



ADDENDUM #1

02/23/2024

TO: ALL POTENTIAL SUBMITTERS

FROM: NINA ALEXANDER, BUNCOMBE COUNTY PROCUREMENT AGENT

SUBJECT: ADDENDUM #1 FOR RFP Foundational Public Health Course

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders:

2.5 PROPOSAL SUBMITTAL

General Information

1. Is there an incumbent vendor currently providing similar services?

No

2. How does this RFP relate to the existing foundational public health course located at the NC [Institute of Public Health website](#)?

This course would build on that foundation and be more comprehensive and in-depth. It could be a course where someone takes multiple modules over a longer period.

1.0 Purpose and Background

1. What are the 10 competencies? Can they be provided?

For the 10 competencies, please refer to:

<https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html>.

2. Can examples of similar courses be provided to gain a better understanding of the expected course complexity?

Part of this contract is to work with our staff to understand the needs of the course.

Section 2.3 RFP Schedule

1. Will follow-up questions be accepted?

The official question-and-answer period shall be as described in the RFP. Additional addenda may be added at the County's discretion, usually when a correction or clarification is required.

2. If our proposal is larger than the capacity limit, can we send multiple emails?

It is preferable that a secure link to the document is provided in the email. However, if multiple emails are necessary, please ensure that they are numbered sequentially. Confirm receipt of each email.

2.6 PROPOSAL CONTENTS

1. Can you confirm there are no attachments to the RFP package that we are expected to submit? If so, can they be provided?

There were no attachments provided.

2. Are any specific educational or professional qualifications required?

Must be an organization focused on public health or academia.

3. Is there a limit to the length of proposals?

No. Proposals should be comprehensive but concise.

4. Can further instruction be provided regarding how our budget should be prepared (i.e., breakdown, rate sheet, etc.)?

A budget should be prepared to show how you are going to spend the funds. Such as personnel, materials, etc.

3.2 EVALUATION CRITERIA

1. Is there a preference for local vendors?

The contract will be awarded based on the criteria outlined in section 3.2.

3. Can a weighted evaluation criteria be provided?

The proposals will be evaluated on your ability to provide the scope of work.

4. Can further evaluation information be provided?

The proposals will be evaluated on your ability to provide the scope of work.

4.0 REQUIREMENTS

4.2 PRICING

1. What is the budget limit or range for this contract?

We have budgeted \$100,000 to \$150,000 for this project.

5.0 SCOPE OF WORK

1. When it is stated that the vendor is responsible for “implement[ation] of the course within BCHHS – Department of Public Health,” does this mean that the vendor will be responsible for the actual teaching of the course, rather than development and provision of course materials?

We anticipate that this is an online, recorded course. The winning bidder will be required to implement said course and ensure its functionality.

2. What is the anticipated number of people that you anticipate training in Buncombe County specifically? And, when made available to other LHD’s do you have a sense of the number of people who might need/want to be trained?

We have around 140 PH employees. The winning bidder will need to identify who will take the course at Buncombe County and how it may be rolled out to other LHDs.

3. Will it be required that the course be delivered online, in-person/facilitator-led, or hybrid?

We anticipate that this will be recorded and delivered online.

4. If the course is to take place virtually, is it required that the courses be taken synchronously or asynchronously by the local government public health employees?

We anticipate that this will be recorded and delivered online.

5. If the course is to be taken virtually, is there a location (learning management system, or website) where the modules could be housed?

We currently have the Workday Learning Management system. Vendors may assess and determine other avenues.

6. Is the course expected to be self-paced?

Yes.

7. What is the total amount of learning time for the course?

You will determine this during your assessment.

8. How many modules is the course expected to consist of?

You will determine this during your assessment.

9. Does a manual currently exist?

No

10. Have assessments been created?

No

11. Is any multimedia expected to be developed (i.e., videos, data visualizations, etc.)?

Yes.

12. Have learning outcomes been developed for the course?

No.

13. Will the County provide access to relevant subject matter experts or is the vendor expected to provide subject matter expertise regarding the course content?

To some extent there will be access to county subject matter experts. But it will be helpful for the organization to have access to public health SMEs as well.

14. Will deliverables be required in any other languages?

No.

15. What is the expected final delivery date for the course?

All items within the scope of work, including the evaluation of the course and recommendations for sustainability and spread, should be concluded by June 2027.

16. Can you elaborate further on the course implementation over the duration of the contract?

You will determine this with Buncombe leadership during your assessment and timeline planning.

17. Can you elaborate on the scope of work any further?

No.

END OF ADDENDUM # 1

RFP Foundational Public Health Course