

City of Santa Fe, New Mexico

City of Santa Fe Housing and Community Development Department

7/31/15

Request for Qualifications (RFQ)

Full Facilitation Services for Hospital & Health Care Study Group

Submit Proposal to: Kate Noble, Interim Housing and Community
Development Director
City of Santa Fe
kinoble@santafenm.gov

Or hand-deliver to
500 Market Street, Suite 200

No later than: 12:00pm local time, Friday, August 28, 2015

Facilitation Services

Hospital & Health Care Study Group

Request For Qualifications

Background: The city of Santa Fe has authorized a *Hospital & Health Care Study Group* (Resolution 2014-19, attached) to “...examine the effects of the Affordable Care Act and other changing conditions on the effective and efficient delivery of health care services to the Santa Fe community and the delivery of health care services to the indigent.”

Resolution Requirements: The resolution calls for the Study Group to:

1. Plan and conduct four (4) community forums,
2. Hear from financial, policy and health care industry experts,
3. Hear from CHRISTUS St. Vincent and other local community health care providers,
4. Report: Based on community forum findings, develop a written report to be presented at City Council.

Study Group Composition: 20-30 members representing various governmental and medical entities, including independent medical professionals of various disciplines, members of the local hospital workers union 1199, representatives of CHRISTUS St. Vincent hospital, and others. Most, if not all, of the participants will have been selected by the city prior to the start of facilitation services.

Facilitation Requirements: The city seeks to find a highly experienced facilitation team that will provide facilitation for the following services and to meet the requirements outlined in Resolution 2014-19:

1. Collect and maintain the contact information of all selected study group participants,
2. Act as the Study Group facilitator, coordinator and central contact. This includes:
 - a. Identifying dates and arranging all meetings with participants via phone, email, etc.
 - b. Working with the City Clerk’s Office and the Housing and Community Development to arrange all meeting logistics including locations and stenographers.
 - c. Working with the Committee Chairperson and city staff to perform all preparation for meetings including agendas, materials and requirements for the work of the study group and all the community forums.
 - d. Prepare copies & packets of all information to be used and distributed to the study group prior to or during all meetings.
 - e. Facilitate, lead and guide discussions and participate in meetings as staff as needed.
3. Final Report – Collate all findings and information and prepare the required final report.

NOTE: The city's Mail & Duplicating Room & services (2nd Floor, City Hall) may be available for pre-determined use by the contractor with prior approval of a request through the City Manager's office.

Proposal:

Proposals should be no more than 3 pages plus an additional 1 page for the project budget (no more than 3 total pages), and are **due by noon on August 28, 2015**. Proposals should do the following:

- Clearly demonstrate the level of understanding and facilitation experience required of this project.
- Describe possible venues in Santa Fe where a study group of this size in addition to public attendance might be held.
- Provide a brief description of the project team and their experience, skills and qualifications.
- Include a clear and detailed budget. Show how city funds will be used and what other contributions (leverage) will be put into the project.

Evaluation Criteria and Evaluation Committee

The evaluation committee will consist of City of Santa Fe Housing & Community Development Department staff members and will be scored according to the following:

Overall project proposal and alignment with key outcomes:	15%
Measurements and deliverables:	20%
Demonstrated staffing and capability & create final reports:	25%
Budget:	40%