



REQUEST FOR QUOTATION
Grant Management Software
January 5, 2024

Inquiries and quotes should be submitted via email to:

Amy Abrams
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Grossmont Healthcare District
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Question and answer deadline: January 19, 2024

Respondents are asked to submit completed quotes by **5:00 pm on January 26, 2024.**

General

The purpose of this RFQ is to solicit competitive pricing for subscription to a cloud-based program to support the Grossmont Healthcare District's (GHD, or "the District") community grants program.

The Grossmont Healthcare District is a local healthcare district, formed in 1952, and organized pursuant to Division 23 of the Health and Safety Code of the State of California to provide and operate health care facilities for a specified geographic region of San Diego County. The District's boundaries encompass an area of 750 square miles in eastern San Diego County. Included within the District boundaries are the cities of La Mesa, Lemon Grove, Santee, and El Cajon, the San Carlos/Del Cerro communities of the City of San Diego, and certain unincorporated areas within San Diego County. The District owns Grossmont Hospital, which is operated through a public-private partnership with Sharp HealthCare. The District is governed by a five-member elected Board of Directors.

The District's mission statement is as follows:

As stewards of the public trust, your Grossmont Healthcare District will preserve and protect those resources entrusted to its care. To maintain and improve the physical and behavioral health of its constituents, we will:

- Anticipate and recognize the unmet health care needs of the communities we serve and support suitable services to the greatest extent possible consistent with available resources.
- Collaborate with the hospital and other community partners to ensure access to state-of-the-art medical services for all of the residents of Grossmont Healthcare District and beyond.

Community Grants Program

A key function of GHD's Community Health department is the Community Grants & Sponsorships program. From July 1 through December 31 annually, GHD accepts requests for one-year grants and sponsorship of charitable events from local nonprofit organizations whose work addresses the unmet health and human service needs of District residents. In FY2022-23, approximately \$1.3 million dollars in community grants and nonprofit event sponsorships were awarded to approximately 35 organizations. For more information, and to view current policies and application processes:

<https://www.grossmonthealthcare.org/community/grants-sponsorships/>

The District also operates a Health Career Scholarships program, which provides financial support for District constituents pursuing healthcare education and training. Scholarships are awarded to approximately 45 local high school students and approximately 20 professionals annually. For more information:

<https://www.grossmonthealthcare.org/community/scholarships/>. If suitable, the

platform may be adapted for this purpose as well.

Scope of Work

The selected company shall provide the following:

- Discovery with key GHD staff to develop a thorough understanding of the agency's requirements, definitions, and use cases
- Configuration of a cloud-based grant management program
- Staff/user training on the various features of the platform
- Launch support and troubleshooting as required
- Ongoing customer support

Quote Submission

Respondents shall submit a quotation that contains the following:

- Detailed description of the proposed cloud-based grant management software program
- Detailed breakdown of the total all-inclusive cost for the program and associated support, including start-up costs (if applicable), subscription fees, and support
- Description of the company: history, size, qualifications
- Information about the company's experience in providing grant management support to comparable agencies to GHD, including specific experience with special districts or public health agencies
- Two references for significant and comparable engagements performed in the last five years. Indicate the scope of work, date, and the name, telephone number, and email address of the principal client contact.
- An affirmative statement that the company is independent of the District, and description of any known or anticipated conflicts of interest that may exist.

Evaluation Criteria

Quotations will be evaluated by a committee made up of GHD staff, based on the following:

- Suitability of the proposed software: appropriateness for District uses, ease of use, adaptability, stability
- Competitiveness and reasonableness of pricing
- Experience and reference responses
- Customer support offered
- Timeliness of project completion

At the discretion of the District, companies submitting quotations may be requested to provide a live demonstration as part of the evaluation process.

The District reserves the right to accept or reject any or all quotes received. It is anticipated the selection of a software platform will be completed by February 2, 2024.