

## Regional Public Health Strategic Planning Process RFQ

### Question and Answer

8.13.24

1. **Will any data that the contractor is expected to review in support of this effort include personal health information (PHI)?** No
2. **The RFQ notes that the proposal should be submitted on paper with an envelope marked Regional Public Health Strategic Planning Process. Regarding this hard copy submission:**
  - a. **Is the County's desire to have these hard copies in hand by the August 26<sup>th</sup> due date or just that these are mailed by the August 26<sup>th</sup> due date?**  
Proposals are to be received in hand no later than 5:00 p.m. on Monday, August 26th, 2024 EST.
  - b. **Can you please confirm that these hard copies should be mailed to Transylvania County Public Health, Regional Public Health Strategic Planning Process. 106 East Morgan Street, Brevard, North Carolina 28712?**  
Please submit two (2) copies of the proposal with the envelope marked Regional Public Health Strategic Planning to: Jennifer Galloway Transylvania County Finance Department 101 South Broad Street Brevard, NC 28712 Please also submit a digital copy of the proposal to [jennifer.galloway@transylvaniacounty.org](mailto:jennifer.galloway@transylvaniacounty.org) by 5:00 p.m. on Monday, August 26th, 2024, EST with the subject line, Regional Public Health Strategic Planning.
3. **Does the county prefer in-person or online convenings and meetings or a hybrid approach?** An online/in-person hybrid approach is preferred
4. **The RFQ asks for the location of individuals and the applying organization. Is the county seeking local vendors, or will proposals be considered from firms outside the region?** Proposals will be considered from firms outside the region.
5. **Is there an anticipated award amount or budget range for this project?** To be determined
6. **Can the County share the evaluation criteria and weighting to be used?** The evaluation criteria is to be determined.
7. **What is the expected frequency and audience of presentations?** Quarterly
8. **What is the breadth of interested parties to be included in the process?** The eight westernmost local public health departments in North Carolina (Cherokee County Health Department, Clay County Health Department, Graham County Health Department, Haywood County Health Department, Jackson County Health Department, Macon County Health Department, Swain County Health Department, and Transylvania County Health Department)

- 9. Can the County share the number of participants in the Region 1 Public Health Directors group?** 8
- 10. To what extent have joint planning and regionalized activities already been in place?**  
Regular informal meetings and regional activities have taken place.
- 11. Is there an existing strategic plan for the region?** Yes, a high-level workforce development strategic plan was developed in 2023.
- 12. Is part of the goal of the planning process a desire to collaborate more closely with partners across the region?** Yes, collaboration in the eight cited counties (Cherokee County Health Department, Clay County Health Department, Graham County Health Department, Haywood County Health Department, Jackson County Health Department, Macon County Health Department, Swain County Health Department, and Transylvania County Health Department)
- 13. The strategic plan referenced is a “Network Strategic Plan”; is that referring to the WNC Health Network? If so, would it be assumed that the contracted firm will work with the County or the WNC Health Network on the development of the strategic plan and how many members and what organizational affiliations are part of the Network?**  
No, the Network Strategic Plan is referenced as part of the Health Resource Services Administration (HRSA) grant. Funding information can be found here. <https://www.hrsa.gov/grants/find-funding/HRSA-24-007>. The contracted firm will work with the counties in the “Network” on the development of the strategic plan. There are eight county health departments that are part of the Network (Cherokee County Health Department, Clay County Health Department, Graham County Health Department, Haywood County Health Department, Jackson County Health Department, Macon County Health Department, Swain County Health Department, and Transylvania County Health Department)
- 14. What types of existing data sets and plans are to be reviewed?** Community Health Assessments, NC Foundational Capabilities Gap Analysis, NC Institute of Medicine (IOM) Strategic Plan, De Beaumont Foundation PH WINS, etc.
- 15. What role does the County envision playing in this process – i.e., lead the steering committee, make final decisions, etc.?** Transylvania County Public Health will act as the fiduciary agent for the Network and will be the Project Director for the HRSA funding.
- 16. We are envisioning structuring our proposed approach and budget with several options for the “development of a primary data collection strategy.” What is your preference for how we reflect these options in our bid? One possibility is we outline a “base” scope and budget, with optional add-on items/amounts that would be added during the course of the project period in agreement with Transylvania County staff. Another possibility is we outline a maximum scope/budget that includes all possible options, knowing that there would be changes (reductions) to the scope and budget over the course of the project. Do you have any guidance to offer?** A “base” scope and budget, with optional add-on items/amounts is preferred.

**17. Could an acceptable invoicing/payment approach include a flat rate for some of the items in the scope of work spread across the full project timeline, plus variable project costs each month (all totaling up to the total project cost)? This is acceptable.**