



**REQUEST FOR PROPOSALS
RFP26212**

Health Officer

Issued By:

Fargo Cass Public Health Department
1240 25 Street South
Fargo, North Dakota, 58103

RFP Close:

Thursday, July 9, 2026 @ 2:00 PM CST

City of Fargo Request for Proposal

The City of Fargo (City) is requesting proposals for a Health Officer. This position serves as Health Officer for the City of Fargo and all areas of Cass County. All detailed information needs are outlined in the following Request for Proposal (RFP).

Proposals must be uploaded to fargond.bonfirehub.com/. For technical questions related to your submission, please contact Bonfire at Support@GoBonfire.com.

Proposals will be received until 2:00 P.M. Central Standard Time Thursday July 9, 2026.

The City of Fargo reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in their best interest. The City further reserves the right, in the best interests of the City of Fargo, to waive any technical defects or irregularities in any / all submittals.

All questions regarding this RFP shall be submitted through the Bonfire portal. Responses to questions will be posted as an Addendum titled "Questions and Answers", with public view to all Vendors. Vendors are invited and encouraged to ask as many questions as are necessary to reach a thorough understanding of any of the requirements.

Discussions may be conducted with responsible Proposers whose submittals have an opportunity to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to, the solicitation requirements.

A selection will be made by an evaluation committee and will be based on the qualifications of the Proposer.

The Health Review Committee will review the RFP's and notify those individuals they wish to interview and establish the time for those interviews.

TENTATIVE SCHEDULE

Schedule Item	Date
RFP Posted	June 9, 2026
Questions Due	June 24, 2026 @ 2:00 PM
Proposals Due	July 9, 2026 @ 2:00 PM CST
Review of Proposals by Health Review Committee	July 10- 17, 2026
Interviews by Health Review Committee	July 20 – 24, 2025
Notice of Award by Board of City Commissions	August 3, 2026

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.

General Roles and Responsibilities

- A. All duties and responsibilities as stated in North Dakota Century Code § 23-35-12(2),
- a. Shall keep a record of the official acts of the local health officer.*
 - b. Shall enforce every law and rule relating to preservation of life and health of individuals.*
 - c. May exercise the powers and duties of the board of health under the supervision of the board of health.*
 - d. May make sanitary inspections of any place within the jurisdiction in which the local health officer finds a probability of health-threatening conditions exist.*
 - e. May investigate public water and ice supplies suspected of contamination and initiate necessary condemnation proceedings.*
 - f. May enforce school cleanliness; inspect any school that may be overcrowded, poorly ventilated, or unsanitary; and, when necessary, report cases of any unsanitary or unsafe school building to the board of health for investigation.*
 - g. May take any action necessary for the protection of public health and safety.*
 - h. May determine when confinement and decontamination is necessary for the safety of the public. The local health officer may establish confinements consistent with procedures provided under chapter 23-07.6 and perform any acts required for decontamination when necessary.*
 - i. Shall maintain an office within the jurisdiction of the public health unit consistent with any terms of appointment.*
 - j. May select and discharge any assistant health officer in the public health unit, consistent with any terms of appointment.”*

North Dakota Century Code § 23-35-12(2)

- B.** Reviewing and supporting necessary standing orders for FCPH.
 1. Standing orders are written by the Directors/Supervisors of the departments for the Physician to review and sign annually.
- C.** Monitoring disease outbreaks locally/nationally/globally. Working with other agencies to control the spread of disease locally. Serving as a liaison with NDHHS Disease Control.
- D.** Provide Public Health Education through community forums.
- E.** Work collaboratively with the management team at FCPH, including attending any divisional meetings that are requested. There will also be a minimum of a one hour meeting with the Director of Public Health a month. Attendance can be virtual or in-person.
- F.** Attend all Board of Health meetings as scheduled and present a report summarizing the activities performed as health officer. (a minimum of four to be attended, one held each quarter).
- G.** Signing needed prescriptions.
- H.** Review and approve medical policies for Fargo Cass Public Health.

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, harm reduction, 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. The Public Health Director may recommend to the Fargo City Commission a motion of removal for cause, if warranted.

WORK REQUIREMENTS

The expectation is that the Health Officer will be available to attend the meetings outlined above and potentially present on any issues that are requested by the Board/FCPH Director. The Health Officer will be responsible for corresponding via email/phone/in-person during times that are mutually beneficial to Fargo Cass Public Health and the Health Officer. They also must be available to take calls for consultation as needed by health department staff. All activities need to be documented with assistance from FCPH staff.

COMPENSATION

- A.** Health officer shall be paid for services rendered at the rate of \$3,200 per month. If the Health Officer is requested to conduct media interviews relating to public health or disease, they are required to submit an invoice for reimbursement of these duties being compensated at a rate of \$175.00 per hour. Any change in monthly compensation shall be made by written agreement of both of the parties hereto. Invoices should include Reference Number **RFP26212** on each invoice submitted to the City of Fargo.
- B.** There will be an annual \$200 a month increase in salary occurring on the anniversary of the initial contract.
- C.** The City of Fargo reserves the right to request specific information regarding invoices prior to payment.
- D.** Additional fees will require approval by appropriate City officials.
- E.** All fees in this contract will be submitted monthly to the city with payment to take place within 30 days after receipt of the invoice.

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.

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 City Commission will take official action on this matter on August 3, 2026.

TERMS AND CONDITIONS

Award

- 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.
- The City reserves the right to request clarification of information submitted and to request additional information of the applicant.
- 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.
- 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.
- 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.

Term of Contract

- The initial term of this contract shall be for five (5) years, with the agreement commencing on or before August 4, 2026 and expiring on August 3, 2031.
- This agreement may be terminated by either party upon giving sixty – (60) days written notice.

Proposer Information

**Health Office
Fargo Cass Public Health Department
Fargo, North Dakota**

Proposer Name (Print): _____

Proposer Address: _____

Contact Phone #: _____

Email Address: _____

Authorized Signature: _____

Title: _____

Date: _____

*Please submit this Proposer Information page when responding to the RFP.