Request for Letters of Interest (LOI)  
No. DPH/034

Hospital Preparedness Program (HPP): Community Health Clinics/Centers Subcommittee

The County of Sacramento, Department of Health and Human Services, Division of Public Health, Hospital Preparedness Program is seeking qualified organizations to form and facilitate a subcommittee of the Sacramento County Healthcare Coalition. The purpose of the Community Health Clinics/Centers Subcommittee is to help improve medical surge capacity and capability, to further enhance the community’s health system preparedness for disasters and public health emergencies, and ensure that planning contributions are made for Community Health Clinics and Health Centers (see attached Scope of Work). Funding will be made available to those that meet the minimum requirements in this Letter of Interest (LOI) and the amount of funding will depend on the number of qualified applicants.

The organization must meet the following minimum requirements:
1. Be a membership organization whose membership includes two or more independent organizations that operate community clinics and health centers that provide primary health care services to Sacramento County residents;
2. Conduct advocacy, and provide training, and other capacity building opportunities to strengthen and support members;
3. Currently provide emergency preparedness education and training;
4. Currently have an updated Emergency Preparedness Plan; and
5. Currently participate in emergency preparedness planning activities with Sacramento County Public Health Hospital Preparedness Program or Sacramento County Healthcare Coalition.

Interested organizations must respond using the form at the end of this document by the due date (see below). The form must include your organization’s information – legal name, address, phone, e-mail, and must be signed by a person with contract signing authority for the organization.

This will be the only advertisement of this request for LOI. The County of Sacramento reserves the right to cancel this public notice and/or issue a Request For Proposal (RFP) for these services, to reject any or all LOIs and/or proposals, and to determine which LOI and/or proposal shall be accepted. Only those agencies that successfully respond to this public notice are eligible to participate in the RFP for these services if a RFP is utilized in the future. This will be the only advertisement of this public notice and/or RFP if utilized. In addition, the County reserves the right to make a contract award to one or more bidders for all or part of the services. This funding is contingent upon State approval.

Responses are due and must be received at the Sacramento County Department of Health and Human Services, Public Health Emergency Preparedness, ATTN: Hannah Aalborg 7001 A East Parkway, Suite 600, Sacramento, CA, 95823 by 5:00 PM June 2, 2016. Fax, e-mail, or postmarked submissions will not be accepted; delivery to any other office will not be accepted.
The overarching purpose of the Hospital Preparedness Program (HPP) is to build and maintain prepared healthcare systems, advance the development and maturation of healthcare coalitions, strengthen regional coordination, and ensure the healthcare system can maintain operations and surge to provide acute medical care during all-hazards emergencies. The HPP is a capabilities-based program. The following are the eight healthcare preparedness capabilities: Healthcare System Preparedness, Healthcare System Recovery, Emergency Operation Coordination, Fatality Management, Information and Intelligence Sharing, Medical Surge, Responder Safety and Health, and Volunteer Management.

By creating the Community Health Clinics/Centers Subcommittee, Sacramento County HPP seeks to ensure that health clinics/centers are fully integrated in planning and response efforts; as their continuous operations and contributions to surge capacity are critical to healthcare system success in large-scale incidents. The following activities are possible actions to help achieve this goal.

**Healthcare System Preparedness**
- Generate a list of all community health clinics/centers in Sacramento County along with contact information.
- Organize and facilitate the Community Health Clinics/Centers Subcommittee.
- Work with Sacramento County HPP Coordinator on development of a tiered process that includes but is not limited to the following: 1. Coordinate the planning and response of Sacramento County community health centers 2. Create a Memorandum of Agreement (MOA) for response (if needed) 3. Identify individual and group sector-specific trainings 4. Participate in exercises (when applicable) 5. Throughout the phased system address the HPP Capabilities.

**Healthcare System Recovery**
- Identify community health centers that need to create or update an Emergency Operations Plan (EOP).
- Compile all community health centers’ Hazard Vulnerability Assessment (HVA) for 2016/17.

**Information Sharing**
- From generated list of community health centers, determine single point of contact to relay information during an emergency.
- Work with Sacramento County Health Alert Network (HAN) Coordinator to enroll community health centers in California Health Alert Network (CAHAN).

**Medical Surge**
- Participate in trainings and exercises offered by the Sacramento County Healthcare Coalition.
Submission of the Letter of Interest serves as a notice that our organization is interested in applying for LOI # DPH/034

Minimum Requirements:

1. Be a membership organization whose membership includes two or more independent organizations that operate community clinics and health centers that provide primary health care services to Sacramento County residents;
2. Conduct advocacy, and provide training, and other capacity building opportunities to strengthen and support members;
3. Currently provide emergency preparedness education and training;
4. Currently have an updated Emergency Preparedness Plan; and
5. Currently participate in emergency preparedness planning activities with Sacramento County Public Health Hospital Preparedness Program or Sacramento County Healthcare Coalition.

I hereby certify that my organization meets the above minimum requirements:

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<th>Signature</th>
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Printed Name: ____________________________

Title: ____________________________