



TRANSYLVANIA — COUNTY — NORTH CAROLINA

REQUEST FOR QUALIFICATIONS

To conduct

**A RESEARCH STUDY ON THE VARIATIONS IN AND THE USE OF ANALYTICAL
INDICES IN NORTH CAROLINA PUBLIC HEALTH POLICY**

For

**TRANSYLVANIA COUNTY PUBLIC HEALTH
106 EAST MORGAN STREET
BREVARD, NORTH CAROLINA 28712**

TODAY'S DATE: Wednesday, March 12th, 2025

REQUEST DUE DATE: 5:00 PM Monday, May 12th, 2025, EST

Request for Qualifications
A RESEARCH STUDY ON THE VARIATIONS IN AND THE USE OF ANALYTICAL INDICES IN
NORTH CAROLINA PUBLIC HEALTH POLICY
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I. Introduction

Many area-level, analytical indices are being incorporated into public health policy and resource allocation. This is often related to funding formulas and identification of areas where additional public health services may be needed. Despite their wide use, there is limited information on how the various indices perform in identifying need among specific populations, and the implications of using these indices to inform policy and resource allocation. For example, certain indices may perform differently in different contexts and settings, including by rurality. This study will compare existing county-level indices within the state of North Carolina to inform evidence-based implementation of such indices in state and local level public health policy.

Transylvania County Public Health (TCPH) is soliciting proposals for the implementation of a research study on the variations in and the use of area-level, analytical indices in NC policy. These implementation services consist of 1) study design 2) data collection 3) reporting and dissemination and 4) project management.

Firms shall include a Statement of Qualifications of both the firm and person(s) directly responsible for the work.

Transylvania County reserves the right to reject any and all submittals.

II. Qualifications

- Minimal Qualifications: The contracted firm will designate project responsibilities to a staff member with relevant abilities and experience. The position will require a Doctorate degree and experience conducting data collection and analysis with similar methods and approaches at a statewide and/or national level.

III. Duties

Essential duties include:

- **Study design:** Identify the best methodology to address this specific research question
- **Data collection:** Facilitate a data collection strategy that will compare existing county-level index scores to identify how these indices differ across the state and how various indices perform in identifying need among specific populations; contractor will also facilitate qualitative interviews and/or focus groups to identify how the use of these indices have affected local communities and/or organizations
- **Reporting and dissemination:** Draft and finalize findings into a peer reviewed manuscript, case studies and policy brief that includes projections for how the use of different indices within possible funding formulas may impact funding allocations across the state. Findings should be presented in ways that are accessible and policy-relevant (ex. maps, visualizations, dashboards, charts, etc.)
- **Project Management:** Manage the timeline, deliverables, staff capacity and agreed upon scope of work.

Timeline for program deliverables:

- Research process and deliverables should be conducted May 2025-April 2026

IV. Contents of Proposal

Proposal shall be submitted on 8 ½" x 11" paper. Two (2) copies must be submitted with an envelope marked Public Health Research Project. A digital copy shall also be submitted through email.

Proposal shall include:

- Firm name, address, telephone number, fax number, e-mail address and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Office location of personnel who would be providing services to TCPH.

- Statement of Qualifications for the Firm and its key personnel who would provide services to TCPH. This would include the following:
 1. Name of the Person(s);
 2. Relevant degrees (or equivalent experience)
 3. List the number of years of experience in public health communications
 4. List any qualifications that you and your firm possess that meet the minimal and preferred qualifications stated.
- List of previous clients for similar work. Include name and location of client, brief description and client references' telephone numbers.

Questions regarding the Request for Qualifications should be directed to Jennifer Galloway, Transylvania County Purchasing Coordinator at 828-884-3104 during normal business hours (8:30 a.m. – 5:00 p.m.), or by e-mail at jennifer.galloway@transylvaniacounty.org. Questions will be accepted up until 4:00 pm on Thursday, April 21st, 2025 EST.