



## Request for Quotes (RFQ)

### Data Evaluation for Behavioral Health Data

#### Information for Proposers

The Pueblo Department of Public Health and Environment (PDPHE) is seeking proposals from entities to work with PDPHE and partners including health care facilities/hospitals, behavioral health and substance use treatment providers, law enforcement and criminal justice, harm reduction, human services, etc. to evaluate project outcomes, data governance, from community partners.

#### Project Overview

Substance use concerns in Pueblo County are widespread with available data showing elevated use among youth and adults for a variety of substances. Due to trends and scope of the issue, substance use was prioritized by the community in 2021 as a top health issue to address in the 2022-2027 Community Health Improvement Plan (CHIP). As such, PDPHE is committed to addressing substance use issues in Pueblo County.

In 2019, PDPHE received a grant from the Bureau of Justice Assistance (BJA), Office of Justice Programs, and U.S. Department of Justice to collect and use data to drive near-real-time decisions and launch a substance use data dashboard. More recently, PDPHE was awarded funding from the Comprehensive Opioid, Stimulant and Substance Abuse Prevention (COSSAP) program to grow PDPHE and community partner skills, capacity, and, ultimately, cross sector systems as they pertain to substance use, all of which will build a foundation for other health conditions and behaviors the agency addresses. Additionally, COSSAP funding will build on the existing data dashboard and partnerships to continue near real-time data collection and analysis, which will ideally expand beyond substance use disorders to other chronic health conditions.

PDPHE realizes the need to collect, disseminate, and use data thoughtfully. Partners involved in the current BJA project expressed the need to incorporate data equity practices to better understand substance use trends, service utilization, and health disparities. Current data collection efforts hinder the ability to correlate the data to understand where components of the systems are working together or against each other. As a result, there is a window of opportunity to collectively participate in a process to integrate data, practice data equity, and accurately gauge progress and impact. This collaboration would also improve the accessibility of data among community members and community partners and facilitate education, awareness, and data-driven decision making.

The COSSAP program goals are to 1) expand the existing data infrastructure by collecting additional data points, including quantitative and qualitative data, related to substance use; 2) encourage the utilization of data by community partners and members through the dissemination of data to the public and provision of technical assistance to community partners to reduce data barriers and build data systems; 3) develop, pilot, and implement a comprehensive substance use distributed data network and governance process; and 4) incorporate health equity in the data planning, collection, analysis, integration, and dissemination through the involvement of community members, and those with lived experiences.

This Request for Quote involves hiring an outside evaluation team to conduct multiple activities, including:

- Assess utilization of the data dashboard and associated data by community partners, community members, and PDPHE staff
- Assist with planning the collection of qualitative data (local stories and interviews) for the data dashboard

- Determine participating community partner satisfaction in the data governance and data integration processes
- Draft epidemiological (or data) brief templates to summarize dashboard views on an annual to bi-annual basis
- Develop a plan and conduct an evaluation to assess the process and impact of piloted data integration projects, and support publishing reports and literature on these processes and evaluation outcomes

This Request for Quote is in search of an outside evaluation team that will 1) provide an objective stance to the work being conducted by PDPHE, local community partners, and members; 2) contribute to the implementation of internal improvements to the data dashboard and integrated data network for substance use data; and 3) improve overall management of the project and partner satisfaction with the process while also meeting performance measurement requirements.

This will all be done within the constraints of the COSSAP grant life cycle, which will conclude September 30, 2024, with the possibility of a one-year extension pending PDPHE receiving continued funding. PDPHE desires to secure a contractor for the entire project life cycle. However, continuation will be contingent on performance throughout the contract. Quotes can be submitted for a total amount not to exceed \$55,000.

**Quote Requirements**

Each quote must include a completed narrative along with the following items to be considered complete and eligible for review. Otherwise, the submission will not be accepted.

Requirements for Quote Narrative:

- Applicant name and contact information
- A total cost estimate for the project to include all anticipated costs to complete the work
- A detailed timeline for when key milestones will be met to ensure contract goals are met
- Staff working on the project
- Description(s) of previous experience or knowledge of:
  - Collaboration with multiple entities to accomplish project goals and/or willingness to work with other entities as necessary
  - Substance use data
  - Data governance and data integration practices
  - Data utilization by community partners and members
  - Satisfaction surveys
  - Collection, analysis, and visualization of qualitative data
  - Development of data or epidemiological briefs or publications

**Deadlines and Schedule**

<b>Deadlines</b>	
RFQ is distributed to interested parties for review	June 1, 2022
Proposal questions or requests for conversations around project accepted through	June 10, 2022 (5pm MST)
Proposal due date	June 14, 2022 (5pm MST)
Evaluation of Proposals	June 15-17, 2022
Award of Proposal/Discussion/Negotiations, if necessary	June 16-20, 2022
Contract timeline	July 1, 2022 – September 30, 2024

*Note: The above dates are approximate, not binding, and subject to change.*

**Evaluation and Award Process**

PDPHE will review all submitted quotes and evaluate for completeness. Acceptable quotes will be reviewed and scored by an evaluation committee comprised of PDPHE staff and members of the data workgroup. When reviewing quotes, the committee will select the contractor based on the "Quote Requirements."

The Committee will review, score, and select the contractor. Once selected, the applicant will be contacted, and details regarding funding and deadlines for project completion will be discussed. Once all agreements are in place, a formal agreement document will be created. The chosen applicant will sign the agreement and the project will begin.

### **Subcontractors**

1. For purposes of this RFQ only, a subcontractor shall be defined as any individual, partnership, or corporation other than PDPHE holding a contract with the entity to assist in data evaluation agreements. Subcontractor shall also mean any individual, partnership, or corporation holding a contract with such a subcontractor for the same services.
2. The Applicant shall assume all liability for any, and all, subcontractors.
3. All subcontractors must be identified, and their information provided as if they were the Applicant to PDPHE. If subcontractors are not identified in the quote, the quote will be considered incomplete.
4. If subcontractors will be used for any phase of the project, the subcontractors must also meet and comply with the standards outlined in this RFQ.
5. If, after the contract is awarded and it becomes necessary to hire subcontractors, the Applicant must get approval from PDPHE before hiring. All subcontractors will be held to the same standards as the Applicant.

### **Terms of Contract**

Issuance of this RFQ and receipt of quotes does not commit PDPHE to award a contract. PDPHE reserves the right to postpone opening, accept, or reject any or all proposals received in response to this RFQ, or negotiate with other than the highest-ranked artist.

The term of the contract for the awarded artist will be discussed between PDPHE and the chosen entity and included in the Agreement and signed by both parties. The RFQ and any addendums, the submitted quote, and negotiations, will be included in the agreement.

Any communication regarding this RFQ and the final RFQ narrative should only be directed to Shannon Roybal, Purchasing Agent, [shannon.roybal@pueblocounty.us](mailto:shannon.roybal@pueblocounty.us) or by phone at 719-583-4523.