



October 17, 2022

Request for Proposals

Pursuant 45 CFR § 74.44 and 2 CFR § 200.320 Appalachian District Health Department dba AppHealthCare, Cumberland County Health Department, Transylvania County Health Department, Cabarrus Health Alliance, Granville-Vance District Health Department, Albemarle Regional Health Services, Foothills Health District, are issuing this request for proposals to contract a staffing agency to manage two positions that will review and conduct an ongoing analysis of the Medicaid Separate Direct Payments to the local health departments (LHDs) until May 31, 2023.

Due to the introduction of Medicaid separate direct payments in 2021 and 2022 fiscal years, the local health departments have had to adjust their infrastructure and expertise to address this new revenue stream and payment demands. Moreover, due to Covid-19, the public health workforce has been stretched thin and unable to meet the additional administrative demands these direct payments require.

Many of the health departments do not have the capacity to address this foundational capability, Organizational Administrative Competencies, and therefore are seeking to hire additional personnel to fill in these critical gaps. Thus, this contract serves to bolster the public health workforce depleted by Covid-19 as well as prepare local health departments administratively for potential future pandemics. The health departments are seeking a staffing agency to help them manage these essential contracts.

This contract is federally funded through the “CDC Crisis Response Cooperative Agreement: Covid-19 Public Health Workforce” grant established under the American Rescue Plan Act which granted funding to The North Carolina Division of Public Health (DPH) to establish, expand, train, and sustain

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the state, tribal, local or territorial (STLT) public health workforce to support jurisdictional Covid-19 preparedness, response, and recovery initiative. North Carolina DPH sub-awarded a portion of this grant to multiple lead health departments including AppHealthCare, Cumberland County Health Department, Transylvania County Health Department, Cabarrus Health Alliance, Granville-Vance District Health Department, Albemarle Regional Health Services, Foothills Health District, to help bolster the public health workforce in areas that will target foundational capabilities.

- i. Requirements for bidders and contract specifications:
 - a. The executed final agreement for the scope of work shall be for this project only and is not “open-ended.” This will be awarded on a fixed-price basis. Bidders should therefore submit the fixed price this will cost each region’s health department.
 - b. Bidders must mail in a sealed bid to AppHealthCare with subject line: ARPA Medicaid Contractor Sealed Bid and Attn: Laurie Phillips at 126 Poplar Grove Connector, Boone NC 28607.
 - c. All services must be complete by May 31, 2023, so bidders must not submit a bid with a timeline that goes beyond this date.
 - d. The contract, and any subcontracts, must contain the contract provisions for non-federal entity contracts under federal awards found at 2 C.F.R. § Pt. 200, App. II.
 - e. The prime contractor, if subcontracts are to be let, should take the affirmative steps listed in paragraphs (b)(1) through (5) of this section. See 2 C.F.R. § 200.321(b)(6).
 - f. The project and services will be executed in a manner that does not conflict with the allowable expenses set forth by the federal grant:
 - i. Link to ARPA fund final rule [here](#)
 - ii. It is worth noting additionally lobbying and research are unallowable and will not be included in the scope of work.
- ii. Scope of Work:
 - a. There are multiple goals this service contract seeks to accomplish—
 - i. Manage the contracts of two staff members who are hired to review and conduct an ongoing analysis of the Medicaid Separate Direct Payments to the local health departments (LHDs) until May 31, 2023. See appendix A for participating local health departments and the counties they serve as fiscal leads for this work.
 - ii. Bill each regional lead health department for their portion of the fixed cost of the contract.
- iii. Timeline of Work: It is expected and required that deliverables be completed by May 31, 2023. There is also the expectation that upon selection and contracting of the appropriate vendor, the vendor will start work within 15 days.
- iv. Selection Considerations: Bidders must be a staffing agency with a strong background in public health work in North Carolina as well as experience undertaking complex issues. The agency must have a proven track record of filling critical gaps in public health agencies by providing

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personnel to analyze revenue, some of which Covid-related, to ensure local health departments are maximizing revenue to continue operations. The agency must have experience working with local health departments. The staffing agency must also be able to bill each health department directly for a portion of the fixed cost of the contract.

v. Timeline of selection:

October 3, 2022—Pre solicitation for bids will be sent to local newspapers and published at: www.apphealthcare.com

www.cabarrushealth.org/bids.aspx

<https://www.transylvaniacounty.org/request-for-proposals-bids>

<https://www.cumberlandcountync.gov/departments/finance-group/finance-services/procurement/bids-notices>

<http://www.gvph.org/>

<http://www.arhs-nc.org/>

<https://www.foothillshd.org/>

October 17, 2022—AppHealthCare, Cumberland County Health Department, Transylvania County Health Department, Cabarrus Health Alliance, Granville-Vance District Health Department, Albemarle Regional Health Services, Foothills Health District, will post the request for proposals on their websites and send it to local newspapers. AppHealthCare will begin accepting bids and questions at this time.

November 7, 2022—All questions from vendors regarding this bid are due. Questions regarding this bid can be sent to AppHealthCare via email: marina.pieretti@apphealth.com .

November 29, 2022—Sealed bids are due by close of business at 4:45PM. These can be sent via mail to AppHealthCare with subject line: ARPA Medicaid Contractor Sealed Bid and Attn: Laurie Phillips at 126 Poplar Grove Connector, Boone NC 28607.

November 30, 2022—AppHealthCare, Cumberland County Health Department, Transylvania County Health Department, Cabarrus Health Alliance, Granville-Vance District Health Department, Albemarle Regional Health Services, Foothills Health District, will publicly open bids at noon at 126 Poplar Grove Connector, Boone NC 28607 in the second-floor conference room. All are welcome to join the bid opening. Selected contractor will be notified electronically/in writing.

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Contact Information: To request additional information about this contract, please see below.

Marina Pieretti, Director of Public Health Workforce Development

AppHealthCare

Marina.pieretti@apphealth.com

336.572.3243

Appendix A.

Participating local health departments:

AppHealthCare (fiscal lead for Alleghany, Ashe, Watauga, Forsyth, Stokes, Surry, Yadkin, Davie, Davidson, and Wilkes counties)

Cumberland County Health Department (fiscal lead for Anson, Cumberland, Harnett, Hoke, Lee, Montgomery, Moore, Richmond, and Scotland counties)

Transylvania County Health Department (fiscal lead for Cherokee, Clay, Graham, Swain Jackson, Haywood, Macon, Transylvania counties)

Cabarrus Health Alliance (fiscal lead for Alexander, Cabarrus, Catawba, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union counties)

Granville-Vance District Health Department (fiscal lead for Franklin County Health Department, Johnston County Public Health Department, Nash County Health Department, Wake County Health & Human Services Department, Warren County Health Department, Wilson County Health Department)

Albemarle Regional Health Services (fiscal lead for Beaufort County Health Department, Dare County Health Department, Edgecombe County Health Department, Halifax County Health Department, Hertford County Health Department, Hyde County Health Department, MTW District Health Department, Northampton County Health Department)

Foothills District Health Department (fiscal lead for Avery, Mitchell, Yancey, Madison, Buncombe, Henderson, Polk, Rutherford, McDowell, Burke, Caldwell)

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