

Request for bids for Community Engagement Outreach Specialist

The mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration.

The Health Education Council is seeking to enter into an agreement to complete community engagement activities to contribute to completion of activities as part HEC's tobacco initiative, LUCHA Tabaco - Gold Country! Latinos Unidos Contra el Habito y Adiccion al Tabaco (Fight Tobacco - Gold Country! Latinos United against the Habit and Addiction to Tobacco), a regional tobacco control initiative to reduce tobacco use in the regions Latino population (LUCHA)*. Goals of LUCHA include:

- Surveying the community in order to guide outreach efforts to the Hispanic/Latino Community.
- Engaging with community leaders, behavioral health specialists, housing personnel and community leaders to educate and gain insights on opportunities to reduce tobacco use/exposure among Hispanic/Latino populations.
- Provide community education on the dangers of tobacco products and the detriment of electronic cigarettes on our youth.

Specific activities of the Community Engagement Outreach Specialist will include expanding data collection activities to further support project activities; educational outreach; advocacy activities; and trainings of local residents and leaders to increase their engagement in local tobacco control efforts. It is anticipated that outreach will involve contacting and educating 6-8 partners in specific areas; recruiting 6-10 for local trainings; participating in 4-6 meetings to plan approach and strategy.

Community Engagement Outreach Specialist activities will be completed in the following geographic areas: Placer, San Joaquin, and Stanislaus Counties.

The duration of this agreement is to begin as soon as possible for a 3-12 month agreement subject to availability of funds.

Please complete the attached bid form and return to Philip Bensing at pbensing@healthedcouncil.org.

*LUCHA is a project of the Health Education Council, partially funded through the California Department of Public Health, Tobacco Control Program, Regional Initiative to Mobilize Communities and Reduce Tobacco-Related Disparities among Hispanic/Latino populations, contract number 17-10973.

Address
 City, State ZIP
NOTE: May be printed on agency letterhead

COMPETITIVE BID (CB)

Bid Number:		Bid Opening Date:	
CONTACT INFORMATION			
Name:		Phone:	
Fax:		Email:	
MAILING ADDRESS:			

Instructions:

- Bids should be submitted by the time and date specified in bid description.
- Faxed or emailed bids are acceptable and may be faxed or emailed to the number/email address included in the bid description.
- The Prospective Contractor should provide the information below.

PROSPECTIVE CONTRACTOR INFORMATION			
Company Name: _____			
Name (type or print): _____		Title: _____	
Address: _____			
City: _____		State: _____	ZIP Code: _____
Telephone Number: _____	Fax Number: _____	Mobile Number: _____	
E-Mail Address: _____			
Signature: _____			
<i>Use ink only.</i>			
Business Designation (check one):	Individual [] Partnership []	Sole Proprietorship [] Corporation []	Public Service Corp [] Government/ Nonprofit []

BID FORMAT- Complete bid application form below.

Any statement in this document that contains the word “**must**” or “**shall**” means that compliance with the intent of the statement is mandatory. Failure by the bidder to satisfy that intent will cause the bid to be rejected.

All bid pricing **must** be United States dollars and cents.

COST

All charges **must** be included on the Official Bid Price Sheet(s) and **must** include all associated costs (including but not limited to delivery, freight etc.) for the goods or services being bid. Do not include sales taxes in pricing. Bid pricing should be valid for 30 days following CB opening to allow sufficient time to tabulate and evaluate bid responses.

SCOPE

Agency must enter a brief description of item/services to be provided.

PAYMENT AND INVOICE PROVISIONS

All invoices **shall** be forwarded to the:

Health Education Council
Attention: Accounts Payable
3950 Industrial Blv. Suite 600
West Sacramento, CA 95691

Further details regarding invoicing can be provided to successful bidder.

PERFORMANCE STANDARDS

- A. HEC may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. *Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- B. HEC has the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards, and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- C. All changes made to the Performance Standards will become an official part of the contract.
- D. Performance Standards will continue throughout the aggregate term of the contract.
- E. Failure to meet the minimum Performance Standards of the agreement as specified will result in termination.
- F. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. HEC has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, HEC has final determination of the performance acceptability.
- G. Should any compensation be owed to HEC due to the assessment of damages, Contractor **shall** follow the direction of HEC regarding the required compensation process.

AWARD CRITERIA AND RESPONSIBILITY

Bids **must** meet or exceed all defined specifications. Bids **must** meet all terms and conditions of this Competitive Bid and the laws of the State of California.

AGENCY CAPABILITY / SCOPE OF WORK

Please describe your experience, expertise, history, and any other information to explain why you are the best entity to meet the needs of this request for bid opportunity.

Describe scope of work to be performed.

HEALTH EDUCATION COUNCIL
COMPETITIVE BID

OFFICIAL BID PRICE SHEET

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
<i>Example</i>	<i>Contact key stakeholders to advance tobacco control efforts in Sacramento County</i>	<i>4-6 contacts</i>	<i>each</i>		
1.					
2.					
3.					
4.					
5.					
6.					

GRAND TOTAL \$ _____