

**HEALTH OFFICER  
REQUEST FOR PROPOSAL  
OPEN UNTIL FILLED**

**I. PURPOSE OF REQUEST**

The City of Fargo (City) is requesting proposals for a Health Officer. This position also serves as Health Officer for West Fargo, and all areas of Cass County. Services will commence on or about September 1, 2018 and will be ongoing, with renewals every five years. All detailed information needs are outlined in the following Request for Proposal (RFP).

**II. INSTRUCTIONS TO PROPOSER**

- A.** All proposals and any questions or comments should be sent to:  
Ruth Roman  
Director of Public Health  
Fargo Cass Public Health  
1240 25<sup>th</sup> St S  
Fargo, ND 58103-2367
- B.** All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner "Sealed Proposal - Fargo Cass Public Health Officer." All proposals must be received by 4:30 p.m. on June 29, 2018 at Fargo Cass Public Health Department, 1240 25<sup>th</sup> Street South, Fargo, ND. Six copies of the proposal must be presented.
- C.** The Health Review Committee will review the RFP's and notify those individuals the City wishes to interview and establish the time for those interviews.

**III. TIMETABLE**

The City will use the following timetable, which should result in a proposal being awarded by July 30, 2018. **Dates will be modified based on extension of proposal deadline.**

|   |   |
|---|---|
| Immediately   | - Proposals available                                     |
| June 29, 2018 at 4:30 p.m.                                | - Due date for proposals                                  |
| <b>Proposal date submission until position is filled.</b> |   |
| July 1- July 13   | - Review of proposals by Board of Health Review Committee |
| July 16-20, 2018  | - Interviews by the Board of Health Review Committee      |
| July 23-25, 2018  | - Board of Health recommendations                         |
| July 30, 2018   | - City Commission action                                  |

#### **IV. SELECTION CRITERIA**

- A.** The City intends to award the contract to the individual with the best proposal as deemed appropriate for the City's needs through the consideration of the following factors weighed equally:
  - 1.** Proposers' understanding of public health and its functions as displayed by its response to the RFP.
  - 2.** Qualifications and experience.
  - 3.** Fee requirements.
- B.** Each proposal will be evaluated on the above criteria by the Board of Health Review Committee. After its review, the Committee will select the individuals they wish to contact for oral interviews.

After oral interviews are completed, the Committee will make a decision as to which individual they feel would best provide the required services to the City of Fargo. The Board of Health will take official action on this matter on or before July 25, 2018.

#### **V. TERMS AND CONDITIONS**

- A.** The City reserves the right to reject any or all proposals or to award the contract to the next most qualified individual if the successful individual does not execute a contract within forty-five (45) days after the award of the proposal.
- B.** The City reserves the right to request clarification of information submitted and to request additional information of the applicant.
- C.** Any proposal may be withdrawn until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the City the services set forth in the attached specifications, or until one or more of the proposals have been approved by the City Commission.
- D.** If, through any cause, the individual shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the individual at least ninety (90) working days before the termination date. In this event, the individual shall be entitled to just and equitable compensation for any satisfactory work completed.
- E.** Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City and shall contain, as a minimum, applicable provisions of the request for proposal. The City reserves the right to reject any agreement that does not conform to the request for proposal and any City requirements for agreements and contracts.
- F.** The individual shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

## **VI. SCOPE OF SERVICES**

### **SUMMARY OF WORK:**

The Health Officer serves as the medical director for Fargo Cass Public Health by enforcing the public health laws, regulations, and ordinances within Fargo and Cass County relating to preservation of life and health of individuals.

The health officer may recommend, advise and provide guidance to the Board of Health and Fargo Cass Public Health Department for the provision of essential public health services and functions. In doing so, the health officer shall maintain an office within the jurisdiction of the public health department and may select and discharge any assistant health officer in the public health department, consistent with any terms of appointment.

### **EXAMPLES OF WORK:**

#### **General Roles and Responsibilities**

1. Assist in developing medical standards, protocol, laws, or regulations relating to public health.
2. Provides consultative/advisory and supervisory services to nurse practitioners and other professional staff in developing individual treatment plans in the following program areas:
  - Home Health
  - Correctional Health (Does not serve as the provider at the jail, only as a consultant.)
  - School Health
  - International Medicine
  - Maternal and Child Health
  - Women, Infants and Children (WIC) Nutrition Program
  - Employee Health (Does not serve as the provider for City of Fargo Employee Health, only as a consultant.)
  - Family Planning (Does not serve as medical director to Family Planning, only as a consultant.)
3. Is available for at least weekly on-site consultations with professional supervisors, nurse practitioners, and administration.
4. Works with the administration and staff in establishing departmental goals and objectives.
5. Interact with students from various disciplines who are doing projects at Fargo Cass Public Health, including supervision of MPH students as appropriate.

#### **Control of Infectious Disease**

1. Provide medical consultation to private physicians and hospitals on suspected or diagnosed communicable disease. Specific areas most commonly include:
  - Tuberculosis management

- Meningococcal meningitis
  - HIV and STD's
  - Vaccine preventable diseases
  - Potential rabies exposure
  - Other communicable disease
2. Provide medical consultation to professional staff in measures directed at prevention and control of disease.
  3. Provide medical consultation and direction in an infectious disease outbreak investigation.
  4. Work closely with the Disease Control Division at the North Dakota Department of Health (NDDoH) concerning any infectious disease outbreaks.

#### **Communication**

1. Medical spokesperson for public health when there is a need to inform the public of a public health situation.
2. Provide education and training when necessary to staff and public.
3. Act as liaison with the medical community on public health issues.
4. Participate on community committees as agreed upon to be beneficial for both the health department and the health officer.

#### **Emergency Preparedness and Response**

1. Provide consultation to the staff in development of emergency preparedness plans.
2. Be trained in appropriate Incident Command System (ICS) courses as part of the National Incident Management System (NIMS).
3. Participate as part of the health department's command team in exercises and in actual emergency events.

#### **Harm Reduction**

1. Provide consultation to the staff of the harm reduction programs including:
  - Gladys Ray Shelter and Veteran's Drop-in Center
  - Withdrawal Management Program (Social Detox)
  - Community Outreach Program including Mobile Outreach
  - Syringe Services Program (SSP)
2. Provide medical supervision, oversight and consultation for SSP, including as laboratory directory for CLIA waived testing site.

#### **Environmental Health**

1. Provide medical consultation to professional staff on environmental issues such as:
  - hazardous waste
  - industrial hygiene
  - water management
  - solid waste management
  - foodborne or waterborne disease outbreak investigation
2. Participate in environmental staff meetings as requested.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practice of public health and desire to support the programs offered by Fargo Cass Public Health. Knowledge of communicable diseases, epidemiology, environmental health, community engagement, policy development and ability to work collaboratively with the health care systems desired.

Good communication skills and ability to work with news media are also desired.

**MINIMUM TRAINING AND EXPERIENCE:**

Must be a physician licensed to practice medicine in the state, having met all the requirements of the North Dakota Board of Medicine for an unrestricted permanent license.

Requires a degree of doctor of medicine or doctor of osteopathy from an approved U.S. or Canadian medical school supplemented by one-year postgraduate medical study or internship equivalent at an approved facility. A graduate of a school outside the U.S. and Canada must have a doctor of medicine degree or approved equivalent and completion of thirty months of postgraduate training in the U.S. or Canada and meet all the requirements of the North Dakota Board of Medicine for licensure.

A Master of Public Health (MPH) degree or experience working in public health is highly desirable.

**SUPERVISION:**

Works in cooperation with the Director of Fargo Cass Public Health and reports directly to the Board of Health, which recommends to the Fargo City Commission to appoint and to remove for cause during the term of appointment. At least quarterly the health officer will submit a report to the Board of Health summarizing activities performed.

**WORK REQUIREMENTS:**

The expectation is that the Health Officer will be on site on a regular basis (20 hours per week) during times that are mutually beneficial to Fargo Cass Public Health and the Health Officer. When not on site, must be available to take calls for consultation as needed by health department staff. The Health Officer must also be available to attend all Board of Health meetings per year and other pertinent community meetings as agreed upon.

**VII. PROPOSAL REQUIREMENTS**

- A. The proposal shall contain a description of the individual including:
  - 1. Education and training.
  - 2. Experience in health care.
  - 3. History of Public Health related work experience including additional education and training that would assist in carrying out the examples of work described above.
  - 4. History and experience working within the local health community.

5. Describe your experience in working with publicly elected boards.
6. Describe your approach in addressing the listed scope of services and the additional training needed to carry out those activities.

## **VII. COMPENSATION**

- A.** The proposal **shall** give a first year fixed fee for **all** costs except additional physician consulting services that go over and above the scope of service. An hourly rate should be proposed for additional physician services and as necessitated by the Director of Public Health. Training and education costs that are required to meet the scope of service may be covered by the City, as the need is determined. All fees will be renegotiated annually (January 1.)
- B.** The City of Fargo reserves the right to request specific information regarding invoices prior to payment.
- C.** Additional fees will require approval by appropriate City officials.
- D.** All fees in this contract will be submitted monthly to the city with payment to take place within 30 days after the receipt of such bill.