

## TALBOT COUNTY HEALTH DEPARTMENT SEEKS BIDS FOR SERVICES TO BE PROVIDED

TCHD is seeking a contract, or contracts, for the following tasks requiring varying skills and competencies with final products delivered before June 30, 2018. Preference will be given to one entity that can complete more than one task but TCHD is asking for bids per task and, if a vendor wishes to bid on more than one task a final bid for the two or more tasks is to be offered. Should a vendor bid on two or more tasks, TCHD has the right to determine which of those tasks the vendor can do best and negotiate a final contract if one task is removed from the bid.

A telephone conference call will be made available for potential vendors to ask questions concerning the work to be done Wednesday January 10, 2018 at 10:00 AM. Participants can join the conference by calling: 1-240-454-0887 US Toll, access code 642 892 401

Due to work having to be done by June 30, 2018, proposals will be due January 22, 2018 by 4:30 PM. Bids can be mailed to Fredia Wadley, at [fredia.wadley@maryland.gov](mailto:fredia.wadley@maryland.gov). Bids will be evaluated on 1) experience with tasks; 2) experience in field; 3) value for dollars requested.

1. Project manager for software changes in PacTrac (software used by many Maryland Health Departments and TCHD has contract with vendor of software to make changes) for care coordination services: the job is to work with software programmer of PacTrac and manager of TCHD care coordination services to select data elements that can be added to the current software that would benefit the tracking and the evaluation of the services provided to individuals with complicated needs; test the changes once made, and assist in establishing data elements to pull for a report. Prefer to have individual with experience in both care coordination and in program input into software development for improving processes and capturing data for reports. Contract will include consultation, 2 to 3 visits to TCHD (travel cost included in contract amount), and phone conferences as needed (conference calls arranged by TCHD); a laptop will be provided for the vendor with PacTrac software so that assessing capability and testing changes can be done off-site. The final product will be software modifications that can identify the needs of each client and the needs resolved for each client. Vendors will be judged on past experience in this type of work as well as cost which cannot exceed \$9,999. Note this is not a contract for software programming but for the interface between clinical staff and software programming vendor. The vendor will have to be trained on the basics of using the software which should require only a couple of hours.
2. Individual/entity with emergency preparedness experience and knowledge to provide assessment of emergency preparedness guidelines/procedures, to assess/test whether the plan is adequate, and to make recommendations for updates and improvements to current staff of this program. Vendor with public health emergency preparedness experience and knowledge is preferred. The task will include a review of state and county emergency preparedness protocols for the role of local public health department(s). The product will be guidelines and procedures aligned with state and county emergency preparedness guidelines that are organized and located at one site for employee access. The product will be completed before June 30 2018. The cost cannot exceed \$ 9,999.

3. Individual/entity with knowledge and experience of Public Health Performance Management and Quality Improvement Process to provide 1) training to executive staff on basics of performance management system development; 2) one-on-one assistance to at least 3 unit managers (Addiction, Communicable Disease, Environment) in identifying performance metrics, and where improvements are needed for efficiency and effectiveness, and 3) assist in implementing 3 Quality Improvement projects approved by Health Officer. The products will be 1) executive staff understand basics of performance management system: 2) 3 Key performance metrics selected by 10 programs for tracking; and 3) a quality improvement project implemented in Addiction, Communicable Disease, and Environmental units. The project must be completed by June 30, 2018, but the quality improvement projects only have to have one month's data before June 30, 2018.
4. Individual/entity with experience in communication and knowledge of public health to with staff of county health department to design and compile print ready contents for an annual report by June 30, 2018. The task will consist of: 1) Meeting with Executive Team initially to get input for design and contents to be included; 2) separate meetings with 10 key staff to decide the metrics to report and the description of services; 3) discussion every two weeks with health officer (can be by phone) for review of progress and materials; 4) final meeting with Executive team to finalize the annual report. Vendor is to bid on what they can provide within the time frame for less than \$9,999. The contract does not include printing the report but only to have copy ready for print.
5. Individual/entity to outreach and determine candidates interested and qualified to fill specified positions for which the vendor will be given requirements, job descriptions, and any preferred skills or competencies. No vetting or back ground checks have to be done. Use of existing online recruiting sites is encouraged. Vendor will locate interested candidates and refer to TCHD for eligibility screening by TCHD. Those deemed eligible will submit an employment application to the state personnel system. Final selection of the candidates is made by TCHD after the position is posted through the state system and interviews are completed on the top three or more candidates. Type of positions that may need recruitment efforts from vendor are Early Head Start teachers meeting federal requirements, persons providing peer support for recovery, environmentalists meeting state requirements, registered nurses with specific experience and skills. Vendor is asked to provide their proposed methodology for recruitment services and having all or part of the payment tied to employment of a referred candidate is preferred. ***This work is not limited to June 30, 2018, but can extend for a 12 month period from the time of the award.***