



## PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

733 Bishop Street, Suite 1820 ○ Honolulu, Hawai'i 96813

Telephone (808) 537-3131 ○ FAX (808) 537-6868

[www.pihoa.org](http://www.pihoa.org) | Facebook | LinkedIn

### REQUEST FOR PROPOSAL

<b>RFP Title</b>	Guam Department of Public Health and Social Services (DPHSS) Public Health Accreditation Coordinator
<b>Required Registration of Interest</b>	All prospective respondents are required to register their interest in applying for this RFP via email to PIHOA's Deputy Director Janet Camacho ( <a href="mailto:janetc@pihoa.org">janetc@pihoa.org</a> ), Grants Manager Cerina Mariano ( <a href="mailto:cerinam@pihoa.org">cerinam@pihoa.org</a> ), and Contracts Management Officer Keleise Reid ( <a href="mailto:keleiser@pihoa.org">keleiser@pihoa.org</a> ). Changes or clarifications made on this RFP will be communicated with all prospective respondents through the registered point of contact.

I. PROPOSED TIMEFRAME	
ACTIVITY	DATES
Release of RFP	October 21, 2024
Proposal Submission Deadline	November 4, 2024
Period of Performance	Immediate upon contract execution to July 31, 2025, with possible extension to July 31, 2026, based on the availability of funding and satisfactory performance

II. BACKGROUND
<p>Established in 1986 by the chief health officials of the US-Affiliated Pacific Islands (USAPIs) of American Samoa, Commonwealth of the Northern Mariana Islands (CNMI), Federated States of Micronesia (FSM), Guam, Republic of the Marshall Islands (RMI), and the Republic of Palau, the Pacific Island Health Officers' Association (PIHOA) is a 501(c)3 headquartered in Honolulu, Hawaii, with a field office in Hagåtña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.</p> <p>PIHOA is governed by the ministers, directors, and secretaries of health of the five USAPIs representing American Samoa, FSM, Guam, Palau, and RMI (Board of Directors) and their respective deputies, FSM state-level directors, and the Chief Executive Officers of the local public hospitals (Associates). PIHOA also has Affiliate members comprised of Pacific regional professional associations and development partners.</p> <p>PIHOA leadership have identified the following as key regional priorities for health systems strengthening: 1) health workforce development/human resources for health; 2) health information systems, epidemiology, and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) partnership engagement.</p> <p><b>PIHOA Public Health Infrastructure Project:</b> With funding support from the U.S. Centers for Disease Control and Prevention's (CDC) Public Health Infrastructure Center (PHIC) through its OT21-2101 Partnership Cooperative Agreement with CDC, PIHOA is collaborating with OE22- 2203 Public Health Infrastructure Grant (PHIG) Component B Partners, such as the Association of State, Territorial, and</p>

Health Officials (ASTHO), the Public Health Accreditation Board (PHAB), and the National Network of Public Health Institutes (NNPHI), to provide technical assistance and support to the USAPIs to strengthen and expand public health workforce, foundational capabilities, and data modernization efforts. This specific project aims to strengthen efforts to build the public health foundation in the USAPIs by improving pathways and standards associated with public health accreditation.

### **III. PURPOSE AND SCOPE OF WORK**

PIHOA is seeking an individual or organization to serve as a technical consultant specializing in public health accreditation readiness coordination in limited resource settings.

Under the general direction of the Guam Department of Public Health and Social Services (DPHSS) DPHSS Director or designee, the Public Health Accreditation Coordinator will provide coordination and technical support to the DPHSS to plan, execute, and monitor the necessary efforts to achieving and maintaining public health accreditation through the U.S. public health accreditation agency: Public Health Accreditation Board (PHAB).

The Public Health Accreditation Coordinator will be responsible for all aspects of accreditation readiness assessment, planning, and monitoring, coordination of local public health accreditation activities, and guiding the DPHSS to track and ensure continued PHAB accreditation status.

Key tasks for this consultancy will include:

1. Provide insight and guidance to staff on how to interpret PHAB's "Guide to Standards and Measures Interpretation" and PHAB's "Acronyms and Glossary of Terms;"
2. May serve as the primary point of contact with the PHAB; and serve as the subject matter expert on the PHAB accreditation process and required documentation;
  - a) Educate and train staff and stakeholders on the accreditation process, standards, measures, and reporting requirements for accreditation through the PHAB.
3. Act as the liaison between the DPHSS, consultants, other agencies, and individuals contributing to the accreditation process;
4. Schedule and facilitate regular meetings and collaboration with staff in the development and revision of the major plan to ensure accreditation and coordinate the development and implementation of the DPHSS' internal plan to engage staff, community, and partner organizations in the accreditation process;
5. Develop and maintain a timeline for the initial accreditation and re-certification process, including tasks and assignments for the PHAB site visit, and be responsible for obtaining and managing data for accreditation reporting needs;
  - a) Organize PHAB site visit preparation activities and present site visit results to leadership and other stakeholders;
6. Develop and maintain a database of documents for conformity to accreditation standards and measures;
7. Prepare clear, concise, and accurate reports for leadership regarding accreditation status; oversee the collection and be involved with the final vetting of documentation for accreditation and re-accreditation; and submit all required documentation to PHAB, including registration, application materials, documents, and annual reports;
8. Participate in CDC PHIG and PHIG Component B-sponsored virtual and in-person meetings/trainings when required;

9. Submit all required data and information for accreditation and for reporting needs related to accreditation and assessments.

<b>IV. SCHEDULE OF DELIVERABLES</b>		
<b>ACTIVITY</b>	<b>COMPLETION DATES</b>	<b>SUBMISSIONS</b>
Develop and maintain a timeline for the initial accreditation and re-certification process	Within 2 weeks of contract execution	Accreditation Preparation Timeline (to be reviewed and endorsed by the DPHSS)
Educate and train staff and stakeholders on the accreditation process, standards and measures, and reporting requirements for accreditation through the PHAB	Within 3 months of contract execution date	Training materials and reports
Organize PHAB site visit preparation activities and present site visit results to leadership and other stakeholders	As determined by PHAB and DPHSS	Site visit itinerary and reports
Develop and maintain a database of documents for conformity to accreditation standards and measures	No later than July 31, 2025	DPHSS Accreditation Database
Collect and compile data and information in preparation for the PHAB application process, including registration, application materials, documents, and annual reports	Through to July 31, 2025	Community Health Assessment, Community Health Improvement Plan, Strategic Plan, other reports, forms, and documentation
Provide ongoing technical assistance and support to DPHSS for accreditation and re-accreditation	Through to July 31, 2025	Accreditation Readiness Checklists, Progress Reports, forms, tools, SOPs, etc. developed
Submit final programmatic and financial reports	No later than September 31, 2025	Final Reports and Invoice

<b>V. MANDATORY QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Minimum of master’s degree(s) in public health, or related field from an accredited university (or equivalent professional experience).</li> <li>2. Must have 3-5 years or more of work experience in the field of accreditation.</li> <li>3. Must demonstrate their qualifications and provide evidence of their work and experience in the field of accreditation.</li> <li>4. At least one year of experience in program management, assessment and accreditation, or quality improvement.</li> <li>5. Must have experience creating and maintaining an internal project database of proposed and selected documentation.</li> </ol>
<b>KNOWLEDGE AND DEMONSTRATED MASTERY</b>
<ol style="list-style-type: none"> <li>1. Must have an overall understanding of the Public Health Accreditation Board (PHAB) accreditation process, standards and measures, and domains.</li> <li>2. Excellent verbal and written communication skills (English), with experience in developing detailed reports and presenting technical information that can be easily understood by non-technical audiences;</li> </ol>

3. Work experience in the field of public health, health care, or related relevant settings (e.g., university research centers);
4. Demonstrated client management, stakeholder engagement, and meeting facilitation skills;
5. Strong organizational and project management skills, with knowledge in the use of project management systems and tools;
6. Ability to facilitate meetings, discussions, and consensus processes;
7. Ability to research, collect, analyze, and evaluate data and recommended best practices, procedures, and techniques; and
8. Ability to analyze problems, identify solutions, project outcomes, and implement recommendations in support of accreditation goals.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Experience working as a Public Health Accreditation Coordinator is preferred.
2. Experience working in the Pacific region or other resource-constrained, high-disease-burden environments, with experience conducting similar laboratory or health program assessments in the Pacific, is highly preferred.
3. Intermediate to advanced computer literacy, proficient in Microsoft Office applications; and managing an internal database of proposed and selected documentation; familiarity with e-PHAB is desirable.
4. Familiarity with Guam Department of Public Health and Social Services (DPHSS) policies and procedures is desirable.

**VI. RFP RESPONSE**

Respondents should include the following information in their proposals:

1. Experience with a similar scope of work.
2. A clear summary of their approach to the work.
3. Statement of qualifications and experience to perform the scope of work, including staffing plan (as applicable), summary of related experience for all those to be involved in the project, and a resume/CV for all those to be involved in the project.
4. Description of project management approach and ability to manage the project scope within the designated timeline.
5. Fee for services based on the performance period and completion of stated deliverables as itemized in **Section IV. Schedule of Deliverables**. This is anticipated to be a flat-rate consultancy contract inclusive of consultant fees, travel expenses, and sub-contracting and deployment expenses of Subject Matter Experts (SMEs) out into the field.
6. The names, phone numbers and email addresses of three individuals, preferably at different organizations, who have been clients during the last three years and can be contacted as references.
7. **Certification of Eligibility.** All respondents must include a signed certification that the respondent is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities, the applicant is an equal employment opportunity employer, and the applicant will comply with all applicable contract provisions required for contracts under federal awards or other grantor stipulations.

**RFP RESPONSE FORMAT**

1. May not exceed 10 pages, excluding the budget, attachments, and sample work.
2. Should be organized in the order in which the requirements are presented above and should clearly indicate the specific requirement that is being addressed.

3. Shall include all the required information indicated herein. Failure to submit all required information may result in a request for prompt submission of missing information, giving a lowered evaluation of the Proposal, or rejection of the Proposal.

<b>VII. EVALUATION</b>	
DESCRIPTION	MAX POINTS
Proposals will be scored on the following criteria:	
– Experience and technical proficiency in public health accreditation or accreditation.	25
– Technical proposal, work methodology, and proposed work plan in line with consultancy objectives	35
– Staffing/capacity to complete the work	20
– Proposed consultancy cost	20
<b>TOTAL POSSIBLE POINTS:</b> <i>Proposals must have a minimum score of 70 to qualify for a contract.</i>	<b>100</b>

<b>VIII. PROPOSAL SUBMISSION</b>
<p>Proposals will be accepted until consultancy is awarded. Submit proposals via email to:</p> <ul style="list-style-type: none"> <li>• Janet Camacho (Deputy Director) at <a href="mailto:janetc@pihoa.org">janetc@pihoa.org</a></li> <li>• Cerina Mariano (Grants Manager) at <a href="mailto:cerinam@pihoa.org">cerinam@pihoa.org</a></li> <li>• Keleise Reid (Contracts Management Officer) at <a href="mailto:keleiser@pihoa.org">keleiser@pihoa.org</a></li> </ul> <p>The award of the contract is subject to approval by the Executive Director. Any protest or dispute regarding the solicitation may be addressed to the Executive Director and submitted via email to <a href="mailto:emic@pihoa.org">emic@pihoa.org</a>.</p> <p>PIHOA is an equal-opportunity employer. Discrimination based on age, race, sex, handicap, or national origin is expressly prohibited.</p>

<b>IX. RFP TERMS &amp; CONDITIONS</b>
<p>a. PIHOA is not liable for any costs or expenses incurred by the Respondent or any other person or entity in the preparation of their Proposal.</p> <p>b. PIHOA reserves the right to reject any and all Proposals received from Respondents as a result of this RFP, as is in the best interests of PIHOA, as determined solely by PIHOA.</p> <p>c. In determining which Proposal is best, PIHOA will consider the responsiveness to the requirements, the consultant cost, and the experience, qualifications, references, responsibility, and current availability of the Respondent to perform the Services. PIHOA may waive any technicalities or formalities in determining how best to serve PIHOA's interests. PIHOA reserves the right to cancel the award of the contract at any time prior to execution of the contract without liability on the part of PIHOA.</p> <p>d. This RFP may be sent as a courtesy to known interested individuals and firms. The receipt of this RFP from PIHOA in no way implies that the recipient is a qualified Respondent.</p> <p>e. Any Proposal submitted to PIHOA is not confidential. All materials submitted become the property of PIHOA. PIHOA has the right to use any or all uncopyrighted concepts presented in any Proposal. Approval or disapproval of a Proposal does not affect this right.</p> <p>f. Any changes to any part of this RFP, will be communicated to all Respondents who have registered their interest, as required and explained on page 1 of this RFP.</p>

- g. To be considered, proposals must be complete, in the format indicated in this RFP, and delivered by the date and time indicated in this RFP. Respondents will not be given an opportunity to change any part of a proposal after submission. A respondent may submit only one proposal. More than one proposal from an individual, firm or partnership, corporation, or association under the same or different names will not be considered and will be considered grounds for disqualification and/or rejection of the proposals involved unless prior approval has been given by PIHOA.
- h. If the Respondent to whom the award is made fails to execute the subsequent contract within 14 days of receipt, the award may be annulled and the contract awarded to the second lowest responsible Responder, and such Responder shall fulfill every stipulation embraced herein, as if the Respondent were the original party to whom the award was made, or PIHOA may reject all of the bids, as its interest may require.
- i. From the issue date of this RFP until a determination is made regarding the qualification of Respondents, all contacts with PIHOA concerning this RFP must be made through the Deputy Director, Janet Camacho, and Grants Manager, Cerina Mariano. All questions about the meanings or intent, discrepancies, or omissions of the RFP shall be submitted in writing. Replies to these inquiries shall be made in writing. The written responses become part of the RFP and will be provided to each Respondent who has registered their interest in this RFP.