

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

RFP #2024-04
Ryan White Part A- Planning Council
Pre-Bid Webinar Meeting Notes
& Questions and Answers
December 05, 2024 at 10:30 A.M.

The Pre-bid conference PowerPoint presentation may be viewed at the Board website at www.ccbh.net by clicking on the “Business” tab on the home page.

Presentation

Judy Wirsching presented and reviewed the power point presentation for administrative requirements.

Monica Baker was present to answer questions related to the project/services and provide the program overview.

The presentation can be found on the Board of Health website at www.ccbh.net under the “Business” tab.

Questions & Answers:

Q1. How often does the RFP for PC facilitator come up?

A1. We send out an RFP for this role for a 1-year cycle date with the option to renew for 2 additional years. The RFP is released every 3 years.

Q2. Has this role been filled previously and is it mandated?

A2. It is mandated. As the recipient, we cannot facilitate Planning Council. We had a long term facilitator that retired a couple of years ago.

Q3. Has the position been vacant?

A3. Not for long. During the last grant cycle, our long term facilitator retired. The position was vacant for approximately 3 months, until a replacement was hired.

Q4. Do all of the committees have the same operational guidelines/ action plans?

A4. They do all put together an annual work plan to determine what things they intend to work on and resolve. They do have the same operation in terms of meetings and participation.

Q5. Does the consultant manage all of the processes of Planning Council?

A5. Yes

Q6. Are there processes or facilitation models that are required to be used by CCBH or by the federal government?

A6. There are best practices and we tend to stick with what has worked most efficiently. Any person in the facilitator role may have ways that work better for them. If the facilitator has a more efficient or better way to do things, we would not be opposed to changing the some of the processes as long as it is in accordance to HRSA’s expectations.

Q7. Having had this role filled with consultants in the past, what is the orientation process for a new contractor?

A7. This is definitely a “learning on the job” position. There will be opportunity to meet with the recipient office on a regular basis in regards to reviewing processes and onboarding, but there are other things that the facilitator is expected to research or review. The recipient office is always a resource for the Planning Council Facilitator, offering guidance and support as needed. The onboarding process includes review of documents, processes, and general guidance and instruction.