



ARAPAHOE COUNTY

**Arapahoe County Finance Department
Purchasing Division
5334 South Prince Street
Littleton, Colorado 80120**

**REQUEST FOR QUALIFICATIONS
COVER SHEET**

Solicitation Number:	RFQ-22-29
Solicitation title:	PUBLIC HEALTH MEDICAL OFFICER
Issued:	May 24, 2022
Pre-Solicitation Meeting:	Not applicable
Question deadline:	June 7, 2022, 2:00 p.m. on www.bidnetdirect.com/colorado Please only enter one question per line #.
Qualifications will be received until:	June 21, 2022, 2:00 p.m. on www.bidnetdirect.com/colorado Please submit (1) pdf with the Contractor name as the 1st word in the document title.
Goods or services to be delivered to or performed at:	Arapahoe County (address if applicable)
Administrative questions not related to scope:	Nancy Allen, Purchasing Manager
Email Address:	nallen@arapahoegov.com
Contact with the requesting department may result in Contractor disqualification.	
Documents included in this package:	Request for Qualifications Appendix A - Agreement for Services



ARAPAHOE COUNTY

Arapahoe County Finance Department
Purchasing Division
5334 South Prince Street, Room 480
Littleton, Colorado 80120

REQUEST FOR QUALIFICATIONS GENERAL TERMS AND CONDITIONS

I. APPLICABILITY. These General Terms and Conditions apply, but are not limited, to all bids, offers, proposals, qualifications, quotations, and responses (hereinafter referred to as "Response") made to Arapahoe County (hereinafter referred to as "County") by all prospective contractors, contractors, bidders, firms, companies, publishers, consultants, or suppliers (hereinafter referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").

II. CONTENTS OF RESPONSE

A. GENERAL CONDITIONS. Contractors are required to submit their Responses in accordance with the following expressed conditions:

1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.
2. Contractors are advised that all County Solicitations and contracts are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.
3. Contractors are required to state exactly what they intend to furnish to the County in their Response and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Response, it shall be construed that the Contractor's Response fully complies with all conditions identified in this Solicitation.
4. The County intends and expects that the contracting processes of the County and its Contractors provide equal opportunity without regard to disability, race, creed, color, sex, sexual orientation, religion, age, national origin, or ancestry and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as subcontractors, contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any contract awarded to the Contractor and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract.
5. All Responses and other materials submitted in response to this Solicitation shall become the property of the County and shall be considered public information and subject to disclosure. **DO NOT INCLUDE CONFIDENTIAL AND/OR OTHERWISE PRIVILEGED DOCUMENTS AS PART OF A RESPONSE OR OTHER SUBMITTED MATERIALS.** By submitting a Response, Contractor affirms that none of the information provided in its Response or other submitted materials is confidential, proprietary, trade secret, or otherwise privileged, and the County may release such information without liability.

B. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

1. Where there appears to be variances or conflicts between the General Terms and Conditions, the Special Terms and Conditions and the Technical Specifications outlined in this Solicitation, the Technical Specifications, and then the Special Terms and Conditions, will prevail.
2. If any Contractor contemplating submitting a Response under this Solicitation is in doubt as to the true meaning of the specifications or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

Any official interpretation of this Solicitation must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.

The County shall issue a written addendum if substantial changes which impact the technical submission of Responses are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. ANY CONTRACTOR DEEMED NON-RESPONSIVE WILL NOT HAVE THE ABILITY TO APPEAL AWARD DECISION(S).

C. PRICES CONTAINED IN RESPONSE-DISCOUNTS, TAXES, COLLUSION

1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Responses; discounts for periods of less than twenty days, however, will not be considered in making an award. Contractors are encouraged to provide their prompt payment terms in the space provided on the Solicitation's Specification and Pricing Form. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.
2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

Federal Identification Number: 84-6000740
State of Colorado Tax Exempt Number: 98-04527-0000

3. Contractor, by affixing its signature to this Solicitation, certifies that its Response is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Response for the same items, or with the County. The Contractor also certifies that its Response is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

III. PREPARATION AND SUBMISSION OF RESPONSE

A. PREPARATION

1. Responses must contain, **in ink or an electronic signature** of an authorized agent of the Contractor in the space provided on the Solicitation cover page. **The original cover page of this Solicitation must be included in all Responses. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Response may be invalid and may not be considered.**
2. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any documentation or presentation materials and to do so would be a violation of the County's trademark
3. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and **shall be for the unit of measure requested.** Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
4. Alternate Responses will not be considered unless expressly permitted in the Specification's Special Terms and Conditions.
5. The accuracy of the Response is the sole responsibility of the Contractor. No changes in the Response shall be allowed after the date and time that submission of the Responses is due. Minor errors may be allowed at the sole discretion of the Arapahoe County Purchasing Manager.

B. SUBMISSION

1. The Electronic Response shall include the Contractor's name and the Solicitation number. The County's Specification and Pricing form, which is attached to this Solicitation, must be used when the Contractor is submitting its Response. The Contractor shall not alter this form (e.g., add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. No other form shall be accepted.
2. Each Response must be submitted at the time and place, and number of copies as specified in this Solicitation Special Terms and Conditions. Failure to submit the required number of copies may deem the Contractor's Response non-responsive.
3. Failure to provide any requested information may result in the rejection of the Response as non-responsive.
4. Contractors, who qualify their Responses by requiring alternate contractual terms and conditions as a stipulation for contract award must include such, alternate terms, and conditions in their Responses. The County reserves the right to declare a Contractor's Response as non-responsive if any of these alternate terms and conditions are in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

C. CONTRACTOR APPLICATION AND RETENTION ON CONTRACTOR LIST (RMEPS)

1. Contractors may register for free online at <https://www.rockymountainbidsystem.com>. The County posts all bids, quotes, amendments, and award information on this website. If you need assistance when registering, or do not have Internet access, please contact BidNet® at 1-800-835-4603.

IV. MODIFICATION OR WITHDRAWAL OF RESPONSES

- A. **MODIFICATIONS TO RESPONSES.** Responses may only be modified when received prior to the submission deadline.
- B. **WITHDRAWAL OF RESPONSES**
 - 1. Responses may be withdrawn in the form of a written notice on and must be received prior to the time and date set for the opening of Responses. Any withdrawal of a Response submitted to Arapahoe County Purchase Division must have the Contractor's name and the applicable Solicitation number and title clearly noted on the withdrawal notice.
 - 2. Responses may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Response is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor from solicitation submissions for a six-month period following the withdrawal.

V. REJECTION OF RESPONSES

- A. **REJECTION OF RESPONSES.** The County may, at its sole and absolute discretion:
 - 1. Reject any and all, or parts of any or all, Responses submitted by prospective Contractors;
 - 2. Re-advertise this Solicitation;
 - 3. Postpone or cancel the process;
 - 4. Waive any irregularities in the Responses received in conjunction with this Solicitation; and/or
 - 6. Determine the criteria and process whereby Responses are evaluated and awarded.
- B. **REJECTION OF A PARTICULAR RESPONSE.** In addition to any reason identified in subsection A above, the County may reject a Response under any of the following conditions:
 - 1. The Contractor misstates or conceals any material fact in its Response;
 - 2. The Contractor's Response does not strictly conform to the law or the requirements of the Solicitation;
 - 3. The Response expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;
 - 4. The Response does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Response by the Solicitation; and/or
 - 5. The Response has not been executed by the Contractor through an authorized signature on the Specification's Cover Sheet.
- C. **ELIMINATION FROM CONSIDERATION**
 - 1. A Response may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the County upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the County.
 - 2. A Response may not be accepted from, nor any contract awarded to, any person or firm who has failed to perform faithfully any previous contract with the County or other governmental entity, for a minimum period of three years after the previous contract was terminated for cause.

D. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section V or decisions by the County.

VI. QUALIFICATIONS OF CONTRACTOR: The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, contracts cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Response if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Responses will not be accepted.

VII. AWARD OF SOLICITATION. The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent To Award on BidnetDirect.com. No services or goods shall be provided, and no compensation shall be paid, until and unless a contract has been signed by an authorized representative of the County and the Contractor.

VIII. APPEAL OF AWARD. Solicitations are awarded based on several conditions, price being just one of the elements. Please check the Solicitation's Special Terms and Conditions to see the elements upon which the award will be based. Contractors may appeal the Notice of Intent to Award decision by submitting, in writing, to the County's Purchasing Manager, a request for reconsideration within 3 business days after the Notice of Intent to Award is sent to all participating Contractors via email, provided the appeal is sought by the Contractor prior to the County finalizing a contract with the selected Contractor. Contractors who were deemed non-responsive are ineligible to participate in the appeal of award process.



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Purchasing Division
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REQUEST FOR QUALIFICATIONS SPECIAL TERMS AND CONDITIONS

SUBMISSION OF RESPONSES: The response must be received before the due date and time as specified in this Solicitation. Electronic submissions will be accepted online via Rocky Mountain E-Purchasing Systems (RMEPS), www.bidnetdirect.com/colorado. **Questions or technical difficulties should be directed to the websites' Contractor Support Team, (800) 835-4603, option 2.**

SCHEDULE OF ACTIVITIES: The following activities and dates are a tentative outline of the process to be used to solicit Contractor responses and to evaluate each Contractor Response:

PURPOSE: TO ESTABLISH A CONTRACT: The purpose of this Solicitation is to contract with a qualified firm or individual to provide Public Health Medical Officer services as specified herein from a Contractor who will give prompt and efficient service to the County.

CONTRACTUAL OBLIGATIONS

- A. The successful Contractor will be required to sign a contract substantially similar to the contract form in Appendix A. The County reserves the right to add or delete provisions to the form prior to contract execution.
- B. Contractor is responsible for reviewing the form contract and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- C. Contractor's Response must state its willingness to enter the form contract or Contractor shall identify and include any proposed revisions they have for the form contract. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter the standard contract is for general purposes at this time but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- D. Material Priced Incorrectly. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- E. The County may, during the term of the contract and any extensions, request additional work at other locations throughout Arapahoe County by the successful Contractor.

METHOD OF AWARD - BEST EVALUATIVE SCORE BASED ON WRITTEN RESPONSE: It is the intent of the County to award a contract to the Contractor who receives the highest score when the Responses submitted by interested Contractors are reviewed by the County's Response Evaluation Committee. Notwithstanding, the County reserves the right to alter this method of award if such alteration is in the best interest to the County.

If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors who received the highest scores during the written phase to provide an oral presentation. The number of Contractors who may be invited to provide an oral presentation will be determined by the Evaluation Committee after the written Responses have been scored. In its best interest, the County will determine whether to score the oral presentations, what criteria will be used, if any, who will participate in the evaluation committee, and how the final scoring will be determined.

The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.

RESPONSE TO QUESTIONS: Questions which arise during the Response preparation period regarding issues around this Solicitation must be submitted online at www.bidnetdirect.com/colorado. Any official interpretation of this Solicitation must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.

OPTION TO RENEW FOR FOUR (4) SUBSEQUENT YEARS: The prices or discounts quoted by the Contractor in its Response shall prevail for the term of the contract, at which time the County shall have the option to renew the contract for four (4) subsequent one-year periods, provided, however, that such Contractor will maintain the same prices or discounts that were agreed to in the initial contract. The optional renewal periods shall not exceed four years. Continuation of the contract beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

LOCAL OFFICE SHALL BE REQUIRED: Due to the service level required in conjunction with this Solicitation, the Contractor shall maintain an office within the Metro Denver, Colorado, area. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract. Metro Denver consists of City and County of Denver, City of Ft. Collins and surrounding counties, City of Colorado Springs and surrounding counties, Arapahoe County, Jefferson County, Adams County, Boulder County, Douglas County, City and County of Broomfield, Clear Creek County, and Gilpin County, Colorado. All reimbursable payments will be based on local Denver office.

LOGOS: The County logo is trademarked and property solely of the County. Contractors do not have permission to use our logo on any documentation or presentation materials and to do so would be a violation of our trademark. We also prefer your company does not utilize its trademark as to not influence an evaluator's evaluation.

DEBARMENT: By submitting this Response, the Contractor warrants and certifies that he/she is eligible to submit a Response because he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

FEDERAL FUNDS: In the event the agreement will use federal funds, Contractor will need to demonstrate its ability to comply with all applicable federal laws, regulations and requirements. These include but are not limited to compliance with the following laws and regulations:

1. Rights to Inventions Made Under a Contract or Agreement. If this Agreement is an agreement with a small business firm or nonprofit organization for performance of experimental, developmental, or research, Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
2. Debarment and Suspension (Executive Orders 12549 and 12689). The County is prohibited from entering into this Agreement with a party listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
3. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If this Agreement is for compensation in excess of \$100,000, Contractor must file the required certification with the County that it will not and has not used Federal appropriated funds received by the Contractor to pay any person or

organization for influencing or attempting to influence an officer or employee or any agency, a member of Congress, officer or employee of Congress, or an employee or a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor must also disclose to the County any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.



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**REQUEST FOR QUALIFICATIONS
SPECIFICATION FORM**

I. BACKGROUND

Since the mid-1900s, Arapahoe, Douglas, and Adams counties have partnered with the Tri-County Health Department (TCHD) for public health services. In 2021, Douglas County, followed by Adams County, announced their intention to leave the TCHD partnership. With those departures, Arapahoe County examined how best to serve the public health needs of residents and businesses within the county. The Arapahoe County Board of County Commissioners is creating a single county health department - Arapahoe County Public Health Department - which will be the designated local public health agency pursuant to CRS §25-1-508, having jurisdiction over the entire county including the incorporated municipalities. The Arapahoe County Public Health Department will open on January 1, 2023.

For information about the new Public Health Department please visit: <https://www.arapahoegov.com/2219/Public-Health>

Arapahoe County intends to hire an Administrative Public Health Director for the Health Department. As a result, the County seeks to retain a firm, or individual, to provide Public Health Medical Officer services, as defined by applicable state statutes.

About Arapahoe County

Arapahoe County is one of Colorado's fastest growing counties, with more than 650,000 residents. By 2030, about 800,000 are projected to live here, which would make it the most populous county in the metro area, surpassing the City and County of Denver. The County spans approximately 805 square miles and its diversity is evident throughout, from vibrant urban, suburban, and rural communities to an unparalleled open space and trail system, to major employment centers and a robust multimodal transportation network.

Arapahoe County is home to 13 cities and towns, nine school districts and 450 local improvement and special service districts. It also has one of the lowest property tax mill levies in the state. The County government only keeps 15 percent of the tax revenue it collects, to invest in County services and infrastructure; the rest goes to schools, cities and towns, and special districts like fire and water.

II. SCOPE OF WORK

Under the administrative direction of the ACPHD Public Health Director, the firm, or individual, selected will serve as the designated Public Health Medical Officer and be responsible for:

- Support the planning, organizing, directing, and coordinating public health programs for the County.
- Advising the Arapahoe County Public Health Director and Arapahoe County Board of Health on public health decisions.
- Working with clinical staff to build trust and create a successful environment for public health services administered to community members.
- Interpreting and applying state and local public health laws, rules, regulations and orders, as defined in state statutes and regulations and in cooperation with the board of health and county attorneys.
- Consulting with agency staff about the enforcement of public health laws and rules.

- Providing authorization for vaccine and other public health drug purchases.
- Providing technical consultation to public officials, staff, and community organizations and agencies on public health and preventative medicine issues.
- Acting as the medical liaison to private sector medical care systems with respect to local public health issues.
- Counseling to the ACPHD on the development of sound public health activities.
- Serving as medical provider of record for medical billing purposes.
- Other tasks may be included as needs are identified.
- Malpractice coverage for public health activities will be covered by COPIC.

III. STATUTORY REQUIREMENTS

Statutory requirements for medical officer C.R.S. § 25-1-508 [Colorado Revised Statutes Title 25. Health § 25-1-508. County or district boards of public health--public health directors](#)

- Currently licensed to practice medicine in Colorado without conditions, restrictions, or letters of admonition from any Medical Board
- Graduate of an accredited medical school (MD or DO)

VI. REQUIRED QUALIFICATIONS

- Registered or ability to get and maintain a Colorado Medicaid (NPI) Number.
- Registered Drug Enforcement Administration (DEA) number.

IV. PREFERRED QUALIFICATIONS

- Certification in Preventive Medicine, holding a master's in public health with 5 or more years of experience. If not board certified in Public Health and Preventive Medicine; board certified in a primary care specialty is preferred.
- Experience in Communicable, Infectious and Emerging Disease, Title X, Sexual Health Testing and Treatment, Immunizations, Medical Billing Authorization, HIV Harm Reduction, Standing Orders.
- Familiarity and experience with public information practices and techniques; practices of health service advocacy;
- Ability to interpret population-based data and to consult on the development of community health assessments and public health improvement planning.
- Familiarity and practice in the principles of determining and serving community health needs.
- Effective public and community relations practices.
- Demonstrated capacity to advise on public health matters utilizing a health equity and evidence-based lens.

V. PREFERRED KNOWLEDGE AND SKILLS

The Medical Officer should possess interest, knowledge, and expertise in public health, prevention, and community health, including:

- Knowledge of the social determinants of health and impacts of health inequities on populations.
- Knowledge of public health related statutes, related Colorado Department of Public Health and Environment policies and procedures, and related Board of Health rules.
- Knowledge of the principles and practices and interagency responsibilities involved in contemporary public health.
- Knowledge of the organization and the purpose of federal and state health departments.
- Knowledge of federal and state laws and regulations governing the services and work of local public health programs.
- Knowledge of public information practices and techniques; practices of health service advocacy; principles and practices of determining and serving diverse community health needs.
- Clear understanding of the differences and similarities between health care, prevention, public health and whole community health.

- Ability to operate effectively as a member of a multidisciplinary team, providing constructive input while respecting roles, responsibilities and authorities of other team members.
- Ability to coordinate the medical officer's decision with decisions of medical officers of neighboring jurisdictions on topics of mutual interest.

VI. SCHEDULE

The Medical Officer is expected to be available to the Public Health Director at all times. If the qualifications are submitted by an individual, it is desirable the individual be able to arrange for a qualified "backup" Medical Officer for times when they are not available. If the qualifications are submitted by a firm, they must identify one lead person who will serve as the primary Medical Officer. The amount of time required will vary depending on public health needs that may arise. Arapahoe County seeks someone who can be both efficient and effective in their use of time and costs to the County.

VII. REQUIRED DOCUMENTATION

Please, submit a cover letter and a statement of qualification. The statement of qualification shall be brief but shall include at a minimum the following:

1. Capabilities
 - a. Description of relevant knowledge, skills and experience.
 - b. Degrees and licenses as listed in the Statutory Requirements above.
 - c. In lieu of existing experience and licensure, description of how it will be acquired.
 - d. Listing of all persons who may be called upon to serve the Medical Officer role, and designate the lead person responsible.
 - e. Three examples of similar work or work that demonstrates your capacity to fill this role.
2. Resumes/CVs
3. At least three (3) professional references from within the last three (3) years.
4. Cost/Fee - Please provide a retainer amount that assumes 40 hours of work performed per month. In addition, please provide cost information for services for any emergent or additional public health situation or need.

VIII. RESPONSE FORMAT

SUBMISSION OF RESPONSES: ONE (1) electronic submittal must be submitted online via at www.bidnetdirect.com/colorado . It is the responsibility of the contractor to ensure that the electronic qualifications are submitted prior to the closing time. **No physical submissions will be accepted.**

Please name your pdf file with your company name as the first word(s).

Provide submittal without reference to Arapahoe County logo.

IX. TABLE OF CONTENTS

SECTION 1

COMPANY INFORMATION & EXECUTIVE SUMMARY

- 1) Resume' or Profile of the Firm:
 - a. Size of the Firm (if applicable)
 - b. Identify the staff who will be assigned to the engagement.
 - c. Identify the points that make you uniquely qualified for this engagement.
 - d. Provide resumes for each person that will be assigned to this engagement.
 - e. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.

SECTION 2**SIGNATURE FORMS AND REQUIRED DOCUMENTATION**

- 1) Completed RFP Submittal Form
- 2) Certificate of Liability Insurance

X. RESPONSE EVALUATION

The Evaluation Committee will score Responses based on the following criteria:

1. The extent to which the proposer meets the required qualifications and preferred qualifications. 35%
2. Knowledge, prior experience, and demonstrated success in providing services such as those described in the Scope of Services. 45%
3. The extent to which the proposer demonstrates sufficient availability (time) and plans for back-up as needed to fulfill the Scope of Services. 10%
4. Estimated cost/fee to provide services. 10%



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**REQUEST FOR QUALIFICATIONS
PRICING FORM**

I. PRICING

ITEM NUMB	QTY	UNIT	DESCRIPTION Hourly Rate	UNIT PRICE
1.				

Contractors may also provide their own Price Form as an alternative.



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**REQUEST FOR QUALIFICATIONS
REQUIRED SUBMITTAL FORM**

SUBMITTED BY:

Company Name: _____

Contact Names: Sales/Customer Service: _____

Address: _____

Phone: (_____) _____ Email(s): _____

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Contractor;
- He/she has read all Terms and Conditions and technical specifications made available in conjunction with this solicitation and fully accepts and acknowledges this offer is consistent with the specifications and terms and conditions, unless specific variations have been clearly and expressly listed in the offer.
- The Offer is in all respects fair, without outside collusion or otherwise illegal action.

By _____
Signature of Authorized Agent Date FEIN

Typed/Printed Name of Agent Title of Agent Agent email

PAYMENT TERMS: If the vendor does not accept a percentage discount, the City standard is net thirty (30) days after the date that the City receives an accurate invoice and has accepted the product or service. Payment is the date of the check mailing or date of the credit card transaction.

Discount: ____% ____ Days, Net: 30 Days, Accept Visa without additional fee? _____

VARIATIONS: The vendor shall identify all variations and exceptions to any RFP documents. Submittal of a Vendor Contract is considered excessive in Variations and may be cause for determining that the Bid/Offer is non-responsive and ineligible for award. For each variation listed, reference the applicable section of the solicitation document as per the example below. If no variations are listed here, it is understood that the vendor's Offer fully complies with all terms and conditions. Attach additional Variation sheets in the same format as below.

Page #: _____ Item # or Section: _____ Variance _____

SUBMITTAL INSTRUCTIONS:

Qualifications shall be submitted in the order listed below with each section clearly identified.

- ☐ Submit questions and submittal ON-LINE at BidnetDirect.com before deadlines
- ☐ Cover & Executive Summary. Detail Firm's and employees' Capabilities, Experience & Licensing
- ☐ Details of Qualifications – Proposed products & services, implementation timeline and warranties.
- ☐ Completed Submittal Forms including this sheet and all other attachments specifically requested including a Performance Measures Form when requested.
- ☐ Pricing – All fee and costs.
- ☐ Insurance – Checking this box accepts that the insurance requirements listed by the City are acceptable unless listed in the variations on the previous page.
- ☐ CONFIDENTIAL information, if any, MUST be stamped as such on each page and submitted separately.
- ☐ Please initial to acknowledge Addenda, if any, have been considered in your submittal:

#1 _____ #2 _____ #3 _____ #4 _____ #5 _____

REFERENCES:

- ☐ Check here if Firm's standard reference sheet is attached, otherwise, use the space below.

Name: _____ Contact Person: _____

Address: _____

Telephone No: _____ Email: _____

Describe type of work/service performed or items supplied: _____

Name: _____ Contact Person: _____

Address: _____

Telephone No: _____ Email: _____

Describe type of work/service performed or items supplied: _____

Name: _____ Contact Person: _____

Address: _____

Telephone No: _____ Email: _____

Describe type of work/service performed or items supplied: _____

Arapahoe County must have on file a completed W-9 prior to doing business with contractors.



ARAPAHOE COUNTY

**Arapahoe County Finance Department
Purchasing Division
5334 South Prince Street, Room 480
Littleton, Colorado 80120**

REQUEST FOR QUALIFICATIONS

APPENDIX A – SAMPLE AGREEMENT FOR SERVICES

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- I. The Sample Agreement for Services is included in this Solicitation for informational and reference purposes only.

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