



HENDERSON COUNTY WELLNESS CLINIC

100 North King Street, Suite 500
Hendersonville, NC 28792
828.694.7991 / www.hendersoncountync.org

Memorandum To: *Interested Health Education/Chiropractic Care Providers*

From: *Jamie S. Gibbs, DNP, MSN, APRN, ANP-BC
Clinic Director*

Subject: *Request for Proposals
Health Education/Chiropractic Care Services*

Date: *May 15, 2020*

The Henderson County Board of Commissioners is soliciting proposals from a highly qualified Health Educator/Chiropractic Care Provider to assist in the provision of services within the Henderson County Wellness Clinic. Interested providers should submit Proposals to the following address in accordance with the instructions and guidance provided for herein, by **May 29, 2020 at 4:30pm**:

Jamie S. Gibbs, DNP, MSN, APRN, ANP-BC
Clinic Director
County of Henderson
100 North King Street, Suite 500
Hendersonville, North Carolina 28792
jgibbs@hendersoncountync.gov

Proposed Scope of Services:

The Mission of the Henderson County Wellness Clinic is to provide quality, low cost health services, effectively tied to a work environment that promotes the health and well-being of all its members. To further this mission, and to provide enhanced wellness initiatives, the Clinic proposes the addition of a Health Educator/Chiropractic Care Provider. The Provider selected for these services shall be able to meet the following requirements of the proposed scope of services:

1. To ensure that services are performed in accordance with Wellness Clinic protocols, the Provider shall work in conjunction with Wellness Clinic Staff toward the Clinic's mission of promoting the health and well-being of members of the wellness clinic. Health education should be a primary focus of the provider, approaching wellness from a position of balancing the many components that comprise a healthy individual.
2. The Provider shall be able to evaluate underlying causes of medical issues referred to them by Wellness Clinic practitioners, perform interventions and suggest lifestyle adjustments that would optimize the health conditions.



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3. The Provider shall maintain data and records in such a format that County Staff will be able to review the effectiveness of this program for wellness purposes. In no circumstance would County Staff have access to any records subject to HIPPA privacy requirements. The sharing of data would be strictly for use in the evaluation of this program for efficiency and effectiveness.
4. The Provider shall be present on site at the Wellness Clinic during normal Clinic operating hours three and one-half (3½) hours per week for at least forty-six (46) weeks during Henderson County's 2021 fiscal year. At least two weeks before the beginning of each calendar quarter (that is, during June for the July-September quarter, during September for the October-December quarter, and so on), the Provider and the Director of the Wellness Clinic shall agree on a schedule of weeks and days during the applicable quarter that the Provider shall be on-site at the Wellness Clinic. The parties shall, as much as possible, have an equal division of weeks between the quarters. If the Provider is unable to keep a scheduled day because of illness, the Provider shall provide as much notice as possible to the Wellness Clinic, and shall further if possible "make up" the day or hours to be missed during the same week as the day or hours were scheduled, but in any event not later than the next week after the week the day or hours were originally scheduled unless otherwise expressly agreed to in writing by the Director of the Wellness Clinic. No makeup days or hours can be during times when the Wellness Clinic is not open.
5. The Provider shall also be able to provide services to Wellness Clinic patients within their private clinic setting. The Provider's normal business hours would not be required to change, but available capacity should be sufficient to accommodate an additional case load.
6. Employees may receive up to five (5) visits per year with the Healthcare Provider, either in the Wellness Clinic or in the Provider's private office.
7. The Provider must be Board Certified, and licensed to practice in North Carolina.
8. The selected Provider shall enter into a one-year contract with the County, for provision of services from July 1, 2020 through June 30, 2021.

Format for Proposals:

1. Include a lump sum annual price for the bid, inclusive of all proposed work.
2. Identification of the medical professional/firm:
 - a. Legal name and address of the individual/firm
 - b. Name, title, address and telephone number of the person to contact concerning the submission.
3. Executive Summary:
 - a. A brief description of the firm and the services offered.



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4. Qualifications:

In responding to this Request for Proposals, the responding individual or firm is expected to demonstrate knowledge, experience and ability to perform the scope of work and provide the services being requested. Credentials of any person(s) responsible for providing the services must be provided. The responder shall specifically provide the following information about any person who will be providing services:

- a. Copy of current medical license
- b. Copy of Board Certification
- c. Copy of North Carolina License to Practice
- d. Current resume

5. Include any other information you believe to be pertinent but not required.

Time Schedule for Awarding the Contract:

All submittals must be valid for 30 days from the response deadline. However, the contract is expected to be awarded not later than June 5, 2020. Submissions received after the response deadline will be rejected without exception.

The bid shall be awarded based on the following matrix:

Criteria	Weight
Cost	55%
Executive Summary	15%
Qualifications	30%

However, Henderson County reserves the right to reject any or all proposals or to select the proposal which in its opinion is in the best interest of the County. The County further reserves the right to waive any minor irregularities in the process.

Minority owned and operated businesses are encouraged to participate in the submission process.

The following information must be included in the proposal:

- 1. Proof of liability insurance. See Henderson County Insurance and Bond Requirements posted under General Information at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county> for the following:
 - a. Insurance per Article 11
- 2. For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under General Information at: <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
- 3. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A-20.1(b).
- 4. Compliance with Purchase Order Terms & Conditions <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>



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Qualified contractors interested in bidding on the project should contact Dr. Jamie Gibbs at (828) 694-7991.

Please provide three (3) hard copies of the proposal to the address above. Copies may be mailed but must be received prior to the deadline of **May 29, 2020 at 4:30pm** for consideration.

Thank you for your consideration regarding this opportunity to work with Henderson County, and should you have any questions or concerns, please contact Dr. Jamie Gibbs at (828) 694-7991 or via e-mail at jgibbs@hendersoncountync.gov.