

**REQUEST FOR PROPOSALS  
FOR AN INDEPENDENT CONTRACTOR TO ADMINISTER GRANITE COUNTY'S  
PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) PROGRAM**

The Granite County Commission is soliciting proposals to hire an independent contractor to administer Granite County's PHEP Program. A formal written, agreement, including payment terms, will be negotiated with the selected contractor. The independent contractor may be a firm or an individual.

The project is funded through a grant from the Montana Department of Health and Human Services (DPHHS) through a contract with Granite County and the independent contractor must comply with all DPHHS requirements and regulations. This position ends if and when the grant funding terminates.

The purpose of the program is to upgrade and enhance local public health capacity to respond to events impacting the public health, through planning, assessment and development of preparedness and response activities define by the CDC's Public Health Preparedness Capabilities Planning Guide. Resources are intended to assist county health departments sustain and/or progress toward achieving the 15 public health preparedness capabilities and other activities that promote safer and more resilient communities.

Specific requirements for the PHEP program administration include:

1. Compliance with Montana Department of Public Health and Human Services requirements, rules, and regulations;
2. Compliance with all Montana laws, rules and regulations;
3. Compliance with all provisions of Granite County's agreement with the Montana Department of Public Health and Human Services for the County's PHEP Program, including required attendance at meetings and timely submission of all deliverables; and,
4. The successful independent contractor will not be allowed to administer another county's PHEP program while contracting with Granite County.

Responses to this RFP should include:

1. The firm or person's name, address, telephone number, and e-mail address;
2. The experience and qualifications of the staff to be assigned to the project; and,
3. The proposed work plan and schedule for activities to be performed.

Four (4) copies of the proposal and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity and completeness are essential to the submittal. Proposals should provide assurance that the firm or person has the professional capability to satisfactorily complete all the tasks as required.

The selection of finalists to be interviewed, if interviews are deemed necessary, will be based on an evaluation of the written responses. The award will be made to the firm or individual with the most qualified proposal that is deemed most advantageous to the County, all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to Executive Assistant to the Granite County Commission, Mike Kahoe, 220 North Sansome St. (physical address), P.O. Box 925 (mailing address), Philipsburg, MT 59858-0925, telephone, 406-859-7023; or e-mail, mike@co.granite.mt.us. All responses must be **received by 5 pm local time on**

**January 31, 2019.** Please state "Proposal to Administer Granite County's PHEP Program" on the outside of the response package. Proposals shall not exceed 25 one-sided pages, cover letter, and one-page personnel resumes.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, Granite County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

BOARD OF COUNTY COMMISSIONERS  
OF GRANITE COUNTY

/s/ Bill Slaughter, Chairperson

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**Please publish in the *Philipsburg Mail* newspaper on January 17, 2019 and January 24, 2019.**