



REQUEST FOR PROPOSALS

ENGAGEMENT OF STRATEGIC DIRECTION SERVICES

FOR INDIAN RIVER COUNTY HOSPITAL DISTRICT

RFP #2021-02

ISSUE DATE: AUGUST 20, 2021

CLOSING DATE & TIME: September 20, 2021 at 4:00 PM

OPENING DATE & TIME: September 22, 2021 at 10:00 AM

1705 19th place, Suite G3, Vero Beach, FL 32960

P: 772-770-0935 website: www.IRCHD.com

PURPOSE

The Indian River County Hospital District (IRCHD) has initiated a Request for Proposal process to identify a qualified Firm/Individual to facilitate a strategic visioning process and guide the Board in creating its shared vision. All proposals should clearly define how the Firm/Individual will work with the IRCHD Board of Trustees and the Executive Director to develop and lead a comprehensive, interactive planning process.

GENERAL INSTRUCTIONS

Issue Date: August 20, 2021

Closing Date and Time: September 20, 2021 @ 4:00 PM

Opening Date and Time: September 22, 2021 @ 10:00 AM

Submission: Deliver 1 original and 7 copies of complete proposal to:

Ann Marie Suriano, Executive Director
Indian River County Hospital District
1705 19th Place Suite G3
Vero Beach, FL 32960

Proposals must be submitted in a sealed envelope via U.S. mail or hand delivery by September 20th at 4:00 PM to the IRCHD offices located at 1705 19th Place, Suite G3, Vero Beach, FL 32960. Proposals received after the deadline will not be considered.

A public opening of the RFP's will take place on September 22 at 10:00 AM at the IRCHD offices located at 1705 19th Place, Suite G3, Vero Beach, FL 32960.

BACKGROUND

Mission: The mission of the Indian River County Hospital District is To Ensure Access to Care and Services Resulting in Improved Health Outcomes.

Vision: Working to improve the health of our community through a Collaborative Effort.

The Indian River County Hospital District is an Independent Special Taxing District formed by a Special Act of the 1961 Florida Legislature. The sole revenue source is realized as a result of property taxes assessed annually, based upon the gross taxable value of the county's properties. The IRCHD is governed by a 7-member Board of Trustees who are publicly elected officials.

There are currently (3) full time staff members, a contracted attorney, and a contracted accountant. The program funding of the budget has been administered to support health care projects, programs and services that improve or enrich the quality of life for Indian River County residents and for the betterment of the community. The focus areas of the Community Health Needs Assessments have traditionally been the format of needed areas to direct funding.

The IRCHD continues to be interested in funding projects, programs and services addressing identified health needs, along with being a part of systemic change for our community.

DEFINITIONS

Public Record Exemption- Correspondence, materials, and documents received pursuant to this RFP become public records subject to the provisions of Chapter 119, Florida Statutes. Should the Respondent assert any exemptions to the requirements of Chapter 119, Florida Statutes, and related statutes, the burden of establishing such exemption, by the way of injunctive or other relief as provided by law, shall be upon the Respondent.

Conflict of Interest- Any Firm/Individual submitting a bid, proposal, qualifications or entering into a contract with the IRCHD, shall disclose any family relationship that may exist between the contracting entity and an IRCHD Trustee or an IRCHD employee. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the Firm.

Scrutinized Companies Lists- The Firm/Individual certifies that it and those related entities of respondent as defined by Florida law are not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725 of the Florida Statutes, and are not engaged in a boycott of Israel. The IRCHD may terminate this contract if Firm/Individual is found to have submitted a false certification as provided under section 287.135 (5), Florida Statutes. In addition, IRCHD may terminate the contract if Firm/Individual, including all wholly owned subsidiaries and parent companies, that exists for the purpose of making profit, is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel as set forth in section 215.4725, Florida Statutes. **Accordingly, Firms/Individuals responding to this RFP shall return with their response an executed copy of the attached “Certification Regarding Prohibition Against Contacting with Scrutinized Companies.”**

PROJECT OVERVIEW

Indian River County Hospital District has undergone two previous strategic planning processes. As the 2019-2021 plan concludes, coupled with a rapidly changing local healthcare sector including the partnership with Cleveland Clinic 2 ½ years ago, the District seeks to leverage the opportunity to explore their role in the healthcare continuum and establish a long term inspirational vision for the health of all Indian River County (IRC) residents, as well as a 5-year strategic direction to begin moving the needle toward the vision.

In the past, most of District funding was to support the local community hospital primarily for District qualified patients. With the Cleveland Clinic now leasing the community hospital and having a solid financial assistance plan, District resources can be more focused on the community as a whole.

Some of the key forces impacting the IRCHD's strategy in today's environment may be the integration of the Cleveland Clinic system in IRC, the advent of the COVID pandemic, increasing access issues (ie. lack of providers/services, access to health insurance, the dwindling populations of middle-class citizens in the community, volatility of the real estate market, and increasing scrutiny, accountability, and laws from the state of Florida regarding all special districts).

To help capitalize on these changes, the IRCHD is seeking an outside partner to facilitate a strategic visioning process and guide the Board of Trustees and the Executive Director in developing a comprehensive and interactive planning process.

SCOPE OF WORK/DELIVERABLES

We expect the project to include the following:

- A facilitated discussion exploring what motivates and energizes the District.
 - What is the unacceptable community condition the IRCHD wants to solve?
 - What does IRC look like if the IRCHD successfully achieves its mission?
 - What is IRCHD's strategic direction over the next 5 years to move our community closer to our vision?
 - Where does the IRCHD focus its time, resources, leadership, and capital (intellectual, political, social, and financial) over the next two to three years to begin to move the needle on the 5-year strategic direction?
- Design and execution of a strategic visioning process.
- Develop recommendations regarding the plans' implementation and support structure.
- Provide a description of the planning process used to understand the healthcare needs of the community and how the IRCHD would move forward to address these needs into the future.

PROPOSAL EVALUATIONS

To best evaluate the ability of the Firm/Individual to meet our goals, please include the following in your proposal:

- An action plan and timeline for the project
- Company description, size and structure

- Qualifications of all staff to be assigned to the project as well as identify the project manager
- Biographies of team members, ie., education, position in Firm, years and types of experience, continuing professional education, etc., will be considered. Firm/Individual is not able to sub-contract any of the work without the pre-approval of the IRCHD
- Examples of similar projects
- Firm/Individual's approach to strategic visioning
- A summary of Strategic Visioning and Direction experience
- Three (3) client references
- Suggested project timeline with major tasks and milestones
- Project budget by line item
- Sample project plan
- Knowledge of field and relevant experience.

SCHEDULE

It is expected a selection will be made within two to three weeks of the closing submission date, although this timeline is subject to change.

RFP Released: August 20, 2021

Proposals due: September 20, 2021

Public Opening: September 22, 2021

Firm/Individual selection made: October 11, 2021

Project begins: November 1, 2021

A copy of this RFP is available on the IRCHD website www.irchd.com.

QUESTIONS

If you have any questions about the process, please contact Ann Marie Suriano, Executive Director, Indian River County Hospital District, at annmarie@irchd.com or call 772-770-0935.

SCORING

Proposals will be reviewed and evaluated based on the following criteria:

- **Qualifications**
 - Firm/Individual has the qualifications necessary to successfully complete the scope of work
 - The Firm/Individual has prior experience working on similar projects
 - The Firm/Individual has prior experience working with similar organizations
- **Scope of Proposal**
 - The Proposal demonstrates an understanding of the project objectives and desired results
 - The Proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actionable strategic direction
 - The Proposal illustrates the Firm/Individual's ability to successfully execute the proposed approach
 - The Proposal includes an appropriate process to interact with the IRCHD board members
- **Work Plan**
 - The Proposal adequately details project activities and milestones, or deliverables associated with each stage of the scope of work
 - The Proposal includes a detailed timeline for each stage
 - The work plan can be completed within a reasonable project timeline
- **Budget**
 - The Proposal includes a detailed budget for each stage of the scope of work
 - Proposed costs are reasonable

CERTIFICATION REGARDING PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES

(This form **MUST** be submitted with your response)

I hereby certify that neither the undersigned entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit have been placed on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes or are engaged in a boycott of Israel.

In addition, if this solicitation is for a contract for goods or services of one million dollars or more, I hereby certify that neither the undersigned entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statutes.

I understand and agree that the IRCHD may immediately terminate any contract resulting from this solicitation upon written notice if the undersigned entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

Name of Respondent: _____

By: _____

(Authorized Signature)

Title: _____

Date: _____