

**Request for Proposals: Rural Health Planning Network Coordination Services**

Outer Cape Community Solutions (OCCS) is a collaborative network of representatives from healthcare, human services, town government, and other stakeholders in the Outer Cape Cod, MA region, with a mission to create and enhance connections among service providers to promote health and wellness in the Outer Cape. Via a Rural Health Network Development Planning grant from the U.S. Health Resources and Services Administration (HRSA), OCCS is working to develop a rural Health Planning Network (HPN). OCCS is seeking proposals to provide coordination services to the HPN for the duration of the HRSA grant.

The HRSA grant was applied for by Outer Cape Health Services (OCHS) on behalf of OCCS. A team of three Governance Partners—Helping Our Women, Barnstable County Department of Human Services, and OCHS—has responsibility for successful completion of all grant-funded activities. In addition to the Governance Partners, ten community Network Partners have provided letters of collaboration. These Network Partners include: Alzheimer’s Family Support Center; Bay Cove Human Services; Cape Cod Children’s Place; Caregiver Homes; Eastham Police Department; Homeless Prevention Council; Lower Cape Ambulance; Nauset Public Schools; Truro Police Department; and Wellfleet Police Department.

The HPN Coordination contract will provide support to the OCCS HPN, including scheduling and facilitating meetings of the network, representing the network among the Outer Cape community, managing the needs assessment update for the network, and guiding the development of a strategic plan for network partners. On behalf of the OCCS HPN, OCHS will enter into a contract for the services specified in the Statement of Work below.

**HPN Coordination Services****Statement of Work****Overview**

HPN Coordination services will include the following activities:

- Assist and facilitate network partners and collaborators through OCCS HPN work plan activities for funding duration (July 1, 2021–June 30, 2022), by scheduling and facilitating meetings, collecting and disseminating information, coordinating communications and addressing needs as they arise.
- With assistance/input from network partners and consultants, develop a comprehensive OCCS HPN strategic plan.
- Collect data and information and provide reports as needed to OCHS HPN Program Director.
- Represent views of the OCCS HPN at community meetings, events and consultations.
- Engage partners to update and create a multilayered and functional Community Needs Assessment that examines multiple areas and includes care coordination, social supports, and behavioral health.
- Provide technical assistance to Network members, consultants and key stakeholders to help with the planning process.

- Facilitate a web-based conferencing structure for partners to use in region wide meetings and outreach.
- Collect and disseminate information regarding the OCCS HPN and community health needs to a broad spectrum of stakeholders.
- Create a framework for formalized network structure among partners and collaborators.
- Communicate regularly with the Governance Partners.
- Identify and connect network with other potential collaborators and funders.
- Assist in engaging, and supervise/oversee consultants or volunteers working on the OCCS HPN.

#### Project Activities/Timeline

(Quarters shown as Q1, Q2, etc. represent fiscal year quarters starting July 1, 2021, e.g., Q1 represents July-September 2021.)

1. Facilitate Meetings (ongoing, Q1-Q4)
  - Monthly: Schedule/Convene/Facilitate Governance Partner meetings
  - Quarterly: Schedule/Convene/Facilitate full Network Partner meetings
  - Schedule/Convene/Facilitate Community Stakeholder forums
2. Review & Update Community Needs Assessments (Q2-Q3)
3. Develop Strategic Plan (Q2-Q4)
4. Communicate results (ongoing, Q1-Q4, with Governance Partner guidance and input)
5. Identify and seek potential funding to implement strategic plan (Q4, with Governance Partner guidance and input)

#### Contractor Qualifications

- Demonstrated professional, administrative and/or managerial experience in project management and/or network coordination;
- Knowledge/experience in rural health;
- Excellent attention to detail;
- Excellent interpersonal skills;
- Excellent oral and written communications skills;
- Experience in rural health, human services, behavioral health and/or population health;
- Experience/knowledge of the Outer Cape region (Provincetown, Truro, Wellfleet, and Eastham);
- Experience in data collection, analysis and report writing;

- Ability to travel to and around the Outer Cape using their own vehicle;
- Demonstrated ability to develop, grow, and maintain effective working relationships among a diverse spectrum of community partners and stakeholders.

**Contract Details**

- A vendor contract will be negotiated and executed between the successful entity and OCHS, which acts as the fiscal agent for the Rural Health Network Development Planning grant.
- Project period of performance will be from contract start (earliest: September 1, 2021) through June 30, 2022. There is no expectation of funding beyond the end date.
- An allowance for supplies, computer, phone, etc. may be negotiated as part of the contract.
- Dedicated office space is not anticipated to be provided by OCCS or any of the partners. Temporary space may be available at one or more partner sites at times, but the contractor should plan on flexible approaches to work space.
- The work is expected to be a combination of virtual and in-person. It is expected that some time will be spent in-person on the Outer Cape in order to build and strengthen relationships with partners and stakeholders. Flexibility and adaptation to COVID-19 or other emerging conditions will be a requirement.

**Responding to RFP**

Qualified applicants may respond to this RFP as follows by filling out the attached application and e-mailing it plus attachments to Outer Cape Community Solutions at [outercapecs@gmail.com](mailto:outercapecs@gmail.com).

Deadline for proposals is September 10, 2021.