

**WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT
PROGRAM EVALUATION AND TRANSITION RECOMMENDATIONS**

**PART I
PURPOSE AND SCOPE OF WORK**

1. **PURPOSE:** The Williamson County and Cities Health District, herein "WCCHD" is soliciting Statements of Qualifications (SOQ) from qualified respondents to contract for the program evaluation of the WCCHD and to develop recommendations as to any modification or transition of provided services, including transition and implementation plan for the possible evolution from a public health district to another form of local public health organization. WCCHD seeks to contract with an individual or team who has demonstrated experience in consulting with public health districts and departments in Texas.

2. **BACKGROUND:** Williamson County is located in Central Texas north of Austin and is one of the fastest growing counties in the country with a population now exceeding 617,000 residents according to the US Census Bureau. In 1989, the Williamson County and Cities Health District (WCCHD), a public health district, was established via a cooperative agreement between the governing bodies of the cities of Cedar Park, Georgetown, Round Rock, Taylor, and the Williamson County Commissioners Court. The cooperative agreement was updated in 1992. In 2007, the cities of Liberty Hill and Hutto joined the WCCHD, and in 2013 the City of Leander joined (all collectively referred to a "member governments"). The cooperative agreement was again amended and restated in 2021.

The fundamental mission of the WCCHD is to provide essential public health services to member governments' constituencies in accordance with Texas Health and Safety Code Title 2, Subtitle F, Chapter 121. Prior to 1989, constituent services were provided by a county operated health department, at which time services were reorganized under the WCCHD. The WCCHD employs 102 full time equivalents (FTEs), and its current annual operating budget is estimated to be \$10.4 million. WCCHD organizational tasks and information can be found at: <https://www.wcchd.org>.

3. **ATTACHMENTS:** Attachments A through D are herein made a part of this solicitation:
 - A. WCCHD Amended and Restated Cooperative Agreement
 - B. Member Governments' MOU regarding WCCHD
 - C. 2020-2022 WCCHD Strategic Plan
 - D. WCCHD 2020 Service Report

4. **RESPONDENT REQUIREMENTS:** Respondents shall be firms, corporations, individuals or partnerships normally engaged in the consulting process for health districts and departments. Additionally:
 - A. Respondents shall have experience evaluating organization processes and creating transitional plans;
 - B. Respondents shall demonstrate in their response their knowledge and understating of the issues facing the WCCHD and how those issues may affect any transitional plans.
 - C. Respondents shall include at least one Project Manager with a minimum of five (5) years' experience in providing specified services.

5. **SCOPE OF WORK:** The successful respondent shall perform the following tasks in association with the resulting contract:

- A. **District Program Evaluation**- Provide WCCHD program evaluation services that shall include but are not limited to:
- i. Determine which currently provided services that are required by statute or other authority to be provided by the WCCHD;
 - ii. Collect data to be used to accurately assess performance against appropriately stated goals, objectives, and outcomes adopted by the WCCHD;
 - iii. Provide an accurate measurement of performance by the WCCHD against essential public health services requirements stated under Texas Health and Safety Code, Title 2, Subtitle F, Chapter 121;
 - iv. Measure performance of the WCCHD against similar peer programs within the State of Texas.
- B. **Transition and Implementation Planning Recommendations (TIPR)**- Regardless of the results of the health district program evaluation, the respondent is required to present a TIPR to transfer business requirements and responsibilities to other forms of local public health organization. The TIPR shall include, but not be limited to the following:
- i. Development of the organization's Mission, Vision, and Values.
 - ii. Identify formal and informal organizational mandates.
 - iii. Compile relevant program information through the collection of environmental data. This may include, but is not limited to, annual health reports, community perceptions regarding health needs and demographic information, policy and legislative scans, and health market analyses.
 - iv. Identify strategic priorities to address, such as facility use and staffing integration.
 - v. Complete a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.
 - vi. Develop the strategic transition and implementation plan for the organization.
 - vii. Establish the process for health program implementation, monitoring, and evaluation.
- C. WCCHD expects the selected Respondent to commit its primary project manager, as proposed in their Statement of Qualifications (SOQ), to the duration of the Contract without further delegation or substitution over the course of the contract, unless specifically approved by the WCCHD point of contact
- D. Provide WCCHD with a single point of contact for all inquiries related to the resulting Contract.
6. **DELIVERABLES AND REPORT REQUIREMENTS**: Deliverables for this Contract shall include:
- A. A comprehensive report of the health district program evaluation including, but not limited to, identifying metrics used in the evaluation, assessment of compliance, non-compliance, items of concern, comparison factors and results, etc.
 - B. A complete formal evaluation of the governance and management structure of the WCCHD, with a report that determines an effective governance structure for current and future operations of WCCHD, needed to provide the best quality public health services to the residents of Williamson County, and provide a transition and implementation plan to successfully shift from the WCCHD to another form of local public health organization, if recommended.
 - C. Presentation of the above report to stakeholders as needed up to and including all member governments.
7. **WCCHD RESPONSIBILITIES**: The WCCHD shall:

- A. Provide the Contractor with a WCCHD point of contact for the purposes of information collection and disclosure from the WCCHD.
 - B. Communicate as requested with the Contractor
 - C. Communicate as requested with member governments
 - D. Cooperate with Contractor and member governments in providing information needed to achieve the objectives of this agreement
8. **SOLICITATION AND AWARD SCHEDULE**: It is the County's intention to comply with the following solicitation timeline.
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|---------------------------------------------------------------|-----------------------------------|
| A. Solicitation released | week of September 20, 2021 |
| B. Deadline for questions | October 7, 2021 |
| C. County responses to all questions or addendums | October 14, 2021 |
| D. Responses for solicitation due at or before 3:00 PM | October 21, 2021 |
| E. Oral presentations | TBD |
| F. Contract award target | November 15, 2021 |
9. **PROJECT SCHEDULE**: The WCCHD seeks completion of the assessment and TIPR with a presentation to the WCCHD Board of Directors no later than April 2022.

PART II
STATEMENT OF QUALIFICATIONS PREPARATION INSTRUCTIONS
AND EVALUATION FACTORS

1. **PROPOSAL ACCEPTANCE PERIOD:** All SOQ submittals are valid for a period of ninety (90) calendar days subsequent to the RFQ closing date unless a longer acceptance period is offered in the response.
2. **PROPRIETARY INFORMATION:** All material submitted becomes public property and is subject to the Texas Open Records Act upon receipt. If a respondent does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The WCCHD will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
3. **EXCEPTIONS:** Be advised that exceptions to any portion of the solicitation may jeopardize acceptance of the proposal by the WCCHD. Exceptions to this solicitation if any, shall be submitted on a separate sheet labeled "Exceptions" with the respondent's submittal.
4. **SUBMITTAL PREPARATION COSTS:** All costs directly or indirectly related to preparation of a response to the RFQ, or any oral presentation required to supplement and/or clarify a proposal which may be required by the WCCHD shall be the sole responsibility of the respondent.
5. **SUBMITTAL RESPONSE:** Responses shall be clear and concise and shall include at a minimum: title page, transmittal letter, index or table of contents, dividers for each section and all required attachments. One page shall be interpreted as one side of a double-spaced, printed, 8 1/2" X 11" sheet of paper. It is recommended that responses be submitted in a professional, bound format that best contains all required documentation for submission.
6. **RESPONSE FORMAT:** Prefacing the SOQ response, the respondent shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the submittal. The submittal itself shall include a title page, index or table of contents, dividers for each section and all required attachments and addendums to be organized in the following format by Tab and informational sequence:
 - A. **Tab 1- Business Organization:** State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
 - B. **Tab 2 - System Concept and Solution:** Define in detail your understanding of the requirements presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.
 - C. **Tab 3 - Program:** Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:
 - i. A description of your work program by tasks. Detail the steps you will take in proceeding from award of the Contract to the final reports. **Include an estimated timeline for completion of each of the deliverables.**
 - ii. Identify the technical factors that will be considered in section above, and the depth to which each will be treated.

- iii. The degree of definition provided in each technical element of your plan.
- iv. The points at which written, deliverable reports will be provided.
- v. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities.

D. **Tab 4 - Project Management Structure:** Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with WCCHD project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

E. **Tab 5 - Prior Experience:** Describe only relevant municipal, corporate, and individual business analysis and program evaluation experience for personnel who will be actively engaged in the project. Include individual and corporate experience with transition and implementation planning recommendations utilizing strategic planning methodologies. Do not include corporate experience unless personnel assigned to this project actively participated. Supply the project title, year, and reference name, title, present address, and phone number of principal persons for whom prior projects were accomplished.

F. **Tab 6 - Personnel:** Include names, qualifications, and resumes of all personnel who will be assigned to the account. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title.

G. **Tab 7- Authorized Negotiator:** Include the name, email address, and telephone number of the person(s) in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

H. **Tab 8 – Attachments and Addendum:** include any supporting documentation

7. **EVALUATION CRITERIA:** The intent of the WCCHD is to award to one Respondent in accordance with the evaluation criteria below.

Evaluation Criteria:	Weights:
• Respondent’s Solution, Approach, & Timeline (Tabs 2 & 3)	40 pts
• Prior Relevant Work Experience (Tab 5)	30 pts
• <u>Personnel Qualifications of Assigned Individuals (Tab 6)</u>	<u>30 pts</u>
Maximum Weight:	100 pts
• References	Acceptable/Unacceptable

A. An evaluation committee has been established to evaluate the responses. The evaluation committee may determine that discussions are necessary to clarify or verify a written response. Evaluation committee members are: Three appointed Officers of the WCCHD Board of Directors. Staff member(s) assigned by the Executive Director shall serve as liaisons to the committee, but will not participate in respondent scoring.

B. Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the respondent the opportunity to ensure a mutual understanding of the services to be provided and the approach to be used.

C. The WCCHD reserves the right to reject any or all proposals submitted, or to award to the respondent who in the WCCHD’s opinion, offers the best value to the WCCHD. The WCCHD also reserves the right to cancel the RFQ process and pursue alternate methods for providing the requirements.

- D. The WCCHD reserves the right to conduct studies and other investigations as necessary to evaluate any proposal.
- E. The WCCHD reserves the right to request further documentation or information and to discuss proposal response with any respondent in order to answer questions or to clarify any aspects of the proposal.

8. AGREEMENT NEGOTIATIONS AND AWARD PROCESS:

- A. A submittal presented in response to this RFQ is subject to the negotiation of a fair price for services and final scope of work that is acceptable to the WCCHD and the member governments. The WCCHD reserves the right to negotiate any issue with any party. Any unsolicited communication by the respondent to a WCCHD or member government official, undesignated employee, or an evaluation team member evaluating or considering the offers may be grounds for disqualifying the offending respondent from consideration of award.
- B. If negotiations are successful, the WCCHD and respondent may enter into an agreement.
- C. If negotiations are unsuccessful, the WCCHD may formally end negotiations with that respondent. The WCCHD may then:
 - i. Select the next most highly qualified respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions, and cost with that respondent.
 - ii. The WCCHD shall continue this process until an agreement is entered into or all negotiations are terminated.
- D. The WCCHD also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
- E. An independent signed authorized contract will be sent to the successful Respondent. Execution of a WCCHD contract is required prior to starting work and processing any payments to the awarded Respondent.

9. POST AWARD MEETING: The WCCHD and the successful respondent may schedule a post award meeting to discuss, but not be limited to, the following:

- A. Provide contact(s) information for implementation of the Agreement.
- B. Identify specific milestones, goals, and strategies to meet objectives.