

**REQUEST FOR PROPOSAL**  
**Revised August 2005**

Provision of Partnership Coordination Services

**Partnership for a Healthier Pinellas (PHP)** is announcing an anticipatory process to contract with an agency, organization, company, or individual to provide coordination services to **PHP**. This announcement is to solicit formal proposals from those interested in entering into a contract with **PHP** to perform these services.

The proposed contract would be for an initial period of 12 months, with the commencement date determined upon award of the contract.

**BACKGROUND**

**PHP** is a collaborative of individuals and agencies that want to *facilitate access to quality healthcare services* in Pinellas County. **PHP** has a volunteer board of 21 members and a general membership of over 50 members. There are five standing committees and three ad-hoc committees.

There is **\$50,000** available for Partnership Coordination Services for one year with an opportunity for renewal based on performance and available funding.

**PURPOSE**

The purpose of this Request for Proposal is:

- > To solicit proposals for performing the functions as outlined;
- > To request a description of how and at what cost the respondent would provide the services outlined.

The contracting entity would be responsible to the **Executive Committee of PHP** to provide the functions and deliverables outlined in the contract. It is highly recommended that the contracting entity have one (1) individual designated for this project. The contracting entity would take direction from the **Executive Committee**.

**FUNCTIONS AND DELIVERABLES**

1. Coordinate, attend, and staff **PHP** meetings including general membership, Board of Directors, and committee meetings.
2. Facilitate **PHP** communication, including meeting notifications, correspondence, and provide regular e-mail communication with **PHP** members. Update and post information to **PHP** web site as requested.

3. Serve as a liaison and communication link between organizations, agencies, and the local community to promote participation in partnership (engage and expand participation) on issues related to health, health promotion and education, and healthcare coverage.
4. Serve as **PHP** spokesperson in the absence or at the direction of the **Executive Committee** at community planning and decision-making meetings. Work with government and elected officials in support of the efforts of the **PHP**.
5. Responsible for monitoring and updating the Strategic Plan.
6. Work with **PHP** Treasurer to prepare an annual budget and manage finances.
7. Assist contract staff as needed including but not limited to **PHP** Healthcare Coverage Expansion Consultant and Grant Writer.
8. Maintain **PHP** files, including membership and committee rosters; correspondence; General Membership, Board of Directors and Committee meeting minutes and attendance lists; grants; general documentation (insurance, licenses, solicitation permits, tax exemptions, certifications); and other documents and records as directed.
9. Prepare reports and other required documentation as directed by the **Executive Committee**, or as required by funders and/or contractors.
10. Responsible for the day-to-day operations of PHP.

## **PROPOSAL**

The formal proposal is limited to eight (8) double-spaced pages (not including requested attachments) in 12 point font.

Each submission should describe how the functions noted above would be performed, responding to the following areas:

### > **CAPACITY**

- Describe the applying entity, including nature of business or service; history or past experience of entity.
- Demonstrate any special connection with or knowledge of the **PHP**.
- Contracted entity, if other than an individual, will be expected to possess full liability insurance, and to undergo a review of financial statements.

- If the contracted entity is an individual, a personal financial and background check will be required.
- If an organization, attach a copy of the current fiscal year operating budget and the most recently conducted audit, along with a statement of any findings and a copy of the "Audit and Management" letter (**as an attachment**).

> **GRANT/CONTRACTING EXPERIENCE**

- Describe previous contracting and/or grant management experience.

> **ORGANIZATIONAL STRUCTURE**

- Describe the envisioned coordination plan needed to effectively fulfill the requirements of the contract.
- Describe the individual and qualifications of the person proposed to work on this project.
- Provide a line item descriptive budget for the estimated 12 month contract period (**as an attachment**).

> **AVAILABLE RESOURCES**

- Describe existing resource support that would be provided by the applying entity to aid this contract.
- Describe, if any, in-kind resource support that would be provided by the applying entity to aid this contract.

> **CONFLICT OF INTEREST/ELIGIBILITY**

- Describe any possible conflict of interest that the applying entity may have in the performance of this contract and propose actions to respond to this conflict of interest.

> **SUBMISSION PROCESS**

- Release Date: August 1, 2005
- Submissions will be due no later than 4:00 PM on September 7, 2005. Please include one (1) copy of all required attachments, and one (1) original, signed by the authorized representative, and ten (10) copies of the eight (8) paged proposal narrative. Submissions should be sent or delivered to:

Joseph A. Santini  
Director of Development  
Metropolitan Charities, Inc.  
3170 3<sup>rd</sup> Avenue North  
St. Petersburg, FL 33713

- September 12 - 16, 2005: Review and Oral Presentation
- Anticipated Decision Date: September 23, 2005
- Anticipated Contract Begin Date: October 3, 2005

> **DETERMINATION PROCESS**

Submitted proposals will be reviewed by the **Funding Committee** of the **Board of Directors** of the **PHP**. Applications may be requested to make a formal presentation of proposals to the committee. The leading three (3) proposals will be ranked based upon the extent to which all requested items are answered and presented clearly and completely. The three (3) top proposals will, then, be submitted with the committee's recommendations to the **Board of Directors** for review, consideration, and a final vote to award the contract.

> **ADDITIONAL INFORMATION**

- Additional information or answers to questions regarding this Request for Proposal can be obtained by calling **Joseph A. Santini** at **727-321-3854**, or by e-mail at [santinij@tampabay.rr.com](mailto:santinij@tampabay.rr.com).

**Partnership for a Healthier Pinellas** reserves the right to cancel the application process, to reject any or all applicants, to waive any non-substantive deficiency or irregularity, remedy or waive technical or immaterial errors, to request any necessary clarifications or application data without changing the terms of the application, and to award a contract in what it believes to be in the best interests of **PHP**.

Any applicant desiring to challenge and appeal the award decision of the **Board of Directors** must give written notice to the **Board of Directors** within ten (10) days of the award announcement. The **Board of Directors** will appoint an independent panel to consider the appeal and to make a final binding judgment with twenty (20) days of the receipt of the written intent of appeal.