



MASSACHUSETTS  
GENERAL HOSPITAL

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CENTER FOR COMMUNITY  
HEALTH IMPROVEMENT

# **Massachusetts General Hospital Determination of Need Community Health Initiative**

## **Request for Proposals for External Evaluation Consultant**

# Objectives

Attendees will:

Learn about a funding opportunity to

1. Conduct a process evaluation of the entire MGH DoN process.
2. Provide evaluation technical assistance to approximately seven (7)\* grantees for the life of the funding.

Receive an overview of the MGH Determination of Need (DoN) Community Health Initiatives (CHI) Process

Learn about eligibility, RFP, and process for submission

Be informed of funding opportunity timeline

# AGENDA

Item	Time
Welcome	5 mins
Overview of Funding Opportunity	10 mins
MGH Determination of Need (DoN) Community Health Initiative (CHI) Strategies	10 mins
Request for Proposals <ul style="list-style-type: none"><li>• What is it? &amp; Eligibility</li><li>• Elements</li><li>• Submitting proposals</li></ul>	15 mins
RFP Timeline & Next Steps	5 mins
Questions?	15 mins

# Funding Opportunity: At a Glance

- ❖ Total Grant funding: **\$300,000 over 3 years**
- ❖ For: Independent Consultants, CBOs, or Agencies with an expertise in program evaluation
- ❖ Purpose: To provide 1) process evaluation to the MGH DoN process 2) evaluation capacity building to the MGH DoN Grantees
- ❖ Location: Local practitioners (within Mass). Allowed to subcontract for remote activities.
- ❖ Proposal Process: Request for Proposals (RFP), main body not more than 10 pages (no more than 20 total)
- ❖ **Due: Wednesday October 7<sup>th</sup>, at 3PM**

# Determination of Need (DoN) Community Health Initiative (CHI) Program

## **Regulators:**

**State** – Department of Public Health (DPH), Attorney General's Office (AGO)

**When does it apply?** When health care organizations have projects that improve its facilities (renovations, construction, etc.).

**Why is it needed?** Ensures that hospitals fulfill state and federal regulations to improve local, community-identified health needs. Community-identified needs informed by a triennial Community Health Needs Assessment (CHNA) and Implementation Plan (CHIP).

**What do the Funds Need to do?** Must address Social Determinants of Health and health equity with an upstream (structural/policy) approach to improving community health.

**Who Manages this Process at MGH?** MGH Center for Community Health Improvement (CCHI)

# What is a Determination of Need (DoN)?



Determination of Need (DoN) Project



\$ 5%

Of "Maximum Capital Expenditure" to Community Health Initiative (CHI)



25%

To Statewide CHI Fund



**CHI Funds**

*For MGH/CCHI to manage for the purpose of implementing DoN CHI Investments*

*10% of funds are required to go to Evaluation of Process and Investments*

*Adapted from: Department of Public Health (DPH)*

# Which Strategies & Funding Methods

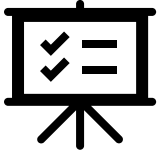
**Strategies Selected to be implemented in Suffolk County (Revere, Chelsea, Winthrop, Boston):**

- 1. Affordable Housing:** Leverage existing and new shared funding pools (public and private sources) to support acquisition, production, and preservation of deed-restricted affordable housing. (One organization to fulfill one-time investment)
- 2. Workforce Development Programming:** Support workforce development programs, with a focus on resume building, job readiness, skills training, education, ESOL and through the cultivation of relationships with employers, trade, and unions. (Four grantees for 3 years)
- 3. Community Health Workers:** Increase the pool of Community Health Workers and Recovery Coaches with specialized mental health/substance use training who: represent low-income, immigrant, LGBTQ, seniors, and/or communities of color through coordinated, funded recruitment and training programs. (Three grantees for 3 years)

**CHI Local Funding Total** (for MGH to disburse) (minus state, admin, eval %): **\$3,380,420.32**

# The Request for Proposals (RFP): What is It?

A proposal on how you will provide Evaluation Services to MGH and seven (7) grantees



## Eligibility

- Independent Consultants, CBOs, or Agencies with an expertise in evaluation



## Condition of Funding

- Complete deliverables and expenditure reports detailing use of funds and impact grantees achieved

## Use of Funds



### Allowed:

- Staff salaries and benefits, sub-contracting fees to other consultants, operating costs, indirect costs.
- Indirect costs cannot exceed 15% of direct expenses.



### Not Permitted:

- Clinical or medical care, building endowments, fund operating deficits, influencing elections
- Construction, renovations, capital campaigns
- **Please note that proposals from within the Mass General Brigham system are NOT eligible for this funding.**



# Scope of Work:

- Conduct a process evaluation of the MGH DoN process, including the Community Advisory Board and Allocation Committee, to ensure a fair and equitable process in determining priorities, strategies, and funding allocation. This includes presentation and suggestions to MGH CCHI Leadership.
- Provide assistance to grantees to build their capacity to create and execute evaluation plans on their proposal throughout the funding period.
- Build capacity of grantees to create logic models, measurement systems, and reports.
- Create the annual report template for grantees to complete and submit to MGH CCHI. Review annual reports with CCHI leadership and offer guidance to grantees.
- Create and work with grantees to submit a final report in year 3.
- Communicate monthly to MGH CCHI staff on progress to date, including grantee challenges and successes.
- Write full DoN Evaluation report on technical assistance, building evaluation capacity with grantees, and suggestions for future needs for this type of funding.

# The Request for Proposals (RFP): Elements

## Part A (not to exceed 10 pages):

1. Contact information: Name, title, email address, and phone number of contact person for proposal. Include organizational website address.
2. Demonstrated experience in designing, managing, and conducting policies and systems change evaluation.
3. Demonstrated experience in designing, managing, and evaluating community-based funding strategies.
4. Demonstrated experience in supporting evaluation capacity building in non-profits.
5. Your approach to culturally responsive and equitable evaluation.
6. Qualifications/experience in understanding of diverse stakeholders and underserved communities, including the upstream causes of social determinants of health and how they impact community health.
7. Evaluation project plan and timeline that details the tasks and activity for the project as outlined in the scope of work.
8. Summary background, qualifications, and responsibilities of key team members who will be working on the project and their specific roles and time allocations.

## Part B:

A sample of work done that demonstrates tasks and activities relevant to this project.

## Part C:

CV/resume of all key personnel expected to work on this project.

## Part D:

3-year budget proposal with cost details, not to exceed \$300,000, using the Evaluation Budget Form in Excel.

**Parts A-C should not exceed 20 pages**

# RFP Timeline & Next Steps

Description	Date
<b>Submit Questions</b>	September 22, 2020, 10am
<b>RFPs Due</b>	October 7, 2020, 3pm
<b>Interviews</b>	October 12-21, 2020
<b>Evaluation Consultant Selected</b>	October 28, 2020
<b>Consultancy Begins</b>	November 1, 2020

*Highly scored RFPs will be invited to an interview*



# Questions?

## Please ask in chat or unmute yourself and ask

*If you have additional questions after this session, please submit them no later than **September 22, 2020 by 10am** to [MGHDON@Partners.org](mailto:MGHDON@Partners.org)*

*Questions & answers will be posted to [MGH Center for Community Health Improvement](#) website by September 25, 2020*