

REQUEST FOR PROPOSALS



Community Health Needs Assessment Services

RFP # 211209-218

Date of Issue: December 9, 2021

Questions Due: December 16, 2021

Answers Issued via Addendum: December 22, 2021

Sealed Proposals Due: December 29, 2021

**Pender County Health Department
803 S. Walker St.
Burgaw, NC 28425
Phone: 910.259.1908
Fax: 910.259.1258
email: cjsmith@pendercountync.gov**

INTRODUCTION

The County of Pender is seeking letters of proposal for professional services to conduct, assist with data collection, analysis, and reporting of the Community Health Needs Assessment (CHNA). The CHNA allows the County to determine how to improve the health and well-being of the community within an array of categories. Analysis will aid in the strategic planning and development of programs utilized to benefit the health of the community. The successful candidate shall provide insight and assistance for the Pender County Health Department, promote a collaborative spirit, a positive and flexible approach to problem-solving, clear, and compassionate communication skills, and an energetic pace. A high level of professionalism and strong interpersonal skills are required. Professional shall have considerable knowledge of Community Health Needs Assessment requirements, the practice and principles of community resources, and other standards of public health.

CONTRACTOR RESPONSIBILITIES

- Establish a cooperative relationship with the Pender County Health Department, community resources, and other public health officials.
- Assist in the formation of Steering Committee and attend in person or virtual meetings with committee. Meeting discussions may include, but not limited to; up to date progress, data collection progress, gathering input, and essential future steps.
- Design, consult, and assist with logistics of community health opinion survey. Contractor should be able to provide a sample design.
- Provide training on mobile data collection, analysis, survey techniques, field safety, and other related topics. Include necessary materials such as, but not limited to, field notebooks, electronic tablets, training notebooks, or field maps.
- Gather most current U.S. Census spatial data.
- Using County address data, draw sample routes to conduct face-to-face interviews within residential addresses.
- Provide on-site data collection assistance during data collection process.
- Review and evaluate secondary data analysis.
- Assist with forum marketing and community engagement.
- Cooperate with the Pender County Health Department with community engagement and develop prioritization strategies.
- Collaborate with Steering Committee to organize and develop final report format.
- Analyze and verify all data collected and identify common trends.
- Edit and compose final CHNA report, which must meet the requirements of the Public Health Accreditation Board.

COUNTY RESPONSIBILITIES

- Arrange for community and staff volunteers to conduct door-to-door interviews.
- Contact representative stakeholder groups to participate in Steering committee.
- Provide logistics for Steering Committee such as meeting space, meeting notices, and sign in sheets.
- Draft and deliver final survey instrument to vendor for analysis.

CONTRACT TERMS

- The contract term will be one for up to (1) year.
- Modifications and/or changes to the contract including, but not limited, to cost and services shall be in writing.
- Either party may cancel the contract by providing the other party a (30) day written notice of cancellation.

SELECTION CRITERIA

The factors to be considered in awarding the contract are as follows:

- The contractor's professional experience within data collection, analysis, and reporting
- The contractor's demonstrated ability to meet the requirements under scope of responsibilities
- The contractor's ethical and professional standing
- The contractor's fixed rate

SUBMITTAL PROCESS

Any questions related to this Request for Proposal should be submitted in writing via e-mail to Chasity Smith, Purchasing Agent at cjsmith@pendercountync.gov by December 16, 2021 at 5:00pm EST. Answers will be provided and attached as Addendum 1 on December 22, 2021.

Sealed proposals are due on or before 3:00 pm EST on December 29, 2021. The submittal package should be clearly marked "RFP # 211209-218 Community Health Needs Assessment Services" and clearly identify the contractor submitting the proposal.

Sealed proposals shall be addressed to the **attention of Chasity Smith, Purchasing Agent** at the following address:

Pender County Health Department
Attention: Chasity Smith
803 S. Walker Street
Burgaw, NC 28425

CLOSING

All responses submitted become the property of the Pender County Government. Submitting a proposal in response to this RFP does not commit Pender County to award a contract or pay any costs incurred in preparation, or travel to Pender County. The County reserves the right to contract with one or more vendors. Additionally, the County reserves the right to cancel this Request for Proposal in part or in its entirety.

LIMITATIONS

This Request for Proposal does not commit Pender County to award a contract, pay any costs incurred in preparation, or travel to Pender County, NC to present a proposal to this request, or to procure or contract for services.

All proposals submitted in response to this Request for Proposal become the property of the Pender County Government. Pender County reserves the right to accept or reject any or all proposals received or to cancel this Request for Proposal in part or in its entirety. After proposals are reviewed, the County will select the proposal that is in the best interest of Pender County.

TERMS AND CONDITIONS

In entering a Contract with Pender County North Carolina (the "County"), your company (the "Vendor"), acknowledges and agrees to abide by the Terms and Conditions set forth below, which shall supersede any conflicting terms and conditions.

1. COUNTY RIGHT TO CANCEL OR RESCIND – The County reserves the right to cancel a contract with 30 days written notice or otherwise rescind a Purchase Order based on the County's best interest.
2. PURCHASE ORDER REQUIRED – The County will not be responsible for any equipment, supplies, and/or services delivered without a Purchase Order and assumes no obligation for products or services shipped or delivered in excess of the quantity ordered. Any unauthorized products or services are subject to the County's rejection and shall be returned at the Vendor's expense.
3. VENDOR FAILURE TO DELIVER – In the event of Vendor's failure to deliver as and when specified, or to perform as and when specified, the County reserves the right to cancel this order, or any part thereof, without prejudice to its other rights, and Vendor agrees that the County may return part of any shipment so made and may charge Vendor with any loss expense sustained as a result of such failure to deliver or perform.
4. CHANGES – If Vendor refuses to accept this purchase order exactly as written, Vendor will return it at once with explanation. Any changes to Contracts or Purchase Orders requires the written acceptance of both parties to become effective. This will include product or service substitutions, cost changes, and delivery schedule changes.

5. INVOICES – Vendor will deliver invoices to the County at the address or electronically at website shown on the face of this Purchase Order. Vendor will send separate invoices for each purchase order number and invoices must be itemized in accordance with the items listed on the Purchase Order.

6. PRICE – The itemized price listed for products and services on the Vendor invoice must match that specified on the Purchase Order. No boxing, packing, cartage, or shipping charges will be allowed by the County unless specifically authorized on the face of this Purchase Order. Any cash discount period to County will date from County's receipt of the invoice or from the date of the receipt of goods, whichever is later.

7. TAXES – Vendor shall pay all sales or use taxes that are or become due in connection with any products or services provided hereunder and shall indemnify and save harmless the County from any damages, costs, fees, expenses, or penalties on account of such taxes. Vendor is required to list all applicable taxes as separate lines on the face of the invoice.

8. DELIVERY/TITLE – Unless otherwise agreed, delivery shall be f.o.b. point of destination and title shall pass to County upon acceptance at the final delivery point. Risk of damages or loss following shipment and prior to acceptance by County shall be the responsibility of Vendor.

9. RIGHT OF INSPECTION AND REJECTION – Equipment, supplies, and services supplied by Vendor shall be received subject to the County's inspection and approval either during manufacturing or delivery (with prior arrangement), or within a reasonable time after delivery, notwithstanding prior payment. If specifications or warranties are not met, material and equipment may be returned at Vendor's expense. No material or equipment returned to Vendor as defective shall be replaced except upon the County's formal authorization.

10. ASSIGNMENT – Neither this RFP or related contract or any interest therein nor shall any claim arising hereunder be transferred or assigned by Vendor without the prior written consent of the County. Vendor may not transfer or assign the benefits of this agreement, in whole or in part, including without limitation the County's warranty, without the approval of County.

11. WARRANTY/PERFORMANCE – Vendor warrants that the products and services furnished pursuant to this RFP and related contract (a) comply with all federal, state and local laws applicable thereto; (b) satisfy all requirements set forth on the face of this purchase order and any applicable documentation incorporated herein; (c) meet industry standards and be suitable for the purpose intended; (d) be of merchantable quality; and (e) be free from defects in title, labor, material or fabrication.

12. INDEMNIFICATION - INFRINGEMENT – Vendor will defend, indemnify, and save the County harmless from any and all loss, damages, costs, fees, and expenses incurred on account of any and all claims, suits, or judgments alleging that any product or service provided under this purchase order violates any patent, copyright, trade secret, trade name, or any other intellectual property right of any nature.

13. INDEMNIFICATION – DAMAGES – If any product provided hereunder is defective in any respect whatsoever, Vendor will defend, indemnify, and save County harmless from all loss, damages, costs, fees, and expenses incurred by reason of such defect, including without limitation all liability arising

from any accidents, injuries, or damages to persons or property that may result in whole or in part from such product.

14. INDEMNIFICATION – CONSEQUENCES OF ACTIONS - If Vendor performs services or constructs, erects, inspects, or delivers hereunder, Vendor will indemnify and save harmless the County from all loss, damages, costs, fees, or expenses incurred in connection with any accidents, injuries, or damages to persons or property that may result in whole or in part from the performance thereof.

15. USE OF COUNTY NAME OR LOGO – Vendor agrees not to release any advertising or other materials using the County’s trademark, quoting the opinion of any County employee or implying in any way that the County indorses Vendor or its products or services.

16. FEDERAL OR STATE STATUTE – Vendor represents and warrants that no federal or state statute or regulation or municipal ordinance has been or will be violated in the manufacture, sale, or delivery of any product or service sold and delivered hereunder and if such violation has or does occur, Vendor will indemnify and save the County harmless from all loss, penalties, fees, costs, and expenses resulting in whole or in part from such violation.

17. E-VERIFY REQUIREMENTS – As a condition for payment under this purchase order, Vendor shall: (i) comply with N.C. Gen. Stat. Sections 64-25 et seq. (the “EVerify Requirements”); and (ii) cause each subcontractor hereunder to comply with such requirements. Vendor will indemnify and save harmless the County from all losses, damages, fees, costs, expenses, fines, and other liabilities resulting from any failure by Vendor or any subcontractor to comply with the E-Verify Requirements.

18. INSURANCE – Vendor shall secure, before delivery of any goods or services hereunder, Commercial General Liability insurance in an amount not less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate, or \$1,000,000 bodily injury and property damage combined single limits each occurrence/ aggregate, with the County as additional insured. Vendor shall produce an insurance certificate evidencing such coverage upon request by the County.

19. STRICT COMPLIANCE – The County may at any time insist upon strict compliance with these terms and conditions notwithstanding any previous custom, practice, or course of dealing.

20. MATERIAL SAFETY DATA SHEETS – Current Material Safety Data Sheets, when applicable to the order, shall be provided by Vendor in accordance with all regulations.

21. VENUE FOR LEGAL ACTIONS – This purchase order is governed by North Carolina law without regard to its conflicts of law principles. Any legal actions arising from this purchase order shall be brought in Pender County, North Carolina.

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