

**CEBiB Survey Data Analysis Request for Qualifications  
October 2022**

**Background**

During the summer of 2020, following the murder of George Floyd, the DeKalb County Community Mental Health Board (MHB) looked at policies and practices and decided that improvements need to occur with diversity, equity, inclusion, and belonging related to behavioral healthcare. In January 2021, the MHB created the Collaboration for Equity and Belonging in Behavioral Healthcare Committee (CEBiB). The CEBiB committee's mission is to explore and assist with making sure quality behavioral healthcare options are intentionally inclusive and equitable for all DeKalb County residents. A survey was created to learn where opportunities and challenges exist in the community for getting mental health services. The survey was released on May 18, 2022, and closed on September 1, 2022, and 851 surveys were completed.

**Scope of Work**

The DeKalb County Community Mental Health Board is seeking an experienced professional/contractor who will analyze the existing Community Survey data and develop data-based reports that summarize the trends. The reports are the key deliverables of this proposal. This analysis aims to identify community trends and turn these findings into reports to be utilized by the CEBiB Committee and the DeKalb County Community Mental Health Board in making funding recommendations and decisions about access to behavioral healthcare services. Reports must have clear talking points that are appropriate to share with community members, key stakeholders, MHB-funded agencies, and MHB members and committee members.

***This Request for Qualifications is NOT seeking technical proposals for data technology, data warehousing, or database management.*** The Scope of Work is limited to data analysis. Under the leadership of the DCCMHB Executive Director and CEBiB Co-Chairs, the contractor is expected to work with the CEBiB committee to accomplish the following Scope of Work:

1. Data Assessment and Analysis:
  - a. Analyze 2022 Community Survey data collected utilizing the Momentive/Survey Monkey platform. Professional/Contractor will be granted "Power Seat" permissions to access Community Survey responses and data. Data analysis will drill down to specific demographics provided through the survey, including geographical location, race & ethnicity, age, gender identity, and sexual orientation.
  - b. Identify other data sources that supplement the 2022 Community Survey, such as focus group data.
2. Summary of Findings
  - a. Develop a summary of findings, including trends across demographic sectors, and present it to the CEBiB Committee and DCCMHB members.
  - b. Develop talking points to be shared with community members, key stakeholders, MHB-funded agencies, and MHB members and committee members.
  - c. Provide recommendations on additional opportunities for data collection, including an analysis of gaps in existing data.
  - d. Provide a summary memo detailing any data collection and analysis suggestions based on experience with this proposal's data analysis and reporting.
3. Qualifications and Experience

The ideal contractor will have the following qualifications:

1. Experience analyzing qualitative and quantitative data.
2. Experience developing data-focused reports based on qualitative and quantitative data analyzed.
3. Experience working with Momentive/Survey Monkey survey software.

4. Familiarity with DeKalb County, Illinois.
5. Familiarity with behavioral healthcare concepts.
4. Response Requirements – Provide a proposal response that addresses the following:
  - a. Experience: Describe your qualifications and past and current experience with similar work as outlined in this request for proposal, including expertise with Momentive survey software and analysis.
  - b. Strategies: Describe your proposed strategies for implementing each of the deliverables described in The scope of work, with a proposed work plan and the timeline for completing the work.
  - c. Costs: Costs for performing the scope of work based on the deliverables. Please list your proposed cost for each of the deliverables specified in the scope of work.
  - d. Primary Contact person including email, mailing address, and phone number.
  - e. If available, an example of a data-based report product.
5. Evaluation of Responses – Responses will be evaluated to determine which professional/contractor best meets the needs of the DCCMHB. Evaluation considerations will include the following:
  - a. Qualifications and experience of the consultant relevant to this scope of work.
  - b. Proposal response demonstrates a clear understanding of the work to be performed, and the proposed timeline is reasonable.
  - c. Cost, although a significant factor, may not be the dominant factor. Cost is significant when all the other evaluation criteria are relatively equal.

The contract will be made to the professional/contractor who, in the opinion of the DCCMHB, is the best qualified. The possibility of future data analysis may come from these reports. DCCMHB, at its sole discretion, rejects any or all proposals submitted in response to this Request for Qualifications. DCCMHB reserves the right to cancel this RFQ at its sole discretion at any time before an agreement or contract is executed. DCCMHB shall not be liable for any costs incurred concerning preparing any proposal submitted in response to this RFQ.

Proposals are due to the DeKalb County Community Mental Health Board office, either by email to: [dcada@dekalbcounty.org](mailto:dcada@dekalbcounty.org), mail, or in-person drop-off by 4:30 p.m. on December 2, 2022. DeKalb County Community Mental Health Board, Community Outreach Building, 2500 N. Annie Glidden Road, DeKalb, IL. 60115.

Any questions concerning this request for qualifications should be directed to Deanna Cada, Executive Director, DeKalb County Community Mental Health Board, email: [dcada@dekalbcounty.org](mailto:dcada@dekalbcounty.org). All questions and answers will be posted on the DCCMHB website: [www.dcmhb.org](http://www.dcmhb.org).

The contract is scheduled to be awarded in January 2023. The time period for conducting this project is January 2023 through June 2023.