NCALHD Region 7 Public Health Workforce Investment Study
Questions and Answers on RFP: 729-23ARPA61-05

1. **p. 3: Can bidders assume that all meetings between the selected firm and GVDHD will be virtual? If not, how many in-person meetings should bidders assume?**

   While the majority of meetings can be assumed to be virtual, bidders should assume that two project events – a project kick-off discussion and a review of the draft report – will necessitate in-person meetings.

2. **p. 3:** *Component a: LHD Compensation Study*
   a. **If already known, what existing data source(s) would GVDHD like for bidders to reference when completing the comprehensive salary study?**

   While we would encourage the successful bidder to use existing public databases, such as the US. Bureau of Labor Statistics' National Compensation Survey, GVDHD would rely on the successful bidder to provide recommendations for private databases that may be more appropriate for the study. The final selected databases would be agreed upon by the selected vendor and GVPH (p.3).

   b. **Can GVDHD provide the number of occupations and number of employees per occupation of interest to help bidders accurately plan the proposed work?**

   GVDHD will provide all relevant information for occupations, salary ranges and other needed information for all seven local health departments (LHDs) to the selected vendor after agreeing upon the dataset needed. However, GVDHD prefers to limit the number of data requests to the LHDs. To provide interested bidders with an idea of the range of occupations that may be covered, a table listing GVDHD occupations by title and pay grade is included at the end of this document. A final list of applicable occupations will be negotiated with the selected vendor.

   c. **Upon award, can GVDHD provide the following information on each occupation of interest? If not, what information is available on benefits and LHD positions?:**
      • **Detailed information on benefits offered by GVDHD**
      • **Documentation describing roles, responsibilities, and internal hierarchies/career ladders within GVDHD**

   GVDHD will provide qualitative and quantitative data to the selected vendor on benefits, roles, responsibilities and internal career ladders for all seven LHDs after agreeing upon the exact data needed. GVDHD will provide a project lead to serve as a liaison across the seven LHDs as well as points of contact at each LHD.

3. **p. 4:** *Component b: Recruitment, retention, training, and culture modernization*
   a) **Upon award, can GVDHD provide a list of its hard-to-fill, high-turnover positions, or should bidders plan to identify these positions?**

GVDHD provide a list of its hard-to-fill, high-turnover positions, which will be a primary focus of the study.

b) **Upon award, can GVDHD provide employee-level data including the following attributes: names, email addresses, phone numbers, job titles, demographics? If not, what information can GVDHD provide regarding employees?**

GVDHD will provide employee-level data to the selected vendor if deemed appropriate and necessary for successful completion of the Study.

4. **p. 5: *Project Approach:* Can GVDHD confirm that there are now two study areas and not four that bidders should address?**

There are only two study areas in the current RFP that need to be addressed in proposals: the **LHD Compensation Study** and **Recruitment, retention, training, and culture modernization.**

5. **p. 5: The deadline of 5/29/23 for the proposed work significantly limits the technical solutions that would be feasible for this project. Would GVDHD be open to bidders preparing a response that assumes an NCE? If so, what duration extension should bidders assume?**

Bidders may submit a proposal that assumes a no-cost extension through a reasonable date. However, GVDHD is not obligated to extend the period of performance beyond 05/31/2023 upon selection of a winning bidder.

6. **p. 5: Is there a certain date by which GVDHD would need all or select study results based on funder or compensation planning timelines?**

There is _**no**_ certain date by which GVDHD would need all or select study results based on funder or compensation planning timelines. The only certain deadline would be the current May 31, 2023 service period end date.

7. **p. 5: What type of contract will GVDHD issue for this project (e.g., time and materials, fixed price, etc.)?**

GVDHD anticipates issuing a fixed-price contract for this project. However as stated on p. 3 of the RFP:

"GVDHD may negotiate and refine the final Scope of Work with the selected contractor. GVDHD reserves the right to negotiate additional services with the selected contractor at any time after the initial contract award. **GVDHD reserves the right to extend the period of performance after the initial contract award, contingent upon an approved no-cost extension by the grant funding source."**

8. **Could you better define the term "culture and workforce modernization"? You mentioned burnout, morale, and resilience of the current workforce in conjunction with this term, but are you only referring to these areas? We just want to be clear so that we can achieve what you desire.**

   "Culture and workforce modernization" can be defined as those non-monetary incentives and policies that are employed at comparative workplaces to attract and retain staff. These may include, but are not limited to, hybrid work, company-wide community projects, flex time for personal community service and/or any other incentives currently used.

9. **As the regional point of contact, will Granville/Nash PH obtain or collect the agreed upon data from each Health Department upon our request, or do you wish for us to work with each individually to obtain this information?**

   GVDHD will provide all relevant information for all seven local health departments (LHDs) to the selected vendor after agreeing upon the dataset needed. GVDHD will provide a project lead to serve as a liaison across the seven LHDs as well as points of contact at each LHD.

10. **Do you have an agreement with other regions to provide data or information. For instance, will other regions that you want to benchmark yourselves with provide their information to us? If not us, will they provide it to you?**

    GVDHD does not currently have an agreement with other Regions. To the extent reasonable and practicable, GVDHD would work with the selected vendor to delineate and provide data from other Reions.

11. **Do you expect us to also interview staff regarding their experiences? If so, individually, or in groups?**

    GVDHD believes that existing data from recent surveys, including PH WINS and NCIPH Gaps Analyses, will provide the relevant data to provide background and context to inform the proposed study. GVDHD would be amenable to revisiting the idea of follow-up interviews as the project progresses.

12. **Are meetings in person, virtual, or do you prefer for a combination of both?**

    While the majority of meetings can be assumed to be virtual, bidders should assume that two project events – a project kick-off discussion and a review of the draft report – will necessitate in-person meetings.

13. **What is your budget for this?**

    GVDHD has not defined a budget for this work. However, we do anticipate issuing a fixed-price contract for this project.

14. Is this a one-year effort, or will work need to be reviewed/refreshed annually?

GVDHD anticipates this effort as a one-time project, with no set schedule for updates. If GVDHD does foresee the need for additional updates, an RFP for the update work will be posted and advertised.

GVDHD OCCUPATIONS by TITLE & PAY GRADE			
JOB TITLE	PAY GRADE	JOB TITLE	PAY GRADE
Public Health Physician -I	91	Medical Lab Technologist-I	68
Dentist-II	90	Accounting Specialist-I	67
Health Director	83	Administrative Officer-I	67
Physician Extender-II	81	Public Health Educator-II	67
Human Services Deputy	80	Social Worker II	67
Public Health Nurse Director	77	Staff Development Specialist	67
Environmental Health Supervisor	76	Nutritionist-II	66
Public Health Nurse Supervisor-II	76	Administrative Assistant-II	65
Public Health Nurse Supervisor-I	74	Public Health Educator Specialist	65
Business Officer-I	73	Foreign Language Interpreter	63
Public Health Nurse-III	73	Nutritionist-I	63
Computer Systems Administrator	72	Public Health Educator-I	63
Dental Hygienist-II	72	Medical Lab Technician	62
Public Health Nurse-II	72	Practical Nurse-II	62
Human Services Clinical Counselor	71	Accounting Technician-II	61
Public Health Educator-III	71	Processing Assistant-V	61
Administrative Officer-II	70	Dental Assistant	59
Community Development Specialist	70	Office Work Unit Supervisor	59
Environmental Health Program Specialist	70	Processing Assistant-IV	59
Nutrition Program Director	70	Housekeeper	58
Public Health Nurse-I	70	Processing Assistant -III	57
Environmental Health Specialist	68	Community Health Assistant	54