



## Request for Proposals Interim Regional Health Connector (RHC) in Douglas County

### ***Summary***

The Regional Health Connector Program Office at Trailhead Institute is requesting proposals from a qualified vendor to serve in an interim Regional Health Connector role in Douglas County. The University of Colorado School of Medicine and Senate Bill 137 currently fund the RHC program through June 30, 2022. Vendors would fulfill deliverables related to current RHC program funding streams and assist in identifying a permanent host organization in Douglas County. More information about the Regional Health Connector Program can be found at [www.regionalhealthconnectors.org](http://www.regionalhealthconnectors.org). The proposal must include a single point of contact who will manage the relationship/contract with Trailhead.

This is intended to be a short-term contract for 4-6 months, with an option to extend.

Application review: **Open until filled**

Desired start date: **February 1, 2022**

Email submissions only to [ggrant@trailhead.institute](mailto:ggrant@trailhead.institute)

### ***Background***

Regional Health Connectors (RHCs) are dedicated to strengthening local partnerships and the coordination of available resources to improve community health. RHCs mainly work with two types of partners: clinical partners (also referred to as “practices”) and community stakeholders.

The mission of the RHC program is to improve health in Colorado by connecting the systems that keep us healthy – including primary care, public health, social services, and other community resources. To support this mission, the work of an RHC must be:

1. **Community-centered** – To ensure work is locally driven, each RHC will be hosted by a local organization or collaboration with existing regional relationships and a history of community-based work.
2. **Inclusive** – A broad range of partners can offer community-level perspective, data and connections to existing local resources.
3. **Action-oriented** – Information is plentiful; providers and communities need additional resources to translate information into action. RHCs will develop a plan for action with local objectives using evidence-informed strategies.

4. **Coordinated** – Many local, regional, state, and national initiatives may support the priorities of the community. RHCs will coordinate with initiatives at every level, with support from Program partners, to reduce duplication and maximize available resources. Although this work depends on local insight and connections, the statewide network of RHCs will offer insight and inspiration.
5. **Sustainable** – Long-term sustainability will depend on funding from existing and new sources. The Program must quickly demonstrate effectiveness and value to payers, policy makers, and other stakeholders.

RHCs are typically based out of and supervised by a local organization or collaboration of organizations (Host Organization) with existing regional relationships and a history of community-based work. As the RHC program seeks to find a permanent host organization for Douglas County, an independent contractor is being sought to fill this role through June 2022.

[Trailhead Institute](#) operates as the primary program office that supports the implementation, technical support, evaluation, and sustainability of the program. There is also support for sustainability and evaluation from [Colorado Health Institute](#), as well as the [Department of Family Medicine at CU Anschutz](#).

### ***Services Required***

The vendor for the RHC program will be expected to complete deliverables within a predetermined scope of work (see Attachment A) from date of hire through June 2022.

#### ***Service #1: Support general RHC Duties – Innovation Support Practice (ISP)***

The University of Colorado School of Medicine provides funding for the Practice Innovation Program, which seeks to support innovation in healthcare and health. Through this funding, the vendor would work to connect clinical practices with community services at a local level, including addressing social needs (e.g. housing, food access, transportation, etc.). The vendor will:

- **Foster partnerships, collaboration, and connection** between medical clinics/practices, public health organizations, and community services and resources
- **Address social needs and priorities** in Douglas County

#### ***Service #2: Support general RHC Duties – Senate Bill 137 Behavioral Health Recovery Act (BHRA)***

Senate Bill 137 funding is part of the American Rescue Plan Act and is written into Senate Bill 21-137, the Behavioral Health Recovery Act. With this funding, the vendor will:

- **Complete an environmental scan** of their region’s strengths and gaps of evidence-based behavioral health treatment, services, and resources

- **Create an action plan** to leverage strengths and address identified needs based on the assessment

*Service #3: Assist in identifying a permanent host organization for future RHC position*

The RHC program is seeking a permanent host organization in Douglas County to support an RHC position. Throughout the contract, vendor will:

- **Assess current organizations operating in Douglas County** and identify potential host organizations. The recommended organization(s) should be a trusted community partner and aligned with RHC program mission, vision, and values.
- **Develop a transition and sustainability plan** so that at the end of the contract, RHC functions can continue in Douglas County. Vendor will work with RHC Program Staff to ensure recommendations are consistent with RHC Program Values, scopes of work, and fit/trust within the community.

### ***Qualifications***

- Able to identify a single point of contact for the contract. This point of contact will be the Regional Health Connector for the interim period
- Experience facilitating and bringing together clinical and/or community partners
- Experience working in Douglas County with local organizations and community members
- Knowledge of and experience with health equity principles in action
- Access to locally relevant data and partnerships
- Excellent communication skills that ensures clear and timely communication
- Self-Directed and takes initiative while also able to function effectively in a highly collaborative team environment
- Physical location in Douglas County preferred

### ***Submittal Requirements***

The following information shall be required in the RFP submittal (no more than 5 pages):

1. Background, including:
  - a. Brief description of individual, firm, entity, or organization
  - b. History, years of operation or experience
  - c. Areas of expertise
  - d. Experience working with medical practices, hospitals, and/or Regional Accountability Entities (RAEs), mental/behavioral health organizations, community organizations, and/or other community members
  - e. Employer Identification Number
  - f. Contact information
  - g. Resume of single point of contact and other key staff who will work on the project.

2. Rates and fee structure for the proposed work to be determined, with an amount of \$29,000 - \$34,800.
3. Briefly state your understanding of the services to be performed and your positive commitment to provide the services as specified.
4. Provide the name, title, address, and contact information of three (3) references of clients for whom you have provided similar services.

### ***Cost of Services***

The scope of work attached includes a fee schedule that indicates deliverables required to be completed for the services.

Respondents should clearly state how the fee structure will be used to complete the work in response to this RFP. All fees, charges, billing rates, etc. should be explained in detail. Charges must be tied to deliverables. Trailhead does not reimburse for vendor out-of-pocket cost.

Trailhead does not pay in advance for services-

### ***Evaluation Criteria and Process***

Successful applicants may be invited in to discuss the proposal with Trailhead's Regional Health Connector program staff ("the hiring team"). This presentation/meeting will not be charged to Trailhead.

The hiring team will evaluate and rate each submittal based upon the following criteria:

- Experience and expertise with understanding systems-level change and collaboration, community engagement, and including ability to forge or sustain community partnerships.
- Level of trust and relationships within Douglas County
- Understanding of and orientation to promoting health equity
- Understanding of Trailhead's needs and corresponding services to be provided
- Project approach

### ***Contract***

Trailhead anticipates a 5-6 month contract, with an option to extend, depending on funding and co-determined by contractor and Trailhead.

Finalists will be asked to review and indicate any requested changes to the Scope of Work prior to receiving an offer.

If selected for this contract, the following additional documents will be required prior to contract execution: W-9 • Certificate of Liability Insurance naming Trailhead as an additional

insured and Certificate Holder. • Certificate of Worker's Compensation Insurance • Waiver of Subrogation

***Termination of Contract***

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.