

Memo



To: Karen Conard, City Manager
From: Kim McNamara, Health Officer
Date: October 5, 2022
Re: **Community Health Profile & Needs Assessment**

A Request for Proposal (RFP) for a Community Health Profile & Needs Assessment was posted on 8/10/22, with responses due on 8/30/22 and was closed on 9/9/22. The response rate was low, and no proposal met the required criteria. Feedback was received that vendors do not have adequate staffing or time to allot to a project of this size, but may be interested in a smaller scope of work.

Therefore, the Community Health Profile and Needs Assessment has been divided into the following phases.
Phase I – Demographic & Community Health Data Profile
Phase II – Community Health Needs Assessment
Phase III – Community Health Improvement Plan Recommendations

With these smaller defined phases, the Health Department is hopeful that this very important work can begin soon as and be completed within a reasonable timeline.