



**TRANSYLVANIA PUBLIC HEALTH
C.A.R.E. Coalition of Transylvania County
BREVARD, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS**

**TODAY'S DATE: Monday, September 21, 2020
REQUEST DUE DATE: 5:00 PM EST Friday, October 23, 2020**

**ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS
TRANSYLVANIA PUBLIC HEALTH
C.A.R.E. Coalition of Transylvania County
106 EAST MORGAN STREET
BREVARD, NORTH CAROLINA 28712**

Notice is hereby given that; Transylvania Public Health (TPH) is soliciting qualification statements for program planning services to the C.A.R.E. Coalition of Transylvania County.

Introduction, Qualifications, Duties, and Contents of Qualification Statements may be obtained from Jennifer Galloway at the Transylvania County Finance Department, Transylvania County Administration Building, 101 South Broad Street, Brevard, NC 28712-3797, or by calling 828-884-3100 extension 1930 or emailing jennifer.galloway@transylvaniacounty.org.

Questions regarding the Request for Qualifications should be directed to Jennifer Galloway, Purchasing Agent, by e-mail at jennifer.galloway@transylvaniacounty.org. Questions will be accepted in writing until 4 PM on Monday, October 5, 2020.

Qualification statements are to be received no later than 4 PM Friday, October 23, 2020 with the envelope marked Program Implementation Services. Please submit two (2) copies of the proposal to:

Jennifer Galloway, Purchasing Agent
Transylvania County
101 South Broad Street
Brevard, NC 28712

Also submit a digital copy to jennifer.galloway@transylvaniacounty.org. The TPH reserves the right to reject any and all proposals in whole or in part and to waive such informalities as may be permitted by law.

Request for Qualifications (RFQ)
Program Planning Services
September 23, 2020

I. Introduction

Transylvania Public Health (TPH) is soliciting qualifications statements for the provision of program implementation services in the area of substance use/opioid use disorder (SUD/OD) systems and services. These program implementation services consist of 1) conducting an in-depth gap analysis and needs assessment with agencies who are directly involved in SUD/OD services and individuals who are in recovery from SUD/OD; and 2) facilitation of strategic action planning with these agencies and individuals in order to complete project goals and activities.

Firms shall include a Statement of Qualifications of both the firm and person(s) directly responsible for the work.

Transylvania County reserves the right to reject any and all submittals.

II. Qualifications

- **Minimal Qualifications:** The contracted firm will designate project responsibilities to a staff member with relevant abilities and experience. The position will require a Master's degree or equivalent experience, two or more years of experience in a public health field, and proven ability to facilitate data-driven strategic planning and conduct data collection, tracking, and analysis. C.A.R.E. anticipates that this staff member will devote approximately 400 hours to the project over a one-year period, which will require 0.2FTE.

III. Duties

The duties and responsibilities for this position are part of an approved work plan under the Human Resources Services Administration's (HRSA) Rural Community Opioid Response Program—Planning grant, as part of required program deliverables.

Essential duties include:

- **Facilitating up to four (4) project planning meetings, lasting two (2) hours each.**
- **Providing facilitation and planning support for C.A.R.E. Coalition staff.**

- **Supporting development of a community needs assessment and gaps analysis.**
 - **Reviewing existing analyses, plans, resource lists, and other previously collected data.**
 - **Compiling and summarizing primary and secondary quantitative data.**
 - **Conducting up to ten (10) listening sessions with representatives from agencies who work in SUD/OD and individuals in recovery.**
 - **Conducting up to ten (10) key informant interviews.**
 - **Compiling and summarizing primary and secondary qualitative and quantitative data into a formal needs assessment/gap analysis document to be finalized by C.A.R.E. Coalition staff and submitted to HRSA.**
- **Supporting C.A.R.E. Coalition staff in strategic plan development.**
- **Supporting the development of a process evaluation and program evaluation framework.**

Timeline for program deliverables:

- **Community needs assessment and gap analysis due to HRSA by March 2, 2021.**
- **Strategic plan and accompanying action plan due to HRSA by July 2, 2021.**

IV. Contents of Qualification Statements

Qualifications shall be submitted on 8 ½" x 11" paper. Two (2) copies must be submitted with an envelope marked Program Implementation Services. A digital copy must be submitted to jennifer.galloway@transylvaniacounty.org

Qualification Statements shall include:

- **Firm name, address, telephone number, fax number, e-mail address and contact person(s).**
- **Year in which the firm was established and any former names under which the firm operated.**
- **Office location of personnel who would be providing services to the C.A.R.E. Coalition.**
- **Statement of Qualifications for the firm and its key personnel who would provide services to the C.A.R.E. Coalition. This would include the following:**

1. Name of the Person(s)
 2. Relevant degrees (or equivalent experience)
 3. List the number of years of experience in public health field, or experience in group facilitation, data collection, tracking, and analysis.
 4. List any qualifications that you and your firm possess that meet the minimal and preferred qualifications stated.
- List of previous clients for similar work. Include name and location of client, brief description and client references' telephone numbers.

Questions regarding the Request for Qualifications should be directed to Jennifer Galloway, Purchasing Agent by e-mail at jennifer.galloway@transylvaniacounty.org by Friday, October 5 at 4 PM.