



Request for Proposals (RFP): Community Convening Facilitation

Issued by: Verdant Health Commission (Public Hospital District No. 2, Snohomish County)

Date of Issue: August 5, 2025

Deadline for Questions: August 29, 2025, 5:00 PM PST

Proposal Deadline: September 12, 2025, 5:00 PM PST (by email only)

Finalist Interviews: September 29 - 30, 2025

Contact:

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I. Purpose

Verdant Health Commission, also known as Public Hospital District No.2, Snohomish County seeks a qualified consultant or team to support a series of community convenings focused on Child, Adolescent, and Young Adult Mental Health in South Snohomish County. The consultant will help design and facilitate engagement efforts to gather insights, identify opportunities, and foster authentic partnerships that inform Verdant's future investments. Our goal is to listen deeply to community stakeholders, understand what is most needed, and refine our strategies to best support mental health services for young people.

These convenings will promote shared learning, build relationships, and advance collaborative planning to explore promising models, coordinate efforts, and co-create community-driven solutions. We seek a consultant who can recommend and facilitate a range of engagement formats, from large convenings to small focus groups or one-on-one interviews and guide us in implementing the most effective approach.

II. About Verdant

Public Hospital District No.2, Snohomish County (The District) was formed in 1962 and operated as Stevens Hospital until 2010 when the hospital was leased to Swedish. At that time, The District was rebranded to Verdant Health Commission to better align with the new operating structure. Swedish operates and maintains all aspects of the Hospital. Verdant focuses its assets and efforts on health improvement activities in South Snohomish County, encompassing the cities of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, and portions of Bothell and unincorporated Snohomish County.

Verdant's mission is to improve the health and wellbeing of our whole community - South Snohomish County. Annually, we invest in about 50 community organizations to increase access to health services and resources that benefit the entire community. We are a unique public-private partnership Verdant:

- Ensures a full range of acute hospital and outpatient services for residents of South Snohomish County
- Invests in programs that enhance the overall health of our community through partnerships
- Convenes partners and the community to facilitate ongoing communication and collaboration

Verdant recently announced a new [2025-2028 Strategic Plan](#) designed to align our resources and activities with our mission. By 2028 we will have:

- Defined specific, focused collaborative health projects focused on our priorities:
Child, Adolescent and Young Adult Mental Health and Access to Direct Healthcare Services
- Empowered community partners to deliver services to the residents of South Snohomish County
- Documented and measured the positive results of our investments

III. Scope of Work

The selected consultant will collaborate with Verdant for 6–9 months to plan and facilitate a community engagement process. The consultant will lead the following activities:

1. Engagement Strategy & Modality Recommendations
 - Advise on the most effective formats for community engagement (e.g., large convenings, focus groups, listening sessions, or 1:1 interviews).
 - Recommend a phased approach for informal and formal engagement.
2. Facilitation & Planning Support
 - Collaborate with Verdant to develop agendas and materials for convenings.
 - Facilitate convenings and engagement sessions, ensuring community participation and meaningful dialogue.
3. Information Gathering & Synthesis
 - Capture and summarize key themes, ideas, and feedback from all convenings and conversations.
 - Analyze findings to identify shared priorities, promising models, and potential solutions.
4. Recommendations
 - Provide a final written report summarizing key takeaways and offering actionable recommendations to inform Verdant's future funding strategy and partnership development.

Through this engagement, we aim to achieve the following:

1. Increase Verdant Understanding: Identify key needs, service gaps, and community strengths related to Child, Adolescent, and Young Adult Mental Health.
2. Learn about Promising Models: Surface effective approaches (e.g., Kids' Mental Health, Pierce County), that may be applicable to the South Snohomish County community.
3. Build Relationships: Strengthen connections among service providers, schools, funders, government agencies, and community groups to create momentum for collective action.
4. Establish a Shared Community Vision: Develop a shared vision for a more coordinated and responsive mental health system with common values and potential next steps.
5. Strategic Direction for Verdant: Ensure community insights will guide Verdant's funding priorities and partnership strategies for the 2027 funding cycle and beyond.

IV. Proposal Requirements

Verdant will score and select proposals to invite for an interview.

Responses must contain the following elements:

1. **Firm Background and Experience (25 points)**
 - Organization name and contact information
 - History, size, services and capacity to manage convening activities
 - Description of work with at least two similar projects and deliverables.
 - Experience working with special districts or public agencies, (e.g. public health, public hospital districts or healthcare).
2. **Approach & Methodology (20 points) (2-page max)**
 - Describe facilitation and engagement strategies.
 - Describe communication style and explain how progress will be communicated to Verdant and frequency of updates.
3. **Staffing & Availability (15 points) (1-page max)**
 - Provide bios and roles of assigned staff or subcontractors.
4. **Timeline (15 points) (1-page max)**
 - Outline key phases, events, and milestones.
5. **Cost Estimate (15 points) (1-page max)**
 - Include hourly rates, estimated hours, and expenses by task.
6. **References (10 points) (1-page max)**
 - Three references (at least two from public or philanthropic organizations).

V. Formatting Requirements:

- Include a Table of Contents

- Limit: 10 double-sided pages (20 pages total), including TOC and resumes
- Font: Minimum 12 pt (text), 10 pt (captions)

VI. Evaluation Process

A panel of Verdant staff and Commissioners will review and score proposals based on the criteria listed above. Top-ranked candidates will be invited to an interview.

VII. RFP Timeline

Event	Date
RFP Released	August 5, 2025
Final Questions Due	August 29, 2025 (by 5:00 PM PST)
Answers Provided	September 5, 2025
Proposal Deadline	September 12, 2025 (by 5:00 PM PST)
Interview Invitations	September 19, 2025
Finalist Interviews	September 24 –25, 2025
Intent to Award	October 3, 2025
Contract Start	October 10, 2025