



**Request for Proposal  
Washington County Department of Public Health and Environment  
Healthy Aging Initiative  
February 4, 2019**

*Organizational Overview*

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Washington County is located on the eastern edge of the Twin Cities Metropolitan area and has an estimated population of 251,015. The county seat is located in Stillwater, Minnesota, along the scenic St. Croix River, with service centers in Forest Lake and Cottage Grove, to cover the growing northern and southern sectors of the county. The continued expansion of the Twin Cities metropolitan area has caused a spread of highly developed urban areas in Washington County in the cities of Woodbury, Cottage Grove and Oakdale. The communities of Stillwater, Bayport, St. Paul Park, Newport and Forest Lake each developed economic bases that have supported a local work force. While much of Washington County has retained its rural atmosphere, today it is considered a “suburban” county. However, the county continues to maintain its diverse image, both rural and suburban. Each area of Washington County possesses a distinct set of landscapes and resources.

The Washington County Department of Public Health and Environment (PHE) has grown tremendously with the county and now includes about 90 full time equivalent positions. The employees of the Department strive to protect, promote and improve our community’s health, environment, safety and well-being by providing a variety of public health and environmental health services. The Department strives to be a leader and innovator, working in partnership with our communities to achieve optimal health status for Washington County residents.

In an effort to carry out this mission, PHE is seeking one or more organizations with strong roots in the community to provide healthy aging supports and project initiatives in multiple communities throughout Washington County.

*Project Description*

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Washington County recognized the need to “identify and provide access to services that meet the needs and expectations of our changing community” as a strategy in the 2013-2020 Strategic and Implementation Plan. The population in Washington County is increasing and the demographics are changing.

With attention to our changing demographics and growing aging population, Washington County (PHE) places an emphasis on healthy aging efforts. PHE intends to fund one or more organizations to support planning, community engagement, and project implementation for healthy aging initiatives in 2019.

The Department strives to support organizations with sustainable, population-focused, evidence-based initiatives. Health behaviors are affected by a wide variety of factors. Thus, healthy aging initiatives should aim to include a variety of approaches to health. Initiatives may include attention to healthy eating, physical activity, mental and chemical health, social connectivity, and civic participation.

The role of the Department in this healthy aging initiative is to provide technical assistance to organizations to: create community collaborations; act as a resource to the community on health services information; analyze and report aging and demographic data; and provide health education materials to the public as requested.

### *Scope of Service:*

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Grantee(s) will provide leadership, direction, and assistance to communities across Washington County to engage in community-based healthy aging initiatives.

The Department seeks to engage one or more organizations with the following qualifications:

1. Designated project coordinator;
2. Experience organizing communities to harness creativity, passion, and involvement to create health promotion initiatives for the aging population;
3. Established relationships with professional organizations, communities, and residents in multiple communities across Washington County;
4. Knowledge of evidence-based initiatives, project planning, and program evaluation;
5. Ability to engage and motivate resident involvement and sustain volunteer contributions.

### **Scope and Deliverables:**

In order to support healthy aging initiatives, final agreed upon deliverables may include:

1. Work with Department staff to communicate and promote plans for healthy aging initiatives.
2. Provide monthly updates. The organization will participate in monthly check-ins either in person or via phone call with PHE staff to provide informal updates/progress reports. Calls may occur more frequently as needed and be supplemented by email.
3. Create a work plan with objectives for 2019.
4. Provide support to communities including training, team organizing supports, and community-level financial support.
5. Provide information regarding community initiative plans and reach numbers to demonstrate resident inclusion.
6. Demonstrate financial support from other organizations for 2019.

### *Timeline:*

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#### **February 2019**

Post RFP for Healthy Aging Initiative

#### **March 2019**

Contract with selected organization(s)

Orientate organization(s) to Washington County funding procedures

#### **Date of approved contract-November 2019**

Begin implementation of community-level initiatives

Establish work plan time line for activities

#### **December 2019**

Provide End of Year reports and evaluations

Provide work plan and sustainability plan for 2020

### *Qualifications:*

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- Organization located in Washington County;
- Non-profit 501c3 status;
- Certificate of 1.5 million liability insurance;
- Documented work experience in healthy aging initiatives;
- Designated project coordinator;
- Listens to the needs of a group or an organization;
- Effective speaking and written communication skills. Has experience facilitating effective meetings and trainings;
- Has knowledge or experience with the community organizations in Washington County or the East Metro area; and
- Practices advanced business skills to include accounting; timely invoicing for reimbursements; completing reporting and evaluation forms; and presentations to stakeholders

Selected organization(s) will also provide a current certificate of liability insurance as part of the final agreement with Washington County.

### *Funding:*

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Maximum funding available per project is \$17,500. This total will be used for planning, project implementation, and training time related to the project.

## Proposal Requirements:

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Proposals are limited to six pages or less (single spaced, 12 point font) excluding the cover letter and should include the following:

- Cover letter to include interest in this project, a brief background in experience and progress of the organization in relation to healthy aging initiatives
- Job description and/or resume for project coordinator
- Proposed timeline, work plan, budget and deliverables (use template on page 7)
- List of organizations, communities, and individuals involved in project.
- Provide proof of community partnerships (example: letters of support)

The County reserves the right to select the most qualified applicant within the limits of the grant budget. A contract agreement will be established with Washington County upon the selection of the appropriate candidate(s).

The following items are conditions included in the County contract agreement.

### Data Privacy

All data collected, created, received, maintained, or disseminated for any purpose by the activities of the contractor, because of this agreement shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (Act), as amended and the Rules implementing the Act now in force or as amended. The contractor is subject to the requirements of the Act and Rules and must comply with those requirements as if it is a governmental entity. The remedies contained in section 13.08 of the Act shall apply to the contractor.

### Indemnification

The Contractor agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the Contractor in the performance of this agreement.

### Insurance

The Contractor agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified:

1. Commercial General Liability/Professional Liability with contractual liability coverage in the amount of the County's tort liability limits set forth in Minnesota Statute 466.04 and as amended from time to time.
2. Automobile coverage in the amount of the County's tort liability limits set forth in Minnesota Statute 466.04 and as amended from time to time.

### 3. Worker's Compensation in statutory amount (if applicable).

Prior to the effective date of this Agreement, the Contractor will furnish the County with a current and valid proof of insurance certificate indicating insurance coverage in the amounts required by this agreement. This certificate of insurance shall be on file with the County throughout the term of the agreement. As a condition subsequent to this agreement, Contractor shall insure that the certificate of insurance provided to the County will at all times be current. The parties agree that failure by the Contractor to maintain a current certificate of insurance with the County shall be a substantial breach of the contract and payments on the contract shall be withheld by the County until a certificate of insurance showing current insurance coverage in amounts required by the contract is provided to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' notice thereof to the County.

#### Independent Contractor

It will be agreed that nothing within the contract is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties or as constituting the Contractor as the agent, representative, or employee of the County or the Department of Public Health & Environment for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent Contractor with respect to all services performed under this agreement.

The Contractor will secure, at its own expense, all personnel required in performing services under the agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this agreement shall have no contractual relationship with the County or Department of Public Health & Environment and shall not be considered employees of the County Department of Public Health & Environment.

#### Audits, Reports, Records and Monitoring Procedures

Pursuant to Minn. Stat. section 16C.05 subd. 5, the Contractor will:

1. Maintain records which reflect all revenues, costs incurred and services provided in the performance of this Agreement.
2. Agree that the County, the State Auditor, or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices and involve transactions relating to this agreement. The Contractor agrees to maintain these records for a period of six (6) years from the date of the termination of this agreement.

#### Materials and Work Performance

All reports, memoranda, referrals, and correspondence generated by the Contractor in fulfilling this Agreement become the property of the County. The Contractor shall prepare and maintain all records required by the County to substantiate the amount and types of services rendered and for other purposes. The County shall inform the Contractor of the need for and nature of all such records.

#### Nondiscrimination

The Contractor agrees to comply with the nondiscrimination provision set forth in Minnesota Statute 181.59. The Contractor's failure to comply with section 181.59 may result in cancellation or termination of the agreement, and all money due or to become due under the contract may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

#### Subcontracting and Assignment

The contractor shall not enter into any subcontract for performance of any services contemplated under this agreement nor novate or assign any interest in the agreement without the prior written approval of the county. Any assignment or novation may be made subject to such conditions and provisions as the county may impose. If the contractor subcontracts the obligations under this agreement, the contractor shall be responsible for the performance of all obligations by the subcontractors.

#### Merger and Modification

It is understood and agreed that the entire Agreement between the parties is contained here and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

#### Severability

Every section, provision or part of this Agreement is declared severable from every other section, provision or part thereof to the extent that if any sections, provision or part of this Agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision or part thereof.

#### Possession of Firearms on County Premises

Unless specifically required by the terms of this contract or the person it is subject to an exception provided by 18 USC§ 926B or 926BC (LEOSA) no provider of services pursuant to this contract or subcontractors shall carry or possess a firearm on county premises or while acting on behalf of Washington County pursuant to the terms of this agreement. Violation of this provision is grounds for immediate suspension or termination of this contract.

**Proposals are due by 4 pm on Monday, February 25. Please send proposals electronically to:**

Chloe Richter, Sr. Community Health Specialist at [chloe.richter@co.washington.mn.us](mailto:chloe.richter@co.washington.mn.us)

### HEALTHY AGING PROJECT WORK PLAN 2019

<b>Activities Proposed</b> <i>Activities that will lead to expected outcomes.</i>	<b>Expected Outcomes &amp; Deliverables:</b> <i>What are the expected results or outcomes for the specific activities listed on the left? What is measurable as a result of the activity? How many individuals or organizations do you expect to reach through this activity?</i>	<b>Timeline</b>	<b>Budget</b> <i>Provide a budget for each activity</i>
Evaluation Plan	Include how you plan to evaluate the impact of this project.		

<b>TOTAL AMOUNT REQUESTED: UP TO A MAXIMUM AMOUNT OF: \$17,500</b>	
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