



Wood County Health Department
Community Health Center

Request for Proposals (RFP):

Project Lead for Northwood School-Based Health Center Planning Project

This RFP can be obtained online at www.woodcountyhealth.org or by contacting Lindsey Ruivivar at HealthCenter@woodcountyohio.gov or by calling (419) 728-9968.

Wood County Community Health Center (WCCHC) is soliciting responses from qualified individuals interested in serving as Project Lead for a School-Based Health Center Planning Project. WCCHC was awarded a planning grant from the Ohio Department of Health for the project period of October 1, 2025 – June 30, 2026. All required grant activities must be accomplished during the project period.

Individuals with relevant experience and qualifications are encouraged to respond. The purpose of the RFP process is to identify the most qualified respondent.

I. Project Background

WCCHC, in collaboration with Northwood Local Schools, has determined the need to expand access to primary care services in the Northwood community, to include medical, dental, and behavioral health services. Northwood Local Schools has identified approximately 3,135 square feet of space for a School-Based Health Center (SBHC) within the school district administration building at 700 Lemoyne Road, Northwood, Ohio 43619. In September 2024, WCCHC developed an initial community needs assessment and business plan for the project, and in July 2025, an architect completed a feasibility study of the identified space.

During the planning grant project period, input will be solicited from students and families to confirm implementation of the following services anticipated to be provided at the future SBHC: diagnosis and treatment of minor, acute, and chronic medical conditions; comprehensive health assessments/well-child exams; immunizations; routine laboratory tests; mental health assessment and treatment; health education and health promotion; medications and/or prescriptions for medications; dental services; referrals to and follow-up for specialty care.

The recently awarded planning grant will accomplish the following activities:



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- Conduct Advisory Committee meetings
- Finalize a business plan
- Finalize a renovation plan

II. Project Scope

The Project Lead is responsible for accomplishing the following goals following Ohio Department of Health (ODH) grant and reporting requirements:

Goal 1: The Project Lead, in collaboration with WCCHC, Northwood Local Schools, students, families, and community partners, will develop a draft business plan (using a template provided by ODH) within six months after the start of the grant (March 2026), and finalize the business plan by the end of the grant period (June 2026). The Project Lead will target input from students and families who are currently going without access to primary care services to ensure inclusive program design.

The Project Lead will be provided with already developed needs assessment, staffing plan, and budget materials, with the expectation to build upon these materials to draft and finalize the business plan.

Goal 2: By December 2025, the Project Lead will form an Advisory Committee with representatives from Northwood Local Schools and other stakeholders to hold at least three meetings during the planning period (December 2025, February 2026, April 2026), providing a variety of opportunities for participation including in-person, virtual, and via representatives and written input. The Project Lead is responsible for scheduling the meetings, setting an agenda, encouraging participation and input from diverse stakeholders, taking meeting minutes, and submitting meeting agendas, minutes and sign-in sheets for timely grant reporting.

Input from Advisory Committee members will be utilized to complete the business plan. The Project Lead will solicit participation from community members and stakeholders to inform program design and ensure that SBHC services meet the needs of all students and families. The following community engagement plan will be implemented during the planning period:

- November-December 2025: Coordinate with WCCHC to develop and disseminate communications to school personnel, students and families, and community



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partners, from the school superintendent and WCCHC, about the goals of the planning grant and opportunities for individuals to participate.

- November-December 2025: Schedule at least two in-person opportunities for individuals and organizations to meet the Project Lead and learn about opportunities for participating in program design. Interested parties will also be provided with contact information to connect with the Project Lead if they are not able to attend, or for follow up questions.
- December 2025: First Advisory Committee meeting. Meeting minutes will be taken and made available to anyone who is not able to attend. Additionally, community stakeholders, students, and families will be offered ways to submit feedback and ideas to the Advisory Committee.
- February and April 2026: Advisory Committee meetings, with additional meetings to be scheduled pending needs identified by the committee participants.

Goal 3: November 2025-June 2026 the Project Lead will participate in SBHC training and technical assistance, to include: monthly SBHC Community of Practice meetings, bi-monthly one-on-one meetings with the ODH SBHC Coordinator, monthly and quarterly Ohio Alliance for School-Based Health (OASBH) learning meetings, and, the annual Ohio SBHC conference (February 5, 2026, in Westerville, Ohio). The Project Lead will disseminate relevant learning with Advisory Committee participants.

Utilizing provided technical assistance, the Project Lead will identify any data-sharing agreements that may need to be implemented between WCCHC the school district, and work with WCCHC to develop relevant policies and procedures specific to operating a SBHC.

Goal 4: November 2025-June 2026 the Project Lead will submit complete and timely monthly program reports detailing updates on planning progress, successes, challenges, and barriers, to include documented efforts to engage students and families who may benefit from SBHC services.

III. Selection Criteria

WCCHC intends to evaluate received proposals and possibly invite one or more individuals to be interviewed before making a final selection for the project. WCCHC will notify selected individuals of the date and time of any interview. WCCHC reserves the right to select an individual based solely on statements of experience, qualifications, and contract bid.



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Proposals will be evaluated based on the following criteria:

- Experience effectively convening stakeholders to solicit input and to collaboratively achieve project deliverables (30%)
- Experience developing needs assessments and business plans (25%)
- Experience working with community-based organizations such as health care providers and school districts (20%)
- Experience managing grant-funded projects (15%)
- Bid alignment with available funds (10%)

WCCHC will enter into a contract with the selected respondent. If a mutually agreeable contract cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be finalized.

IV. Available Funds

Up to \$22,000 is available for the Project Lead's time to accomplish the project scope activities (outlined under II. Project Scope), to be paid based on deliverable completion:

- Monthly reports (8 reports at \$650 per report) **\$5,200**
- Attend required monthly ODH and OASBH virtual meetings and webinars, and disseminate relevant information to stakeholders (8 months at \$650 per month) **\$5,200**
- Stipend to attend the annual Ohio SBHC conference on February 5, 2026, and disseminate relevant information to stakeholders **\$600**
- Advisory Committee informational sessions: schedule, work with project partners to promote the sessions, lead sessions by providing project overview and inform attendees about opportunities to participate, collect attendee contact information (2 sessions at \$750 per session) **\$1,500**
- Advisory Committee meetings: schedule, develop agendas, work with project partners to recruit attendees, lead meeting facilitation, document meeting minutes and sign-in sheets (3 meetings at \$1,500 per meeting) **\$4,500**
- Finalize the project's business plan, including all ODH required components, soliciting input from appropriate WCCHC personnel (\$2,500 for the draft business plan, \$2,500 for the final business plan) **\$5,000**



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Separately, grant funds will pay for the Project Lead's registration to attend the annual Ohio SBHC conference (February 5, 2026, in Westerville, Ohio). Grant funds will also be available to pay printing costs for approved meeting and outreach materials. The Project Lead will provide their own computer, cell phone, internet, and transportation. WCCHC will provide the Project Lead with an email address and shared means of document storage to be utilized for the sole purpose of this project.

V. Proposal Response

Responses must be submitted electronically, with "SBHC Planning Grant RFP" as the subject line, to: HealthCenter@woodcountyohio.gov.

Responses are requested to be limited to no more than five pages, and must be received at or before 5:00PM local time on Monday, November 3, 2025. Responses should include the following (items A. and B.):

A. Please describe relevant experience and qualifications, including:

- Experience identifying and convening local stakeholders to solicit input and to achieve project development;
- Experience managing planning grants and reporting;
- Experience working with community-based organizations, such as health and social service agencies and school districts;
- Experience with projects of similar scale and scope, including experience developing needs assessments and business plans; and
- Professional qualifications and other relevant experience.

B. Provide a written response and acknowledgement that the required project activities will be completed in accordance with the grant-specified deadlines, and provide a contract bid to complete the scope of work (see IV. Available Funds).

VI. Questions

For any questions regarding this RFP or the proposal process, please contact Lindsey Ruivivar at HealthCenter@woodcountyohio.gov or (419) 728-9968 no later than 12:00PM on Friday, October 31, 2025.



VII. Timeline

- RFP Issued: Monday, October 20, 2025
- Deadline for Questions: 12:00PM on Friday, October 31, 2025
- Proposal Submission Deadline: 5:00PM on Monday, November 3, 2025
- Proposal Selection: Anticipated by Friday, November 7, 2025

VIII. Reservation of Rights

WCCHC reserves the right to reject all submissions, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

Nothing in this document shall require WCCHC to proceed with awarding a contract.

WCCHC reserves the sole right to 1. Evaluate the qualifications submitted; 2. Waive any irregularities therein; 3. Reject any or all respondents submitting qualifications, should it be deemed in WCCHC's best interest to do so; 4. To make selection based solely on qualifications without an interview process; 5. To negotiate a contract with the respondent it believes can best meet the needs of the project.

All materials and reports developed through this scope of work must be submitted to WCCHC and will remain the property of WCCHC.