



**TRANSYLVANIA PUBLIC HEALTH
CARE Coalition of Transylvania County
BREVARD, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS**

TODAY'S DATE: April 8, 2022

REQUEST DUE DATE: 5:00 PM EST Tuesday, May 10, 2022

**ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS
TRANSYLVANIA PUBLIC HEALTH
C.A.R.E. Coalition of Transylvania County
106 EAST MORGAN STREET
BREVARD, NORTH CAROLINA 28712**

Notice is hereby given that; Transylvania Public Health (TPH) is soliciting qualification statements for program planning services to the CARE Coalition of Transylvania County.

Introduction, Qualifications, Duties, and Contents of Qualification Statements may be obtained from Jennifer Galloway at the Transylvania County Finance Department, Transylvania County Administration Building, 101 South Broad Street, Brevard, NC 28712-3797, or by calling 828-884-3100 extension 1930 or emailing jennifer.galloway@transylvaniacounty.org.

Questions regarding the Request for Qualifications should be directed to Kristen Gentry, Program Director, by e-mail at kristen.gentry@transylvaniacounty.org. Questions will be accepted in writing until 5 PM on Friday, April 22, 2022.

Qualification statements are to be received no later than 5 PM Tuesday, May 10, 2022, with the envelope marked Evidence-Based Practice Research Services. Please submit two (2) copies of the proposal to:

Jennifer Galloway, Purchasing Agent
Transylvania County
101 South Broad Street
Brevard, NC 28712

Also submit a digital copy to jennifer.galloway@transylvaniacounty.org. The TPH reserves the right to reject any and all proposals in whole or in part and to waive such informalities as may be permitted by law.

Request for Qualifications (RFQ)
Evidence-Based Practice Research Services
April 8, 2022

I. Introduction

Transylvania Public Health (TPH) is soliciting qualifications statements for the provision of evidence-based practice research services in the area of substance use/opioid use disorder (SUD/OD) systems. These services consist of 1) researching evidence-based, rural-focused community level interventions for substance use disorder, 2) developing a cost and process implementation report for these interventions, and 3) developing a set of recommendations for local allocation of NC Opioid Settlement monies.

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 Master's degree or equivalent experience, two or more years of experience in a public health-related field, and proven ability to conduct in-depth qualitative and quantitative research on complex health-related systems, develop reports, and work with community partners. CARE anticipates that this staff member will devote approximately 200 hours to the project over a six month period, which will require 0.2FTE.

III. Duties

The duties and responsibilities for this position are part of an approved work plan under the Dogwood Health Trust's "Saving Lives from Opioid Misuse" grant, as part of required program deliverables.

Essential duties include:

- **Research rural models of evidence-based interventions for substance use disorder prevention, treatment, harm reduction, and recovery.**

- Develop cost and process implementation report on rural, evidence-based models which align with interventions approved by the NC MOA under Option B (see <https://ncdoj.gov/wp-content/uploads/2021/04/Opioid-MOA.pdf> for details).
 - Report must include specific details on required cost, structural supports, personnel, and infrastructure for effective programs/interventions.
- Work with CARE staff to crosswalk report on evidence-based models with existing resources in Transylvania County.
- Work with CARE and media consultant to plan messaging to local leadership regarding evidence-based interventions.
- Work with CARE staff, coalition members, and media consultant, to develop recommendations for
 - 1) criteria for allocation of NC Opioid Settlement Monies,
 - 2) systems and programs that could be successfully implemented in Transylvania County
- Meet bimonthly with Transylvania Public Health and CARE staff to discuss process, progress, and findings.

Deliverables:

- Cost and process implementation report on evidence-based, rural models for substance use disorder interventions.
- Set of recommendations for criteria for allocation of NC Opioid Settlement monies.
- Set of recommendations for evidence-based systems and programs that could be successfully implemented in Transylvania County with NC Opioid Settlement monies.

Timeline for program deliverables:

- Cost and process implementation report shall be completed by November 2022.
- Recommendations shall be completed by January 2023.
- Anticipated work load is 0.20 FTE, approximately 200 hours.

IV. Contents of Qualification Statements

Qualifications shall be submitted on 8 ½" x 11" paper. Two (2) copies must be submitted with an envelope marked Evidence-Based Practice Research Services. A digital copy must be submitted to jennifer.galloway@transylvaniacounty.org

Qualification Statements 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 the CARE Coalition.
- Statement of Qualifications for the firm and its key personnel who would provide services to the CARE Coalition. 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 field, or experience in group facilitation, data collection, tracking, and analysis.
 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 Kristen Gentry, Program Director, by e-mail at kristen.gentry@transylvaniacounty.org by Friday, April 22 at 5 PM.