope of services and how those expectations will be met. The letter should contain the name of the proposing entity as well as all contact information and appropriate signature.

2. **Statement of Understanding:** The proposal should express a general understanding of the scope of services and how the proposer will accomplish all of the requirements and meet expectations. The proposal should include a statement of knowledge, skills, abilities and experience; showcase prior experience in writing reports, coordinating and facilitating community meetings, public speaking, presentations, basic understanding of healthcare and self-motivation. The proposer can also supplement their proposal with recommendations or innovative ideas on effective ways to achieve the County's goals.
3. **Compensation:** A financial statement that includes an hourly rate, anticipated ancillary expenses including, but not limited to, travel, meals, meeting room rental fees, etc.
4. **References:** Provide at least three references who can best comment on your prior work, knowledge, skills and abilities.

### **EVALUATION**

Proposals will be evaluated based on the requirements listed above. Failure to include all organizational categories may be considered unresponsive by the County and cause the proposal to be rejected.

Although cost of services is important, the County will not necessarily select the lowest cost proposal for the award.

### **NOTICE OF AWARD**

The entity submitting the successful proposal will be given notice of intent to award in person or via phone by the County.

Following award and negotiations, the County will enter into a Personal Services Contract defining specific contract conditions and obligations.

### **ADDITIONAL INFORMATION**

This RFP does not commit the County to award or enter into a Personal Services Contract. Under no circumstances will the County pay the costs incurred in the preparation of a response to this RFP. The County reserves the right to:

- Delay any portion of the RFP process if it is in the County's best interest to do so.
- Accept or reject any or all proposals, or any portion received as a result of this RFP.
- Negotiate with any proposer.
- Accept a proposal, and/or subsequent offers due to negotiation, from other than the lowest cost proposal.
- Determine the most responsive proposer, taking into consideration any or all information supplied by the proposer in the proposal and the County's investigation into the experience of the Proposer. In addition, the County may accept or reject proposals based on minor variations from the stated scope of services when such action is deemed to be in the County's best interest.
- Negotiate a final scope and price with the selected proposer that may differ in some respects from this RFP.

- Seek clarifications of each proposal.
- Consider proposal modifications received at any time before the award is made, if such action is in the best interest of the County.
- To negotiate a final contract that is in the best interest of the County.

**Public records and confidentiality of proposals:** This RFP and one copy of each original response received, together with copies of all documents pertaining to the selection of the successful Proposer and execution of a copy of the executed contract, will be kept by the County in accordance with Oregon Public Records Retention statutes. By submitting a proposal, the Proposer acknowledges that information submitted in response to this RFP is open to public inspection under Oregon Public Records Law.