Request for Proposal (RFP)
Community Health Needs Assessment

A note to respondents: Please be advised that every hospital listed in this RFP may be at differing levels of readiness to conduct the next round of CHNA. It will be the responsibility of the respondent to account for such differences and highlight the unique needs of each hospital.

INVITATION

Organizations and consultants are invited to submit one proposal in response to this Allegheny Health Network Request for Proposal (RFP). To submit a proposal, applicant must comply with the instructions contained in this RFP. By submitting a proposal, applicant agrees to the RFP terms and conditions. Competitive proposals will be considered for the Community Health Needs Assessment project.

The RFP proposal due date is September 1, 2014 at 5:00 p.m. PST.

INSTRUCTIONS TO SUBMIT

Completed proposals must be submitted as described below. Please use a label with the name of the applicant/organization on the front of the envelope. If you are submitting the proposal electronically, please do the same in the subject line of the email.

Please select one of the following options:
Hard Copy Delivered with DVD/USB flash drive:
1. Mail, Fed Ex, or Hand Deliver two (2) paper copies of the completed proposal, and include one DVD or USB flash drive copy, to: Allegheny Health Network, 30 Isabella Street. Attention: Kathleen McKenzie, VP Community Affairs.

OR
Email Electronic Copy & and Provide Hard Copy:
Email completed document in PDF format as an attachment to kkmckenz@wpahs.org. It is recommended that you request a notification upon receipt. Please be advised the AHN needs to RECEIVE the emailed proposal by the date and time listed above. In addition to the
BACKGROUND AND MISSION

More than 2,100 physicians and 17,000 employees at Allegheny Health Network are dedicated to tackling the diseases and medical conditions that confront us today so that we may find a cure for tomorrow. We share our expertise in every medical specialty with you. We infuse innovation and creativity into our treatment approaches. We discover better ways to prevent, diagnose and treat disease and uphold the spirit of why we practice medicine – for you, for life. www.AHN.org

COMMUNITY HEALTH NEEDS ASSESSMENT

Improving the health of western Pennsylvanians is not only in the best interest of our communities and the region, but also the mission of Allegheny Health Network. To gain a better understanding of these needs, Allegheny Health Network conducted a community health needs assessment (CHNA) in 2012-2013.

Integral to this needs assessment was the participation and support of community leaders and representatives. Through steering committee participation, stakeholder interviews and focus groups, these individuals, representing a broad spectrum of perspectives, organizations and fields, generously volunteered their time and shared invaluable insight. The Allegheny Health Network needs assessment is a collaborative effort, with the communities we serve at the core.

The Allegheny Health Network 2012-2013 CHNA is described in a full report that meets the requirements of the new Patient Protection and Affordable Care Act for tax-exempt 501(c)(3) hospitals. The report identifies health issues and needs in the communities we serve. In addition, the report provides critical information to AHN hospitals and others in a position to make a positive impact on the health of our region’s residents.

The results of the CHNA enable Allegheny Health Network and its seven hospitals, Allegheny General Hospital (AGH), Allegheny Valley Hospital (AVH), Canonsburg Hospital (CH), Forbes Hospital (FH) Jefferson Hospital (JH), Saint Vincent Hospital (SVH) and West Penn Hospital (WPH), along with other community agencies and providers, to set priorities, develop interventions and direct resources to improve the health of people living in western Pennsylvania. The data in the full CHNA report will serve not only as a useful community resource, but also encourage and catalyze additional activities and collaborative efforts to improve community health.

Current Community Health Needs Assessments can be found at: https://www.ahn.org/community-health-needs-assessments
**SCOPE OF 2014 CHNA**

The Allegheny Health Network requires that the proposal submitted in response address the scope of work necessary to complete a network-wide CHNA which includes the following Hospitals:

1. Allegheny Valley Hospital, 1301 Carlisle St., Natrona Heights, PA 15065
2. Allegheny General Hospital, 320 East North Avenue, Pittsburgh, PA 15212
3. West Penn Hospital, 4800 Friendship Avenue, Pittsburgh, PA 15224
4. Forbes Hospital, 2570 Haymaker Road, Monroeville, PA 15146
5. Canonsburg Hospital, 100 Medical Boulevard, Canonsburg, PA 15317
6. Jefferson Hospital, 565 Coal Valley Road, Jefferson Hills, PA 15025
7. St. Vincent Hospital, 232 West 25 St, Erie, PA 16544
8. Westfield Hospital, 189 E. Main Street, Westfield, NY 14787

Additional Networked Community Hospitals:

1. Highland Hospital, 401 E Murphy Ave., Connellsville, PA 15425

**PROPOSAL FORMAT REQUESTED**

**Qualifications of the Firm:** Describe your firm’s history and strategic vision, organizational structure, ownership, and general qualifications to fulfill this request.

**Professional Qualifications:** Describe the professional qualifications of the individual(s) who would be the leader and staff consultants serving name of hospital or system name and member hospitals. Describe field support that will be provided to hospital/health system.

**Approach and Methods:** Describe in detail the general approach and specific methods your firm would use to achieve the objectives and address the needs described in the Scope of Work, including:

- Designing and delivering a flexible needs assessment product that will capitalize on any resource and/or cost savings that can be achieved through a collaborative approach, and address the key requirements and circumstances identified.
- Describing the data sets, survey design and methods, and sampling techniques used to assess or survey community health status information.
• Specifying any aggregate or comparable data analyses that would be available to hospital/health system and member hospitals such as county and regional needs assessments and reporting.

• Recommending report formats for basic and enhanced community health needs assessments (CHNA) and providing sample reports.

• Working collaboratively with hospitals and public and private health and health care stakeholders from different communities.

**Timetable:** Please include a detailed timetable to accommodate the time period for hospital/health system as described in the RFP cover letter.

**Contract and Professional Fees and Expenses:** Provide an understandable and clearly delineated fee structure that allows hospital/health system and member hospitals to estimate costs for assessment approaches and options. Specify the ongoing consulting/and or professional fees and all related expenses that would be covered under a contract. Break out pricing per options described, key tasks, and the purchase of any external resources such as data sets. Specify pricing by number of contracts needed to secure that pricing and/or note any limitations on number of contracts that can be serviced. **Finally, include template contracts that would be used between your firm and individual hospitals.**

**Administrative Issues:** Detail the specific business model that your firm would propose, including any financial considerations or fees to hospital/health system.

**Expected Hospital/Health System Deliverables:** Describe the support, information, and any other resources you will need from hospital/health system and member hospitals in order to fulfill your contract.

**Other considerations:** Describe any other factors that might be relevant to hospital/health system consideration of your proposal.

**References:** Provide at least three client references for engagements of a similar scope and purpose.

**Conflicts of Interest:** Describe any potential conflicts of interest that may be pertinent to this contract.

**Proposal Contact Information:** Please provide the contact information of the person responsible for submitting the proposal, including title, address, phone, fax, and email.