

Palm Beach County
Collective Impact for Behavioral Health
Collective Impact Approach Development
Request for Qualifications

December 2017

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TIMELINE

December 1, 2017	Release Request for Qualifications
January 31, 2018 By 5:00 PM EST	Proposal deadline: Proposals to be submitted via email to Patrick McNamara at pmcnamara@phfpbc.org
By March 1, 2018	Select consultant
March 2, 2018	Notify applicants of decision
March 9, 2018	Execute contract
March 12, 2018	Begin engagement

BACKGROUND

Key community partners have come together to create a collective impact initiative focused on enhancing the behavioral health system in Palm Beach County.

PURPOSE

With the goal of implementing Palm Beach County's Behavioral Health Strategic Plan (attached), the partners are interested in establishing a collective impact approach to implementing the Plan activities. The partners envision that this work will occur in two phases – the approach development phase and the approach implementation phase.

Through this Request for Qualifications (RFQ), the partners seek a professionally-qualified consultant to facilitate them through the approach development phase only. Because the success of the approach implementation phase will hinge on the successful completion of the approach development phase, strong deliverables during this phase are imperative.

SCOPE

The consultant shall work with the Initiative partners to accomplish, at a minimum, the following **deliverables** over a period of 9-12 months:

1. Engage current and new partners (e.g., business, faith-based, community leaders) in the collective impact approach to implementing the Plan.
2. Develop a common agenda.
3. Prioritize the initial areas of focus within the Plan for the community's collective work.
4. Identify shared measures.
5. Determine the organizational structure needed to implement the work (e.g., leadership/governance, working groups, data systems, etc.).

CONSULTANT QUALIFICATIONS

To accomplish the scope requested, the consultant will need to possess the following qualifications:

- Experience with implementing and managing collective impact or collaborative strategic initiatives.
- Experience at creating a neutral environment for, and soliciting input from, individuals from various sectors.
- Strong engagement and facilitation skills across a broad spectrum of stakeholders and interested parties.
- Knowledgeable of behavioral health systems and issues.
- Knowledge about the behavioral health landscape in Palm Beach County preferred.

PROPOSAL

Proposals must include the following:

General Information

The Initiative partners understand that the scope of work requested may be conducted by a single consultant, a consultant group, or by a partnership of consultants. The proposal should provide the name, title, address, telephone number, fax number and email address for each person engaged in

scope activities. Further, if a consultant group or partnership of consultants is proposed, the proposal should indicate who will serve as the “point” person for the purposes of this RFQ and the engagement.

Consultant Resume, Qualifications, and Roles

The proposal must include the consultant’s resume. The proposal should also detail the consultant’s qualifications to conduct the RFQ scope of work activities, including his/her expertise, knowledge, and experience. Experience should include examples of conducting similar or related work (i.e., implementing and facilitating other collective impact or collaborative initiatives).

If a consultant group or partnership of consultants is proposed to conduct the RFQ scope of work, the proposal must indicate which activities each consultant will conduct as well as information about their level of expertise, knowledge and experience to conduct those specific activities.

Work Plan

The proposal should contain a detailed description of the activities to be conducted by the consultant in order to complete the requested scope of work, including:

- the specific activities to be conducted,
- a timeline for the activities, milestones and deliverables tied to those activities,
- a communication strategy to ensure transparency throughout the process, and
- a detailed budget, along with a proposed payment schedule tied to project milestones and deliverables.

References

The proposal should include three references of individuals who can speak to their experience with the consultant in conducting projects of similar scope. Information regarding each reference should include the individual’s name, address, telephone number and email address.

Previous Work Product

The proposal should include at least two examples of work product related to similar collective impact or collaborative strategic initiative efforts.

GENERAL APPLICATION INFORMATION

Inquiries and Point of Contact

Palm Healthcare Foundation is serving as the point of contact for inquiries related to this RFQ. All questions/inquiries regarding this RFQ may be directed to Patrick McNamara at pmcnamara@phfpbc.org or (561) 833-6333.

Proposal Submission

Applications must be submitted by email to Patrick McNamara at pmcnamara@phfpbc.org by 5:00 PM on January 31, 2018.

APPLICATION REVIEW CRITERIA

The proposals will be reviewed and evaluated based on the following criteria:

- | | |
|----------------------------------|---|
| Qualifications
(35 Points) | <ul style="list-style-type: none">• The consultant has the qualifications needed to successfully complete the scope of work• The consultant has prior experience working on similar projects |
| Scope of Proposal
(30 Points) | <ul style="list-style-type: none">• The proposal demonstrates an understanding of the project's objectives and desired results• The proposal illustrates an approach to the scope work that will likely lead to the successful completion of the project's deliverables• The proposal illustrates the consultant's ability to successfully execute the proposed approach• The proposal includes an appropriate process to interact with committee members and community stakeholders |
| Work Plan
(25 Points) | <ul style="list-style-type: none">• The proposal adequately details the scope of work's project activities and their associated milestones/deliverables• The proposal includes a detailed timeline for the project's activities and their associated milestones/deliverables• The work can be completed within the project timeline |
| Budget
(10 Points) | <ul style="list-style-type: none">• The proposal includes a detailed budget for scope of work activities• Proposed costs are reasonable• Proposed schedule of payments corresponds appropriately with activities and/or milestones/deliverables |

REFERENCE CHECKS

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

References

(Satisfactory/Unsatisfactory)

- The reference would hire the consultant again
- The original Scope of Services was completed within the specified timeline
- Interim deadlines were met in a timely manner
- The consultant was responsive to the reference's needs
- The consultant anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed within the project budget

Consultants may be asked to participate in an interview to further gauge their fit and ability to work on this project. If needed, interviews will be scheduled to take place between January 31 and February 22, 2018.

Consultant selection will be based on the consultant's written proposal and the results of the reference checks.