



REQUEST FOR PROPOSALS

FPHS Capacity & Cost Assessment Feasibility Study

INTRODUCTION

The Foundational Public Health Services (FPHS) defines a minimum package of public health capabilities and programs that no public health jurisdiction can be without ([The Foundational Public Health Services - Public Health Accreditation Board](#)). The FPHS is a national framework that defines the unique responsibilities of governmental public health.

The Ohio Public Health Institute (OPHI) developed its own *FPHS Capacity & Cost Assessment Tool* that has been administered to local health departments (LHDs) annually since 2018. The purpose of the assessment is to:

- Identify to what extent LHDs are currently able to fulfill the FPHS;
- Identify how much LHDs are spending right now on FPHS; and
- Identify what investment is needed to fully carry out the FPHS in Ohio.

The data is analyzed and reported every year - the most recent report is here: [Microsoft Word - OH FPHS FY 2024 Full Report Nov 11 2025](#). It details current spending patterns, highlights and quantifies the extent of unmet needs, and estimates of the additional annual investment required to address these resource gaps and achieve full implementation of the FPHS statewide. OPHI is committed to expanding the use of the capacity & cost assessment results for Ohio LHDs. The data has value for strategic planning, advocacy, education and financial performance management.

OPHI is seeking a consultant to determine the feasibility of developing or purchasing an interactive website/tool that allows locals to compare their LHD to the state overall and to peer LHDs (de-identified individual LHDs). The consultant should have familiarity with governmental finance, strong writing and communication skills, ability to facilitate workgroups and solicit LHD feedback.

The budget for this proposal is not to exceed \$35,000. The contract is expected to run from July 10, 2026 to November 1, 2026.

Please submit proposals by June 1, 2026 at 5PM ET. Complete proposals should be emailed as a PDF file to ophp@ohiopublichealth.org.

Initiative Background

The mission of OPHI is to promote and strengthen public health through a sustained collaboration of Ohio's public health experts, advocates, and leaders. OPHI focuses on advancing public health practice and making systematic improvements in public health. The FPHS Capacity & Cost Assessment is a valuable source of information for this purpose.

OPHI is a member of the 21C Learning Community (Public Health in the 21st Century), convened by the Public Health Accreditation Board (PHAB) Center for Innovation, focused on intentional state-wide public health system transformation. Read More: [The PHAB Center for Innovation's 21st Century Learning Community: Transformation Priorities - JPHMP Direct](#) and [21C State - Ohio - Public Health Accreditation Board](#).

OPHI supports implementation of the national Foundational Public Health Services (FPHS) Framework in Ohio. The framework outlines the unique responsibilities of governmental public health and defines a minimum set of Foundational Capabilities and Foundational Areas that must be available in every community.

Through a workgroup of local health department volunteers, OPHI developed its own *FPHS Capacity & Cost Assessment Tool*. The tool is a 7-page excel spreadsheet that asks LHDs to record actual labor and non-labor expenses. Then, LHDs make informed judgements to estimate the types and amounts of labor and non-labor resources that are spent in each of the FPHS categories. The assessment identifies the gap between what LHDs can currently provide and what they should be providing to meet the FPHS and then estimates how much it will cost to close that gap.

Purpose of the Request for Proposals (RFP)

- The FPHS Capacity & Cost assessment data has value to LHDs for strategic planning, advocacy, education and financial performance management. Currently there are not enough tools in place for LHDs to maximize the data for individual financial performance, such as benchmarking, performance management, financial monitoring and education/advocacy to local decision makers.
- OPHI is interested in exploring the feasibility, cost and maintenance of developing or purchasing a tool to assist LHDs in improving their financial performance through this available data. The audience is primarily LHDs, but the project will be of value to the Association of Ohio Health Commissioners (AOHC) and the Ohio Department of Health (ODH) as well.

Objectives

- Conduct a feasibility study to establish an Interactive website/tool that allows LHDs to compare their LHD to the state overall and to peer LHDs (de-identified individual LHDs) using FPHS Capacity & Cost Assessment data.
- Working with OPHI, establish a volunteer workgroup of LHD volunteers and stakeholders to provide input into the feasibility study.
- Develop criteria to identify and assess potential options for a tool or website that will meet LHD needs. Rank potential options based on criteria.
- Prepare a final feasibility study report with recommendations for further action.
- Develop criteria for a subsequent RFP to find a vendor or contractor to implement the selected option and/or recommendations.

Activities

- Serve as the lead for conducting the feasibility study described above.
- Work with OPHI to identify a workgroup of LHD volunteers (Financial officers, Health Commissioners and other significant stakeholders) to provide input into the study.
- Develop and maintain project timelines for all project activities.
- Maintain regular communication with OPHI regarding project status, challenges, and accomplishments.
- Develop criteria to identify and assess potential formats or tools.
- Explore potential formats for a tool or program. This could simply be Excel, or a more formal product like Tableau, etc.
- Assess potential formats to determine the value to LHDs, likelihood they will use it, and assess the cost and long-term maintenance of implementation.
- Develop consensus with the workgroup, prepare a final feasibility study report and make a recommendation to OPHI.
- Develop criteria for a subsequent RFP to find a vendor or contractor to implement the selected option and/or recommendations if funding is available. Include in the final report.

Proposals must include:

- A detailed description of how deliverables will be met and what methods will be used.
- A proposed timeline for the activities above that includes length of time to complete each task.

- Review periods for OPHI should be built into the timeline.
- A proposed budget that includes the estimated costs and an hourly rate for all individuals contributing to project. Alternatively, the budget could include the cost per deliverable.
- A brief biography for all individuals that would contribute to the proposal's implementation that includes skills that the consultant would contribute to the project and anything else the consultant(s) would like to share, such as background experience, connection to the work, and desire to engage.

Eligibility:

- If selected, the Consultant must be able to execute a contract with OPHI by July 10, 2026, the start date for the period of performance.
- Experience with successfully conducting a feasibility study, conducting assessments or similar types of projects or tasks.
- Experience with governmental finance and local public health concepts. Knowledge of Foundational Public Health Services (FPHS) a plus.

Proposals should be no more than 5 pages, excluding biographies. Please email complete proposals as a PDF file to ophp@ohiopublichealth.org by June 1, 2026 at 5PM ET.

Interested organizations may contact Susan Tilgner, OPHI Executive Director, at tilgnersusan@gmail.com with questions.