



ARAPAHOE COUNTY

**Arapahoe County Finance Department
Purchasing Division
5334 South Prince Street
Littleton, Colorado 80120**

**REQUEST FOR QUALIFICATIONS
COVER SHEET**

Solicitation Number: RFQ-22-29-2
Solicitation title: **PUBLIC HEALTH MEDICAL OFFICER**
Issued: September 26, 2022
Pre-Solicitation Meeting: Not applicable
Question deadline: October 18, 2022, 2:00 p.m. on www.bidnetdirect.com/colorado or to nallen@arapahoegov.com
Qualifications will be received until: **November 15, 2022, 2:00 p.m. on www.bidnetdirect.com/colorado or to nallen@arapahoegov.com**
Goods or services to be delivered to or performed at: Arapahoe County (address if applicable)
Administrative questions not related to scope: Nancy Allen, Purchasing Manager
Email Address: nallen@arapahoegov.com
Contact with the requesting department may result in Contractor disqualification.
Documents included in this package: Request for Qualifications
Appendix A – Sample Agreement for Services

THE FOLLOWING DOCUMENTS APPLY TO THIS RFP AND MAY BE FOUND ON THE COUNTY PURCHASING WEB SITE:

- **Arapahoe County General Terms and Conditions**
- **Federal Funding additional Terms and Conditions**
- **Sample Agreement for RFPs**

<https://www.arapahoegov.com> > Purchasing



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**REQUEST FOR QUALIFICATIONS
SPECIFICATION FORM**

BACKGROUND

Since the mid-1900s, Arapahoe, Douglas, and Adams counties have partnered with the Tri-County Health Department (TCHD) for public health services. In 2021, Douglas County, followed by Adams County, announced their intention to leave the TCHD partnership. With those departures, Arapahoe County examined how best to serve the public health needs of residents and businesses within the county. The Arapahoe County Board of County Commissioners is creating a single county health department - Arapahoe County Public Health Department (ACPH)- which will be the designated local public health agency pursuant to CRS §25-1-508, having jurisdiction over the entire county including the incorporated municipalities. The Arapahoe County Public Health Department will open on January 1, 2023.

For information about the new Public Health Department please visit: www.arapahoegov.com/health

Arapahoe County has hired an Administrative Public Health Director for the Health Department. As a result, the County seeks to retain a group of physicians, or individual, to provide Public Health Medical Officer services, as defined by applicable state statutes.

About Arapahoe County

Arapahoe County is one of Colorado's fastest growing counties, with more than 650,000 residents. By 2030, about 800,000 are projected to live here, which would make it the most populous county in the metro area, surpassing the City and County of Denver. The County spans approximately 805 square miles and its diversity is evident throughout, from vibrant urban, suburban, and rural communities to an unparalleled open space and trail system, to major employment centers and a robust multimodal transportation network.

Arapahoe County is home to 13 cities and towns, nine school districts and 450 local improvement and special service districts. It also has one of the lowest property tax mill levies in the state. The County government only keeps 15 percent of the tax revenue it collects, to invest in County services and infrastructure; the rest goes to schools, cities and towns, and special districts like fire and water.

SCOPE OF WORK

Under the administrative direction of the ACPH Public Health Director, the group, or individual, selected will serve as the designated Public Health Medical Officer and be responsible to:

Provide Consultation

- Support the planning, organizing, directing, and coordinating public health programs for the County.
- Work with clinical staff to build trust and create a successful environment for public health services administered to community members.
- Provide consultation, technical assistance, and medical advice to the ACPH, the public health director and Board of Health in the development of health promotion and disease prevention programs, as requested, and as it relates to areas where medical or clinical input is needed and the development of sound public health activities.

- Provide Consultation regarding the required public health services of communicable diseases surveillance, prevention, and control; also, consultation regarding human health hazard control (e.g., public health emergencies; human health hazards; disease outbreaks; epidemics; pandemics; and threats to the health of the public through atypical manifestations of current, emerging, and re-emerging communicable diseases or human health hazards).
- Support other Community groups as needed and agreed upon by the Medical Officer and the Director.
- Offer medical oversight, consultation, and recommendations, as needed, for clinical and nursing programs (e.g., Children with Special Needs, Emergency Preparedness and Response, Nurse Family Partnership etc.)

Advise and Educate

- Advise the Public Health Director and Board of Health on medical issues and medical decisions pertaining to and affecting public health in Arapahoe County.
- Provide medical education and training to the ACPH, the public health director, Board of Health, Hospitals, Medical Providers, and the community, as needed and agreed upon by the Medical Officer and the Director.
- Respond to media inquiries, as needed, and requested.

Establish and Maintain Key Stakeholder Relationships

- Periodically meet with the Board of Health to build relationships and work on identified and emerging medical health issues and concerns in the jurisdiction of ACPH.
- Meet with staff on a regular basis, as mutually agreed upon, with key leadership, division managers to build relationships and gain a better understanding of needed areas of advocacy.
- As identified and in collaboration with the public health director, serve as a liaison in building effective, collaborative relationships between ACPH, as the local public health agency, and key local medical and health care providers in the community.
- In consultation with key leadership, develop relationships with key staff at the Colorado Department of Public Health and Environment and medical professionals in the community who could serve as liaisons or support for public health in specialized clinical need areas, such as the Children with Special Needs (CSN) Program, Environmental Health Division, Emergency Preparedness and Response and other programs.

Serve as Signatory Licensed Physician

- Review and approve ACPH clinical protocols and procedures (e.g. immunization protocols, sexually-transmitted disease, etc.).
- Provide recommendations and order tests for staff/clients needing disease control services (e.g., specimen collection, diagnostic/laboratory testing), as needed and requested.
- Write prescriptions for antibiotics (e.g., prophylaxis) or other medications, as necessary and per agency procedures, to prevent the spread of communicable diseases.
- Review related contracts between ACPH and external agencies, as requested by the Executive Director.
- Authorize ACPH to use Contractor's Colorado medical license number and DEA registration to order pharmaceuticals, including vaccines, in accordance with relevant laws and regulations and ACPH policies and procedures.
- As ACPH's supervising physician, authorize ACPH to use the Contractor's National Provider Identifier (NPI) and Medicaid provider number on ACPH Medicaid claims.

Maintain and Provide Required Knowledge, Skills, License

- Remain knowledgeable on public health-related federal regulations/guidance, state statutes, Colorado Department of Public Health and Environment (CDPHE) policies and procedures, and related state and local board of health rules and resolutions.
- Be aware of and adhere to state statutes regarding the mandatory reporting of child abuse, child sexual assault, and domestic violence.
- Maintain confidentiality, follow ACPH's confidentiality policies, federal and state privacy statutes such as 42CFR and adhere to local public health agency HIPAA (federal Health Insurance Portability and Accountability Act) requirements.
- Maintain or retain emergency preparedness training, as outlined by the federal National Incident Management System (NIMS), including Incident Command System (ICS) 100, NIMS 700, ICS 200, and ICS 300.
- Maintain current Colorado medical license and United States Drug Enforcement Administration (DEA) registration.
- Maintain current (i.e., active) Medicaid provider number and Adhere to all relevant Medicaid rules and regulations.
- Maintain malpractice and liability coverage for public health activities through COPIC.

STATUTORY REQUIREMENTS

Statutory requirements for medical officer C.R.S. § 25-1-508 [Colorado Revised Statutes Title 25. Health § 25-1-508. County or district boards of public health--public health directors](#)

- Currently licensed to practice medicine in Colorado without conditions, restrictions, or letters of admonition from any Medical Board
- Graduate of an accredited medical school (MD or DO)

REQUIRED QUALIFICATIONS

- Registered or ability to get and maintain a Colorado Medicaid (NPI) Number.
- Registered Drug Enforcement Administration (DEA) number.
- The Contractor will be required to maintain their own medical malpractice and auto insurance at their own expense. No other insurance is required by the County.

PREFERRED QUALIFICATIONS

- Certification in Preventive Medicine, holding a master's in public health with 5 or more years of experience. If not board certified in Public Health and Preventive Medicine; board certified in a primary care specialty is preferred.
- Experience in Communicable, Infectious and Emerging Disease, Title X, Sexual Health Testing and Treatment, Immunizations, Medical Billing Authorization, HIV Harm Reduction, Standing Orders.
- Familiarity and experience with public information practices and techniques; practices of health service advocacy.
- Ability to interpret population-based data and to consult on the development of community health assessments and public health improvement planning.
- Familiarity and practice in the principles of determining and serving community health needs.
- Effective public and community relations practices.
- Demonstrated capacity to advise on public health matters utilizing a health equity and evidence-based lens.

PREFERRED KNOWLEDGE AND SKILLS

The Medical Officer should possess interest, knowledge, and expertise in public health, prevention, and community health, including:

- Knowledge of the social determinants of health and impacts of health inequities on populations.
- Knowledge of public health related statutes, related Colorado Department of Public Health and Environment policies and procedures, and related Board of Health rules.
- Knowledge of the principles and practices and interagency responsibilities involved in contemporary public health.
- Knowledge of the organization and the purpose of federal and state health departments.
- Knowledge of federal and state laws and regulations governing the services and work of local public health programs.
- Knowledge of public information practices and techniques; practices of health service advocacy; principles and practices of determining and serving diverse community health needs.
- Clear understanding of the differences and similarities between health care, prevention, public health and whole community health.
- Ability to operate effectively as a member of a multidisciplinary team, providing constructive input while respecting roles, responsibilities, and authorities of other team members.
- Ability to coordinate the medical officer's decision with decisions of medical officers of neighboring jurisdictions on topics of mutual interest.

SCHEDULE

The Medical Officer is expected to be available to the Public Health Director at all times, or work with the county to create a backup plan. If the qualifications are submitted by an individual, it is desirable the individual be able to arrange for a qualified "backup" Medical Officer for times when they are not available. If the qualifications are submitted by a firm, they must identify one lead person who will serve as the primary Medical Officer. The amount of time required will vary depending on public health needs that may arise. Arapahoe County seeks someone who can be both efficient and effective in their use of time and costs to the County.

REQUIRED DOCUMENTATION

Please, submit a cover letter and a statement of qualification. The statement of qualification shall be brief but shall include at a minimum the following:

1. Capabilities
 - a. Description of relevant knowledge, skills and experience.
 - b. Degrees and licenses as listed in the Statutory Requirements above.
 - c. In lieu of existing experience and licensure, description of how it will be acquired.
 - d. Listing of all persons who may be called upon to serve the Medical Officer role and designate the lead person responsible.
 - e. Three examples of similar work or work that demonstrates your capacity to fill this role.
2. Resumes/CVs
3. At least three (3) professional references from within the last three (3) years.
4. Cost/Fee - Please provide a retainer amount that assumes up to 15 hours of work per week 40 hours of work performed per month. In addition, please provide cost information for services for any emergent or additional public health situation or need.

RESPONSE FORMAT

SUBMISSION OF RESPONSES: ONE (1) electronic submittal must be submitted online via at www.bidnetdirect.com/colorado . It is the responsibility of the contractor to ensure that the electronic qualifications are submitted prior to the closing time.

Please name your pdf file with your company name as the first word(s).

If you encounter problems, please email Nancy Allen at nallen@arapahoegov.com

X. RESPONSE EVALUATION

The Evaluation Committee will score Responses based on the following criteria:

1. The extent to which the proposer meets the required qualifications and preferred qualifications. 35%
2. Knowledge, prior experience, and demonstrated success in providing services such as those described in the Scope of Services. 45%
3. The extent to which the proposer demonstrates sufficient availability (time) and plans for back-up as needed to fulfill the Scope of Services. 10%
4. Estimated cost/fee to provide services. 10%



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**REQUEST FOR QUALIFICATIONS
REQUIRED SUBMITTAL FORM**

SUBMITTED BY:

Company Name: _____

Contact Names: Sales/Customer Service: _____

Address: _____

Phone: (_____) _____ Email(s): _____

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Contractor;
- He/she has read all Terms and Conditions and technical specifications made available in conjunction with this solicitation and fully accepts and acknowledges this offer is consistent with the specifications and terms and conditions, unless specific variations have been clearly and expressly listed in the offer.
- The Offer is in all respects fair, without outside collusion or otherwise illegal action.

By _____	_____	_____
Signature of Authorized Agent	Date	FEIN

_____	_____	_____
Typed/Printed Name of Agent	Title of Agent	Agent email

PAYMENT TERMS: If the vendor does not accept a percentage discount, the City standard is net thirty (30) days after the date that the City receives an accurate invoice and has accepted the product or service. Payment is the date of the check mailing or date of the credit card transaction.

Discount: ____ % ____ Days, Net: 30 Days, Accept Visa without additional fee? _____

VARIATIONS: The vendor shall identify all variations and exceptions to any RFP documents. Submittal of a Vendor Contract is considered excessive in Variations and may be cause for determining that the Bid/Offer is non-responsive and ineligible for award. For each variation listed, reference the applicable section of the solicitation document as per the example below. If no variations are listed here, it is understood that the vendor's Offer fully complies with all terms and conditions. Attach additional Variation sheets in the same format as below.

Page #: _____ Item # or Section: _____ Variance _____

SUBMITTAL INSTRUCTIONS:

Qualifications shall be submitted in the order listed below with each section clearly identified.

- Submit questions and submittal ON-LINE at BidnetDirect.com before deadlines
- Detail Contractor's Capabilities, Experience & Licensing
- Details of Qualifications – Proposed services
- Completed Submittal Form on page 7 of this document
- Pricing – All fee and costs.
- Insurance – Checking this box accepts that the insurance requirements for medical malpractice and auto insurance are acceptable.
- CONFIDENTIAL information, if any, MUST be stamped as such on each page and submitted separately.

REFERENCES:

- Check here if Firm's standard reference sheet is attached, otherwise, use the space below.

Name: _____ Contact Person: _____

Address: _____

Telephone No: _____ Email: _____

Describe type of work/service performed or items supplied: _____

Name: _____ Contact Person: _____

Address: _____

Telephone No: _____ Email: _____

Describe type of work/service performed or items supplied: _____

Name: _____ Contact Person: _____

Address: _____

Telephone No: _____ Email: _____

Describe type of work/service performed or items supplied: _____

Arapahoe County must have on file a completed W-9 prior to doing business with contractors.



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**REQUEST FOR QUALIFICATIONS
APPENDIX A – SAMPLE AGREEMENT FOR SERVICES**

- I. The Sample Agreement for Services is included in this Solicitation for informational and reference purposes only.

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