

**County of Sacramento  
Department of Health Services  
Public Health Division**

**Request For Letters of Interest (LOI) No. SCPH/103**

**Community Health Improvement Plan (CHIP) Implementation Agency**

The County of Sacramento, Department of Health Services, Division of Public Health (SCPH) is seeking a qualified agency to continue implementation of the Sacramento County CHIP. The Sacramento County CHIP identifies Mental Health, Food Access, and Housing as priority areas to improve community well-being and advance health and racial equity.

A lead Community-Based Organization (CBO) will serve as the coordinating entity to implement and sustain collaborative action across sectors. The implementation coalition, Community Health In Action (CHIA), was established in 2023 and will continue to be the deciding body for work done on the CHIP.

The successful agency will be asked to:

1. Coordinate and convene a broad network of agencies, including health care providers and multi-cultural CBOs that represent all communities, to continue implementation of the CHIA Coalition, utilizing the Mobilizing for Action through Planning and Partnerships (MAPP) framework and adhering to the Public Health Accreditation Board (PHAB) accreditation requirements.
2. Facilitate implementation of CHIP strategies across Mental Health, Food Access, and Housing focus areas.
3. Oversee and lead the CHIA Steering Committee, CHIA Coalition and the CHIA Subcommittees.
4. Support cross sector collaboration and resident engagement, focusing on lowest Healthy Places Index (HPI) scoring census tracts.
5. Oversee and manage fiscal contracts for agencies to implement prioritized programs that will improve health of Sacramento County residents.
6. Track progress, gather data, and report outcomes related to the CHIP workplan. Oversee the gathering of data on improvements in health status and health equity and set up a dashboard for displaying the data.

Funding will be negotiable for the contract for the approximate term beginning March 2026 and is contingent on annual awards.

**The Agency MUST meet ALL of the following minimum requirements:**

1. Single agency responses only. No collaborations, partnerships, multi-agency or fiscal sponsorship responses will be accepted.
2. Have at least 3 years of experience conducting or facilitating a county-wide CHIP focused on mental health, housing and food access with a local public health department.
3. Have at least 5 years of experience convening and coordinating agencies that work with disadvantaged communities to address health equity issues in Sacramento County.
4. Have at least 5 years of experience implementing and coordinating complex, multi-agency projects, including establishing and managing contractual relationships with agencies and subcontracting with CBOs, as well as overseeing fiscal contracts.
5. Have a working knowledge and familiarity with the MAPP framework and the PHAB accreditation process.
6. Have the capacity and system(s) to track, monitor, evaluate and report progress towards meeting multiple contract deliverables.
7. Be located within a 25-mile radius of Sacramento County and be able to meet in-person for meetings

**LOI Release date: November 12, 2025**

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and events.

8. Be identified as a 501(c) 3 organization or other non-profit in good standing.

Interested organizations must respond using the form at the end of this document by the due date (see below). The form must include your organization's information – legal name, address, phone, e-mail, contact name, and must be signed by a person with contract signing authority for the organization. Electronic and scanned authorized signature(s) will be accepted.

Email subject line should include organization name and LOI number (example: Smithsonian, LOI SCPH/103 Response). DHS will reject any submissions not substantially meeting all LOI requirements.

The successful applicant(s) shall be required to sign a Sacramento County contract template and must agree to all terms and conditions of the contract with Sacramento County.

**This will be the only advertisement of this public notice of request for LOI.** The County of Sacramento reserves the right to cancel this public notice and/or issue a Request for Proposals (RFP) for these services, to reject any or all LOIs and/or proposals, and to determine which LOI and/or proposal shall be accepted. Only those agencies that successfully respond to this public notice are eligible to participate in the RFP for these services if an RFP is utilized in the future. In addition, the County reserves the right to make a contract award to one or more bidders for all or part of the services.

**Responses are due and must be emailed to SheffieldM@saccounty.gov as a PDF file attachment or as a zipped file by 5:00pm (PST) on November 19, 2025. The following will not be accepted: hard copies of responses that are delivered to County locations, emailed responses to any other email address, or faxed responses. Late submissions will not be accepted.**

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|----------------------------|--|
| Organization's Legal Name: |  |
| Address:                   |  |
| Phone:                     |  |
| E-Mail:                    |  |
| Contact Name:              |  |

Submission of this Letter of Interest serves as notice that our organization is interested in applying for LOI # SCPH/103

**Minimum Organization Requirements:**

**The Agency MUST meet ALL of the following minimum requirements:**

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6. Have the capacity and system(s) to track, monitor, evaluate and report progress towards meeting multiple contract deliverables.
7. Be located within a 25-mile radius of Sacramento County and be able to meet in-person for meetings and events.
8. Be identified as a 501(c) 3 organization or other non-profit in good standing.

I hereby certify that my organization meets the above minimum requirements:

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Signature

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Date

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Printed Name

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Title

**LOI Release date: November 12, 2025**