

REQUEST FOR PROPOSAL (RFP 1020-23)

Business Process Analysis, Technology Assessment, and Procurement Support for Imperial County Public Health Department – CYCLE 2



**Coordinating Agency
IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT**

Release Date: June 29, 2023

DUE DATE AND SUBMISSION REQUIREMENTS:

**One (1) original, One (1) electronic copy (ex. Flash drive), and
Six (6) complete copies must be delivered by**

July 25, 2023, 4:00 pm Pacific Standard Time

Point of Contact:

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Purchasing Supervisor
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El Centro, CA 92243
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GLOSSARY OF TERMS USED IN THIS REQUEST FOR PROPOSAL

Engagement and Partnership – internal and external relationships

ICPHD – Imperial County Public Health Department

Infrastructure – including but not limited to the physical facility, written and unwritten policies, procedures, processes, training, and technology

Knowledge and Skills – staff expertise and competencies

Resources – including but not limited to staff, funding, and services provided

RFP – Request for Proposal

BPA – Business Process Analysis

ISDTA – Information System & Data Technology Assessment

HIE – Health Information Exchange

PHIS - Public Health Information Systems

Population Health Information and Data System (PHIDS) - is a comprehensive and integrated approach to collecting, analyzing, and interpreting data on the health of a population. PHIDS includes the collection and analysis of data on the health status, behaviors, and determinants of health of a defined population, as well as the development and implementation of strategies to improve the health of that population. PHIDS may integrate various modules such as an electronic health record, public health surveillance system, and administrative databases, to provide a more comprehensive understanding of the health of a population.

System - typically refers to a collection of hardware, software, and data that work together to perform a specific function or set of functions. This can include computer systems, networks or information exchanges, applications, databases, and other technological components.

Purpose

The Imperial County Public Health Department (hereafter "ICPHD") is soliciting proposals for a qualified Applicant to provide organizational development services that will evaluate and enhance the Department's data management and analytic capacity. ICPHD seeks to improve operations, management, testing, and data-sharing efficiencies within its Public Health Laboratory (PHL) infrastructure and Communicable Disease Tracking programs. Additionally, ICPHD aims to enhance and expand its laboratory information infrastructure to improve the visibility of laboratory data from testing sites. This will enable ICPHD to continue supporting and improving its systems for flexible data collection, reporting, analysis, and visualization.

ICPHD recognizes the importance of utilizing laboratory data to initiate and conduct case investigation, contact tracing, and follow-up and to implement containment measures. To this end, the successful applicant will work closely with ICPHD to continue the use of laboratory data for these purposes. Through this RFP, ICPHD seeks to establish a partnership with an applicant who can support its mission to protect and promote the health of its community through improved data systems.

The successful applicant will work collaboratively with ICPHD to conduct a Business Process Analysis (BPA) and Information System and Data Technology Assessment (ISDTA), produce a findings report, gather baseline requirements for the acquisition of a population health information and data system, develop solicitation documentation for a population health information and data system via a Request for Proposal (RFP) and work with county procurement staff to ensure the solicitation strategy aligns with local, state and federal procurement guidelines. Additionally, the applicant will provide solicitation support for vendor proposals and demonstrations. Lastly, the applicant will coordinate and provide ongoing consultation throughout the analysis and assessment, baseline determination, solicitation document preparation, and solicitation phases. Through this RFP, ICPHD seeks to enhance its capacity to collect, manage, analyze, and share data, ultimately leading to improved operations and management efficiencies and better health outcomes for the community.

To accomplish the goals and outcomes of this RFP, the successful Applicant shall establish alignment of the newly allocated funding requirements with the goals and outcomes of the scope of work stated in Section 3: Project Description and Scope of Work.

Background

The Imperial County Public Health Department (ICPHD) received grant funding in 2021 from the CDC - Epidemiology and Laboratory Capacity (ELC) Paycheck Protection Program and Health Care and CDC - Epidemiology and Laboratory Capacity (ELC) Expansion Coronavirus Response and Relief Supplemental Appropriations Act, 2021. The Department's effort to implement various strategies included establishing or expanding the capacity to quickly, accurately, and safely test for SARS-CoV-2/COVID-19 among all symptomatic individuals and expand the

capacity to achieve community-based surveillance. Additionally, it aims to enhance laboratory testing capacity for SARS-CoV-2/COVID-19 outside of public health laboratories, enhance data management and analytic capacity in public health laboratories, and establish complete, up-to-date, timely, automated reporting of morbidity and mortality to CDC and others due to COVID-19 and other emerging infections.

To establish a comprehensive information system that will support core Public Health functions through flexible data collection, reporting, analysis, and visualization, ICPHD is seeking an applicant who will conduct a business process analysis and an Information System and Data Technology Assessment, produce findings report, develop baseline system requirements, develop solicitation documentation, offer solicitation support, and coordinate and provide ongoing consultation through the assessment, reporting, baseline development, document development, and solicitation phases.

The integrated system that the Imperial County Public Health Department (ICPHD) is seeking to implement should support a range of new technology initiatives, including multi-system interoperability and bidirectional data exchanges and reporting systems. The Business Process Analysis and Information System and Data Technology Assessment should evaluate the department's ability to communicate with state and local databases and systems, leveraging the California Data Exchange Framework (DxF), Health Level 7 (HL7), and Health Information Exchange (HIE).

The assessment finding should offer insight into a wide range of critical public health data management activities, including the collection and management of data for core public health programs such as Immunization, Community Health Services, Financial/Service Billing, Family Planning, Communicable Disease Reporting, Public Health Laboratory and Testing, State TB Data access and sharing, State Immunization Data access and sharing, Syndromic Surveillance, and Environmental Health data tracking, including waterway pollutants.

Additionally, the BPA and ISDTA should evaluate ICPHD's current systems that support data sharing, visualization, data dashboards, and other visualizations that can be used by public health officials, healthcare providers, and the general public. BPA and ISDTA recommendations should provide strategies to leverage public health trends and enable faster decision-making when responding to emerging public health threats.

The applicant shall also coordinate and provide ongoing consultation through the assessment, reporting, baseline development, solicitation document development, and solicitation phases. ICPHD expects the project to be completed within a 4-month timeframe.

Schedule of Events

| | |
|------------------------------------|---------------|
| Release of RFP Guidelines | June 29, 2023 |
| Letter of Intent to Apply Deadline | July 13, 2023 |

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| Request for Clarification | July 13, 2023 |
| Addendum #1 Issuance | July 20, 2023 |
| Request for Proposal Deadline | July 27, 2023 |
| Evaluation and Scoring of Proposals | July 28, 2023 - August 11, 2023 |
| Notice of Intent to Make an Award | August 29, 2023 |
| Award Announcements | September 28, 2023 |
| Projected Date for Commencement of Agreements | October 12, 2023 |

Letter of Intent to Apply

Although a Letter of Intent (LOI) to apply is not required, Applicants are highly encouraged to submit an LOI by **4:00 p.m. Pacific Standard Time (PT) on July 13, 2023**. The LOI is not binding and does not enter into the review of applications, but the information that it contains will be helpful to the County of Imperial in planning for the review of applications and estimating the potential workload.

If submitting an LOI, it should be on the entity's letterhead and no more than two (2) pages. Include the following on the LOI:

- Title of the RFP.
- Name and address of the organization that will contract with the County of Imperial to complete the project.
- Email address and telephone number of the primary contact for the project.
- Brief description of the entity's experience conducting Business Process Analysis and Information System and Data Technology Assessments, determining baseline system requirements, developing solicitation documents, and offering solicitation support.
- One – two references that are linked to the Applicant's previous relevant experience in Public Health department project(s); and

Please submit the LOI to:

Imperial County Purchasing Department

Attn: Rhoda Hoffman

RE: RFP 1020-23 Business Process Analysis and Technology Assessment and Procurement
Support for Imperial County Public Health Department
1125 Main Street, El Centro, CA 92243

Funding Award and Contract Term

The maximum amount available for the RFP award is \$200,000.00. Proposals priced higher than that amount will not be considered. A total of one (1) award will be granted. It is anticipated

that the project term will initiate in Summer 2023 and will run for approximately 9 months, contingent upon available funding and performance.

Use of Funds

Funds may be used for project staff salaries and benefits, Applicant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct project expenses, including a limited amount of equipment essential to the project, and indirect expenses. Funds may not be used to subsidize individuals for the costs of healthcare, to support clinical trials, to construct or renovate facilities, or as a substitute for funds currently being used to support similar activities.

Eligibility

Applicants eligible to apply include consulting firms and other agencies with experience in conducting Business Process Analysis and Information System and Data Technology Assessments, providing technical and administrative solutions through the planning, implementation, and maintenance phases of newly introduced information systems, developing and deploying user training and data migration in Public Health department setting. Applicants are required to coordinate/collaborate with the Imperial County Public Health Department and consulting firm(s) that are working with other consultants as identified by ICPHD.

General Requirements

Entities submitting a proposal should include a combination of procedures, tools, and methods that thoroughly state the interpretation of the work to be performed. Additionally, the proposal should, at a minimum, include detailed, original strategies or methodologies to address the requirements outlined in the Scope of Work. As much as possible, create an implementation plan for each recommendation presented in the Project Understanding and Analysis of Effort.

Additionally, to be considered for funding, applicants must:

- Be a responsive applicant whose proposal complies with all of the requirements of this RFP.
- Have the ability to begin implementation within 1 month of being awarded the funds.
- Have the ability to meet minimum contractual requirements and enter into a formal agreement with the County of Imperial. A sample agreement is located in Exhibit D.
- Demonstrate the ability to provide services in Imperial County.
- Demonstrate previous experience conducting Business Process Analysis, Information System and Data Technology Assessments, providing technical and administrative solutions through the planning, implementation, and maintenance phases of newly

introduced information systems, developing and deploying user training and data migration in a Public Health department setting; and

- Provide an example (s) of previous system implementation plans, and assessment reports, if requested.

Proposal Format and Submission Requirements

All proposals must be typed in English and are limited to 10 pages for the narrative section. This page limit does not include the checklist, cover sheet, table of contents, cost proposal, exhibits, or attachments. Use 12-point font, single spacing, 1-inch margins, include a page number at the bottom of the page, and double-side the paper. Elaborate artwork and expensive paper and binding are neither necessary nor desired. Please use either a staple or binder clip to secure each of the proposals. If you choose to recreate any of the exhibits on a word processor, please ensure that you recreate the original format exactly and that no information is omitted. Include letters of support and other supporting documentation in the appendix. Use the headings listed below and in that order.

- Proposal Checklist (Exhibit A)
- Cover Sheet (Exhibit B)
- Table of Contents
- Entity Profile and Qualifications
- Personnel
- Project Understanding and Analysis of Effort
- Evaluation Design, Implementation, Analysis, and Dissemination Plan
- Budget Proposal (Exhibit C)
- Appendix

The proposal must be submitted in the name of the entity that will contract with the County of Imperial to complete the project. The proposal must be signed by your entity's authorized agent.

All proposals and supporting documents are due to the Imperial County Purchasing Department by **4:00 p.m. PT on July 27, 2023**. Please submit 1 original, 1 electronic copy (ex. flash drive) plus 6 complete copies either by mail or hand delivery to:

Imperial County Purchasing Department
Attn: Rhoda Hoffman
RE: RFP 1020-23 Business Process Analysis and Technology Assessment and Procurement
Support for Imperial County Public Health Department
1125 Main Street
El Centro, CA 92243

All proposals received will be stamped with the date and time received. Proposals submitted to any other location will not be accepted. Postmarks will not be accepted as meeting the deadline

requirement. It is the sole responsibility of the Applicant to ensure that the proposal is complete at the time of submission. Any proposal not meeting these RFP requirements will be recorded as non-compliant.

Proposal Narrative

The Applicant must prepare a proposal including the items specified in the general requirements section above and the sections below and in the order they are presented. In addition, the Applicant must demonstrate a thorough understanding of and knowledge to meet the requirements and show how it will comply with all applicable specifications included in the RFP.

Applicants currently providing services in Imperial County or have provided services in the County in the past should not assume that evaluators will know your entity's qualifications and experience. All proposal narratives should be concisely written and provide sufficient information about the breadth and depth of the experience and qualifications of your entity to determine your entity's capacity to execute the proposal successfully. Everything important to know about your entity should be included in the narrative.

Section 1: Entity Profile and Qualifications (15 points)

Entity Profile

Briefly describe your entity and how long it has been established. Give examples and evidence of its prior successes and current projects which show that it can accomplish the goals and objectives of this project.

Qualifications

- Describe your expertise and experience related to conducting Business Process Analysis and Information System and Data Technology Assessments in the public health sector. The Applicant should have experience working with government agencies and a deep understanding of the public health landscape.
- Provide a comprehensive overview of your expertise in information systems, including software applications, hardware, networks, and databases. The Applicant should have experience with electronic health records (EHRs), public health information systems (PHIS), and health information exchanges (HIEs).
- Provide an overview of your proposed methodology for Business Process Analysis and Information System and Data Technology Assessments and implementation of recommended information system and administrative protocols. The methodology should include data-gathering techniques, analysis tools, and reporting formats.
- Additionally, describe the following: Ability to facilitate meetings involving participants who come from a wide variety of backgrounds and disciplines; Ability to be flexible in approach to project development and implementation; A demonstrated ability to meet

internal and project deadlines, major milestones, and overall project schedules.; and ability to relate to and connect with ICPHD personnel and the overall vision of the ICPHD. Describe how you will apply communication skills, including the ability to communicate technical information to non-technical stakeholders to provide regular progress updates and communicate findings and recommendations clearly and effectively.

Section 2: Personnel (15 points)

Identify all staff who will work on this project and any experience they have had with similar projects. Include their experience working with diverse communities. Name the person who will be primarily responsible for achieving the goals of the proposed project and discuss the person's experience in managing similar projects. In the appendix, include all staff job descriptions, resumes, a copy of the organizational chart, and, as applicable, copies of employee or business permits or licenses needed for the Applicant to perform the proposed services.

Section 3: Project Description and Scope of Work (60 points)

The Imperial County Public Health Department is seeking proposals for Business Process Analysis and Information System and Data Technology Assessments to improve its public health services. The successful Applicant will conduct a thorough review of the Department's business processes and information systems and recommend a new information system to support the Department's goals. The project includes developing baseline system requirements, developing solicitation documents to be released by ICPHD via RFP, solicitation support, and ongoing consultation throughout the duration of the project.

The successful Applicant will provide a comprehensive analysis of the Department's current operations, including data collection, reporting, and analysis. Based on the findings, the Applicant will develop a report recommending improvements and gather baseline requirements for the acquisition of an information system that meets ICPHD's needs. The Applicant shall use the baseline requirements and findings to develop solicitation documents for the release of an RFP by ICPHD and offer solicitation support. The project is expected to be completed within a timeframe of 4 months, and the successful Applicant must provide a detailed plan outlining their approach, methodology, timeline, and expected deliverables, including a comprehensive report of the assessment's findings and recommendations, baseline system requirements, solicitation documents, and solicitation strategy.

The scope of work for this project will include, but is not limited to, the following elements:

Task 1: Consultation and Collaboration

The applicant shall provide ICPHD with high-quality, professional consulting services to lead the Department's modernization successfully.

- Overall coordination and project management of the different tasks and processes, including monitoring timelines and providing recommendations to ICPHD staff
- Collaborate with other consultants conducting department assessments and plan updates to align with ICPHD goals.
- Coordinate and facilitate meetings, take meeting minutes, and prepare summaries of pending items to distribute to ICPHD. The Applicant shall be responsible for coordinating regularly scheduled meetings and following up with the Department and other stakeholders for pending items.
- Maintain original and electronic project files containing all document records, including but not limited to copies of agendas, minutes/notes/summaries, and any other project information.
- Coordinate and provide ongoing consultation throughout all phases of the project, including periodic progress reports to ICPHD staff and stakeholders, as identified by ICPHD, throughout the project.
- Actively engage with key stakeholders during the project, including ICPHD leadership, healthcare providers, and community organizations.
- Engagement should encompass regular meetings and updates regarding the project's advancement and opportunities for stakeholders to provide feedback on the assessment and implementation plans.

Deliverable(s): meeting agendas and minutes, summaries, handouts, project management files, etc.

Task 2: Business Process Analysis and Information System and Data Technology Assessment

The Applicant shall conduct a Business Process Analysis and Information System and Data Technology Assessment. This work aims to identify opportunities to improve efficiencies, improve interoperability with state-wide systems, provide real-time data aggregation and visualization, and improve the effectiveness of public health operations through the use of technology. The Business Process Analysis and Information System and Data Technology Assessment shall, at a minimum, address the following priorities:

- Resources to include but not be limited to staffing, funding, and services provided
- Infrastructure to include but not be limited to technology systems, facilities, etc.
- Staff knowledge, skills, and abilities
- Engagement and partnerships
- Evaluation of the current system's functionality, data quality, security, and compliance with applicable regulations and standards
- Assess the organization's technology infrastructure and systems to identify gaps in technology support, system deficiencies, interoperability, data management, data collection practices and processes, organization policies and procedures, data security, and compliance with applicable technology-related laws.

- Review and assess ICPHD's current business processes and procedures for public health programs
- Identify opportunities for process improvement, streamlining, and automation through the use of technology
- Develop a report outlining recommendations for process improvement
- Identify all information systems currently in use by ICPHD
- Collect data on each system's functionality, usage, interoperability, and limitations
- Identify any gaps in data collection and reporting, and recommend solutions
- Assess the security, privacy, and confidentiality of data within each system
- Analyze the data collected on each system and provide an evaluation of their effectiveness
- Assess the compatibility and interoperability of the systems with each other and with state and local systems
- Identify opportunities for integration or replacement of current systems to improve functionality, interoperability, and efficiency
- Provide a report outlining recommendations for the integration or replacement of current systems

Deliverable(s): analysis and assessment report overview complete with key findings and recommendations

Task 3: Develop Baseline System Requirements

The Applicant shall collaborate with ICPHD to define, develop, and baseline the requirements for a Population Health Information and Data System. The applicant will prepare these baseline requirements based on industry knowledge and institutional knowledge gained through the BPA and ISDTA. The applicant will then facilitate a workshop with SMEs to review, refine, and organize the baseline requirements. The Baseline System Requirement Development phase shall, at a minimum, seek to answer the following concepts:

- What are the business requirements?
- What does the system need to accomplish?
- What are the functional, non-functional, and project/transition requirements?
- How do we document requirements so that they can be used to validate the system's capabilities?

The task's scope of work includes but is not limited to:

- Collaborate with the project team to define, develop, and baseline the requirements for the Population Health Information and Data System.
- Prepare baseline requirements based on industry knowledge and institutional knowledge gained through the Business Process Analysis and Information System and Data Technology Assessment.
- Facilitate necessary workshops with SMEs to review, refine, and organize the baseline requirements.

- Documentation of the requirements and provide them to the ICPHD in MS Excel or Word format

Deliverable(s): Detailed report of solution requirements

Task 4: Solicitation Document Development

The Applicant shall develop a solicitation document(s) in the form of an RFP for the procurement of a Population Health Information and Data System. The baseline system (solution) requirements identified in Task 3 shall serve as guidance for the preparation of the RFP. The Solicitation Document Development phase shall at a minimum, address the following priorities:

- Collaboration with County procurement officials and ICPHD to guide solicitation strategy and solicitation document content and format.
- Facilitation of stakeholder collaboration to create the solicitation document(s) and document the solicitation process.
- Ensure that the solicitation document(s) meet the business objectives of ICPHD including the baseline system requirements identified in the Task 3 deliverable.
- Provide the final solicitation document(s) to ICPHD for approval and publishing of the procurement website.

Deliverable(s): Solicitation document(s) including RFP and supporting documents that meet the business objectives and baseline system requirements of ICPHD, provided in MS Word and PDF format; Documentation of the solicitation process

Task 5: Solicitation Support

The Applicant shall provide support for vendor proposals and demonstrations by assisting ICPHD with the development of materials, facilitation of demos, and reporting of results. The applicant will work with ICPHD and vendors to solicit, evaluate, and report on final proposals, which will be based on the Baseline System Requirements identified in Task 3. While the Applicant will not be involved directly in evaluation and scoring, these deliverables are intended to provide ICPHD and designated evaluators with information and analysis needed for scoring and comparison. The Solicitation Support phase shall at a minimum, address the following priorities:

- Assist ICPHD with the development of materials for vendor proposals and demonstrations, including response scoresheets, Q&A documents, and amendments, based on the Baseline System Requirements identified in Task 3.
- Facilitate vendor demonstrations with up to three (3) vendors, which will be no longer than three days each.
- Develop vendor demonstration scripts, agenda, and minutes.

- Provide independent vendor response analysis to support ICPHD in the proposal evaluation and scoring process.
- Conduct all work and meetings, including working sessions and vendor demonstrations, virtually.

Deliverable(s): Response scoresheets, Q&A documents, and amendments for vendor proposals; Vendor demonstration scripts, agenda, and minutes; Vendor demonstration scoresheet; Independent vendor response analysis

Section 4: Budget Proposal (10 points. Not part of the 10-page narrative limit)

The Applicant shall use a format similar to the budget template within Exhibit C and show the amount and purpose of requested funds. Provide a detailed justification of all items for the budget and explain how the item serves the project's objectives. Proposals will be evaluated, in part, on how well the proposal maximizes expenditures. The budget forms are not part of the 10-page narrative limit.

Funding Decision

The funding decision will be made by an Evaluation Committee appointed by the Imperial County Public Health Department. Proposals will be scored according to the points awarded in each section of the application. A scoring matrix will be used to evaluate the proposals. The Evaluation Committee will review all proposals, and a maximum of one (1) award will be made based on the Evaluation Committee's recommendation. Once a decision has been made, a Notice of Intent to Make Awards will be posted. All applicants will be sent a notification of whether they have been awarded or denied after the Notice of Intent to Make Awards has been posted.

Rejection of Proposals

The County of Imperial reserves the right to reject any or all proposals received in response to this RFP or to cancel this RFP if it is deemed to be in the best interest of the County of Imperial to do so. Failure to submit a complete proposal that follows the proposal format requested will disqualify the proposal. Neither supplements nor late proposals will be accepted.

Proposal Scoring

Responsive proposals will be scored as noted below. Each proposal must contain all information requested in the RFP, as well as any other information the Evaluation Committee will need to effectively evaluate the proposal.

| CATEGORY | TOTAL POSSIBLE SCORE |
|-------------------------------------|----------------------|
| 1. Entity Profile and Qualification | 15 points |
| 2. Personnel | 15 points |

| | |
|--|-------------------|
| 3. Project Description and Scope of Work | 60 points |
| 5. Budget Proposal | 10 points |
| Total Possible Points | 100 points |

Administrative Requirements

The County of Imperial reserves the right to accept or reject any or all proposals submitted or to request clarification or additional information or an alternative presentation of data from any applicant at the County's sole discretion. Further, while every effort has been made to ensure the information presented in the RFP is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.

All proposals become the property of the County, and as such, become public records available for review by the public upon request. The Government Code Sections 6250 et. seq., the Public Records Act, defines public records as any writing containing information relating to the conduct of the public's business. This applies to proposals submitted pursuant to this RFP. The Public Records Act provides that public records shall be disclosed upon written request and that any citizen has the right to inspect any public records unless the document is exempted from the disclosure requirements. The County cannot represent or guarantee that any information submitted in response to the RFP will be confidential.

Compliance with Nondiscrimination Laws

The law requires that persons or organizations that receive public funds may not unlawfully discriminate against persons for certain reasons. You must complete the attached Statement of Nondiscrimination Compliance Form (Exhibit E). The Statement of Compliance must accompany the proposal to comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5.

Proof of Nonprofit Status/Articles of Incorporation

Nonprofit organizations must provide documentation evidencing tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board. Applicants who are corporations (profit or non-profit) must submit a copy of the organization's Articles of Incorporation and evidence of official action by its governing body to submit a proposal. If an organization is in the process of being incorporated by the California Secretary of State, a proposal may be submitted contingent upon providing proof of the incorporation process.

Insurance Requirements

Evidence must be provided of the Applicant's ability to obtain coverage in the required amounts during each contract year. The Applicant must provide evidence of the ability and intent to maintain the required coverage and to name the Imperial County Public Health Department, Imperial County Local Health Authority Commission, and the County of Imperial as additional insured. A standard certificate of insurance describing the current insurance coverage issued by a broker or agent must be presented prior to the commencement date of the contract. A confirmation letter from an insurance company or broker stating that insurance coverage can start on the projected start date of the project is sufficient for submitting a proposal.

Other Requirements

As needed or required, applicants must provide copies of all permits, employee licenses, or business, state, and/or clinic licenses needed for the prospective contractor to perform the proposed services.

Inquiries

Questions and/or Requests for Information regarding this RFP will be responded to collectively and made available via addendum issuance. All inquiries must be submitted in writing no later than 4:00 p.m. on July 13, 2023, to the contact person below. No oral questions will be taken or responded to except for administrative clarifications.

County of Imperial

Attn: Rhoda Hoffman

Subject line: RFP 1020-23 Organizational Development Services for Imperial County Public Health Department Modernization and Strategic Planning

Rhodahoffman@co.imperial.ca.us