



COOK COUNTY HEALTH

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Robert G. Reiter, Jr.
Sam A Robinson, III, PhD
Otis L. Story, Sr.

ADDENDUM NO. 1

November 18, 2022

Title: Professionally Design a Strategic Plan

RFQ # H23-0002

1. General

This addendum revises RFQ documents. This addendum is issued to respondents of record prior to execution of contract and forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

2. Addendum Acknowledgement Form

Acknowledge receipt of this addendum in the space provided on the Addendum Acknowledgement Form. Proposers must include the signed form with their response. Failure to do so will subject Proposers to disqualification.

3. Changes and Clarifications

A. Responses to Questions Received before 11/16/22

4. Attachments

None

Responses to Vendor Questions

	Section of the RFQ	Question	CCHHS Response
1	3	Is there an expected budget cap for this project?	The budget cap is \$50,000.
2	3	Is the timeline firm? Are you open to a recommendation of a longer process to ensure a high-quality engagement?	The timeline is firm. We are relying on data collected through other efforts, such as our Community Health Improvement Plan, to augment our strategic planning efforts.
3	3	What existing quantitative and qualitative data will be provided?	<p>In the past few years, CCDPH has conducted surveys and discussions that will also inform our strategic plan. Those data include the process to develop our Community Health Improvement Plan, discussions on how to strengthen our community engagement unit, after-action reports on our COVID-19 response, surveys on workforce development, conversations with healthcare providers around engagement with CCDPH, and data collected on other topics.</p> <p>In addition, we are planning six focus groups with staff, four leadership coffees, and one leadership retreat to fill in the data that's missing from the data noted above. Most of the planning for the six focus groups and the four leadership coffees will have been completed by the time the vendor starts. The vendor will be responsible for analyzing the data from the new and old data that's collected.</p> <p>Quantitative data will be shared from the Community Health Status Assessment and data collected on emerging trends from partner organizations and agencies. Quantitative data will be limited due to previous data collection efforts.</p>
4	3	What are your expectation regarding the engagement of staff? Are you expecting for example staff focus groups, employee survey or staff interviews?	We are planning focus groups with staff, but that planning will be largely completed by the time the vendor is onboard. We are not planning interviews or surveys of staff. We will rely on our Strategic Plan Advisory Group to help us decide the best ways to engage staff, but anticipate that it will include emails and updates at previously scheduled all-staff meetings. The Strategic Plan Advisory Group includes representatives from across CCDPH and informs the strategic planning process.
5	3	What are your expectations for in-person vs. virtual meetings?	Planning meetings can be conducted virtually, but we anticipate that the leadership sessions will be conducted in-person.

	Section of the RFQ	Question	CCHHS Response
6		Do you intend to award a contract at the conclusion of the RFQ?	Yes.
7		When do you intend for the work to commence and to be completed?	We anticipate that the work will start in January 2023 and be completed three months later.
8		Are both an electronic and a hard copy required, or if an electronic copy is submitted, does that suffice?	Yes, the proposals will be accepted by email
9		Could you share any details on your budget and/or sources of funding for this strategic plan development?	See Question 1.
10		What prior or current work have you done with consulting firms on strategic plans?	CCDPH worked with a consultant to conduct staff conversations for a previous strategic plan; we are currently working with a consultant to support project management in the initial phase of the project.
11		I am reaching out to you regarding the RFQ noted in the subject line of this email. I am respectfully requesting an extension to the deadline to respond this RFQ. We are seeking an extension of the deadline and ask that it be moved to December 7th, 2022. Due to the short window to respond, no bidders conference and the Thanksgiving holiday we hope that CCH will consider this when determining if an extension will be granted. We are excited about the opportunity to respond and potentially serve CCH in this capacity but more time is needed to put together a comprehensive and quality response. extension request. Those questions are noted below.	See Question 2.
12		For the 4 sessions (60-90 mins): are those sessions targeted to leadership only or all staff? a. Will the 4 session be in-person?	We anticipate that the four sessions will be in-person, but we may need to adjust to a virtual meeting due to increases in COVID-19 transmissions or other factors. The sessions are currently planned for leadership staff only.

	Section of the RFQ	Question	CCHHS Response
13		Will Cook County Department of Public Health (CCDPH) have dedicated staff to support Strategic Planning?	Yes, CCDPH has one staff that is dedicated at 0.5 time to the project. An Executive Leader and a Strategic Plan Advisory Group with representatives from across the department also supports the process.
14		Will the vendor coordinate with Cook County Health (CCH, and other Cook County Offices) regarding the alignment of strategic priorities, or is the vendor only working with CCDPH? Is there an expectation to work with key community stakeholders and CBOs?	CCDPH will be responsible for coordination with CCH and Cook County. We engaged community partners and CBOS through our Community Health Improvement Plan, but anticipate reaching out to community partners through existing meetings at 1-2 key junctures in the strategic planning process.
15		In 2021, the Cook County Health System had a budget of about 3.4 billion; CCDPH, as one of the organizations under CCH, had about 15 million. With the SOW that CCDPH is requesting, I would guess their budget would be around 400k (but, again, just a guess).	See Question 1.
16		Has CCH determined / allocated a budget (maximum) for this project and the services being sought through this RFQ? If so, what is that amount?	See Question 1.
17		We have one additional clarifying question. In 6.3 (page 7) we read this section to mean the final proposal needs to be submitted electronically not a hard copy. Is that correct?	See Question 8.
18		Re: "Analyze and synthesize qualitative and quantitative data collected by CCDPH in preparation for the strategic planning process." – Can you share what qualitative and quantitative data have been collected already that require analysis and synthesis?	See Question 3.

	Section of the RFQ	Question	CCHHS Response
19		<p>Re: the final document including “Community participation, input, or public comment period, Stakeholder input (FG sessions: residents, local government units, schools, healthcare sector (FQHCs, hospitals, orgs)” – Have any of these or will any of these (focus groups, public comment period, etc.) have already been conducted by CCDPH? Or are these expected to be conducted by the consultant? Are any of these part of the qualitative data for analysis and synthesis referenced above or are these separate qualitative methods to be scheduled and conducted during the project period?</p>	<p>In the past few years, CCDPH has conducted surveys and discussions that will also inform our strategic plan. Those data include the process to develop our Community Health Improvement Plan, discussions on how to strengthen our community engagement unit, after-action reports on our COVID-19 response, surveys on workforce development, conversations with healthcare providers around engagement with CCDPH, and data collected on other topics.</p> <p>In addition, we are planning six focus groups with staff, four leadership coffees, and one leadership retreat to fill in the data that’s missing from the data noted above. Most of the planning for the six focus groups and the four leadership coffees will have been completed by the time the vendor starts. The vendor will be responsible for analyzing the data from the new and old data that’s collected.</p> <p>CCDPH engaged community partners and CBOS through our Community Health Improvement Plan, but anticipate reaching out to community partners through existing meetings at one or two key junctures in the strategic planning process. These conversations will be included in the qualitative analysis that is conducted by the vendor. CCDPH will support the vendor in identifying existing groups that can be engaged for these conversations.</p>
20		<p>Re: “Final, professionally designed and formatted, strategic plan report” – Is it expected that professional graphic design be a component of the quote, or simply that the document be a clean, professional looking, formatted final PDF?</p>	<p>We are expecting a report that is professionally designed by a graphic designer.</p>

	Section of the RFQ	Question	CCHHS Response
21		Re: the final document needing "...to be provided to CCDPH by end of March." and "The term of services shall be for three (3) months, with option to extend the term for an additional three (3) months term if project deliverables are met." – Can you clarify if the project completion date of March is firm or if there is flexibility to extend later if necessitated by the scope of services? For example, completing all analysis, holding a full day retreat and four rapid sessions, conducting community/stakeholder input opportunities, and developing the document may necessitate a longer project period than three months.	See Question 1.
22		Is a paper copy of the response/submittal required or only an electronic one?	See Question 8.
23	3. Project Description and Scope of Services	Could you describe the types of qualitative and quantitative data CCDPH will collect and provide as inputs for the strategic planning process?	See Question 3.
24	3. Project Description and Scope of Services	Could you describe how CCDPH typically engages with the Board of Health?	CCDPH will coordinate any touchpoints with the Board of Health.
25	6. Instructions to Respondents	In addition to the electronic copy submission outlined in section 6.3, is there a requirement to submit the RFQ response physically to the address provided on the cover page?	See Question 8.
26		Whether companies from Outside USA can apply for this? (like, from India or Canada)	Organizations need to be based in the United States to apply.
27		Whether we need to come over there for meetings?	Planning meetings can be conducted virtually, but we anticipate that the leadership sessions will be conducted in-person.
28		Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Planning meetings can be conducted virtually, but we anticipate that the leadership sessions will be conducted in-person.

	Section of the RFQ	Question	CCHHS Response
29	6. Instructions to Respondents	Can we submit the proposals via email?	See Question 8.

ADDENDUM ACKNOWLEDGEMENT FORM

As required by the RFQ, Proposers must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: _____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

END OF ADDENDUM