



# Grays Harbor County Public Health

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*November 1, 2022*

## Request for Proposals for Early Childhood Support System Gaps Analysis

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### Introduction

Grays Harbor County has issued a request for proposals (“RFP”) to interested and qualified agencies to provide an early childhood support system gaps analysis. The County is seeking consulting services to produce an early childhood support system gaps analysis that will identify strengths/weaknesses and aid in the strategic planning and development of early childhood programs and services aimed at improving the health of our communities and meeting the populations’ needs that we serve. The gaps analysis report and prioritization process shall build on existing data, system maps, community conversations, etc. whenever possible. The gaps analysis will provide concise, reliable information about the needs, current service system, and opportunities to improve services among Grays Harbor County’s children ages birth to 5 years old.

### **The key functions of such a gaps analysis include but are not limited to:**

- Work with Public Health and other key stakeholders to identify key data indicators that measure/communicate early childhood system needs, availability and access to services, early childhood outcomes, and impacts on other systems resulting from met or unmet early childhood needs
- Supplement data indicators with narrative/contextual input about system function, components, gaps, and needs from key stakeholders including but not limited to parents and caregivers of young children birth to five years old, public health staff, healthcare professionals, community-based organizations, educators and support staff
- Ensure community members, including those within a broad based racial/ethnic/cultural/gender identity/sexual orientation and linguistic minority group, are participants in the gap analysis process
- Map the current early childhood support system and existing gaps or bottlenecks specific to Grays Harbor County
- Research and present evidence-based models of programming/services that may address gaps or bottlenecks

**Contractor/Proposer will be responsible for the content layout, design, and research integrity of all sources of data and will include at least the following content areas, among others to be determined by Contractor/Proposer:**

- Comparisons to similar communities and programs including, but not limited to, targeted populations and current customers;
- Needs under subject areas including, but not limited to, the following: poverty, education, employment, health (maternal, smoking, drug and alcohol use and abuse, etc.), food security, transportation, and childcare accessibility;
- Strengths and assets including family resiliency, Community Based Organizations (CBO) support, case management/bundled service providers and referral agencies, and service linkages/partnerships;
- Barriers including service accessibility (hours of operation), psychological barriers, and other barriers identified throughout the research process;
- Identification of priorities for consideration; to include a list of the top three (3) priorities identified by qualitative and quantitative data; and
- Recommendations and possible programmatic solutions.

This RFP is intended for consultants with the necessary capacity and experience to successfully design and complete an early childhood support system gaps analysis and facilitate prioritization recommendations on focus areas to address. This RFP opens **December 1<sup>st</sup>, 2022 and all proposals are due no later than December 16th at 4:30 p.m.**

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by the applicant in the preparation and submission of the applicant's proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Grays Harbor County staff to negotiate formal agreements with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of local funds to ensure alignment with fund requirements and contract deliverables.

Completed applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health and Social Services  
Attn: Erin Schreiber  
2109 Sumner Avenue  
Aberdeen, WA 98520  
[eschreiber@graysharbor.us](mailto:eschreiber@graysharbor.us)

Applications and related materials must be received no later than **December 16th at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with EARLY CHILDHOOD SUPPORT SYSTEM GAP ANALYSIS APPLICATION.

Questions related to this application may be directed to:

Erin Schreiber, Healthy Families Manager

## Calendar/Timeline

Application Process	Date
Issue RFP	December 1 <sup>st</sup> , 2022
Proposals Due	December 16 <sup>th</sup> , 2022 at 4:30 p.m.
Proposal review	December 2022
Recommendations provided to BOCC	December 2022
Agency contract development	December 26 <sup>th</sup> – 30 <sup>th</sup> , 2022
Service Start date	No later than January 9 <sup>th</sup> , 2023
Gaps Analysis complete	No later than April 28 <sup>th</sup> , 2023

## Application process and instructions:

### **Please prepare a written document responding to the following:**

A. Describe your firm and its capabilities, highlighting any prior involvement with the County and/or other agencies of comparable size, specifically other community health centers, and mission/vision. Identify similar projects that your firm has overseen, providing reference names and contact information of clients for which your firm undertook similar projects. Expound upon your subject matter expertise as it would apply to the matters described in the Scope of Services portion of this RFP. Clearly indicate any current or past contracts your firm has held to provide advisory services of a similar nature to other health related organizations. Describe the proposed staff assigned to this project, their background and their availability.

B. Develop a Statement of Objectives which will identify the potential goals and expectations of the project.

C. Describe, in detail, the methodology, tools and/or techniques that would be utilized to conduct a comprehensive behavioral health gaps analysis. The scope of this identification will be determined in accordance with the Statement of Objectives described above. This description should minimally include, but not be limited to:

- A description of relevant sampling techniques that you would propose utilizing to complete this assessment.
- Clarify types of techniques, proposed quantities, proposed timelines, target audiences, recruitment strategies to engage target audience, and staffing resources to accomplish tasks.
- Your proposed methodology for clarifying the research objectives, data collection requirements, sampling strategy and timetables.
- The level of granularity of the data.
- A description of how data will be compiled.
- A description of identified trends.
- A description of end report that will be produced. You must include sample reports that your firm has produced for similar projects.

D. Provide a schematic of the timeframe needed to complete this assessment. Timeline must be based upon the deadlines included in Project Goals (above).

E. Provide a reference list of your firm's relevant clients, especially any for which you have conducted an early childhood support systems gaps analysis.

**Pricing and Payment Terms The maximum obligation for this contract shall be \$75,000.**

Provide detailed fee-related information. This should include a total project and staff hourly cost.

**Part 1 – Threshold Criteria**

- Proof of Washington State Business License or relevant credentials
- Capacity to operate the program on a cost-reimbursement basis
- Ability to comply with the insurance requirements of the contract

**Part 2 - Scoring Criteria**

All proposals will be evaluated based on the following criteria:

**(1) Proposal Background (0-20 points)** All projects will receive points on how well they describe past work in developing early childhood support systems gaps analyses for local health jurisdictions. Also, describe whether the documents were well received after completion by decision makers, stakeholders and the public.

**(2) Readiness (0-20 points)** Applicants will receive points based upon the extent of the proposer’s readiness to proceed. The score will be based on the following:

- Narrative describing the methodology, tools and/or techniques that would be utilized to conduct a comprehensive early childhood support systems gaps analysis
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a County contract to completion of reports.

**(3) Coordination with Local Stakeholders (0-20 points)** Applicants will receive points based on the extent to which the agency has experience and/or capacity to coordinate with local stakeholders for additional and complimentary data and information.

**(4) Outreach and Communication (0-20 points)** Applicants may receive points based on the ability to demonstrate experience, capacity, and/or clear plans to conduct outreach and communication to all populations in the County to elicit data points for the early childhood supports systems gaps analysis.

**(5) Capacity (0-20 points)** Applicants will receive points based on the extent to which the applicant’s experience is relevant to the successful creation and delivery of a early childhood support system gaps analysis. Experience of the organization in undertaking similar activities - including experience with populations to be surveyed and the type of surveys to be executed

**Part 3: Proposal Components**

**The following are the required documents for proposals to be submitted to Healthy Families Division Manager, Erin Schreiber.**

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria
2. A written document including narrative response that speaks to “Scoring Criteria” and Project Budget with expenses clearly categorized and clear time period of budget
3. The Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.

The following stipulations and terms will be included in the contract awarded under this solicitation.

Without limiting Consultant's indemnification of County, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to County.

**General Liability Insurance.** Using a standard ISO CG 00 01 occurrence form, including premises, operations, products and completed operations, contractual liability with limits not less than \$1,000,000. per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products–Completed Operations Aggregate for bodily injury, personal injury, and property damage. Coverage shall include Employers Liability (stop gap).

The Commercial General Liability Coverage shall include the following endorsements: The County, its Board, officers, agents and employees shall be included as Additional Insureds either by specific endorsement naming these parties or a blanket additional insured endorsement applicable “when required by written contract or agreement”

Primary, Non-contributory endorsement, both in favor of the County, its Board, officers, agents and employees or a blanket waiver of subrogation endorsement applicable “when required by written contract or agreement”.

**Automobile liability insurance.** Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than 1,000,000 combined single limit for each accident.

**Professional liability (errors & omissions) insurance.** Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

**Workers' compensation insurance.** Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

Consultant shall submit to County, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of County, its officers, agents, employees and volunteers.

**Proof of insurance.** Consultant shall provide certificates of insurance to County as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsement must be approved by County's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with County at all times during the term of this contract. County reserves the right to require complete, certified copies of all required insurance policies, at any time.

**Duration of coverage.** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or

in connection with the performance of the Work hereunder by Consultant, his agents, representatives, employees or subconsultants.

**County's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, County has the right but not the duty to obtain the insurance it deems necessary and any premium paid by County will be promptly reimbursed by Consultant or County will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, County may cancel this Agreement. **Acceptable insurers.** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of Washington, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the County's Risk Manager.

**Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against County, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

**Enforcement of contract provisions (non estoppel).** Consultant acknowledges and agrees that any actual or alleged failure on the part of the County to inform Consultant of non-compliance with any requirement imposes no additional obligations on the County nor does it waive any rights hereunder.

**Requirements not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.

**Notice of cancellation.** Consultant agrees to oblige its insurance agent or broker and insurers to provide to County with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

**Timely notice of claims.** Consultant shall give County prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies. Consultant shall give written notice thereof to County Risk Manager at [GHCRiskManagement@co.grays-harbor.wa.us](mailto:GHCRiskManagement@co.grays-harbor.wa.us)

**Public Records Act.** If the County receives a public records request pursuant to the Chapter 42.56 RCW, the Public Records Act (PRA) that pertains to matters arising out of or relating to this Agreement, then then County shall notify the Nation of the request. The Nation shall, in turn, render the fullest assistance possible to the County in the County's efforts to comply with the PRA.