



RFP for Lucas County Survey Collection Subcontractor

About Us

The Hospital Council of Northwest Ohio (HCNO) is a 501(c)3 non-profit organization that represents and advocates on behalf of its member hospitals and health systems. HCNO also provides collaborative opportunities to enhance the health status of residents in the region. More information about HCNO can be found at hcno.org

HCNO contracts with various counties and coalitions to conduct community health assessments. In Lucas County, HCNO is contracting with the [Healthy Lucas County](#) community health improvement coalition to conduct the [2022/2023 Lucas County Community Health Assessment](#). The health assessment will provide a snapshot of the health and wellbeing of Lucas County residents of all ages based on survey responses from adults, youth, and parents of young children.

Description of Work

HCNO is releasing this request for proposal (RFP) to select a subcontractor to collect in-person survey responses from Lucas County adults in specific geographic areas or population categories to be identified by HCNO's evaluation team. Using a survey with 79 questions about general physical health, mental health, nutrition, exercise, living conditions, and other topics, the selected subcontractor will conduct in-person (intercept) data collection at select community locations during the timeframe of July 1st – July 31st, 2023. It is estimated that the subcontractor will need to collect answers to approximately 250 completed surveys countywide. As part of the contract, HCNO will award the subcontractor \$2,500 to purchase \$10 gift cards to use as incentives for adults to complete the survey.

The purposeful sampling process will be guided by HCNO and Dr. Joseph Dake of the University of Toledo, a subcontractor who performs data analysis. The specific geographic areas and population categories will be identified based on an analysis of survey responses after it is mailed to randomly selected Lucas County adults in early 2023. In-person survey responses will be collected by the selected subcontractor in areas and by populations that were underrepresented in the mailed survey process. Underrepresented areas from the most recent triennial community health assessment's survey include the ZIP codes of 43412; 43547; 43566; 43571; 43605; 43608; 43611; 43612; and 43613. HCNO will provide the selected subcontractor with updated guidance about the specific demographics needed in June of 2023.

The maximum survey collection subcontract award is \$14,500 (including \$2,500 towards participant incentives).

Submission Information

To respond to this RFP, please provide the following information:

- Describe the process you would anticipate using to collect approximately 250 surveys in geographic areas to be determined by HCNO. Each survey has 79 questions. The survey is available online (via SurveyMonkey) and is the preferred method for data collection. HCNO can provide the subcontractor with a QR code for use.
- Describe similar projects and/or experiences with comparable organizations.
- Describe your experience communicating with diverse populations, especially People of Color.
- Provide a complete budget and a per completed survey cost for the data collection services requested.
- List anyone who may be performing these services, including resumes of key personnel as an attachment to the proposal.
- Provide references from three clients for whom you have performed similar services.
- Note any potential conflicts of interest you may have with any [Healthy Lucas County](#) member organization.

Proposals will be evaluated by select members of the Healthy Lucas County Executive Committee, HCNO staff, and Dr. Joseph Dake. Proposals will be ranked based on all requested material. HCNO is an equal opportunity employer. HCNO seeks to support a diverse workforce and encourages minorities, women, and candidates with disabilities to apply.

Please return your completed proposal via email to mohneck@hcno.org no later than noon on Friday, March 31, 2023.