

Fremont County Department of Public Health and Environment
201 North Sixth Street
Canon City, CO 81212
(719) 276-7450

<https://www.fremontco.com/public-health/public-health-and-environment>

<https://www.fremonthalthdata.com/>

REQUEST FOR PROPOSAL

Community-Based Impaired Driving Prevention Grant Program Focus Groups

December 14, 2023

1. Summary

- a. Introduction: Fremont County Department of Public Health and Environment is currently accepting proposals for your service for the Community-Based Impaired Driving Prevention Grant Program Focus Groups. Fremont County Department of Public Health and Environment is in the business of: delivering essential public health services to the public in order to create a safer and healthier place by working with community partners to promote health, prevent disease, reduce environmental hazards, and ensure access to health care for all Fremont County citizens. The Mission of Fremont County Department of Public Health and Environment is to prevent, protect, and promote the health and well-being of the citizens of Fremont County.
- b. Purpose: The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. Fremont County Department of Public Health and Environment reserves the right to award the contract as it sees fit and to the bidder of its choosing when and how it deems appropriate.

2. Nature and Scope of Work

- a. The purpose of this project is as follows:

The intended impact of the whole project is to improve community health and safety in Fremont County by decreasing injuries and fatalities caused by impaired driving. This work shall utilize an upstream prevention lens by

employing strategies that improve social structures and systems within a community to decrease risk factors and bolster protective factors. By doing so, funded entities shall change community norms around impaired driving and/or excessive alcohol and cannabis consumption. To foster inclusive, effective programming and policies that value all individuals and populations equitably, funded entities shall consider and incorporate a health equity lens throughout all stages of this project.

The main purpose of the request for proposal work is to understand Fremont County, Colorado community perceptions of impaired driving in order to inform an intervention through conducting focus groups, and questionnaires.

b. Project Description:

To determine Fremont County, Colorado's community perceptions and needs related to impaired driving and impaired driving prevention using participatory research strategies. The contractor will develop and implement a survey, conduct focus groups (minimum of 3 with at least 10 people each), analyze data, and report on the results. This research is critical for achieving the proposed objectives and will guide work throughout the five years of the grant cycle.

c. The scope of this project includes:

Location: 201 North Sixth Street, Canon City, CO 81212

- i. The contractor will develop and implement a questionnaire of 20-30 questions to help assess the community's perceptions and needs when related to impaired driving and impaired driving prevention. Survey Questions should focus on impaired driving in Fremont County, Colorado as a rural area, how to change the social norm of impaired driving and how the community feels about impaired driving. The focus group will hopefully be the following:
 1. Law Enforcement, Emergency Response, Hospital, Mental and Behavioral Health Professionals
 2. General Public (Community Members)
 3. Youth
 4. Schools and parents
- ii. The contractor will conduct research to help prepare for the survey and focus groups. Research might include impaired driving statistics, access to driving services (taxis, Ubers, etc.), other

activities for community members to do that has no alcohol involved, DUI checkpoints (how times a year, where at, how long, etc.), Law enforcement presence at community events (how many, how long, etc.). Credible resources should be used (government websites, law enforcement, emergency response, etc.).

- iii. The contractor will conduct a minimum of 3 focus groups with at least 10 people per focus group and must be open to conducting key informant interviews where needed. Contractor shall be responsible for working with Fremont County Public Health to recruit participants and for managing the logistics of focus groups, and, if necessary, key informant interviewers.
- iv. The contractor shall meet with Fremont County Public Health Staff at minimum once a month throughout the duration of the contract. These meetings can either be in-person or virtual.
- v. The contractor will analyze data from the survey, focus groups, and, if applicable, key informant interviews, and report on the results. Final report shall include key findings and recommendations for further action.
- vi. The contractor will provide monthly reports to Fremont County Public Health staff via a Google Form that their Program Manager will provide. Information collected on this form will be submitted to the Colorado Department of Public Health and Environment, the Program Funder, 10th of every month so that the information may be included in the monthly report to the state.

3. Selection Criteria:

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid:

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past performance of bidder's similar services
- d. The experience and expertise of the bidder's management and staff

- e. The proposed budgeted costs of the project. Proposals whose budgets exceed \$17,000.00 shall not be considered.

Fremont County Department of Public Health and Environment reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

4. Bidder Qualifications:

Bidders should provide the following items as part of their proposal for consideration (page limit 12 pages):

- a. Description of relevant experience
- b. List, title, and employment status of your organization's management and employees
- c. References, testimonials, or samples of your work (as applicable)
- d. Resources you will assign to this project (number, title, experience)
- e. Full plan of action
- f. Timeframe for project completion
- g. Project management methods and details
- h. Proposed Budget (**Attachment B**)

5. Required Format.

The proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

- a. Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b. Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
- c. Methods and Plans. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
- d. Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.

- e. Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications. Include the estimated costs associated with personnel in section.
- f. Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project manager to ensure progress and completion of the project.
- g. Equipment and Resources. List all necessary equipment and associated costs. Include details of any outsourced or contracted work here.
- h. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project.
- i. Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
- j. Insurance. If applicable, provide details of your insurance coverage related to this project.
- k. References. Provide two (2) references for previous work of a similar nature.

6. Deliverables:

Proposals will be accepted until **5:00 PM** on **January 25, 2024**. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.

Terms and conditions will be negotiated upon selection of the winning bidder and will be subject to review by Fremont County Department of Public Health and Environment and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

Send proposals using the following methods:

Via email to michelle.boscia@fremontco.com, pamela.hamby@fremontco.com, and sydney.danielson@fremontco.com.

For any questions about this RFP, please contact Michelle Boscia at (719) 276-7462 or michelle.boscia@fremontco.com or Pamela Hamby at (719) 276-7458 or pamela.hamby@fremontco.com or Sydney Danielson at (719) 276-7450 or sydney.danielson@fremontco.com.

7. Timeline:

RFP sent: **December 14, 2023**

Proposals in response due: **January 25, 2024**

Review of proposals: **January 29, 2024**

Winning Bidder selected: no later than **February 1, 2024**

Contract negotiations with the winning bidder will begin immediately following notification of selection.

Contract negotiations will be completed by **February 15, 2024**

Bidder who were not selected will be notified by **February 1, 2024**

Attachment A

This form must be completed and signed by your firm's president, chairman or chief executive office. Please respond to **all** items below, include additional information as necessary, and ensure that any attachments refer to the appropriate item by name (i.e., "Conflict of Interest" etc.).

Section A: Conflicts of Interest

1. Identify any conflict of interest that could arise during your firm's performance of the Scope of Work set forth in section 1 part c. **If none, check below.**

None

2. Identify any conflict of interest that may arise as a result of any of your firm's employees, associates, or subcontractor's status as a member of the board of directors of any organization likely to interact with Fremont County. **If none, check below.**

None

3. Describe how your firm will handle actual and or potential conflicts of interest.

Section B: Certifications

The undersigned certifies, under the pains and penalties of perjury as follows:

1. No member of my firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to Michelle Boscia, michelle.boscia@fremontco.com, Pamela Hamby, pamela.hamby@fremontco.com, or Sydney Danielson, sydney.danielson@fremontco.com.
2. seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of our proposal, and that no member of my firm will make any such inquiry or contact until after **February 15, 2024**.
3. To the best of my knowledge, all information provided in my firm's proposal is true and correct to the best of my knowledge.
4. My firm did not consult with Fremont County or the State of Colorado in connection with the development of this RFP.
5. No member of my firm gave anything of monetary value or promise of future employment to a Fremont County employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced.

President, Chairman of CEO (print): _____

Signature: _____

Firm Name: _____

Attachment B

FCDPHE PPD GRANT FOCUS GROUP'S RFP PROPOSAL BUDGET

This budget proposal is an input-based budget, describing all costs by nature.

Year of Grant							
NGO							
	Description	Unit	No of Units	Cost per Unit (USD)	NGO Cost (USD)	UNODC Cost (USD)	Total Cost (USD)
	<i>please insert a separate row for each cost adding more rows as needed</i>	<i>describe the nature of the unit (e.g. monthly salary for staff, rent per venue, printing costs per training material package, etc.)</i>	<i>(e.g. if one unit per beneficiary and 30 beneficiaries, No of units=30)</i>		<i>fill out only if the NGO contributes with its own resources to the project</i>		
1	Personnel (project manager, admin. support personnel, trainer, doctor/nurse, experts/consultants, etc.)						
							-
							-
							-
	Sub-total				-	-	-
2	Operations / Maintenance (training, catering, accomodation, renting of a venue, transport, etc.)						
							-
							-
							-

RFP Title: _____
 Respondent Name: _____

						-
						-
	Sub-total			-	-	-
3	Equipment and supplies (procurement/or renting of small equipment and supplies needed for the project activities, incl. goods, material, etc.)					
						-
						-
						-
						-
						-
		Sub-total			-	-
4	<i>Add more categories as needed</i>					
						-
						-
						-
						-
						-
		Sub-total			-	-
Total				-	-	-
						<i>= grant amount requested</i>