

LAKE SHORE HOSPITAL AUTHORITY (LSHA) Request for Proposals

Community Health Needs Assessment (CHNA) November 2024

LSHA is seeking a consultant to perform a Community Health Needs Assessment (CHNA) survey and report for the LSHA Service area.

I. LSHA Background

Lake Shore Hospital Authority (LSHA) is a special purpose, independent special district of the State of Florida. The Authority was established on July 10, 1963, by a special act of Florida Legislature, Chapter 63-1247 of the *Laws of Florida*. Accordingly, it is controlled by the Florida Constitution and various *Florida Statutes* as well as its enacting legislation and Authority policies. Is it governed by a seven member board who are appointed by the Governor.

The goal of our CHNA is to gain a better understanding of the most pressing needs impacting our community including health gaps, assets, disparities and trends.

II. Goals and Objectives

The overall goal for the LSHA community health needs assessment is to provide detailed insight into the health status of the community we serve, including health assets, gaps, disparities and trends. This will allow LSHA to respond with the optimal mix of health and preventive services. Specific objectives of this needs assessment are to:

- a. Provide final reports with detailed data.
- b. Utilize previous data from all sources to compare with new data.
- c. Understand the health status of the LSHA service area using available public and proprietary data sources. This should include identification of health disparities among populations.
- d. Identify and understand the scope and severity of the social determinants of health of the LSHA service area.
- e. Obtain a “snapshot” of residents in the neighboring counties that comprise the hospitals’ secondary and tertiary service areas.
- f. Evaluate the accessibility of health and preventive services.
- g. Identify target populations in the service area who have unfulfilled health and preventive service needs and identify services that these groups would optimally utilize.

III. Scope of Work

The LSHA serves Columbia County, Florida. Columbia County has a population of 73,063 (2023). Approximately 18% of the total population lives in 2 municipalities. The City of Lake City, Florida (12,602) and the Town of Fort White (648).

IV. Project Deliverables

The selected consultant must ensure, at a minimum, completion of the following deliverables as part of their contract and scope of work:

- i. Provide a final individual report with detailed data.
- ii. Provide one executive report at the network level, which shares a “snapshot” of the network’s service area and identifies common themes in the data.

V. Methodology/Strategic Overview

a. Strategies:

- i. Integrate a community-based, participatory approach involving key stakeholders representative of multiple sectors in the community and citizens in all the steps leading to the community health needs assessment, dissemination and implementation.
- ii. Use of Geographic Information Systems (GIS) methodologies are encouraged to map specific health variables; look for clustering with concentration of risks; examine patterns of health care utilization and/or access to care; and as a resource to facilitate data acquisition for multi-level modeling and contextual analysis.
- iii. Oversample population subgroups experiencing worse health outcomes and limited access to preventive services in an effort to address health equity.

b. Methodology:

- i. **Primary Research:** Describe the data sets, survey design and methods, and sampling techniques used to assess or survey community health status information through primary research, including how you would ensure minority populations are appropriately represented.
 - Consideration in conducting 4-6 focus groups for hard-to-reach populations.
- ii. **Secondary Research:** Describe in detail the approach and specific methods, your firm would use to collect, interpret and analyze secondary data that allows for trending and comparison to benchmark at the county, state, and national levels. Include information on racial/ethnic breakdowns of data whenever available.

VI. Proposal Submission Requirements

Interested consultants are invited to submit a proposal to LSHA. Proposals must be no longer than 10 pages (not including attachments) and must provide the following information:

- a. **Bidder Qualifications:**
 - i. In order to be selected for this assignment, the Bidder must demonstrate that it can meet the required scope of work and project deliverables.
 - ii. Proposer must hold proficient knowledge in the Community Health Needs Assessment requirements.
 - iii. Proposer must experience conducting Community Health Needs Assessment or similar projects and provide at least three references.

Bidder will identify Project Team and qualifications of the individuals serving LSHA.

- b. **Work Plan and Deliverables:** Describe your proposed process and methodologies to complete the CHNA reports, including collection, interpretation, and analysis of primary and secondary data and identification and prioritization of community health needs.
- c. **Timeline:** Propose a deadline and a detailed timetable for meeting this deadline.
- d. **Budget Proposal:** Provide an understandable and clearly delineated fee structure.
- e. **Expected LSHA Deliverables:** Describe the support, information, and any other resources you will need from LSHA in order to fulfill your contract.

Proposal Submission Instructions

Completed proposals must be submitted by January 17, 2025 at 11:00 am.

Please email the completed document in PDF format as an attachment to sonja@lakeshoreha.org
Include the name of the applicant/organization in the subject line.

Proposals shall consist of one flash drive with a PDF copy submitted in a sealed envelope clearly marked “**Request for Proposals – Community Health Needs Assessment (CHNA)**” and mailed to: Lake Shore Hospital Authority, 259 NE Franklin Street, Lake City, FL 32055. The Lake Shore Hospital Authority is not responsible for proposals received late.

Sonja Markham
Administrative Assistant
Lake Shore Hospital Authority
259 NE Franklin Street, Suite 102
Lake City, Florida 32055
386-344-6033

Sonja Markham

From: Dale Williams
Sent: Wednesday, December 18, 2024 10:40 AM
To: joann@ascendanthp.com
Cc: Sonja Markham
Subject: RE: Clarification on CHNA Proposal Requirements

Please find attached answers to your questions regarding the Lake Shore Hospital Authority's CHNA RFP. For ease of answering and review, I have responded immediately following the question asked. Please advise if you need additional information.

Dale Williams
Executive Director
Lake Shore Hospital Authority
259 NE Franklin Street, Suite 102
PO Box 988
Lake City, Florida 32055
Phone: (386) 755-1090
Cell: (386) 623-3493
Fax: (386) 755-7009

From: Sonja Markham <sonja@lakeshoreha.org>
Sent: Wednesday, December 18, 2024 10:06 AM
To: Dale Williams <dale@lakeshoreha.org>
Subject: FW: Clarification on CHNA Proposal Requirements

Sonja Markham, Administrative Assistant
Lake Shore Hospital Authority
259 NE Franklin Street, Suite 102
PO Box 988
Lake City, Florida 32055
Phone: (386) 755-1090
Direct Line (386) 344-6033
Fax: (386) 755-7009
www.lakeshoreha.org

From: JoAnn Andrews <joann@ascendanthp.com>
Sent: Tuesday, December 17, 2024 10:16 AM
To: Sonja Markham <sonja@lakeshoreha.org>
Cc: Jean Gonzalez <jean@ascendanthp.com>
Subject: Clarification on CHNA Proposal Requirements

Good morning, Sonya,

I hope this email finds you well and ready for the holidays! On behalf of Ascendant Healthcare Partners, I am seeking clarification on a few points to ensure our proposal fully meets LSHA's requirements for the Community Health Needs Assessment (CHNA).

We would greatly appreciate your guidance on the following:

- 1. Neighboring Counties:** Could you confirm which specific neighboring counties are part of LSHA's secondary and tertiary service areas? **Union, Suwannee, and Hamilton Counties (all Florida Counties). The intent of including this as part of the RFP is to gauge whether needed services identified in Columbia County match any needed services in adjoining counties for the purpose of determining financial viability.**
- 2. Focus Groups:** Are there particular hard-to-reach populations LSHA has identified as priorities for focus group inclusion? **According to US Census data, there are currently 10,000 unserved and/or underserved individuals (relative to health care needs) in Columbia County. LSHA has not been able to identify these individuals.**
- 3. SDOH Data:** Are there any existing datasets LSHA recommends for analyzing social determinants of health (e.g., housing, transportation, etc.)? **The only datasets LSHA is familiar with is the WellFlorida Council Community Health Publications and US Census data.**
- 4. Visual Deliverables:** Does LSHA have a preference for the final reports' visual formats, such as dashboards, GIS maps, or infographics? **LSHA did not specify in the RFP; therefore, LSHA and the successful proposer will determine at time of contract.**
- 5. GIS Requirements:** While Ascendant Healthcare Partners can provide GIS mapping tools, we wanted to confirm whether LSHA has access to any GIS software that could be leveraged. **LSHA does not have access to GIS software.**

Your insights on these questions will help us tailor our approach and proposal to meet LSHA's expectations effectively. Please feel free to reach out if further clarification is needed.

Thank you for your time and support.

Best regards and happy holidays!

JoAnn

JoAnn Andrews, CEO

Ascendant Healthcare Partners

3001 North Davis Hwy, #6028 | Pensacola, Florida 32503

Main: (850) 789-3840 | Direct: (850) 221-5384

E-mail: JoAnn@AscendantHP.com Website: www.ascendanthp.com

[Book time with JoAnn](#)





December 17, 2024

Sonja Markham
Administrative Assistant
Lake Shore Hospital Authority
259 NE Franklin Street
Lake City, FL 32055

Sent via email to sonja@lakeshoreha.org

Hello:

Berry, Dunn, McNeil & Parker, LLC (BerryDunn) respectfully submits the following questions regarding the Lake Shore Hospital Authority's (LSHA's) Request for Proposal for a Community Health Needs Assessment:

1. Has LSHA determined a budget or expected budget range for this project? If so, can it be shared?
2. Does LSHA have target dates for certain project milestones? If so, what are they?
3. As it relates to the proposal page limit of ten pages excluding attachments, could LSHA provide guidance on what would be considered permissible attachments?
4. As it relates to Section II. Goals and Objectives, item b, is LSHA able to expand upon what types of information are available as it relates to the following statement: "...previous data from all sources?"

Thank you for your time and assistance. We look forward to learning more about the LSHA's needs for this project.

Sincerely,

Skylarr Trusty
Business Development Specialist
Local Government Practice Group
(504) 319-9950 | skyllarr.trusty@berrydunn.com



Sonja Markham

From: Dale Williams
Sent: Wednesday, December 18, 2024 11:01 AM
To: Skyllar.Trusty@berrydunn.com
Cc: Sonja Markham
Subject: RE: BerryDunn Questions to Lake Shore Hospital Authority

Please find below answers to your questions regarding the LSHA RFP for a CHNA. Please advise if I may be of further assistance.

- 1.) A budget for the project has not been determined. This was primarily due to the LSHA not knowing the final scope of work to be performed. The intent of LSHA is to work with the selected proposer to ensure that the final scope of services to be contracted for meets the overall needs of the Authority before assigning a budget to the project.
- 2.) No target dates were established. The LSHA desires to work with the successful proposer to determine adequate time frames to complete each element of the scope of work.
- 3.) As contemplated, the attachments would include any supporting data to support the staffing, experience, methodologies, or references that the proposer may submit for support of awarding this project.
- 4.) The only data known to LSHA are WellFlorida Council reports and data from the US Census Bureau.

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