

**NCALHD Region 7 Public Health Cost of Services Study  
Questions and Answers on RFP: 729-23ARPA621-06**

Granville-Vance District Health Department (GVDHD) issued a Request for Proposals to contract a qualified firm to provide a **Public Health Cost of Services Study** intended to provide Health Directors with a Public Health Cost of Services Study that would use or refine existing methodologies to quantify the resources and manpower needed to provide essential public health services at the LHD and regional level. Below are answers to questions submitted by potential bidders. Bids are due by close of business at 4:45PM, **July 24, 2023**. The full Request for Proposal is available at gvph.org under Announcements.

**1. Please provide your estimated budget limit or budget range for this project.**

GVDHD has estimated that this project will require a budget of \$200,000 - \$ 225,000 to complete, with an upper range limit of \$ 250,000.

**2. Will the contractor be required to establish a Data Use Agreement (DUA) with GVDHD?**

GVDHD does not anticipate the need for a DUA, as no personal, individual or otherwise Health Insurance Portability and Accountability Act (HIPAA) restricted data will be used for this study.

**3. Will GVDHD provide the contractor with access to peer-reviewed articles?**

GVDHD will ensure that the contractor has access to peer-review articles, through either physical copies or through subscription to one or more peer-review literature databases.

**4. Does GVDHD have an anticipated number of peer-reviewed articles that the contractor should incorporate into the study?**

GVDHD does not have a set number of peer-reviewed articles earmarked for inclusion into the study. The successful bidder will be charged with review and selection of peer-reviewed literature.

**5. Will GVDHD provide all data to include in the study?**

GVDHD will provide data for its respective health department and will function as a liaison for retrieval of data from the other six Region 7 health departments.

**6. Will GVDHD prefer in-person or virtual meetings?**

While GVDHD has no preference for meeting type, we would ask that in-person meetings involving multiple health directors be reserved for milestone events in data collection, model development and presentation of findings. Review and update meetings can be scheduled through virtual meeting software (e.g., Zoom, Teams).

7. **If GVDHD prefers in-person meetings, how many does GVDHD anticipate occurring over the course of the period of performance?**

GVDHD will collaborate with the successful bidder to determine a timeline for project completion, including in-person meetings. GVDHD anticipates that at least three in-person meetings will be needed for data collection, review of findings and presentation of findings.

8. **How many iterations of the final report does GVDHD anticipate the contractor providing?**

GVDHD will collaborate with the successful bidder to determine the appropriate number and timing of deliverables. At a minimum, GVDHD anticipates a draft and final report.

9. **Will Region 7 have a working group for this project? If so, how often will the working group meet (e.g., monthly)?**

GVDHD will identify and convene a working group around this project. We will collaborate with the successful bidder and Region 7 staff to determine the best means of data collection and review, which will determine the time interval for virtual and in-person meetings.

10. **Has Region 7 conducted a review of the data available in each LHD to support the proposed methodologies?**

GVDHD is familiar with the data available in each LHD to support the proposed study. We will work with the successful bidder to determine a survey or other data-collection methodology to aggregate the data from the health departments.

11. **Is it intended that the staffing analysis would include a capability analysis or assume an average level of staff capability when modeling required staffing?**

GVDHD will work with the successful bidder through the discovery phase of the project to determine the best analytical methods to quantify each Cost of Service metric. Bidders are encouraged to describe specific quantification methods in their proposal.

12. **May staff resumes be provided in an appendix, and excluded from the 50-page limit?**

Summaries of staff expertise should be included in the body of the report. However, key staff resumes or CVs may be included as an appendix to the report.

13. **RFP P.7 provides instructions for submitting by mail and by email. Please confirm that submission by email will be considered fully compliant and confirm that a hard copy is not required to be sent by mail in addition to our submission by email.**

A hard copy is not required to be sent by mail in addition to an email submission. GVDHD will accept email attached proposals and will send a confirmation receipt email to each bidder.

14. **RFP P.6 (Section 7E. Cost Information) indicates that the contractor is to provide a rate schedule and an anticipated budget for each of the four study areas; can GVDHD confirm that you are seeking an individual budget for each “Cost of services” area specified in the Project Overview (i.e., Cost of Providing [1] Foundational Public Health Capabilities, [2] NC Performed Public Health Programs, [3] NC Assured Public Health Services, and [4] Appropriate staffing for services in a local health department)?**

GVDHD is seeking a budget for the entirety of the project, which should include costs for each “Cost of services” area specified in the Project Overview (i.e., Cost of Providing [1] Foundational Public Health Capabilities, [2] NC Performed Public Health Programs, [3] NC Assured Public Health Services, and [4] Appropriate staffing for services in a local health department). Bidders should present this budget as they deem appropriate, whether an individual budget for each specified area, or for the entire project.