

R1HCC Healthcare Readiness and Response Coordination

Request for Proposals

Introduction

Welcome to the Request for Proposals (RFP) for Healthcare Readiness and Response Coordinator (HRRC) services for the Wyoming Region 1 Healthcare Coalition (R1HCC). This RFP seeks a qualified contractor to oversee the coordination, management, and implementation of healthcare readiness and response activities across the northeast Wyoming region, covering Campbell, Crook, Johnson, Sheridan, and Weston counties. The HRRC is pivotal in enhancing the region's healthcare systems' preparedness for, response to, and recovery from emergencies. This contract offers a unique opportunity to contribute to the safety and well-being of over 100,000 residents across nearly 17,000 square miles. We invite you to bring your expertise and vision to this critical role, which is fundamental to the region's healthcare resilience.

Overview of the R1HCC

The R1HCC is at the forefront of enhancing healthcare system preparedness within northeast Wyoming. After transitioning from a quasi-governmental entity to an independent non-profit in 2022, the R1HCC has entered a period of rapid growth. Guided by a proactive Board of Directors, the coalition has been instrumental in identifying and addressing regional healthcare needs through strategic networking, communication facilitation during emergencies, and maintaining equipment caches for large-scale events. Unlike direct response entities, the R1HCC's primary mission is to strengthen the healthcare infrastructure by building robust networks among healthcare organizations, ensuring readiness for any emergency through collaborative efforts.

Purpose of the RFP

This RFP aims to identify and contract with a dedicated HRRC to support the R1HCC in its mission to enhance the region's healthcare preparedness and response capabilities. The HRRC will play a critical role in helping to identify and address gaps within the healthcare system, acting as the proactive "face" of the R1HCC through outreach efforts. Key responsibilities include organizing and documenting board meetings, coalition-wide gatherings, and special meetings. The HRRC will also provide leadership in planning and conducting exercises and drills. This RFP seeks a committed contractor to lead these initiatives, ensuring effective communication, coordination, and documentation.

Contract Period

The contract for HRRC services will commence on July 1, 2024, and conclude on June 30, 2025. This one-year contract period aligns with the R1HCC 2024 fiscal year. During this period, the HRRC will be expected to fulfill the responsibilities outlined in the Scope of Work, with an option for renewal based on performance evaluation and mutual agreement between the R1HCC and the contractor.

Background Information

The R1HCC has recently undergone significant transformation and growth, particularly marked by its transition from a quasi-governmental organization to an independent non-profit in 2022. This pivotal change led to the establishment of a dedicated Board of Directors. The focus post-transition has been on strengthening relationships across the healthcare spectrum within northeast Wyoming, aiming to establish effective communication channels for large-scale emergencies. The COVID-19 pandemic underscored the imperative need for a cohesive regional healthcare system, spotlighting the R1HCC's role in fostering robust networks among partners to ensure a unified response during crises without extensive reliance on external assistance.

Region 1

Northeast Wyoming's Region 1, encompassing Campbell, Crook, Johnson, Sheridan, and Weston counties, spans 16,774 square miles of diverse landscapes, from plains to Rocky Mountain regions. With approximately 100,000 residents, key population centers include Buffalo, Gillette, Newcastle, Sheridan, and Sundance, alongside a vast rural expanse. The area's healthcare infrastructure comprises six hospitals and a VA Medical Center, totaling 431 licensed beds. Region 1's economy is heavily influenced by the energy sector, with significant employment in coal, oil, and natural gas extraction. Challenges such as COVID-19 and natural disasters underscore the importance of the R1HCC's mission in unifying and mobilizing healthcare response capabilities across this vast and varied region.

Previous HRRC Services and Objectives

The scope of work under the current contract with the HRRC contractor outlined a comprehensive framework to enhance the healthcare preparedness and response capabilities within the R1HCC. Essential services include operational coordination, development and maintenance of emergency preparedness plans, execution of drills and exercises, fiscal management, and strategic planning. The HRRC played a pivotal role in facilitating effective communication among coalition members, leading initiatives to identify and bridge gaps in emergency response and ensuring adherence to national preparedness standards. These efforts underscored the HRRC's integral contribution to building a resilient healthcare infrastructure in northeast Wyoming.

Scope of Work

This section outlines the responsibilities and expectations for the Healthcare Readiness and Response Coordinator (HRRC) under the forthcoming contract period. The HRRC will spearhead efforts to enhance the healthcare preparedness and response capabilities across Wyoming's Region 1, ensuring effective coordination, management, and implementation of essential services. Key areas of focus include emergency preparedness planning, execution of drills and exercises, coalition management, fiscal oversight, and strategic development initiatives. The HRRC will be pivotal in fostering collaboration among healthcare entities and ensuring the region's readiness to address and recover from emergencies and disasters.

Services Required

The HRRC will be responsible for a broad range of services crucial for maintaining and enhancing the operational capabilities of the R1HCC. Key responsibilities include:

- **Operational Coordination and Management:** Lead and manage the coalition's preparedness and response initiatives, including planning, training for, and conducting drills and exercises.
- **Fiscal Management:** Oversee budgeting, financial reporting, and funds management in alignment with the coalition's goals and compliance requirements.
- **Strategic Planning:** Facilitate the development of strategic plans to identify and address gaps in healthcare preparedness and response capabilities.
- **Emergency Preparedness Planning:** Develop, maintain, and update comprehensive emergency preparedness and response plans.
- **Coalition Management:** Enhance communication and collaboration among coalition members to foster a cohesive and prepared healthcare community.
- **Website and Online Library Maintenance:** Ensure the R1HCC website is up-to-date and manage the online resource library to support coalition members' access to critical information and tools.
- **Communications Cache Maintenance:** Maintain the R1HCC communications cache to guarantee reliable and effective communication channels during emergencies.

These services form the foundation of the HRRC's role in supporting the R1HCC's mission to strengthen healthcare preparedness and response across northeast Wyoming.

Tasks and Deliverables

The HRRC is expected to perform various tasks aligned with the operational, strategic, and emergency preparedness goals of the R1HCC. Deliverables are spread across several key areas, including:

1. **Personnel Services:** Provide HRRC personnel services equivalent to a minimum of 0.5 FTE to support planning, training, operational readiness, and other coalition activities. Deliverables include assistance with response activities and development initiatives. Deadline: Ongoing throughout the contract period.
2. **Fiscal Responsibilities:** Assistance with processing invoices, maintaining fiscal records, and compiling monthly budgetary reports. These tasks are essential for the coalition's financial sustainability. Deadline: Ongoing throughout the contract period, with monthly fiscal reports due by the 15th of each month.
3. **Coalition Management and Administration:** Maintaining and updating coalition member listings, preparedness plans, and response plan annexes. This also includes developing specific response plans, facilitating exercises, and maintaining resource inventories and analyses. Deadlines:
 - a. Update coalition member listings semi-annually, due on December 31, 2024, and June 30, 2025.
 - b. Annual preparedness plan review and update by March 31, 2025.
 - c. Bi-annual drills and exercises, with post-event reports due within 30 days of event completion.
4. **Budget and Work Plan Preparation:** Assistance in preparing annual budgets and work plans, reflecting the coalition's strategic and operational priorities. Deadlines:
 - a. Draft budget for the next fiscal year due by May 1, 2025.
 - b. The finalized work plan for the upcoming year is due by June 30, 2025.
5. **NIMS Compliance Survey:** Conduct compliance surveys to ensure member hospitals and EMS agencies meet national standards. Deadline: August 31, 2024.
6. **Meeting Facilitation:** Facilitate regular, board, committee, and special meetings, including logistics, agenda setting, and documentation. Deadlines: Board of Directors and coalition-wide meetings are conducted monthly, with minutes and action items reported within 30 days post-meeting.
7. **Conference Attendance:** The contractor must attend the annual National Healthcare Coalition Preparedness Conference (NHCCPC), bearing all costs related to travel and attendance. Deadlines:
 - a. Attendance at the conference from December 10-12, 2024.
 - b. A report on lessons learned is due within 30 days of the conference's conclusion.

Performance Metrics and Expectations

To ensure the contractor meets the objectives, a set of performance metrics and expectations will guide initial assessment efforts. These will focus on:

- **Timeliness:** Completion of tasks and submission of deliverables within the specified deadlines.
- **Quality of Work:** Accuracy, comprehensiveness, and relevance of prepared documents, plans, and reports.

- **Engagement and Communication:** Effectiveness in facilitating coalition meetings, exercises, and drills, including participation rates and feedback from coalition members.
- **Operational Efficiency:** Demonstrated ability to manage the coalition's resources, including fiscal management and maintenance of communication caches and the online library.

A comprehensive review mechanism will be developed to quantify these performance aspects further, incorporating feedback from coalition members, adherence to national preparedness standards, and the successful implementation of strategic initiatives.

Proposal Submission Requirements

We aim to ensure a transparent and equitable selection process, enabling us to identify a partner who best meets the needs of the R1HCC and its stakeholders. Compliance with these requirements is crucial for considering your proposal.

Eligibility Criteria

Proposals for the HRRRC services are invited from contractors with experience in emergency planning, emergency management, and public health preparedness and response. Proposers must demonstrate:

- The ability to attend regular in-person meetings, exercises, and other events throughout Region 1, demonstrating a commitment to active engagement within the coalition's geographic area.
- The possession of adequate general liability insurance and professional (errors and omissions) insurance coverage.

These criteria are designed to ensure that the selected HRRRC can effectively support the R1HCC's mission while maintaining high standards of professional conduct and operational reliability.

Proposal Format and Contents

Proposals for the HRRRC services should be clear, concise, and structured to facilitate thorough evaluation. The following sections are recommended:

1. **Executive Summary:** A brief overview of the proposal, highlighting the proposer's unique qualifications and approach to meeting the R1HCC's needs.
2. **Background and Experience:** Detail relevant experience in emergency planning, emergency management, and public health preparedness and response. Include specific achievements or case studies demonstrating capability and success in similar roles.

3. **Approach to Scope of Work:** Outline the methodology and strategies you intend to use to address the specified services and tasks. Highlight how your approach aligns with the R1HCC's objectives and adds value to the organization's mission.
4. **Operational Plan:** Describe how you will manage the logistical aspects of the role, including attending in-person meetings and events throughout Region 1.
5. **Budget Overview:** Provide a general budget outline that reflects the proposed approach and services, noting that detailed financial discussions will follow during the contract negotiation phase.

While there are no strict formatting guidelines or page limits, proposals should strive for clarity and professionalism. A structured format that logically presents the requested information will ensure the proposal is easily accessible by the review committee. No additional documents are required at this submission stage.

Submission Deadline

Proposals for HRRC services must be submitted by **June 26, 2024**, following the release of this RFP on June 20, 2024. The R1HCC Board of Directors reserves the right to conduct interviews, request additional information, and comprehensively review all proposals. The selection process will culminate in the award of the contract on June 15, 2024, with the contract period commencing on July 1, 2024. Please note that proposals received after the deadline may not be reviewed.

Approximate Timeline

June 20, 2024	RFP released
June 26, 2024	Deadline for submission of proposals
June 26-28, 2024	The Board of Directors reviews proposals
June 28 2024	Notification of award
July 1, 2024	Contract commences

Evaluation Criteria

This section details the criteria and their respective weights that the Board of Directors will use to evaluate proposals. These criteria are designed to ensure that the selected contractor will meet the coalition's needs effectively and efficiently. Proposals will be assessed based on their responsiveness to the Scope of Work, the proposer's experience and expertise, cost-effectiveness, and proposed innovative approaches.

Proposal Assessment Criteria

- **Alignment with Scope of Work:** The extent to which the proposal comprehensively addresses all specified services and tasks.
- **Proposer's Qualifications and Experience:** Demonstrated capability in emergency planning, management, or public health preparedness, including past performance and relevant experience.
- **Methodological Approach:** The effectiveness, clarity, and feasibility of the proposed methods for managing and implementing the required services.
- **Cost Effectiveness:** The overall value of the proposal, considering the quality of services relative to the proposed cost.
- **Innovative Approaches:** Introduction of new or creative ideas that enhance the effectiveness of emergency preparedness and response strategies.

Criterion Weight

Criterion	Weight
Alignment with Scope of Work	30%
Proposer's Qualifications and Experience	25%
Methodological Approach	20%
Cost Effectiveness	15%
Innovative Approaches	10%
<i>Total</i>	100%

Budget and Funding

This section outlines the financial framework for the contractor to deliver the HRRC services. It specifies the budget constraints and guidelines that govern the allocation and management of funds, as well as the detailed billing and payment processes that ensure fiscal accountability.

Budget Constraints and Guidelines

The budget for the HRRC services is not predetermined. Proposers are required to include a fair and reasonable budget as part of their proposal, reflecting a cost-effective approach to delivering the specified services. Proposals should clearly outline the financial plan, including detailed justifications for the budgeted amounts. This approach ensures transparency and allows the R1HCC to assess the financial feasibility and value of each proposal.

Billing and Payment Processes

Invoices must be submitted monthly, on the first day of each month but no later than the seventh, for services rendered in the preceding month. Each invoice should be detailed and accompanied by a summary report of services performed, including dates, descriptions, and hours worked. The R1HCC will pay invoices within 14 calendar days of receiving the invoice.

Proposal and Submission

This section provides detailed guidelines on preparing and submitting proposals for the HRRC services. It is designed to ensure that all proposals are formatted correctly, contain all necessary information, and are submitted in a timely manner for evaluation.

Instructions for Proposal Preparation

Proposals must be comprehensive, well-organized, and clear. They should include all sections outlined in the "Proposal Format and Contents" section. Proposers are encouraged to review each requirement carefully and ensure that their proposal addresses each aspect of the RFP.

Contact Information for Submission

Questions and final proposals should be submitted electronically to Anthony Vopat, President, R1HCC Board of Directors, at R1HCC.President@gmail.com.

Deadline for Submission

The final submission deadline for proposals is clearly stated in the "Submission Deadline" section of this RFP. Proposals must be submitted by the specified date and time to be considered for evaluation. Late submissions may not be considered.