

# **Curry County Request for Proposal**

## **Wellness Council Coordinator Curry County**

### **RFP 2013/14-04**

**Sealed Proposals Submitted to:  
Curry County Administration Office  
Curry County Courthouse  
700 N. Main, Suite 10 Clovis, NM 88101**

**By the Following Date and Time:  
Date: Tuesday, December 10, 2013  
Time: 2:00 p.m.**

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The Board of Commissioners of Curry County, New Mexico is seeking competitive sealed proposals from qualified individuals to serve as the Wellness Council Coordinator for Curry County. Five (5) copies of the proposal should be submitted no later than Tuesday, December 10, 2013 at 2:00 p.m. at the Curry County Administration Office, 700 N. Main, Suite 10, Clovis, New Mexico, 88101.

Proposals will be reviewed and ranked in private by an Evaluation Committee. It is possible that the Curry County Commission will request an oral presentation. A recommendation will then be made to the Curry County Commission for award to the proposer whose proposal is determined to be the most advantageous to the County, based upon the specific evaluation criteria.

**A. CONTRACT PERIOD AND RENEWAL OPTIONS**

The term of the contract will be for a one year period from January 1, 2014 through December 31, 2014. At the end of that time, the County will have an option to negotiate a renewal for three (3) additional one-year periods at rates that are in the best interest of the county. A breach of any terms of the contract shall be grounds for immediate termination of the contract. Either party may terminate the contract for any reason upon written notice to the other party, made at least sixty days in advance of the termination date.

**B. SCOPE OF WORK**

The scope of work will include the following duties:

1. Coordinate the monthly Wellness Council meetings to include notification of meetings, taking minutes, completing meeting minutes for distribution and distribution of meeting minutes.
2. Recruit by obtaining a diverse Council to include youth prospective, update and prepare a Wellness Council member roster by February 15, 2014.
3. Develop and implement a plan to expand the Wellness focus of the Curry County Wellness and other like-minded Community organizations to include all health issues impacting Curry County. Work with the Council and narrow the focus to three (3) areas for Curry County Wellness Council
4. Review the current evaluation activities and determine the weaknesses in the current system.
5. Develop an evaluation framework for Curry County Wellness Council to monitor process and outcome.
6. Develop community health improvement process and outcome measures for the community.

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7. Develop an evaluation management plan to ensure effective and sustainable health improvement strategies are being met.
8. Submit monthly progress reports of activities conducted and progress towards reaching the scope of the contract.
9. Work with and assist the Community Transformation Grant Coordinator as needed on implementing Healthy Kids activities within Curry County.
10. Comply and satisfy the grant deliverables and reporting requirements with the Department of Health that consist of three (3) deliverables: **A.** Timeline for Council development including deliverables of roster, proof of fiscal agent, and minutes, **B.** Specific training and education plan for council capacity development. Minimum training of effective meetings, facilitation and conflict resolutions (QLP and CHITI modules) and, **C.** Use of County health profile in engaging communities.
11. Present report to the Board of County Commission on the activities of the Wellness Council and its goals no later than May 1, 2014.
12. Present report to the County Wellness Council and County Manager by June 15, 2014 on recommendations and priorities for the Council for 2014/2015 fiscal year.

**C. PROPOSAL CONTENT**

For ease of review, the five proposals shall be submitted and they should be limited to eight (8) pages. Any additional information which is submitted for consideration should be placed at the end of the proposal.

- A. **QUALIFICATIONS AND YEARS OF EXPERIENCE:**  
Submit complete resumes of personnel who will provide the required services.
- B. **PLAN FOR ACCOMPLISHING THE SCOPE OF WORK:**  
Based on the above scope of work, develop an Action Plan to accomplish tasks.
- C. **REFERENCES AND RECOMMENDATIONS:**  
Include any letters of recommendation and a list of three (3) references.
- D. **REPORTING REQUIREMENTS**  
Based on the Action Plan, provide how the results from the scope of work will be reported timely and accurately to Curry County Administration.

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Proposals received which do not include all the above listed requirements shall be considered incomplete. Incomplete proposals may not be considered.

**D INVOICEING AND COMPENSATION**

The successful proposer will be paid \$950.00 per month plus applicable gross receipts tax for the term of the contract. The successful proposer will provide and invoice to Curry County Finance Department by the third day of each month for the previous month's services. The invoice will include a narrative description of the services provided for each month. Curry County will pay the successful proposer within ten (10) days.

**E REQUIRMENTS FOR PROPOSAL**

Five (5) original proposals must be submitted and they shall not exceed eight (8) pages in length. The proposals must be sealed and addressed to Curry County Administration Office 700 North Main Street, Clovis, NM 88101. They must be marked RFP 2013/2014 – 04 DO NOT OPEN.

**F PROPOSAL EVALUATION CRITERIA**

1. Ability of the Provider to provide timely and accurate reporting to Curry County 25 Points
2. Functionality as well as how well the Provider's action plan meets the required scope of work 25 Points
3. Qualifications and experience of the Provider 25 Points
4. References and Recommendations of the Provider 25 Points

The proposals will be opened publicly at 2:00 p.m. Tuesday, December 10, 2013. The proposals will be evaluated by an evaluation committee, which may conduct interviews with any or all proposers. A recommendation will then be submitted to the Curry County Board of Commissioners for award of the contract.

**G INDEPENDENT CONTRACTOR STATUS**

The successful responder will in no way acting as or authorized to hold itself out as an employee of the County. They will not retain employee status. They will not be eligible for any of the County benefits, use of County vehicles, be covered under County's insurance or eligible for any County Retirement. The successful responder will be issued a Form 1099 at the end of the contract year.

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**H BRIBES, GRATUITIES AND KICK-BACKS**

Pursuant to Article 1, Procurement, Section 13-1-191, NMSA 1978 reference is hereby made, to the criminal laws of New Mexico, which prohibits bribes, kickbacks and gratuities, the violation of which constitutes a felony. Furthermore, the procurement code imposes civil and criminal penalties for its violation.

**I QUESTIONS**

Any questions concerning this Request for Proposal should be directed to Lee Ann Hutchins, Finance Director at 575-763-6016

