

CUYAHOGA COUNTY
BOARD OF HEALTH
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

REQUEST FOR QUOTATIONS

**2024-01 STRUCTURAL RACISM AND ANTI-RACISM TRAINING FOR
THE CUYAHOGA COUNTY BOARD OF HEALTH**

Date Issued: January 30, 2024

Due Date: No later than 10:00 AM on Tuesday, February 20, 2024

Return Proposals to: Andre Brown, EDI Director
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext.1113
abrown@ccbh.net

Vendors may submit their quotes via email or mail. Only quotes submitted by the due date and time will be considered.

Purpose

The Cuyahoga County Board of Health (CCBH) seeks a qualified contractor to provide a two-day, in-person training on Structural Racism and Anti-Racism for up to 30 staff.

Background

Established in 1919, the Cuyahoga County Board of Health (CCBH) was created to service the health needs of the growing population of the county outside of the City of Cleveland. Currently, CCBH employs over 180 staff in five key service areas: 1) Administration; 2) Environmental Public Health; 3) Epidemiology, Surveillance, and Informatics; 4) Nursing and Clinical Services; and 5) Population Health.

The mission of CCBH is to work in partnership with the community to protect and improve the health and well-being of everyone in Cuyahoga County. CCBH envisions creating the conditions in which all people who live, learn, work and play in Cuyahoga County have the opportunity to be healthy. CCBH strives to achieve its mission and vision through the promotion of its values of Health equity, integrity, partnership and innovation. To achieve its mission and vision, and promote its values, CCBH seeks to develop a group of Equity, Diversity, and Inclusion (EDI) Champions. To support the development of these champions,

CCBH is seeking to provide them with training of the principles and strategies of Structural Racism and Anti-Racism.

Duration of Services

Services will commence upon the successful execution of the contract with consultant (anticipated to occur in March 2024). The training will need to occur no later than May 10, 2024. The contract will end no later than May 15, 2024.

Specifications/Scope of Work

The contractor will be expected to provide a two-day, in-person training to help participants meet the following objectives:

- 1) Defining, comparing, and contrasting the four primary types of racism.
- 2) Analyzing how various forms of racism perpetuate health disparities and maintain systems of inequities.
- 3) Evaluating programs, policies, and procedures to identify and mitigate various forms of racism that can minimize the use and effectiveness of CCBH's program, policies, and procedures.
- 4) Adopting decision-making processes that will advance EDI in the programs, services, and community partnerships of CCBH
- 5) Building internal and external efforts to counter resistance to anti-racism and other EDI strategies.
- 6) Devising strategies to become EDI champions within their program areas and the agency

The contractor's proposal to complete the scope of work should contain distinct costs broken down as an hourly rate (in U.S. dollars) for each type of service provided to meet the scope of work. The total cost of the training should not exceed \$10,000.

As a local public health department, CCBH is a separate political subdivision from the State of Ohio. CCBH's jurisdiction includes a very diverse population comprised of a diverse workforce, businesses, and community stakeholders. As such, CCBH has a compelling interest in providing equitable contracting opportunities to a diverse range of businesses and persons. Accordingly, CCBH will actively encourage and solicit the participation of diverse vendors and/or suppliers in its solicitation of quotes for this project. If applicable, contractors should submit documentation demonstrating that their organization is diverse-owned [i.e., Minority-owned; Woman-owned; Lesbian, Gay, Bisexual, Transgender-owned; Veteran-owned; Locally-owned (Cuyahoga County); Service-disabled Veteran-owned; a Small Disadvantaged Business; and/or a Historically Underutilized Business].

Deliverables

- Successful completion of work as indicated in each "Scope of Project/Services Form"
- Pre-authorization prior to generating expenditures
- Monthly invoices for work performed

Additional Information

- The contractor will be required to use the attached "Scope of Project/Services Form" for all work completed for CCBH.
- Any needed changes to the agreed upon scope of project/service will require approval from authorized CCBH staff.

Insurance Requirements

1. General Liability. The Contractor shall carry comprehensive general liability insurance, occurrence version, in an amount of \$1,000,000 per occurrence with an annual aggregate limit of at least \$3,000,000.
2. Professional Liability. The Contractor shall carry professional liability insurance, occurrence version, providing single limit coverage in an amount of \$1,000,000 per occurrence with an annual aggregate limit of at least \$3,000,000.
3. Workers' Compensation. The Contractor shall provide evidence of proper and current worker's compensation coverage at the time of execution of the contract and at any other time upon further request of the Board.
4. Additional Insured. The Board shall be named as an additional insured for all coverage required under (1) and (2) hereinabove.
5. Employee Dishonesty. It is recommended that the Contractor provide coverage against employee dishonesty, in an amount approved by the Board. In the event that the Contractor elects not to provide coverage for employee dishonesty, the Contractor shall assume all risk for losses arising from employee dishonesty and the Board shall not make any payments to cover losses incurred as a result of employee dishonesty.
6. Evidence of Coverage. At the time of execution of this contract, the Contractor shall provide the Board with a certificate of insurance evidencing each type of coverage required or provided under this section, and shall provide the Board notice of cancellation or non-renewal of any such coverage within thirty (30) days of the time the Contractor receives such notice.

Quote Submission Requirements

The following items listed below must be included with quotes, for quotes to be considered.

1. Business establishment date and years of experience performing work of this nature
2. Three references (CCBH form attached)

3. Identify how deliverables will be met
4. List skills and qualifications
5. Pricing document

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REFERENCE SHEET

INSTRUCTIONS: List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

ORGANIZATION'S NAME:

CONTACT PERSON'S NAME:

ORGANIZATION'S FULL ADDRESS:

CONTACT PERSON'S TELEPHONE NUMBER:

DATE SERVICE(S) PROVIDED:

SPECIFY THE SERVICES PROVIDED:

EVALUATION CRITERIA		
1	<p>Timeline: Ability to meet the timeline needed to complete the project.</p> <p>Did the applicant provide adequate details to demonstrate that the required timeline will be met?</p>	<p>Disqualified if unable to meet timeline</p> <p>20 points</p>
2	<p>Specifications/Scope of Work: Ability to provide the specified scope of work.</p> <p>Did the applicant provide adequate details of their plan to meet the objectives specified in the Scope of Work?</p>	30 points
3	<p>Initial and Ongoing Costs: Ability to meet Scope of Work specification within the allotted budget.</p> <p>Did the applicant provide a detailed hourly budget that is at or below the total cost of services specified in the RFQ?</p>	20 points
4	<p>Experience Providing Specified Service: Ability to demonstrate previous experience providing the requested Scope of Work.</p> <p>Did the applicant provide adequate evidence of their previous experiences performing the objectives specified in the Scope of Work?</p>	20 points
5	<p>Preferred Vendor Status: Ability to demonstrate ownership by preferred vendor class.</p> <p>Did the applicant provide evidence to demonstrate that their business is Minority-owned; Woman-owned; Lesbian, Gay, Bisexual, Transgender-owned; Veteran-owned; Locally-owned (Cuyahoga County); Service-disabled Veteran-owned; a Small Disadvantaged Business; and/or a Historically Underutilized Business.</p>	10 points
	TOTAL	100 points