

December 16, 2020
Lexington-Fayette Urban County Health Department

Request for Proposal (RFP)

Lexington-Fayette Urban County Board of Health, as managing entity for the
Lexington-Fayette Urban County Health Department

Date: December 16, 2020

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REQUEST FOR PROPOSALS

Background

Pursuant to KRS 212.627, the Lexington-Fayette Urban County Board of Health ("Board") is the governing entity for the Lexington-Fayette Urban County Health Department ("LFCHD"). The Board is comprised of thirteen (13) members elected and/or appointed in accord with KRS 212.632. LFCHD provides critical public health services to the residents of Fayette County, Kentucky and works in conjunction with other local, state and national health authorities. LFCHD's executive officer is a Commissioner appointed by the Board in accord with KRS 212.635.

Purpose

The purpose of this Request for Proposals ("RFP") is to solicit proposals from firms or individuals for providing the Services as defined herein, but may be stated generally as services related to identifying and assisting in the interview and appointment process for candidates for Commissioner of Health ("Commissioner") at LFCHD.

Procedure

This RFP will be conducted under the terms and conditions set forth herein. Any award granted hereunder is subject to the terms of all applicable statutes and administrative regulations, including but not limited to 902 KAR 8:165, 902 KAR 8:170 and 902 KAR 8:170E, and to the successful negotiation of any remaining unresolved terms to be included in a final agreement based upon the lowest and best proposal as selected by the Board and with the advice of LFCHD.

Each firm or individual ("Applicant") interested in providing the Services (defined herein) is free to determine the format of the proposal. Applicants should provide all information requested in this RFP and any additional information the Applicant believes to be pertinent.

All proposals are due on or before **January 6, 2021**. Applicants should submit a proposal to the Board on or before that date. Proposals actually received by that date and otherwise compliant with this Request for Proposals will be reviewed beginning **January 6, 2021**. The accepted lowest and best proposal shall be announced on **January 11, 2021**.

Proposals may be submitted via electronic mail transmission at **cara.kay@lfchd.org** or by mail/parcel delivery service at

c/o **Cara Kay**
Lexington-Fayette Urban County Health Department
650 Newtown Pike
Lexington, KY 40508

All questions regarding this RFP may be sent to the address or email address above, or by telephone to **Cara Kay** at **859-288-2353**.

Conflicts and Ethics

The conduct of the Board and LFCHD and business interactions with the same are governed by the requirements set forth in Article 16 of the Lexington-Fayette Urban County Government Charter and the Lexington-Fayette Urban County Government Ethics Act, LFUCG Ord. 25-1, *et seq.* All responses to this RFP, any subsequent contract with the Board and/or LFCHD must comply in all aspects of these provisions, including but not limited to the provisions related to conflicts of interest.

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Service Requested

The Board is seeking proposals from executive search firms and professionals to provide the Board with executive search services (“Services”) to locate a qualified professional to fill position of Commissioner of Health for the LFCHD (“Position”).

The Services should include the following:

1. Active and passive searching for potential candidates to fill the Position
2. Pre-interview assessment of potential candidates and materials gathering
3. Provide assembled candidate information for review by the Board
4. Coordinate interview schedules and miscellaneous information requests to the potential candidates

The Services will include regular updates regarding search parameters and results, pending or final, and itemized invoices describing all actions engaged to comply with the Services requirements. Updates and invoices must be supplemented upon request by the Board. Additional requested information must be provided as soon as possible. Time is of the essence for completion of the Services.

If payment is requested by the Applicant at times prior to the completion of the Services, any invoice will be subject to review and will be payable no sooner than net 30 from date of receipt of the invoice. All invoices must itemize all claims for compensation. All work must cease and terminate upon notice from the Board.

The Services described herein are to begin immediately and end either upon the hiring of an individual for the Position or termination of obligations by the Board.

Position Overview

The Commissioner reports directly to the Board. The salary grade for the position is Grade 12, is a non-merit exempt status position and is identified as supervisory. The expected salary for this position is within an expected range but is anticipated being approximately \$190,230. Additional information may be provided upon request, at LFCHD’s discretion.

Additional details for the Position, including expected duties, qualifications and miscellaneous requirements, are set forth in Exhibit A to this RFP.

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Proposal Requirements

Each proposal shall, at minimum, include the following:

1. The name of the individual and/or firm proposing to provide the Services (if a firm, please the proposal must identify the name of the individual representative who will have primary responsibility for the Services, if the Applicant is selected);
2. A brief biographical, educational, and professional background of either the individual or firm and primary representative proposing to provide the Services, including in narrative form background information and professional history (including education and training), description of specific relevant experience, years in business for the firm or individual in its present capacity, years of experience of the individual or firm representative with primary responsibility, and a list of representative clients;
3. A description of the specific services that the Applicant proposes to provide as part of and to fulfill the Services, including a description of the intended approach to the objective of the Services;
4. Three references from independent sources unrelated to any owner or employee of the Applicant;
5. A proposed form of contract or engagement letter to govern the Services and relationship between the Application and Board with respect thereto;
6. Proposed compensation to the individual or firm for the Services, including a description of timing, any retainer or deposit and/or a total cap amount for the Services provided;
7. The exact business name, mailing address, office address, e-mail address, and phone number of the Applicant;
8. Any other information the Applicant deems relevant or would like the Board to consider;
9. A statement of the Applicant willingness to provide all Services in accordance with all applicable laws and regulations (including, without limitation KRS Chapter 212 and 902 KAR 8:040, *et seq.*) and policies and standards of the Board and LFCHD; and
10. A list of any actual or potential conflicts of interest

Proposal Considerations

In considering Proposals, the Board will consider any and all criteria it deems appropriate, including, without limitation, cost and experience of the Applicant, and award the contract for the Services to the lowest and best Applicant, all pursuant to KRS 212.638, but this does not mean the Board will automatically select the lowest cost Proposal. The Board may reject all Proposals, and may engage in independent negotiations with any Applicant and is not constrained to accept the specific terms of the Proposal of the Applicant selected to provide the Services.

Without limiting the generality of the foregoing, the Board may accept or reject proposals that are incomplete or irregular, or otherwise deviate from any specific requirement of the RFP. The Board may, at its sole discretion, accept, evaluate or disqualify any nonconforming proposals received.

At any stage of the RFP process, the Board reserves the right, at its sole discretion, to:

- Terminate or reinstitute the RFP process;
- Accept or reject any proposals received after the submittal deadlines;
- Accept or reject any proposal if the Applicant fails to fully complete and timely submit all required forms;
- Not disclose information which the Board determines may be subject to an itemized exception to the Kentucky Open Records Act;
- Negotiate with one or more Applicants;
- Request clarification from any Applicant;
- Amend this RFP;
- Cease negotiations with any or all Applicants at any time;
- Set deadlines for completing negotiations of agreements; and
- Reject an Applicant for failing to comply with the terms of this RFP or those set forth in statutory or regulatory law, Federal or state.

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Release and Hold Harmless

Any Applicant submitting a Proposal is deemed to agree as follows:

1. indemnify, defend, and hold the Board and LFCHD harmless from any damages or liability arising out of the Applicant's performance of the Services, except to the extent resulting from the gross negligence or intentional misconduct of the Board of LFCHD;
2. provide all Services in accordance with all applicable laws and regulations and policies and standards of the Board and LFCHD;
3. any contract or other arrangement with any Applicant selected to provide Services may be terminated at any time upon notice from the Board at its sole discretion with or without cause, provided that in the event of termination without cause the Applicant will be entitled to compensation for services rendered through the date of termination;
4. any contract or other arrangement with any Applicant selected to provide Services may be terminated at any time upon at least ninety (90) days' notice from the Applicant at its sole discretion with or without cause, provided that the Applicant will be entitled to compensation for services rendered through the date of the notice of termination; and
5. in any event any contract or arrangement with the Applicant will end on the earlier of the date that the Position is filled and/or April 5, 2021. The terms and agreements set forth in this paragraph shall be deemed incorporated in any accepted Proposal, whether or not specifically stated or contradicted in any subsequent discussions, contract, or engagement letter.

Reservation of Statutory and Regulatory Rights and Obligations

Nothing in this RFP shall be construed as a waiver of any statutory or regulatory obligation, federal or state, on behalf of either the Board or LFCHD, and the Board reserves the right to negotiate a final contract, including any additional terms, following an award to the lowest and best proposal.

This Request for Proposal Executed on Behalf of the Lexington-Fayette Urban County Board of Health, pursuant to KRS 212.635:

Commissioner, Lexington-Fayette Urban County Health Department

Date

Exhibit A

Position Description:

Organizational Competencies Expected of All Employees

- CARING – demonstrate consideration and thoughtfulness in all interactions.
- ACCOUNTABILITY – apply responsibility, integrity, and transparency to work.
- RESPECT – demonstrate knowledge of and sensitivity to diverse cultures and people; treat individuals with respect.
- EQUITY – work with all clients and staff without bias or prejudice and provide equal access to care.
- SERVICE – focus on meeting customer and client needs and strive to exceed expectations.
- SAFETY & HEALTH – use sound judgment and proactively work to prevent injuries and follow all safety rules.
- EMERGENCY PREPAREDNESS – prepare for, respond and assist in the recovery of potential or actual public health threats, which may involve working outside of day-to-day tasks.
- CONTINUOUS IMPROVEMENT – actively participate in quality improvement through training, suggestions and working on teams and implementing process changes.

Job Overview

SUMMARY: As Chief Executive Officer, the Commissioner, subject to the approval of the Board of Health, is responsible for leadership, general oversight and direction of all planning, organizing, and directing all activities of the Lexington-Fayette County Health Department.

ESSENTIAL DUTIES:

- Perform supervisory responsibilities as described in Supervisory Responsibility section below.
- Serve as subject matter expert and spokesperson for the department(s) supervised, as needed for press interviews and other presentations.
- Serves as chief medical/clinical health care provider
- Directs the staff and activities of the Department.
- Develops new community health services.

- Plans and directs a field training and research program for physicians, public health personnel, and others in allied health fields in cooperation with academic institutions to ensure quality of health care.
- Cooperates with local, State and Federal agencies as well as voluntary groups in the development of effective measures for the control of public health problems.
- Directs the survey of the health needs of the area served in order to develop comprehensive health programs.
- Serves as Chief Administrative Officer for the Health Department and as Secretary of the Board of Health.
- Participates in community activities, particularly with local medical groups.
- Keeps the public informed on matters relating to public health programs and needs.
- Reviews and approves budgets and statistical and financial reports.
- Prepares annual report, acts as Medical Director of the Health Department, does not engage in the private practice of medicine, oversees Board of Health advisory groups and is Chairman of the Emergency Medical Services Medical Advisory Committee.
- Performs related duties as required.

SUPERVISORY RESPONSIBILITIES: will monitor, mentor, train staff, and promote teambuilding and a positive working environment. Will interview, hire, assign, direct and evaluate performance of staff and conduct discipline as necessary. Will maximize employee performance through training and regular and constructive feedback. Will model & promote LFCHD values through interactions with all staff. Will supervise 5-10 employees directly; is the top official and appointing authority for the Health Department with 160 employees.

OTHER DUTIES: This job description is not designed to cover or contain all duties, activities, and responsibilities that are required of the incumbent for this job. Duties, responsibilities and activities may vary based on changing business needs, with or without notice.

Qualifications

REQUIRED CERTIFICATIONS, LICENSES, and REGISTRATION: Appropriate level Incident Command System (ICS) must be obtained within one year of appointment. Valid Kentucky medical license; valid DEA certification; Board certification by the American Board of Preventive Medicine.

REQUIRED EDUCATION AND # YEARS OF EXPERIENCE: Medical Doctor's degree, Master's Degree in Public Health and five (5) years of appropriate experience. Must have one or more years of supervisory experience.

TYPE OF EXPERIENCE REQUIRED: Applicable experience in public health, preventive medicine, and/or public administration.

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COMPUTER/EQUIPMENT/SOFTWARE SKILLS:

- Uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc.
- Basic computer and keyboarding skills
- Microsoft Office - Working knowledge of Microsoft Word, Excel, Outlook and Power Point
- Excel Skills Basic - Ability to create and use basic Excel functions (spreadsheet format, copy/paste, routine formulas, etc.)
- Word Skills Basic - enter text, copy/paste, format, page setup, print, etc...
- Use mobile device such as cell phone for verbal and text and email communications

TRAVEL REQUIREMENTS:

- Overnight travel will be required an estimated 4 to 5 times per year to attend meetings/conferences
- Travel to and from job assignments will be occasional, 1 to 3 times per week.
- Travel requires use of current transportation to and from job assignments and a valid driver's license.

ADDITIONAL SPECIAL KNOWLEDGE AND SKILLS: Ability to read, write analyze and interpret general business correspondence; work with basic mathematical concepts; interpret instructions and prioritize. This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy.

- Comprehensive knowledge of the principles and practices of modern medicine, public health programs, and federal and state laws and regulation pertaining to local health programs.
- Demonstrated ability and skill in administration of public health services.
- Comprehensive knowledge of social and economic problems pertaining to public health.
- Ability to evaluate services performed and make recommendations for improvement of services.
- Comprehensive knowledge of the principles of business management as applied to public administration.

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Work Environment

PHYSICAL DEMANDS: Required to operate a computer and other office equipment such as copier/fax; frequently converses with others to exchanges information; visual acuity to analyze data and view computer monitor. Additional requirements include:

- Visual acuity to inspect data or items
- Sometimes move about and sometimes remain stationary to accomplish tasks
- Use medical equipment/devices to care for clients/patients

OTHER ENVIRONMENTAL FACTORS

- Will work primarily in an office environment
- May be exposed to unsanitary conditions, pets, or smoke
- Will be exposed to patients with contagious disease
- May involve exposure to blood and other bodily fluids