

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES AND COST QUOTATION**

Preparation of a Comprehensive Health Care Needs Assessment (CHNA) to be used in the formulation of a strategic plan to address military impacts on regional health care in the 4-county Fort Stewart region.

Notice

**NOTICE
FORT STEWART GROWTH MANAGEMENT PARTNERSHIP
REQUEST FOR PROPOSALS
4-COUNTY HEALTH CARE NEEDS ASSESSMENT
FEBRUARY 15, 2012**

The Fort Stewart Growth Management Partnership, through its fiscal agent the Liberty Consolidated Planning Commission (LCPC), is seeking proposals to conduct a health care needs assessment for the 4-county region surrounding Fort Stewart including Bryan, Liberty, Long and Tattnall Counties. The objective of the study is to facilitate the discovery of any shortfall in the health care services infrastructure in the region and as a foundation for the development of a collaborative regional implementation strategy to effectively address those shortfalls. It is also anticipated that the CHNA will assist the region's hospitals to meet the health care needs of the increased military population
Any consultant or team interested in obtaining the full RFP, contact:

Jeff Ricketson, Director
Fort Stewart Growth Management Partnership
306 North Main Street
Hinesville, Georgia 31313

Phone: 912.408.2070; E-mail: jricketson@thelcpc.org

Use of email is required. Submittals will be received via email by the Fort Stewart Growth Management Partnership at jricketson@thelcpc.org no later than 5:00 PM on Friday, March 2, 2012.

Background

Due to the influx of more than 3,800 military, civilian and contract employees into the Fort Stewart/HAAA region as direct result of expansion of Fort Stewart/HAAF since 2007, along with indirect regional growth, the Fort Stewart Growth Management Partnership (FSGMP) was created in 2008 to assist the region accommodate this military driven growth. Between July 1, 2009 and June 30, 2010, the Partnership staff prepared a Regional Growth Plan (see www.growfortstewart.com) for the Fort Stewart/Hunter Army Airfield region. The Regional Growth Plan was a comprehensive study that focused on a broad range of growth-related issues for the region including health care.

The Fort Stewart/HAAF Regional Growth Plan concluded that, due to the military employment growth at Fort Stewart during 2007 to 2011, the overall health care infrastructure of the region is not adequate to provide services to a national standard for the existing population. The growth in the military population has placed a strain on the regional healthcare system that was already overburdened. The shortage of providers in the communities of the region creates challenges for efficient services, continuity of care, and quality of care. This challenge is exacerbated by Winn Army Community Hospital's shortage and direction to send non-active duty eligible patients to the local community network for services. Without an effective strategy to strengthen the current network of health care providers, the quality of health care in the region will continue to be compromised under the burden of the military growth to the detriment of the existing population, particularly rural and underserved residents.

This project is an effort to facilitate the creation of a regional health care strategic plan through the preparation of a Comprehensive Health Care Needs Assessment (CHNA). The CHNA will be used by the FSGMP staff to facilitate a strategic planning process involving regional military and non-military health care providers to identify the actions and resources needed to address the region's health care deficiencies as a result of employment growth at Fort Stewart/HAAA.

Introduction

Through this Request for Proposal (RFP), the FSGMP (through its fiscal agent Liberty Consolidated Planning Commission) is requesting interested consultants to present their approach and cost to preparing a CHNA for the 4-county Fort Stewart/HAAA region, including Bryan, Liberty, Long and Tattnall Counties.

Health care services encompass the provision and availability of health care professionals, acute care centers, outpatient services, inpatient rehabilitation, behavioral health, and hospitals. The Regional Growth Plan identified a deficit of medical and dental providers in the region. Some medical specialty physicians have been recruited to the region since 2010. Up to date information is needed to determine which subspecialties remain most critically needed.

Other areas which need to be assessed in term of regional adequacy are physical therapy, mental health, and substance abuse treatment services. Mental health services are an area of particular

interest due to the extensive deployment history of the resident population at Fort Stewart, and the resulting incidence of Post-Traumatic Stress Disorder.

Finally, the availability of TRICARE must be assessed for the Fort Stewart region. TRICARE provides civilian health benefits for military personnel, military retirees and their dependents, including some members of the Reserve Component. It is critical to determine where recent major redeployments are stressing the system.

Scope of Services

The CHNA shall at a minimum provide a study that addresses the following components:

1. Characterization of military and non-military population served

The CHNA will provide a baseline demographic characterization of the population served by the healthcare network within the 4-county FSGMP region including Bryan, Liberty, Long and Tattnall Counties. This demographic characterization will utilize the overall population estimates and projections in the Fort Stewart/HAAF Regional Growth Plan supplemented by specific socio-economic characteristics of military personnel and their accompanying family members, such as age/race/sex, income levels, health and morbidity/mortality statistic, geographic distribution and other indicators of community health.

2. Assessment of TRICARE accessibility

The consultant will contact the Fort Stewart TRICARE management team and confirm its capabilities of meeting the needs of incoming personnel. A determination will be made as to whether the network as a whole, or in regard to a particular subarea (such as mental health, dental care, etc.), can accommodate the need. Based on the findings, the consultant will provide recommendations for addressing any identified deficiencies in accessibility.

3. Review healthcare case studies of similar military communities.

The consultant will review similar healthcare assessment studies performed in other military communities, including but not limited to Fort Bragg, Fort Drum and Fort Lewis-McChord regions for the purposes of highlighting best practices in addressing healthcare management issues near major Army installations. This

will provide the region with an understanding of lessons learned in other military communities.

4. Inventory and Assessment of healthcare services and facilities in the 4-county FSGMP region

The consultant will provide a baseline inventory and assessment of the healthcare services network's current and future capacities throughout the 4-county FSGMP region. The inventory and assessment shall at a minimum include hospitals (Liberty Regional Medical Center, Winn Army Hospital, and Doctors Hospital), county health department services, medical and dental practices, and installation healthcare facilities separate from Winn Army Hospital.

The inventory and assessment shall also include healthcare services for adults and children in the categories of mental and behavioral health as well as specialized services, such as those offered through the Exceptional Family Member Program and family counseling services (marriage, parenting, child development, etc.) The growth in military employment at Fort Stewart, in tandem with the extensive deployment history of the resident population of Fort Stewart during the past several years, has placed specific pressure on the providers of mental and behavioral services in the region.

Additionally, military employment growth at Fort Stewart has resulted in increased competition for medical service with such medically underserved populations as the elderly, the disabled and rural residents. Therefore, the inventory and assessment shall also include an identification and analysis of medically underserved populations of the region, such as the elderly, the disabled and rural residents. The consultant will identify the barriers to serving these populations, identify what is being done to address these barriers, and recommend additional actions to address these barriers.

Additionally, the RGMP identified the lack of healthcare service providers in the region. The consultant should look at the pipeline of future medical service providers in local educational institutions to see if there are strategies that might produce local providers that would likely stay in the area.

5. Identification of future capacity build-ups by the community and the military

The consultant will meet with military and community healthcare facilities management entities to identify all planned build-up of medical facilities and a timeframe for construction. This information should be factored into the overall assessment of gaps in medical services/infrastructure.

6. Identification of shortcomings and deficiencies.

Based on the above tasks, the consultant will delineate shortcomings and deficiencies due to the assessment of existing and planned inventory versus future demand projections for healthcare services within the 4-county Fort Stewart region.

The CHNA will be used to facilitate the discovery of any shortfall in the health care services infrastructure in the region and as a foundation for the development of a collaborative regional implementation strategy to effectively address those shortfalls. It is also anticipated that the CHNA will assist the region's hospitals to meet the health care needs of the increased military population.

Project Timeline

<u>Date</u>	<u>Milestones</u>
February 17, 2012	Request for Proposal (RFP) Issued
March 2, 2012	Deadline for submission of Proposal (5PM Eastern)
Selection + 2 weeks	Project Kickoff and Scope Review; Begin work
Selection + 10 weeks	Deliver Preliminary draft of CHNA to FSGMP
Selection + 14 weeks	Deliver Final Copy of CHNA to FSGMP
June 26, 2012	Present summary of CHNA findings to FSGMP Board

End Products (Deliverables)

The final product will be a written report titled "Comprehensive Health Care Needs Assessment for the 4-County Fort Stewart Growth Management Partnership Region" the addresses all of the items detailed in the scope of work attached hereto.

Project Budget

The budget for this RFP is not being published. Your proposal should clearly define your cost proposition as it is related to the deliverables and the funding you require to accomplish the work set forth in the RFP.

Submittal Requirements

Interested organizations or individuals should submit background information about the organization or individual, as well as their employees. The interested organization or individual should also provide information on their experience (and their relevant employees' experience) with related projects and related clients. Information should also be provided which describes the organization or individual's philosophy and how they go about meeting the needs of their clients. It should cover the range of abilities and experience which will be brought to bear on this project.

Evaluation Criteria & Selection Process

FSGMP staff shall review each project proposal based on following criteria:

1. Availability and interest in providing services
2. Related experience of the firm
3. Related experience of the project team assigned to this project
4. References for similar projects from similar clients
5. Project Approach
6. Previous similar project approaches and schedules
7. Cost to conduct services
8. Other information regarding the firm that may prove beneficial to the 4-County Fort Stewart region.

FSGMP staff will lead a selection committee that will evaluate the responses based on qualifications, background, experience, and past performance. The firm(s) selected will have a proven track record for meeting deadlines with high quality results. Please ensure your firm has the resources and commitment to meet the typical scope of work associated with preparing a comprehensive health care needs assessment.

Proposal Submission

1. Respondents are to submit their proposal package electronically in Portable Document Format (PDF) before 5:00 PM Eastern Daylight Saving Time on March 2, 2012 to the following e-mail address: jricketson@thelcpc.org. Submittal of project proposals by telephone, facsimile, or postal mail will not be accepted. **Any proposal package received after the exact time specified will not be considered.**

2. Questions: All questions and requests for information regarding this project should be directed to: Jeff Ricketson, FSGMP Director, at jricketson@thelcpc.org, or 912-408-2070.
3. Rejection Rights: The FSGMP retains the right to reject any or all submissions and to re-issue this Request for Proposal if such action is deemed to be in its best interests.
4. Cost of statement preparations: No reimbursement will be made for any costs incurred in responding to this Request.
5. Prohibited Interest: No member, office, or employee of the FSGMP or its fiscal agent the Liberty Consolidated Planning Commission shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.
6. Procurement: All procurement with the OEA grant funds will be in accordance with applicable State and local laws and regulations, and applicable Federal laws and standards, including compliance with 32 CFR Part 33, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
7. All items are to be submitted in accordance with the terms as specified in this Request. All deliverables and data will become the property of the FSGMP, which will hold copyright on the deliverables.

Partnership staff, the Liberty County Health Department staff and LCPC staff:

Scope of Services

Using the findings of the CHNA, the Partnership staff will facilitate a series of strategic planning meetings with the LCHPB and health services providers to identify agency-specific action items and the resources need to address these action items. A final written strategic plan document will be produced and presented to the LCHPB and the Fort Stewart Growth Management Partnership Board, as well as other project partners. The LCPC staff will provide administrative and professional technical support to the Partnership staff in facilitating the meetings and producing the final document.

Project Timeline

<u>Date</u>	<u>Milestones</u>
Feb – Mar 2012	Select and hire consultant to prepare CHNA
Mar – May 2012	Work with consultant in preparation of CHNA
May – Aug 2012	Facilitate stakeholder meetings with LCHPB and military and non-military health services providers to

identify agency-specific actions items to be included in the Health Care Strategic Plan.

Aug 2012

Produce final report and present to FSGMP Board, LCHPC, and project partners

End Products (Deliverables)

The final product will be a written report titled “Health Care Strategic Plan for the 4-County Fort Stewart Growth Management Partnership Region” that addresses all of the needs and deficiencies identified in the CHNA prepared by the consultant and address in greater detail herein.

Project Budget

The proposed budget for the preparation of this Health Care Strategic Plan for the 4-County Fort Stewart Growth Management Partnership Region, including the CHNA, is attached hereto.