

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: March 21, 2014

RFP NUMBER: CSP909514
INDEX NUMBER: DOH104

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health is requesting proposals for:

Evaluation Services for the Creating Healthy Communities, Early Childhood Obesity Prevention and Injury Prevention Programs

Reasons for Addendum: Move second paragraph on page 20 under Project 1, starting: The successful Offeror shall perform... to the second paragraph position on page 20 under Part One: Work Requirements. This paragraph applies to all five Projects in that the initial Contract expires September 30, 2014 unless the Contract is extended. All deliverables are to be priced in the Cost Summary in the event funds are available for an additional year of work.

PROPOSAL DUE DATE: April 4, 2014

OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

- * The successful Offeror shall perform all of the following activities in consultation and approval of the CHC State Team for the period of the award date through September 30, 2014, with a potential renewal for a second year for completion of deliverables. Deliverables requested for after September 30, 2014, will be dependent on funds being available for a Contract renewal.

PROJECT #1 – CREATING HEALTHY COMMUNITIES (CHC) PROGRAM

I. SCOPE OF WORK.

The successful Offeror will perform professional services to develop a comprehensive five-year evaluation for the CHC program. Services include working with the state CHC staff by participating in in-person meetings and regularly scheduled conference calls; completing progress/performance reports on the status of the evaluation plan; and providing assistance in developing a plan to disseminate evaluation results to key stakeholders at the end of the project period.

- A. Participate in at least bimonthly in-person meetings and, at minimum, monthly conference calls in regards to assignments and related progress.
- B. Design a formula for population impact.
- C. Design and implement a comprehensive five-year evaluation.
- D. Assist the CHC State Team with training 2015 CHC grantees on calculating reach and population impact.
- E. Assist in development and/or identification of evaluation materials for the upcoming competitive CHC program grant cycle (January 2015–December 2019).

DELIVERABLES:

The successful Contractor shall provide the following deliverables:

- A. By June 30, 2014, design a formula for population impact to be used in writing the 2015 RFP and for evaluation of the 2010–2014 CHC program grant cycle.
- B. By September 30, 2014, the Contractor will participate in at least bimonthly in-person meetings and, at minimum, monthly conference calls in regards to assignments and related progress.
- C. By September 30, 2014, interview CHC Coordinators on their experiences and perceptions of the CHC grant cycle. For example, what do they feel is their biggest accomplishment(s); what were the biggest challenges; what would have helped better prepare for CHC grant requirements?
- D. By September 30, 2014, conduct interviews with "community champions" from each priority community as identified in the 2010–2014 CHC applications.
- E. By September 30, 2014, create a plan for the dissemination of data, information and evaluation findings to various audiences (e.g., stakeholders, decision makers and the public).
- F. By March 31, 2015, identify the number of policy, systems, and environmental changes completed; number of impact and process objectives completed; and number of long-range objectives completed (by project and state total).
- G. By March 31, 2015, compile the total policy, systems and environmental changes completed, through use of the CHC data summaries and interviews, such as the number of walking trails installed, number of community gardens cultivated, number of farmers' markets accepting nutrition benefits, number of parks refurbished, and number of tobacco free public places.
- H. By March 31, 2015, compile and assess 2010–2014 coalition evaluation surveys for each project and statewide.
- I. By March 31, 2015, compile all media exposure from 2010–2014 for each project and statewide. This can include newspaper articles, television interviews, radio spots, and success stories.
- J. By March 31, 2015, determine the return on investment/financial impact of the CHC Program.
- K. By March 31 2015, identify changes in health indicators in each CHC county/target communities—diabetes, heart disease, stroke, chronic obstructive pulmonary disease, and adult and childhood obesity rates.
- L. By March 31, 2015, identify whether health disparity gaps have been lessened as a result of the CHC Program.
- M. By March 31, 2015, compare and analyze results of each project's Creating Healthy Communities Checklist completed in 2010 and 2014.

- * Paragraph relocated from under Project one to acknowledge Contract dates, potential renewal for all five (5) Projects and wording clarification.