



REQUEST FOR PROPOSALS
COMMUNITY HEALTH NEEDS ASSESSMENT (CHNA) IMPLEMENTATION
JANUARY 2018

The Healthcare Association of Hawaii (HAH), the leading voice of healthcare in Hawaii since 1939, is seeking a consultant to provide professional services that support its 19 nonprofit hospital members' compliance with all regulatory requirements for the 2019 Community Health Needs Assessment (CHNA) process and report. These requirements include the following:

- 1) the collection and analysis of primary (qualitative) data from community stakeholders and required subpopulations;
- 2) the collection and synthesis of secondary (quantitative) data using publicly available data sources;
- 3) the facilitation of a clear process to identify and prioritize significant health needs facing the community; and
- 4) the preparation of a total of five (5) written CHNA Reports: one statewide report and four county-level reports for the City and County of Honolulu, and the Counties of Hawaii, Maui and Kauai.

HAH BACKGROUND

HAH is the unifying voice of Hawaii's healthcare providers and an authoritative and respected leader in shaping Hawaii's healthcare policy. Founded in 1939, HAH represents the state's hospitals, nursing facilities, assisted living facilities, home health agencies, hospices and other healthcare providers who employ over 20,000 people in Hawaii. HAH works with committed partners and stakeholders to establish a more equitable, sustainable healthcare system driven to improve quality, efficiency, and effectiveness for patients and communities.

HAH recently completed *Vision 2020*, its strategic plan to update the Association's strategic direction. Building upon HAH's 2011-2015 strategic plan, it is founded on the following five pillars:

- 1) Advocacy and Public Policy;
- 2) Quality and Patient Safety;
- 3) Financing and Reimbursement;
- 4) Regulation and Compliance; and
- 5) Communication, Education and Workforce.

A copy of *Vision 2020* can be found at www.hah.org/about-hah/strategic-plan.

COMMUNITY HEALTH NEEDS ASSESSMENT (CHNA) BACKGROUND

When the Patient Protection and Affordable Care Act (ACA or “Obamacare”) was enacted by Congress on March 23, 2010, Section 501(r) was added to the Internal Revenue Code. Final regulations governing Section 501(r) were released on December 29, 2014

(<https://www.federalregister.gov/articles/2014/12/31/2014-30525/additional-requirements-for-charitable-hospitals-community-health-needs-assessments-for-charitable>).

Section 501(r) stipulates that hospital organizations under 501(c)3 status must adhere to new regulations, one of which is conducting a CHNA on a triennial basis. With regard to the CHNA, all nonprofit hospitals are required to:

- 1) Conduct a community health needs assessment at least once every three years;
- 2) Solicit and take into account input from the following groups for both the identification and prioritization of significant community health needs:
 - a. at least one state, local, tribal, or regional governmental public health department (or equivalent department or agency);
 - b. members of medically underserved, low-income, and minority populations in the community, or individuals or organizations serving or representing the interests of such populations; and
 - c. written comments received on the hospital facility’s previously conducted CHNA and most recently adopted implementation strategy.
- 3) Identify resources potentially available to address the significant health needs;
- 4) Include an evaluation of the impact of any actions that were taken to address the significant health needs since the previous assessment;
- 5) Document a separate CHNA for each individually licensed hospital facility that is adopted by an authorized body of the hospital organization, and make the CHNA report widely available to the public; and
- 6) Adopt an implementation strategy to address identified health needs and attach a copy of the implementation strategy with the hospital organization’s annual Form 990, or post the implementation strategy on the hospital organization’s website and provide the URL on the Form 990.

HAH’S APPROACH TO CHNA

HAH and its member hospitals are committed to engaging in deep and transformative relationships with local communities to address the social determinants of health and to increase access to high quality care. Taking a cue from Hawaii’s collaborative culture, HAH member hospitals chose to work collectively to conduct the CHNAs in 2013 and 2016. CHNAs were prepared with the aim of offering a meaningful understanding of the health needs in the community. This information, in turn, helped guide HAH hospital members in their community benefit planning efforts and development of an implementation strategy to address prioritized needs. Special attention was given to identify health disparities, the needs of vulnerable populations, and unmet health needs or gaps in services.

Past submissions can be found online at www.hah.org/reports.

REQUIRED SCOPE OF WORK

HAH is seeking a consultant to provide professional services to conduct and prepare foundational CHNA Reports. Each of the 19 participating nonprofit hospitals will tailor and customize the foundational reports to meet their specific needs (i.e. defining their community service area, etc).

The selected consultant must have knowledge of and understand the final CHNA requirements from the Federal Register of the Internal Revenue Service, Volume 79, No. 250, Part II.

Consultants working with HAH must ensure, at a minimum, completion of the following tasks and deliverables as part of their contract and scope of work.

TASK	PROJECTED TIMELINE
1. The collection and analysis of qualitative data from community stakeholders and required subpopulations.	March – July 2018
2. The collection and synthesis of qualitative data using publicly available data sources.	March – July 2018
3. The facilitation of a clear process to identify and prioritize significant health needs facing the community.	August 2018
4. The preparation of a total of 5 written CHNA reports: one statewide report and four county level reports, one each for the City and County of Honolulu, Hawaii County, Maui County and Kauai County.	September – November 2018

Because participating HAH member hospitals will submit their CHNAs to the Internal Revenue Service at different periods throughout calendar year 2019, it is imperative that all reports be completed and submitted to HAH **no later than December 1, 2018**.

PROPOSAL INSTRUCTIONS

Interested consultants are invited to submit a proposal to HAH. Proposals must be no longer than 10 pages (single spaced, not including attachments) and must provide the following information:

- 1) Organization/Consultant Information**
 - a. Organization/consultant background and history;
 - b. Other current programs and activities;
 - c. Relevant work experience, including:

- i. Experience conducting CHNAs or other similar community assessments
 - ii. Knowledge of public health data
 - iii. Experience facilitating data interpretation
 - iv. Experience bringing groups of stakeholders to agreement.
- d. Summary information on each staff member that will provide services for the project – including any subcontractors; and
- e. A minimum of two (2) references that we may contact for whom you have provided similar services.

2) Work Plan and Deliverables

- a. Describe your proposed process and methodologies to complete the CHNA report(s), including collection, interpretation, and analysis of primary and secondary data (including attention to social determinants of health);
- b. Describe your proposed process to keep HAH and its participating member hospitals and any advisory groups engaged and informed during this project cycle;
- c. Describe your proposed process for the identification and prioritization of community health needs;
- d. Describe additional secondary data you will include in the CHNA, if known; and
- e. Describe deliverables that your firm will provide, including the required deliverables outlined above in the scope of work, and dates by which final drafts of each deliverable will be provided.

3) Budget Proposal

- a. Proposed project fees and expenses, broken down by phase/deliverable; and
- b. A narrative justification for each budget item.

Applicants are encouraged to provide an appendix to your proposal (e.g. example CHNA reports and Implementation Strategy documents) that demonstrate your experience with this process.

Three (3) copies of the proposal shall be postmarked by **February 7, 2018** to:

HAH Community Health Needs Assessment
Attn: Andrew Garrett
Healthcare Association of Hawaii
707 Richards Street, Penthouse 2
Honolulu, HI 96813

AWARD OF CONTRACT

Award of the contract resulting from this RFP will be based upon the most responsive contractor whose offer will be the most advantageous to HAH in terms of cost, functionality, experiences, quality of past work and other factors specified in this RFP. The respondent shall bear all costs associated with preparing and submitting the RFP.

The selected respondent may be asked to negotiate the project budget and revise their proposal based on those negotiations.

HAH will review the applications and contact finalists for an interview (in-person or via conference call) no later than **February 14, 2018**. The winning respondent will be identified by **February 21, 2018**, and upon approval of the project scope and budget, shall be prepared to start the project no later than **March 1, 2018**.

QUESTIONS

Questions may be addressed to Andrew Garrett, Associate Vice President of Post-Acute Care and Operations, at agarrett@hah.org.