

**Request for Proposal  
Economic Impact Survey for the  
Establishment of a  
County Department of Health  
Lackawanna Department of  
Human Services  
RFP#xxxxxxxx**

**REQUEST FOR PROPOSALS  
FOR  
Economic Impact  
Survey for the  
Establishment of a  
County Department of  
Health  
SCRANTON, PA**

**Economic Impact Survey for  
the Establishment of a County  
Department of Health**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the “County”) at 123 Wyoming Avenue, 6th Floor, Scranton, Pennsylvania, 18503, until July 30, 2021 at 2:00 P.M. prevailing time for an Economic Impact Survey in furtherance of establishing a county department of health.

**PURPOSE**

Lackawanna County desires to establish a single county Lackawanna County Department of Health (LDOH) under the umbrella of the Lackawanna County Department of Health and Human Services. The Lackawanna Department of Health will be responsible for foundational programs; Communicable Disease Control, Prevention and Health Promotion, Environmental Health and Access to Clinical Preventative Services consistent with Act 315 and associated legislation. The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide an Economic Impact Survey in furtherance of establishing a county department of health. A qualified firm and/or individual will be selected through a fair and open process.

**PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL**

Four (4) copies of the proposal are to be sealed and plainly marked with Project Name and RFP# xxx-xx-xxx and contain all required documents including amendments. All proposals must be received by the Lackawanna County Chief of Staff 123 Wyoming Avenue, 6th Floor Lackawanna County Government Center at the Globe, Scranton, PA 18503, no later than 2:00PM prevailing time on July 30, 2021. All Proposals shall be sent by courier (FedEx, UPS etc.) or hand delivered to the Chief of Staff at the Lackawanna County Government Center at the mailing address stated above. Reviews of the proposals may begin any time after that date and time. The County assumes no responsibility for delays in any form of carrier,mail, or delivery service causing the submission to be received after the above referenced due date and time. Submission by fax, telephone or email is not permitted.

Respondents are required to monitor the Lackawanna County Website for RFP Amendments.

**COMMUNICATION WITH COUNTY OFFICIALS:** All communications during this process should be directed to the Office of the Lackawanna County Chief of Staff or Director of DHS. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

Lackawanna County reserves the right to reject any or all proposals. Any questions should be emailed to William Browning, Executive Director of the Department of Human Services (DHS).  
**Email:** [browningw@lackawannacounty.org](mailto:browningw@lackawannacounty.org)

**CRITERIA FOR EVALUATION OF PROPOSAL**

Each response shall be evaluated by a select committee, as established by the County Commissioners, to determine if the respondent meets the qualification criteria of the solicitation and if the technical specifications in the response are acceptable. Discussions may be held with individual respondents who meet the qualifications and experience criteria in order to clarify any

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technical specifications in their response.

The responses to the RFP will be evaluated for content based on the proposer's qualifications (i.e., organization's history and background), the proposer's financial capability to perform the requirements outlined in the RFP, the merits of its proposed program of services related to the delivery of a comprehensive survey that will evaluate the feasibility, timing, and budgeting, including but not limited to the identification of all potential revenue streams.

In addition, the County retains the right to negotiate specifications, terms and conditions, including final contract price with one or more of the proposers receiving favorable consideration.

### **COLLUSION AMONG RESPONDENTS**

Multiple responses from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection unless specifically permitted in the solicitation. Reasonable grounds for believing that a respondent has an interest in more than one response for the work contemplated may result in rejection of all responses in which the respondent is interested. Any or all responses will be rejected if there is any reason for believing that collusion exists among the respondents. Participants in such collusion may not be considered in future bids or proposals for the same work. Each respondent, by submitting a response, certifies that it is not a party to any collusive action. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a response for the work.

### **EXPENSES INCURRED IN PREPARING RESPONSE**

The County of Lackawanna accepts no responsibility for any expense incurred in the preparation and presentation of a response. Such expense is to be borne exclusively by the respondent.

### **QUALIFICATION OF RESPONDENTS**

Each respondent may be required, before the award of any contract, to show to the satisfaction of the County that it has the necessary facilities, ability, and financial resources to furnish the services herein specified in a satisfactory and professional manner. The respondent may also be required to show past history and references which will enable the County to be satisfied as to the respondent's qualifications (see Respondents Response Requirement section below).

### **DEBARMENT STATUS**

By submitting a response, the respondent certifies that it is not currently debarred from submitting bids and/or proposals on contracts with Lackawanna County, Pennsylvania or any political subdivision or agency of the Commonwealth of Pennsylvania and is not an agency of any person or entity that is currently debarred from contracting with Lackawanna County, Pennsylvania or any political subdivision or agency of the Commonwealth of Pennsylvania.

### **OBJECTIVES OF THE RFP**

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Each respondent to the RFP will be evaluated as to its achievements and compliance with the following stated objectives:

1. To provide technical assistance in determining the full economic impact of establishing and maintaining a county department of health including but not limited to personnel expenditures, equipment and other capital expenditures, physical plant management, revenues from federal and state sources, fees collected, and the share required from the county general fund.
2. Identify all initial costs including but not limited to personnel acquisition, and physical plant acquisition and/or modifications necessary in fulfillment of county requirements to secure a determination of readiness from the Pennsylvania State Department of Health
3. Identify opportunities for braided and/or blended funding among other departments with common or related goals and/or serving common populations.
4. Collect, analyze and present all internal and external data necessary to provide aforementioned economic impact survey.
5. To prepare and present data used in the analysis to the Commissioners in an industry standard format.
6. Prepare and format the above economic impact for providing all of the following three separate scenarios; minimal health department, medium health department and a full-service health department.
7. Ensure methodologies are clearly stated
8. To provide for a fair and objective proposal that will result in a mutually satisfactory contract between the successful proposer and Lackawanna County.

## **RESPONSE REQUIREMENTS**

The County requires respondents to meet the following requirements. Failure to meet each of these requirements will result in the Respondent's disqualification from further consideration. Responses, including all appropriate documentation, should be provided to each requirement in the order the requirement is listed hereafter.

1. The respondent must be an organization existing for the primary purpose of providing technical assistance for economic analysis and/or strategic planning, with preference given to organizations familiar with health services.
2. The respondent will be required to provide details of the organizational capacity to complete the project, including projects leads, FTE's etc.
3. The respondent will be required to provide resumes, work samples and references of individuals responsible for the project.
4. The respondent must develop a clear timeline for completion of the project and provide mutually agreed upon regular updates as well as ad hoc meetings at the request of the County.
5. The respondent must provide and maintain the following minimum limits of insurance coverage during the period of contract performance:

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- A. Professional Liability
    - \$1,000,000 per occurrence of claim made, with an annual aggregate of \$3,000,000, if claim made insurance is offered by the Proposer then a Tail Policy must be purchased to cover the Statutes of Limitations and Statute of Repose for filing of lawsuits in Pennsylvania. The proposer must provide annual proof of the “tail” policy for the period of the contract and through the Statute of Limitations of the State after the policy termination.
  - B. Worker’s Compensation and Employer’s Liability
    - Statutory Coverage for Pennsylvania
    - Employer’s Liability up to \$1,000,000
    - Broad Form All States Endorsement
6. The respondent will provide a Dunn and Bradstreet Report on their firm.
  7. Records involved in the services provided under the proposed agreement may be deemed to be “Public Records” under the Pennsylvania Right to Know Act. Any agreement with the County of Lackawanna will contain language that will require the contractor to turn over in a prompt fashion any records that are requested under the Act that are deemed by the County to be a public record.

**SCOPE OF WORK**

1. To prepare and present data used in the analysis to the Commissioners in an industry standard format.
2. Prepare and format the above economic impact for providing all of the three following separate scenarios; a minimal health department, a medium health department and a full-service health department.
3. Ensure methodologies are clearly documented.
4. To provide for a fair and objective proposal that will result in a mutually satisfactory contract between the successful proposer and Lackawanna County.

**QUESTIONS / CLARIFICATIONS**

Any questions and/or clarifications shall be directed in writing (email) to the persons noted below, on or before 4:00p.m., Friday, July 9, 2021.

Mr. Brian Jeffers  
Chief of Staff  
Lackawanna County  
123 Wyoming Avenue 6<sup>th</sup> Floor  
Scranton, PA 18503

Email: [jeffersb@lackawannacounty.org](mailto:jeffersb@lackawannacounty.org)

Mr. William Browning  
Executive Director  
Lackawanna County DHS  
123 Wyoming Avenue 4<sup>th</sup> Floor  
Scranton, PA 18503

Email: [browningw@lackawannacounty.org](mailto:browningw@lackawannacounty.org)

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**SCHEDULE OF PROPOSAL PROCESS**

The following is a tentative schedule of events concerning the proposal process. This schedule may be subject to change if determined necessary by the County or its appointed staff.

<u>Event</u>	<u>Date</u>
RFP Public Announcement and Website Posting	June 22, 2021
Questions/Clarifications Submission Deadline	July 9, 2021 at 4:00pm
Answers Posted on County Website	July 16, 2021 by 4:00pm
Proposal Closing	July 30, 2021 at 2:00p.m.
Lackawanna County Committee Review Complete	August 6, 2021
Tentative Oral Presentation (subject on necessity)	August 11, 2021
Notification of Intent to Award	August 17, 2021
Commence Contract Negotiations	August 23, 2021
Commissioners Approval	September 2, 2021
Contract Signed	September 8, 2021
Operational Start Date	12:01AM, September 9, 2021