

**REQUEST FOR QUALIFICATIONS**  
**Lesbian and Bisexual Women's Health Training Programs**

**October 15, 2014**

**City of West Hollywood, California**

**Project Description**

The City of West Hollywood seeks to establish a pool of qualified lesbian and bisexual health experts for the purpose of assisting the City with developing a cultural competency training curriculum, conducting trainings, and/or coordinating the logistics and operation of training programs for healthcare professionals and other healthcare workers.

From the pool of qualified experts, the City will have the ability to select one or more consultants for various projects related to the trainings. The principal responsibility of the selected consultant(s) will be to advise and assist the developing a cultural competency training curriculum, conducting trainings, and/or coordinating the logistics and operation of training programs. The pool of consultants shall have sufficient expertise in the design and development of a cultural competency training program and in lesbian and bisexual women's health and/or in organizing, managing and administering training programs and the logistical operations of implementing a multitude of training programs.

**Scope**

The service provider is expected to provide program deliverables negotiated per the list below. As the lesbian and bisexual women's health expert of record for the City, the selected consultant(s) will be required to facilitate the development of a cultural competency training curriculum, conducting trainings, and/or coordinating the logistics and operation of training programs through the following typical tasks:

- (a) Develop culturally competent training curriculum on lesbian and bisexual women's health issues in conjunction with the LA County Lesbian and Bisexual Women's Health Collaborative.
- (b) Adjust finalized curriculum to meet the needs of different types of health professionals.
- (c) Provide contracted deliverables within the specified time and budget agreed upon
- (d) Work with City staff along with members of the LA County Lesbian and Bisexual Women's Health Collaborative.
- (e) Prepare monthly reports on the status of developing the trainings.
- (f) Work in Collaboration with the LA County Lesbian and Bisexual Women's Health Collaborative to design and conduct one 2 hour Power Point presentation with an outline and references for 1 conference each for:
  - 1. Health care administrators, health care executives, and health care industry leaders
  - 2. Women's health leaders and other ancillary health professionals
- (g) Adjust the Power Point presentation for tailored onsite trainings at healthcare facilities for:
  - 1. Physicians, Physician Assistants, and Nurse Practitioners
  - 2. Nurses and licensed health professionals
  - 3. Unlicensed health professionals
- (h) Develop evaluation tool for conferences and onsite trainings

**Minimum Requirements**

Respondents must have the following minimum qualifications:

- (a) Understanding of lesbian and bisexual women's health issues.
- (b) Knowledge of cultural core competencies.
- (c) Experience in curriculum design.
- (d) Background in conducting training programs.
- (e) Experience in program evaluation methods.

## **Qualifications Package Submission**

Qualifications package submissions shall include at least the following:

- (a) Name, street and email address, and telephone number of the applicant.
- (b) A description of how the applicant understands the work required, the manner in which it would be undertaken, and their anticipated level of effort during the development of a cultural competency training curriculum, and in conducting trainings, and/or coordinating the logistics and operation of training programs.
- (c) Fee schedule, indicating agreement to compensation of \$100 per hour up to a total of 25 hours, totaling \$2,500.
- (d) Résumé, including the qualifications and professional experience of the individual applicant.
- (e) References.

Teams of more than one applicant may submit a single proposal.

Four (4) bound copies of the qualifications package, one (1) unbound copy suitable for reproduction, and one (1) copy in .pdf format are to be submitted to the following address:

City of West Hollywood  
Human Services and Rent Stabilization  
Attn: Jeff Book  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
E-mail: jbook@weho.org

Qualifications package submissions shall be sealed and clearly labeled **Lesbian and Bisexual Women's Health Training**. All packages shall be submitted by **4:00 p.m. local time** on November 5, 2014. Upon submission, all packages shall become the property of the City of West Hollywood and will not be returned.

### **Selection Criteria**

In evaluating responses to this Request for Qualifications, the City of West Hollywood intends to select a highly qualified individual(s) capable of providing a high level of service. The City will give preference to applicants who successfully address the following factors, in no specific order:

- Recent experience in lesbian and bisexual women's health, curriculum development, and knowledge of cultural competencies as it relates to the health care system.
- Experience in facilitating and managing training programs.
- General knowledge of the healthcare system within the City of West Hollywood and the greater Los Angeles region.
- Ability to respond to the City of West Hollywood's needs in a timely and appropriate manner.
- Level of proposed fee structure, and willingness to work cooperatively with the City to reduce fees for required services.

### **Miscellaneous**

- All costs of RFQ preparation shall be borne by the applicant.
- All RFQ submissions become the property of the City, which reserves the right to use any or all of the ideas in these proposals, without limitation. Selection or rejection of a submission does not affect these rights.
- The City reserves the right to extend the RFQ submission deadline if, in the City's sole judgment, such action is in its interests. If the deadline is extended, applicants will have the right to revise their submissions.
- The City reserves the right to reject all, or any, of the submissions it receives.
- The City reserves the right to withdraw or modify this RFQ, and to refrain from awarding contracts altogether.
- The City reserves the right to request additional information during the RFQ evaluation process.

**Inquiries**

Inquiries regarding this RFQ should be directed to:

City of West Hollywood  
Human Services and Rent Stabilization  
Attn: Jeff Book, Administrative Specialist  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
E-mail: [jbook@weho.org](mailto:jbook@weho.org)

**Advertisement**

The City of West Hollywood seeks to establish a pool of qualified lesbian and bisexual health experts for the purpose of assisting the City with developing a cultural competency training curriculum, conducting trainings, and/or coordinating the logistics and operation of training programs for the purpose of assisting City staff with the training health professionals in cultural competencies related to lesbian and bisexual women's health and for health care institutions to achieve Health Equity Index status.

Copies of the RFQ are available by contacting:

City of West Hollywood  
Human Services and Rent Stabilization  
Attn: Jeff Book, Administrative Specialist  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
E-mail: [jbook@weho.org](mailto:jbook@weho.org)

Responses to the RFQ are due no later than 4:00 p.m. on November 5, 2014.