



ROCK ISLAND COUNTY HEALTH DEPARTMENT
2112 25TH Avenue, Rock Island, IL 61201

ROCK ISLAND COUNTY BOARD OF HEALTH

REQUEST FOR PROPOSALS

PROFESSIONAL RECRUITMENT SERVICES
PUBLIC HEALTH ADMINISTRATOR



Issue Date

February 21, 2023

Closing Date and Time

March 10, 2023, 2:30 p.m. CST

Closing Location

Human Resources Department
Rock Island County
1504 Third Avenue
Rock Island, IL 61201

Contact Person

KJ Whitley
Rock Island County Health Department
Board of Health President
2112 25 Avenue
Rock Island, IL 61201
Email: ricboh8@gmail.com
Phone/Fax: (309) 737.3544



Public Health
Prevent. Promote. Protect.
Rock Island County
Health Department

Summary

Scope of the Proposal

It is the intent of the Rock Island County Board of Health to solicit proposals for the provision of professional recruitment services for the position of the (Rock Island County Health Department) Public Health Administrator, in accordance with all requirements stated herein.

Proposal Requirements

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- “Candidate Recruitment” means the position for which professional recruitment services are being advertised.
- “Contract” means the written agreement resulting from this Request for Proposal executed by the Rock Island County Board of Health and the Contractor.
- “Contractor” means the successful Bidder to this Request for Proposal who enters into a written Contract with the Rock Island County Board of Health.
- “Must” or “mandatory” means a requirement that must be met in order for a proposal to receive consideration.
- “Bidder” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal.”
- “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

Proposal Deliverables

- Phase 1 - Position Assessment, Position Announcement & Recruitment Brochure
- Phase II – Advertising, Candidate Recruitment & Outreach
- Phase III – Candidate Evaluation & Screening
- Phase IV – Presentation of Recommended Candidates
- Phase V – Interviewing Process & Background Screening
- Phase VI - Appointment of Candidate

Proposal Project Timeline

<u>Week</u>															
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>		
<u>Phase I</u>		<u>Phase II</u>				<u>Phase III</u>			<u>Phase IV</u>	<u>Phase V</u>		<u>Phase VI</u>			

Weeks 1 & 2	Phase I: On-site Interviews & Brochure Development
Week 3 thru 6	Phase II: Advertising, Candidate Recruitment & Outreach
Week 7 thru 9	Phase III: Candidate Evaluation & Background Screening
Week 10	Phase IV: Presentation of Recommended Candidates
Week 11 & 12	Phase V: Interview Process & Additional Background Screening
Week 13 & 14	Phase VI: Appointment of Candidate

**Request for Proposals (RFP)
Professional Recruitment Services
For
Rock Island County
Public Health Administrator**

**February 21, 2023
Rock Island County Health Department
Board of Health
2112 25th Avenue
Rock Island, IL 61201
(309) 737-3544
ricboh8@gmail.com**

The Rock Island County Board of Health is soliciting proposals for professional recruitment services for the position of the (Rock Island County) Public Health Administrator, per the specifications contained herein.

Proposals shall be in a sealed envelope and clearly marked on the front as follows:

"Proposal for Professional Recruitment Services, Rock Island County Public Health Administrator"

Only proposals that are received prior to the proposal's due time either in a sealed envelope or emailed to ricboh8@gmail.com will be considered. **Proposals may not be faxed.** It is the responsibility of the Bidder to deliver the proposal on or before the due time.

A complete copy of the proposal must be received, at the following location, by **2:30 PM, Central Standard Time**, on **Monday, March 10, 2023**.

**Rock Island County
Human Resources Department
Attention: Rock Island County Health Department
Board of Health President
1504 3rd Avenue
Rock Island, IL 61201**

Late proposals will not be considered.

All inquiries related to this Request for Proposals should be directed to:

**KJ Whitley
Rock Island County Health Department
Board of Health President
2112 25th Avenue
Rock Island, IL 61201
Email: ricboh8@gmail.com
Phone: (309) 737.3544**

Information obtained from any other source is not official and should not be relied upon.

Eligibility

Proposals will not be evaluated if the Bidder's current or past corporate or other interests may, in the Rock Island County Board of Health's opinion, give rise to a conflict of interest in connection with this project. The Rock Island County Board of Health's reserves the right to request the Bidder to file a statement that no Rock Island County official or employee has an interest in the proposal for purchase.

Evaluation Committee

Evaluation of proposals will be by a committee formed by the Rock Island County Board of Health consisting of Rock Island County Board of Health members and/or Rock Island County elected or appointed officials/staff. The Rock Island County Board of Health may, at any time, add additional members to this evaluation committee.

Evaluation and Selection

The evaluation committee will review proposals against the proposal deliverables and criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that meet all the mandatory criteria will then be assessed against the desirable criteria. It is the intent of the Rock Island County Board of Health to enter into a Contract with the Bidder whose proposal is determined to be the most advantageous to the Rock Island County Board of Health and in the Rock Island County Board of Health best interest.

Upon preliminary evaluation, the Evaluation Committee will select an eligible firm on the basis of demonstrated competence and qualifications for the type of services required that can perform the work in the timeliest and efficient manner as demonstrated in their Proposal Packet submittal.

Proposals rankings will be determined by demonstrated competence and professional qualifications, based on a combination of the following factors:

- Understanding of and ability to complete the proposal deliverables (40%)
- Previous experience on other recruitment projects (20%)
- Technical capabilities and qualifications (15%)
- References (10%)
- Professional Recruitment Services Proposal Price (15%)

The Rock Island County Board of Health reserves the right to request additional information from all bidders. The Rock Island County Board of Health also reserves the right to consider any minor deviations from the proposed professional recruitment services deliverables and determine whether or not to accept such deviation. The Rock Island County Board of Health reserves the right to seek supplementary information from any Bidder at any time after the official RFP opening and before any award. Such information will be limited to clarification or amplification of information requested in the original proposal. Each Bidder agrees that the Rock Island County Board of Health may have up to thirty (30) days to accept or reject proposals.

Negotiation Delay

If a written Contract cannot be negotiated within fifteen days of notification of the successful Bidder, the Rock Island County Board of Health may, at its sole discretion at any time thereafter, terminate negotiations with that Bidder and either negotiate a Contract with the next qualified Bidder or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Bidders.

Estimated Time-Frames

The following timetable outlines the anticipated schedule for the Request for Proposals (RFP) and contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the Rock Island County Board of Health.

Event	Anticipated Date
Request for Proposals is issued	February 21, 2023
Request for Proposals bid letting	March 10, 2023, 2:30 PM
Bid Awarded	March 10, 2023 – March 17, 2023
Contract approval/executed	March 20, 2023 – March 24, 2023
Phase I: On-site/Virtual Interviews & Brochure Development	March 27, 2023 – April 7, 2023
Phase II: Advertising, Candidate Recruitment & Outreach	April 10, 2023 – May 5, 2023
Phase III: Candidate Evaluation & Background Screening	May 8, 2023 – May 26, 2023
Phase IV: Presentation of Recommended Candidates	May 29, 2023 – June 2, 2023
Phase V: Interview Process & Additional Background Screening	June 5, 2023 – June 16, 2023
Phase VI: Appointment of Candidate	June 19, 2023 – June 30, 2023

Proposal Preparation

Proposal Format

The proposal must be similar in form to that of **Appendix A**. Electronic versions of this form may be requested in writing via email from the aforementioned Rock Island County Board of Health contact listed in the RFP. All proposals shall be typed.

Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the Bidder and to bind the Bidder to statements made in response to this Request for Proposals. The Bidder should ensure its proposal includes a letter or statement(s) substantially similar in content to the sample Proposal Cover Letter provided in **Appendix A**.

EEO Policy Statement

Bidders are required to fill out, sign and return the attached Statement of Equal Employment Opportunity Policy, **Appendix B**. By signing and returning the Statement of Policy, the Bidder certifies compliance with Equal Employment Opportunity law.

Candidate Recruitment

The proposed recruitment job description, Public Health Administrator, is provided in **Appendix C**.

Receipt Confirmation Form

Bidders are advised to fill out and return the attached Receipt Confirmation Form, **Appendix D**. All subsequent information regarding this Request for Proposals, including changes made to this document will be directed only to those Bidders who return the form. Subsequent information will be distributed by the method authorized on the Receipt Confirmation Form.

Irrevocability of Proposals

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Bidder agrees that should its proposal be successful the Bidder will enter into a Contract with the Rock Island County Board of Health.

Amendments to the RFQ

The Rock Island County Board of Health reserves the right to modify this RFP at any time prior to the final proposal submittal deadline. Modifications or revisions to the RFQ shall be issued only as a written amendment or addenda issued by the Rock Island County Board of Health. In the event the Rock Island County Board of Health modifies or revises the RFP, a copy of such changes will be issued to each recipient of the RFP.

Changes to Proposal Wording

The Bidder will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Rock Island County Board of Health for purposes of clarification.

Standard Terms and Conditions

The Rock Island County Board of Health reserves the right to waive any irregularities in the proposals and to reject any and all proposal packets and the right, in its sole discretion, to accept the proposals it considers most favorable to the interests of the Rock Island County Board of

Health. In the event that all proposals have been rejected, the Rock Island County Board of Health further reserves the right to seek out new proposals when it is deemed reasonable and in the best interest of the Rock Island County Board of Health. No representation is made by the Rock Island County Board of Health that a contract or agreement will be awarded pursuant to this RFP.

The Rock Island County Board of Health shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the packet, any meetings required during the selection process, presentation and interviews, preparation of a cost statement or final negotiations. All responses to the RFP will become the property of the Rock Island County Board of Health. Reasonable precautions will be taken to ensure the confidentiality of the material subject to any disclosure requirements which may be required by the Illinois Freedom of Information Act. Each respondent shall denote and clearly indicate any proprietary information that is submitted as part of its qualifications.

Bidders' Expenses

Bidders are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Rock Island County Board of Health, if any. The Rock Island County Board of Health reserves the right to reject any and all bids and to waive all formality as the Rock Island County Board of Health sees fit. If the Rock Island County Board of Health elects to reject all proposals, the Rock Island County Board of Health will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Limitation of Damages

Further to the preceding paragraph, the Bidder, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its proposal and the Bidder, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Bidder.

Firm Pricing

Prices will be firm for the entire professional recruitment services period, including all Phases, I - VI, unless this Request for Proposal specifically states otherwise.

Completeness of Proposal

By submission of a proposal the Bidder warrants that, if this Request for Proposals is to design, create, provide a system or manage a successful professional recruitment program for the position of the Public Health Administrator. The recruitment deliverables have been identified in this proposal or will be provided by the Bidder at no charge.

Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or

services. The Rock Island County Board of Health is not bound to enter into a Contract with the Bidder who submits the lowest priced proposal or with any Bidder. Proposals will be assessed in light of the evaluation criteria. The Rock Island County Board of Health will be under no obligation to receive further information, whether written or oral, from any Bidder.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, state, regional, district or municipal ordinance, regulation or by-law.

Contract Requirement

The successful bidder shall enter into a Professional Services Agreement, if any, with the Rock Island County Board of Health. The Proposer to whom the contract is awarded shall execute a written agreement with the Rock Island County Board of Health within fifteen (15) calendar days after notice of the award has been sent by mail or email to the firm at the address given in the proposal. The agreement shall be made in the form specified by the Rock Island County Board of Health. The bidder warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the work hereunder in compliance with all federal, State, County, City, ordinances, and regulations which are applicable. Should the successful bidder fail or refuse to execute the Professional Services Agreement, the Rock Island County Board of Health reserves the right to accept another proposal.

Definition of Contract

Notice in writing to a Bidder that it has been identified as the successful Bidder and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Bidder will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events; legal obligations or duties specified herein shall be created upon all Bidders by submission of a proposal in response to this RFPs, however.

Form of Contract

By submission of a proposal, the Bidder agrees that, should it be identified as the successful Bidder, it is willing to enter into a Contract with the Rock Island County Board of Health.

Liability for Errors

While the Rock Island County Board of Health has used considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this Request for Proposals is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the Rock Island County Board of Health nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

Modification of Terms

The Rock Island County Board of Health reserves the right to modify the terms of this Request for Proposals at any time at their sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Bidder.

Ownership of Proposals

All documents, including proposals, submitted to the Rock Island County Board of Health become the property of the Rock Island County Board of Health. Unless the Bidder furnishes documents to the Rock Island County Board of Health under an express claim of confidentiality, these documents become public records of the Rock Island County Board of Health, which may be subject to disclosure pursuant to the Illinois Freedom of Information Act, the Protection of Privacy Act, as well as pursuant to other laws and lawful legal processes.

Use of Request for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Confidentiality of Information

Information pertaining to the Rock Island County Board of Health obtained by the Bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the Rock Island County Board of Health.

Non-Discrimination

In the performance of the terms of the contract, the bidder agrees that it will not engage in, nor permit such subcontractors as it may employ to engage in, discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, or religion of such person(s).

Insurance and Indemnification (Post award)

The selected bidder shall submit a "Statement Certifying Insurance Coverage" certifying that the required general and professional liability insurance coverage will be obtained and that said coverage is prerequisite for entering into a Professional Services Agreement with the Rock Island County Board of Health. Failure to meet the Rock Island County Board of Health insurance requirements shall result in disqualification.

The selected bidder shall be required to hold harmless, indemnify and defend the Rock Island County Board of Health. its elected/appointed officials, employees, contractors serving as Rock Island County Board of Health officials, agents, and volunteers ("Indemnitees"), as to claims arising out of its performance of non-professional services, and to hold harmless and indemnify the Indemnitees as to claims arising out of the Bidder's professional services, except loss or liability caused by the Rock Island County Board of Health's sole negligence or willful conduct. A more detailed indemnification provision shall be included in the Professional Services Agreement.

Professional Recruitment Services Proposal

Appendix A: Proposal Format

The following format and sequence should be followed in order to provide consistency in Bidder response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- Proposal cover letter. See attached. (Appendix A)
- Table of contents including page numbers.
- The body of the proposal. See attached.
- Additional Features/Bidder Comments/Supplements.
- Equal Employment Opportunity Statement (Appendix B)
- Candidate Recruitment Job Description (Appendix C)
- Receipt Confirmation Form (Appendix D)
- Attachments
- Additional Information

Proposal Cover Letter

Letterhead or Bidder's name and address

Date

Purchasing agent's name and address

Dear Sir/Madam:

Subject: Request for Proposals, Professional Recruitment Services, Rock Island County Public Health Administrator

The enclosed proposal is submitted in response to the above-referenced Request for Proposals. Through submission of this proposal, we agree to all of the terms and conditions of the Request for Proposals.

We have carefully read and examined the Request for Proposals and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Yours truly,

Signature

Name: _____

Title: _____

Legal name of
Bidder: _____

Date: _____/_____/2023

**REQUEST FOR ROPOSALS
FOR
PROFESSIONAL RECRUITMENT SERVICES
ROCK ISLAND COUNTY PUBLIC HEALTH ADMINISTRATOR**

Date Submitted: _____

Submitted by:

ABC Company
Sue Smith, Manager
123 Main Street
Anytown, IL 61265
Phone: 309-555-5555
Fax: 309-555-5555
Email: email@abccompany.com

Proposal Content & Evaluation Criteria

In order to receive full consideration during evaluation, proposals must meet the following:

The proposal must be received at the closing location by the specified closing date and time and by the specified method. The proposal must be signed by a person authorized to sign on behalf of the Bidder. The Bidder is required to accept applications and hold registration at a location in Rock Island County.

Additionally, please address the below in your written proposals:

- 1) Bidder's Company Information
 - a. Point of Contact
 - b. Address
 - c. E-mail
 - d. Phone
- 2) Parent, Subsidiaries And Affiliates
- 3) Organization Chart (please attach)
- 4) Resumes (assigned employee for this proposal)
- 5) Ownership Interest (if applicable)
- 6) References (3 minimum)
 - a. Dates Service Provided
 - b. Business Name
 - c. Position Recruited
 - d. Contact Person(s) name, email and phone
- 7) Professional Recruitment service Deliverables – **Phases (Steps) Explained and Defined**
 - a. Phase I – Position Assessment, Position Announcement & Recruitment Brochure
 - b. Phase II – Advertising, Candidate Recruitment & Outreach
 - c. Phase III – Candidate Evaluation & Screening
 - d. Phase IV – Presentation of Recommended Candidates
 - e. Phase V – Interviewing Process & Background Screening
 - f. Phase VI –Appointment of Candidate
- 8) Summary of Cost
 - a. Payment terms
 - b. Additional Terms of Proposal (if applicable)
 - c. Pricing Plan
 - i. Recruitment Fee
 - ii. Advertising/Marketing
 - iii. Other
 - iv. Total Contract cost

Additional Features/Bidder Comments/Supplements

Required & Optional Attachments

Appendix B: Equal Employment Opportunity Statement

It is the policy of _____ to provide equal employment opportunity to all persons regardless of race, color, religion, sex, national origin, ancestry, age, marital status, disability or other protected class status in accordance with applicable federal and state laws. Accordingly, we will take Affirmative Action to ensure that we will:

Recruit, hire and promote in all job classifications regardless of race, color, religion, sex, national origin, ancestry, age, marital status, disability or other protected class status in accordance with applicable federal and state laws.

Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.

Incorporate our equal employment opportunity policy in all personnel actions such as compensations, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, tuition assistance.

Conduct social and recreational programs sponsored by our agency without regard to race, color, religion, sex, national origin, ancestry, age, marital status, disability or other protected class status in accordance with applicable federal and state laws.

Firm name: _____

Authorized signature: _____

Title: _____

Date: _____

Appendix C: Candidate Recruitment Job Description Public Health Administrator

Rock Island County Public Health Administrator

SUMMARY:

Under the direction of the Rock Island County Board of Health, the Public Health Administrator plans and directs County-wide programs to address the core functions and essential services of public health in the community. Develops, communicates, and implements a strategic vision for health in Rock Island County to prevent and respond to infectious diseases and environmental public health hazards and promote healthy living through assessment, policy development, and assurance.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class.

Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Develops and communicates strategic vision for public health in Rock Island County; establishes appropriate goals and objectives to meet community needs; submits recommendations to the Rock Island County Board of Health.

Secures and maintains community support for public health programs; identifies and analyzes community-wide health status indicators; evaluates service levels to ensure appropriate access and quality of health services in the community.

Ensures appropriate processes are in place to assess, prioritize, and develop policies and procedures regarding public health issues.

Provides leadership and supervision to department management and staff; manages staff directly and through subordinate supervisors; monitors and assesses department needs for education, professional development, and training.

Guides department efforts related to accreditation/reaccreditation, performance management, quality improvement, and workforce development.

Establishes and maintains effective working relationships with groups and organizations in the community and State-wide; serves on outside boards and committees to carry out the goals of collaboration and partnership throughout community and State; provides methods to

disseminate public health information.

Performs research to maintain knowledge of emerging public health trends and identify methods of innovation.

Monitors activities to ensure administration of public health services and compliance with local, State, and Federal guidelines.

Develops, presents, and administers a budget for the department; prepares and submits the annual operating budget; monitors delivery and financial impact of all grants and funding administered through the department.

Serves as budget analyst for outside agencies and other County departments; monitors processes and results of budget decisions to ensure fiscal accountability; negotiates contracts and agreements with service providers and contract physicians.

Coordinates appropriate disease surveillance methods throughout the community to diagnose and investigate communicable disease and environmental health hazards; ensures processes are in place to quickly address emergent epidemiological incidents.

Coordinates after-hours coverage for public health emergencies and time-sensitive response by serving as the duty officer and performing on-call duties as required.

Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines:

Master's degree, in Public Health or Health Administration is desirable; AND seven (7) years of progressively responsible experience in public health which includes experience developing and managing budgets; OR an equivalent combination of education, training, and experience.

Knowledge of:

Applicable local, State, and Federal laws, codes, regulations, and ordinances.

Budget development and administration practices and methods.

Supervisory principles and practices.

Public outreach methods, resources, and practices.

Common communicable disease and environmental health hazards.

Public health principles and practices.

Contract language and negotiation practices.

Public Health Accreditation Board standards.

Public health programs, services, and resources.

Skill in:

Providing effective supervision, leadership, and direction to assigned staff.

Developing, implementing, and monitoring budgets.

Implementing public health plans and programs.

Delivering informational presentations to groups of varying size, age, and background.

Developing and implementing policies consistent with goals and legal requirements.

Establishing and maintaining cooperative working relationships.

Communicating effectively verbally and in writing.

Operating a computer including standard software and some specialized software.

SUPPLEMENTAL INFORMATION:

License and Certification Requirements

None.

Physical Demands and Working Environment:

Work is performed in a standard office environment.

Appendix D: Receipt Confirmation Form

Request for Proposal, Professional Recruitment Services, Rock Island County Public Health Administrator

Proposal Due: 2:30 PM Central Time on March 10, 2023

To receive any further information about this Request for Proposals, please return this form.

COMPANY: _____

STREET ADDRESS: _____

STATE: _____ **POSTAL CODE:** _____

MAILING ADDRESS IF DIFFERENT: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

CONTACT PERSON: _____

E-MAIL: _____

☐

WE WILL BE SUBMITTING A PROPOSAL.

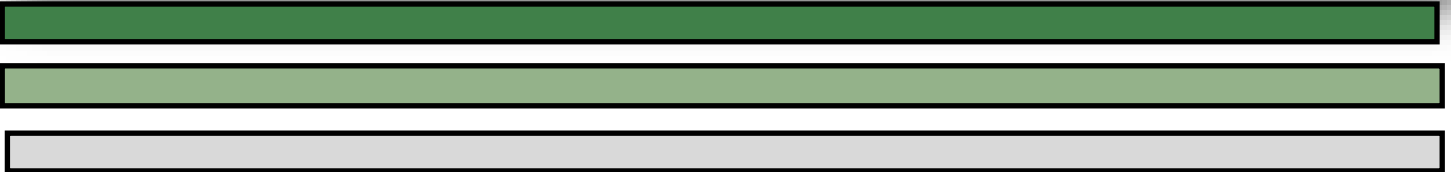
☐

WE WILL NOT BE SUBMITTING A PROPOSAL.

(THE PROPOSAL SHOULD BE RECEIVED BY: 2:30 PM, MARCH 10, 2023)

SIGNATURE: _____

TITLE: _____



ROCK ISLAND COUNTY PUBLIC HEALTH ADMINISTRATOR

**Sample
Only**



Public Health
Prevent. Promote. Protect.
Rock Island County
Health Department



ABOUT ROCK ISLAND COUNTY

With the Mighty Mississippi River to the north and west and the Rock River flowing through the center, Rock Island County offers a varied landscape ranging from rich agricultural fields to rolling bluffs. With low housing costs, exceptional health care, quality schools and a wide range of [recreational activities](#) and [tourist attractions](#), it's no wonder Rock Island County is home to nearly 150,000 residents and thousands of visitors each year.

Rock Island County is part of the Quad Cities Metropolitan Area of approximately 360,000 residents, nestled along the Mississippi River on the Illinois/Iowa border between Chicago and Des Moines. The area is served by interstates I-80, I-88, I-74, I-280, several major state highways and the [Quad City International Airport](#).

History:

On February 9, 1831 the Illinois General Assembly established Rock Island County and defined its boundaries. In 1833 early pioneers approved formation of a

county government with the first county election held on July 5th of that year. In 1856 petitions were submitted to the County Board requesting the formation of townships during the next election in November. In this election Col. George Davenport, John W. Spencer and George W. Harlan were the first County Commis-

sioners elected along with Benjamin Axe being chosen first Sheriff and Levi Wells first County Coroner. This township form of government is still in existence after nearly 150 years.

Several cities and villages with varying populations are located in Rock Island County. (Please see the attached chart).

Rock Island County offers a wide range of recreational activities, from boating and fishing on the Mississippi to watching an arena

football or hockey game at the Vibrant Arena at the Mark.

Place	Population
Village of Andalusia	1,178
Village of Carbon Cliff	2,134
Village of Coal Valley	3,743
Village of Cordova	672
City of East Moline	21,302
Village of Hampton	1,863
Village of Hillsdale	523
Village of Milan	5,099
City of Moline	43,483
Village of Oak Grove	607
Village of Port Byron	1,647
Village of Rapids City	959
Village of Reynolds	539
City of Rock Island (County Seat)	39,018
City of Silvis	7,479
Unincorporated Rock Island County	24,990

* Based on 2010 Census Bureau Statistics.



ABOUT THE DEPARTMENT

With [42](#) authorized positions and an annual budget of about [\\$9.9](#) million, the Rock Island County Health Department strives to prevent disease, promote wellness of mind and body, protect public health and prepare for community emergencies. The department provides a full array of public services, including but not limited to. Family Case Management, School Health Link, WIC Nutrition, Environmental Health Food Inspections, Vital Health (birth & death certificates), Emergency Preparedness, and Infectious Disease resources.

Family Case Management provides coordination of health and social services for eligible families with a pregnant woman or infant. Our goals are to reduce infant mortality by ensuring early and consistent prenatal care for women throughout their pregnancy.

The Environmental Health Division inspects restaurants and grocery stores in all areas of the County that do not have a local health department. The cities of East Moline, Moline, and Rock Island each have their own health inspectors. Food inspections are performed in a variety of settings including but

not limited to restaurants, taverns, grocery and convenient stores, schools, hospitals, and day cares.

The LINK is a comprehensive school linked health clinic with the ability to provide preventive medical care, acute medical care, and referrals. Services are for children and adolescents.

WIC gives babies and children a healthy start. [Income eligible](#) pregnant and breastfeeding women, new mothers, and children up to age 5 who live in Rock Island County gain access to nutritious food, information on healthy eating and breastfeeding, and referrals to health care and other services.

The communicable disease program conducts investigative interviews with clients having or suspected of having reportable diseases. The program provides disease information and materials to professional clinicians, clients, international travelers and the general public. The Health Department is a Designated Civil Surgeon appointed by the United States Immigration and Naturalization Service. Health physicals and immunizations are provided for immigrants seeking U.S. residency.

ABOUT THE POSITION

The ideal candidate is confident, diplomatic, a skilled professional who knows how to work with the Board of Health, County Board Members, employees throughout the organization and members of the community to achieve City and department goals. They are also a mentor and team builder, someone who understands how to provide stability for their staff, lead by example and inspire a team of professionals in pursuit of unparalleled customer service and the RICHD vision of the future.

Under limited direction, the Rock Island County Board of Health, the Public Health Administrator plans and directs County-wide programs to address the core functions and essential services of public health in the community. Develops, communicates, and implements a strategic vision for health in Rock Island County to prevent and respond to infectious diseases and environmental public health hazards and promote healthy living through assessment, policy development, and assurance.

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all func-

tions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Develops and communicates strategic vision for public health in Rock Island County; establishes appropriate goals and objectives to meet community needs; submits recommendations to the Board of



Health.

Secures and maintains community support for public health programs; identifies and analyzes community-wide health status indicators; evaluates service levels to ensure appropriate access and quality of health services in the community.

Ensures appropriate processes are in place to assess, prioritize, and develop policies and procedures

regarding public health issues. Provides leadership and supervision to department management and staff; manages staff directly and through subordinate supervisors; monitors and assesses department needs for education, professional development, and training.

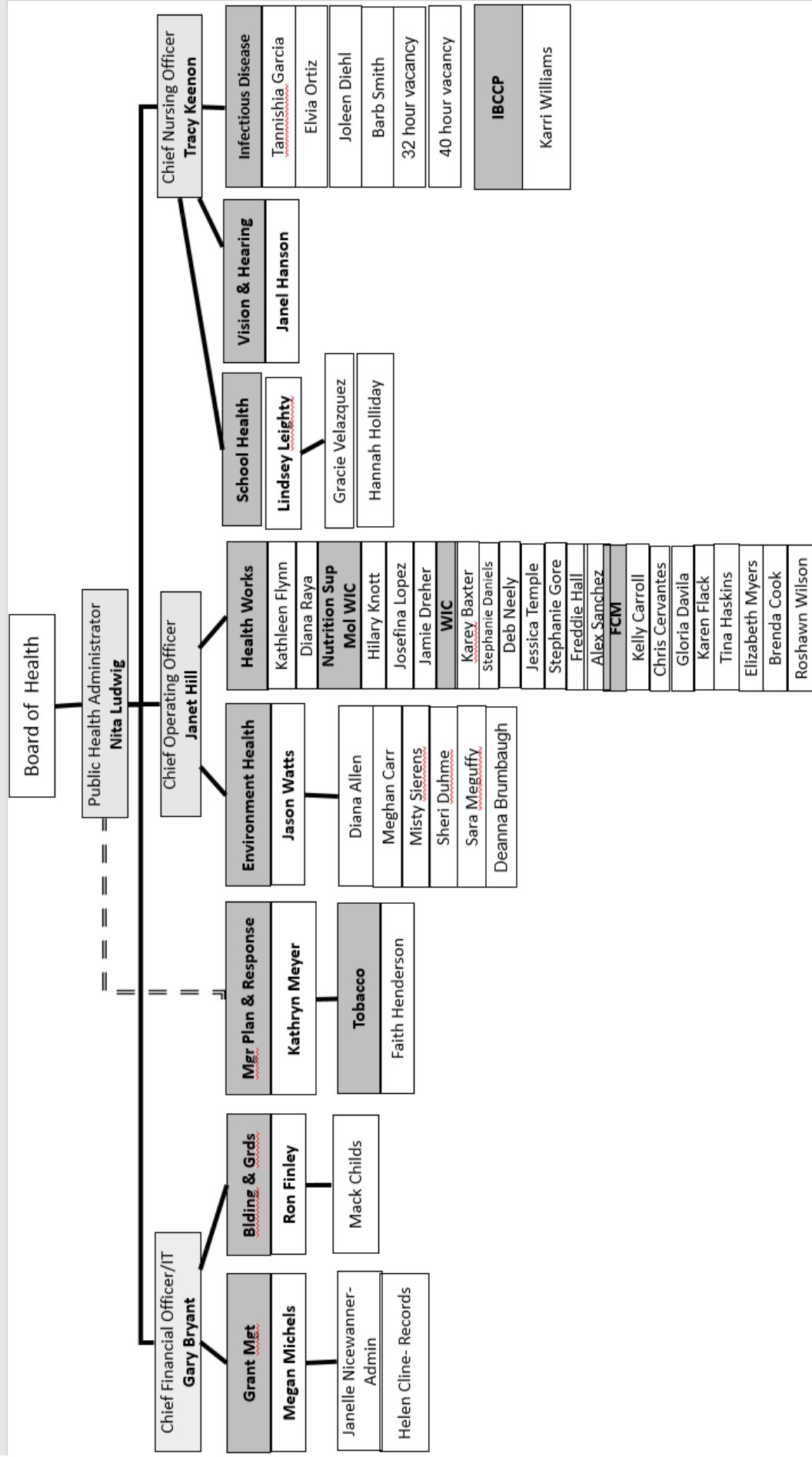
Guides department efforts related to accreditation/reaccreditation, performance management, quality improvement, and workforce development.

Establishes and maintains effective working relationships with groups and organizations in the community and State-wide; serves on outside boards and committees to carry out the goals of collaboration and partnership throughout community and State; provides methods to disseminate public health information.

Performs research to maintain knowledge of emerging public health trends and identify methods of innovation.

A Master's degree in Public Health or Health Administration AND seven (7) years of progressively responsible experience in public health which includes experience developing and managing budgets.

ORGANIZATION CHART



COMPENSATION & BENEFITS

The Rock Island Country Health Department Board is offering an annual salary range of \$00,000 - \$000,000 dependent upon qualifications and experience. The organization also boasts a comprehensive benefits package, including self-funded health, dental and vision insurance; generous vacation, personal and sick leave policies; and paid holidays.; Rock Island County participates in the Illinois Municipal Retirement Fund.



APPLICATION PROCESS

Please apply online [here!](#)

For more information on this position, please contact:

KJ Whitley, Rock Island County Board of Health President

ricboh8@gmail.com

(309) 737-3544

Rock Island county is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalist for this position will be subjected to a comprehensive background check.

LINKS TO RESOURCES

ROCK ISLAND COUNTY HEALTH DEPARTMENT

ROCK ISLAND COUNTY

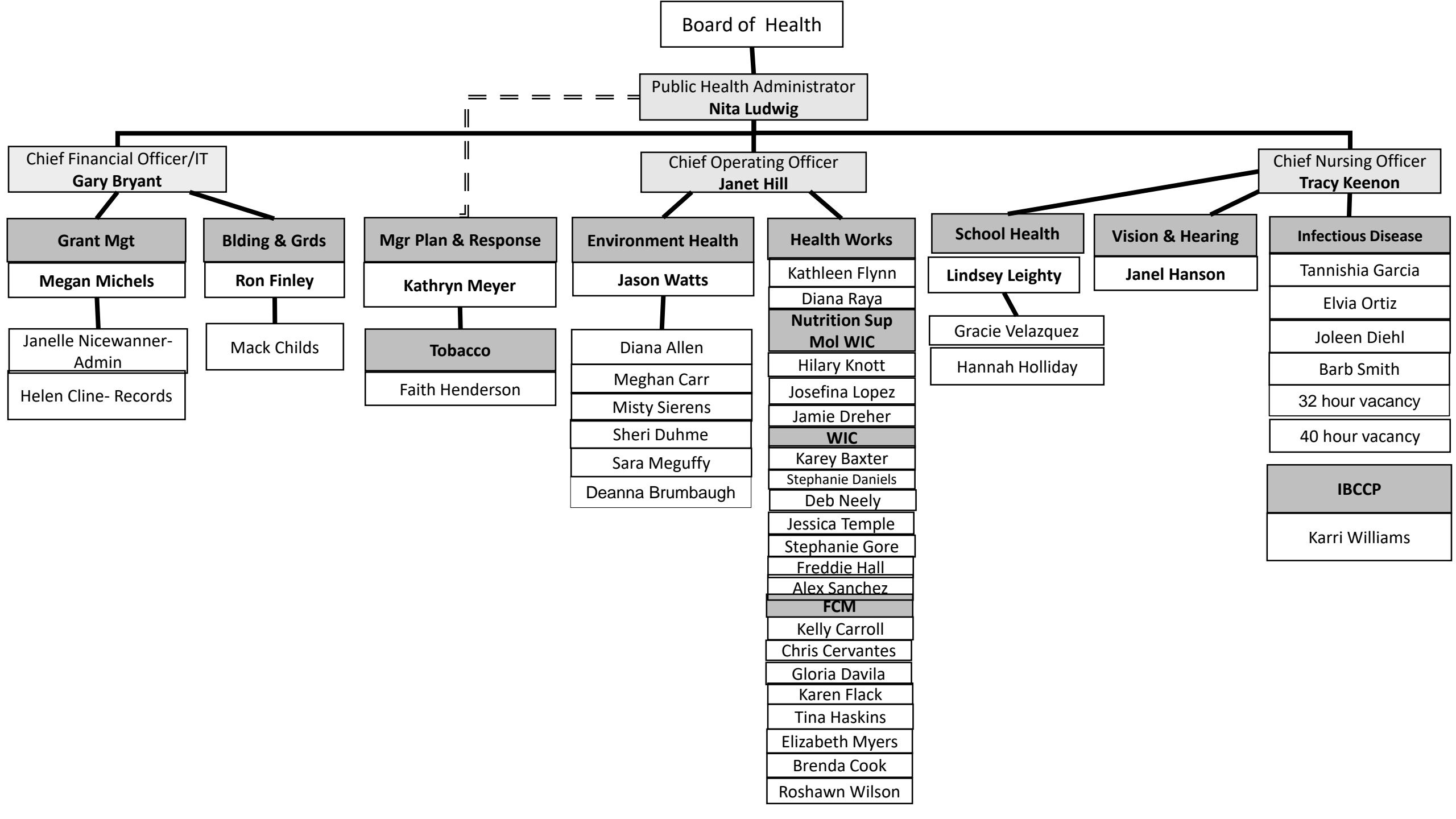
QUAD CITIES CHAMBER OF COMMERCE

CDC



**Sample
Only**







Rock Island County Health Department Strategic Plan 2021-2025

Executive Summary:

Vision: Rock Island County Health Department works for the people of Rock Island County and collaborates with the Quad Cities region to achieve health and wellness for everyone.

Mission: Rock Island County Health Department prevents disease, promotes wellness of mind and body, protects public health and prepares for emergencies.

Plan:

1. Enhance and expand community partnerships and services offered.
 - Increase outreach to migrant, immigrant and refugee communities
 - Enhance existing partnerships.
 - Expand partnerships to new organizations with shared goals.
 - Develop more effective partnerships with health care providers.
 - Strengthen relationships with community partners.
2. Develop and enhance a team approach and sense of mission with staff across the agency.
 - Increase understanding of RICHD services across all staff.
 - Increase opportunities for staff across the agency to interact.
 - Increase use of a team approach.
 - Provide and promote more infrastructure to support staff mental health.
3. Maintain fiscal stability through diversification of funding including private sources.
 - Increase collections from billable services
 - Increase grant revenue where possible
 - Increase private funding
 - Increase tax levy
4. Conduct a publicity campaign to increase community's understanding of the value of RICHD including the diversity of staff delivering services.
 - Develop campaign on the value of RICHD to community
 - Develop campaign to promote specific agency services.
 - Expand social media impact on FB and other platforms.

Overview of Rock Island County Health Department Strategic Planning Process

Development of the Vision and Mission

In January of 2020 the management and supervisory staff reviewed the current mission and discussed concepts to add. This draft mission was approved by the Board of Health in March. The current mission is: The mission of the Rock Island County Health Department is to prevent disease, promote wellness and protect public health.

The revised mission is: **Rock Island County Health Department prevents disease, promotes wellness of mind and body, protects public health and prepares for emergencies.**

Also at the January management session concepts related to a vision statement were discussed and this draft was developed “Rock Island County Health Department works for the people of Rock Island and the Quad Cities to achieve health and wellness for everyone”. On March 5th the Board of Health revised the proposed vision to be: **Rock Island County Health Department works for the people of Rock Island County and collaborates with the Quad Cities region to achieve health and wellness for everyone.**

Environmental Scan and the Development of Strategic Issues:

At the January session the supervisory and management staff identified the following strengths, weaknesses, opportunities and threats. This information was also collected from Board of Health members by survey and eight responses were received and are shared below. There was significant overlap of responses from both groups.

Strengths:

Management Responses—

- Staff—diverse, dedicated, honest, empathic, compassionate, kind, understanding and interested in helping the population (7 comments)
- Services—A wide variety of services are provided to the community including maternal child health services, school health clinic, and community resources for those in need of healthcare. Family planning as well as wellness and acute care visits are now provided by a Henry County Health Department provider at RICHD.
- Partnerships—Community partnerships are strong and collaborative (4 comments).
- Administration—funding is well managed.

Board Responses—

- Staff—professional staff; long term dedicated employees; commitment to serve RI residents, especially underserved
- Services—community outreach (3 comments), WIC, environmental health services, customer service, variety of public health and education services, social media education
- Partnerships—collaborative relationships in community and across river led by administrator, emergency response well done (2 comments)

- Administration—effective management of grant funds (4 comments), organized
- Promotion—use of social media to reach community, doing better job promoting public health in media

Areas to Improve:

Management Responses—

- Staff—Some staff are resistant to change. There is little motivation to increase the number of clients served and there is a lack of understanding of the various programs offered. There are fewer nurses at RICHD leading to a reduced ability to respond to emergencies. Wages are low for the market.
- Partnerships—Among some community partners there is vying for community resources rather than working together.
- Resource issues—Funding is stagnant and costs are increasing including minimum wage (5 comments).
- Poor publicity—There are negative public perceptions of RICHD including: only provides services to low income clients, provides services during banker's hours and negative media stories over personnel issues.

Board Responses—

- Staff issues—employee responsibilities need clarity, some weak interpersonal relations, need to foster environment of collegiality, need better union relations, low staff morale, some staff still unhappy, improve communication (3 comments), previous hiring issues, need board orientation including union and staff relations (2 comments), need better staff compensation
- Resource Issues—lack of revenue, old building
- Poor Publicity—press reports on failure to inform of positive test results, past bad publicity

Opportunities:

Management Responses—

- Services—opportunities include the transition to use of an EBT card for WIC vouchers in August of 2020. The nurse practitioner for Health Link is now an employee of RICHD. A new medical director is in the process of being hired. In the short term, RICHD will be promoting participation in the 2020 census. New funding is available for a health educator/navigator for the Breast and Cervical Cancer Program. There is also a possibility of an increase in funding for the Local Health Protection Grant.
- Partnerships—There are opportunities to improve community partner relationships including working with townships on health promotion and education and working with the school districts to strengthen the Health Link program. There is a general push and awareness of the public health role in medicine by insurance companies.
- Promotion—There are opportunities to more effectively promote all services in the community through health fairs, parades, billboards and PSAs and through intra-department referrals.

Board Responses—

- Services—offer services to fill gaps such as women's health, add new services: free pregnancy testing, medication disposal site

- Partnerships— Expand strong community engagement through collaboration, partner with MetroLink and offer bus passes to underserved
- Funding opportunities—explore private funding from foundations (4), fundraising, seek more volunteers and student volunteers, Links program more committed to fundraising, max out levy, look to contiguous counties for regional opportunities, possible new resources with cannabis influx
- Promotion—communicate value to community, redefine public health delivery

Threats:

Management Responses—

- Services—The potential for public health emergencies such as outbreaks.
- Partnership—The FQHC is offering similar services and not communicating effectively with RICHD.
- Funding—Managed Care Organizations are taking over Healthworks and Family Case Management. There are a number of additional threats to funding including a shrinking state and county population and an uncertain state budget. The recent increase in minimum wage will likely impact the next labor contract to be negotiated in 2022.

Board Responses—

- Services—public health emergencies such as novel coronavirus (2 comments), and mental illness in community
- Funding—impact of minimum wage change, retention of nursing staff due to low salaries (2), competition with others for funding, local taxpayer efforts to reduce funding, state funding reductions (2 comments)
- Changing Demographics—aging population (2 comments), shrinking population (census 2020)
- Administration—lack of clear vision

Strategic Issues and Goals:

The strategic issues were identified from the SWOT analysis and reviewed by management staff. They were presented to the Board of Health in early March and finalized. With the final goals being:

- Enhance and expand community partnerships and services offered.
- Develop and enhance a team approach and sense of mission with staff across the agency.
- Maintain fiscal stability through diversification of funding including private sources.
- Conduct a publicity campaign to increase community's understanding of the value of RICHD including the diversity of staff delivering services.

Objectives and Action Plans

Input was sought from the Board of Health, management staff and program staff on objectives and activities to meet strategic goals. The staff shared ideas for addressing these strategic goals at a July staff meeting conducted by Zoom and in-person. This session was originally planned

for March but was delayed due to COVID 19. The input from staff was shaped into a rough plan and reviewed by the management team. Items were added as needed and decisions were discussed on the timing and who would be responsible.

Action Plan:

Goal #1 Enhance and expand community partnerships and services offered.			
Objective	Activities	Who Responsible	Date
1.1 Increase outreach to migrant, immigrant and refugee communities	1. Train staff on Refugee Clinic procedures. 2. Reopen Refugee and Immigration Clinic. 3. Partner with World Relief, the hispanic community and ESL programs to increase referrals to clinic.	IDPH & Chief Nurse Chief Nurse Chief Nurse & Program staff	2021 2021 2021
1.2. Enhance existing partnerships.	1. Review existing partnerships and assess for possible expansion. 2. Meet with partners and identify ways to expand/enhance relationship. 3. Develop ways to communicate and celebrate the expanded partnership.	Management staff Management Staff PIO and Management staff	2022 2023 2023
1.3. Expand partnerships to new organizations with shared goals	1. For each priority in community plan identify new organizations that serve a shared target audience or have shared goals starting with Mental Health Agencies. 2. Identify ways to incentivize the partnerships such as mini-grants, work that benefits both agencies, etc.	All Staff Management Staff	2021 2022
1.4. Develop more effective partnerships with health care providers	1. FQHC—provide COVID testing funds and increase lines of communication 2. Work with Community Health Initiative to conduct Community Health Assessment and collaboratively address priorities 3. Explore and implement new strategies for increasing referrals from primary care providers	Administrator Administrator, COO and Health Educator COO/CNO	2021 2022 2022

1.5 Strengthen relationships with community partners.	1. Identify community organizations to use as conduits of information, ie, churches, daycares, schools, YMCA	All staff	2022
	2. Send information on RICHD services and how to access at least two times annually.	Health Educator	Annually

Goal #2 Develop and enhance a team approach and sense of mission with staff across the agency.

Objective	Activities	Who Responsible	Date
2.1. Increase understanding of RICHD services across all staff.	1. Collect from staff and share success stories that illustrate value of services.	Administrator & management	2021
	2. Feature a service monthly at staff meeting and offer mini-training.	Administrator & Program staff	2022
	3. Share program overview and information with all new employees as part of orientation.	Program Managers	2021
	4. Encourage intra-agency networking and increased communication across programs.	All staff	2022
	5. Develop a system for producing FAQ for reception staff on key issues and facilitate sharing.	Grants Manager	2021
2.2 Increase opportunities for staff across the agency to interact.	1. Hold at least two agency-wide charity drive annually.	All staff	2022
	2. Hold agency-wide luncheons at least every 4 months in addition to those in October for United Way.	United Way Committee	2022
	3. Share staff birthdays monthly.	Administrator	2021- 2025
2.3 Increase use of a team approach.	1. Provide management training on how to develop and use teams.	Administrator to identify outside training.	2022
	2. Develop opportunities for staff to provide input on team and agency-wide initiatives.	Management staff	2021
2.4 Provide and promote infrastructure to support staff mental health.	1. Encourage staff participation in county level wellness activities.	Management staff	Ongoing
	2. Encourage self-care and use of EAP as needed.	Management staff.	Ongoing
	3. Hold annual staff appreciation month.	PH Month Committee	Annually
	4. Provide recognition of each programs accomplishments and contributions to the agency mission.	Management Staff	Start 2022

Goal #3 Maintain fiscal stability through diversification of funding including private sources.

Objective	Activities	Who Responsible	Date
3.1 Increase collections from billable services by 5% per year.	<ol style="list-style-type: none"> 1. Analyze current fees and recommend increases where feasible. 2. Develop annual review of fees. 3. Identify new or existing services which could be billed for and add to fee structure? 	<p>CFO</p> <p>CFO</p> <p>Management staff</p>	<p>2021</p> <p>2021 & annually</p> <p>Review annually</p>
3.2. Increase grant revenue where possible.	<ol style="list-style-type: none"> 1. Advocate for increases in grants received starting with HealthWorks and focusing on grants not paying all expenses. 2. Assign staff person to look for new grant opportunities based on community priorities. 3. Work with community partners on joint applications. 	<p>Administrator and program managers</p> <p>Administrator and COO</p> <p>Administrator and COO</p>	<p>2020 & annually</p> <p>2021</p> <p>2022</p>
3.3. Increase private funding.	<ol style="list-style-type: none"> 1. Identify if there are opportunities through local hospitals or foundations to receive funding for work. 2. Explore possibility of creating a private foundation, research what other LHDs are doing. 3. Develop fund raising plan for LINK. 	<p>Administrator</p> <p>Administrator</p> <p>Link Board</p>	<p>2022</p> <p>2023</p> <p>2021</p>
3.4. Increase tax levy by 2025.	<ol style="list-style-type: none"> 1. Develop strategies for more effectively promoting RICHD to County Board. 2. Meet with individual county board members who might be supportive and with new members as they come on Co. Board. 3. Develop the case for a tax increase and present proposal to county board. 	<p>Management staff</p> <p>Administrator</p> <p>Administrator /CFO</p>	<p>2021</p> <p>2023</p> <p>2024</p>

Goal #4 Conduct a publicity campaign to increase community's understanding of the value of RICHD and services provided.

Objective	Activities	Who Responsible	Date
4.1 Develop campaign on the value of RICHD to community	1. Develop system for gathering stories on the value of public health. Use Staff success stories to promote value of RICHD to community.	Administrator & management staff	2021
	2. Promote new vision/mission and plan, display on website, in agency and on agency documents.	Administrator & PIOs	2021
	3. Share success stories through press releases, social media posts and neighborhood newsletters and radio ads	PIOs	2022
	4. Hold agency-wide outreach events.	Program Staff	2023
4.2. Develop campaign to promote specific agency services.	1. Annually identify services which need more promotion.	Management staff/PR team	Annually
	2. Provide training to designated PIOs on media relations and marketing.	PIO	2022
	3. Develop educational videos related to service and distribute video on FB, website and with key partners.	PIO & program staff	Annually
	4. Promote services through existing community events like farmer's markets, health fairs or festivals.	Health Educator	2022
	5. Expand access to program information for anyone entering HD through lobby displays and sharing of program materials.	Reception team	2022
4.3 Expand social media impact on FB and other platforms.	1. Identify new social media platforms and promote messages appropriate to target audience of the new platform.	PIOs	2022
	2. Place regular program spotlights on social media.	PIOs	2023
	3. Track and monitor success on the new platforms.	PIO	Annually

Putting Plan in Action:

The value of strategic plans comes from the implementation. Effective plans are put into action, visible to staff and are reviewed regularly for progress. The Rock Island County Health Department Strategic Plan for 2021-2025 was adopted by the Board of Health and mentioned in the certification letter sent to the Illinois Department of Health.

Distribution—The plan will be presented to staff and will be a part of staff orientation materials. The new vision and mission statements will be posted in the RICHD offices, on the website and shared in appropriate documents such as the service brochure and annual report. The action plan will also be posted on the website.

Implementation—Goals and objectives will be used to drive decisions regarding department activities. New opportunities will be evaluated in relationship to the Strategic Plan and how this opportunity furthers the mission of RICHD.

Monitoring—The Administrator will report on strategic plan progress at Board of Health meetings at least quarterly. Progress will be shared with staff on an annual basis.

Reassessing— The Strategic plan will be reviewed at least annually with both management staff and Board of Health to reflect on progress and to determine the focus for the next year.

Appendices

Timeline

Strategic Planning Survey

Strategic Plan Timeline

Date	Task	Who responsible
December	Collect background information on RICHD	Miriam/Nita
Early January	-Share questions with management staff -Share Board survey	Nita
January 14 9-11:30	Collect input from management staff on vision/mission and SWOT	Miriam/Mgt staff
February	Compile SWOT from management and Board; Identify draft strategic issues	Miriam
February	Call to review strategic issues and discuss presentation to BOH	Miriam/Nita
March 5 5:30	Share and get feedback on vision/mission, and draft strategic issues	Miriam/Nita/BOH
March 12	Incorporate BOH comments and finalize vision, mission and strategic objectives	Miriam
March 19 8:30-10:30	Provide background on strategic planning and collect input on possible actions related to strategic plan—Cancelled due to COVID 19	Miriam
July 16	Met by Zoom with staff to collect input on possible actions	Miriam
July 30	Share draft plan with objectives, action steps with management staff and get further input	Miriam
August	Seek feedback from management on draft plan	Nita
August	Finalize document to be shared with Board of Health	Miriam/Nita
August	Submit final document outlining process	Miriam
	Share final plan with Board of Health for adoption and develop reporting process	Nita
September	Refer to strategic plan in IPLAN letter from Board of Health to IDPH	Nita

Rock Island County Health Department

Strategic Planning Survey

Strategic planning is an effort to position the health department in a better place to face the future and serve this community. As the Wayne Gretzky, hockey superstar, quote goes, "it is skating to where the puck is going to be."

On January 14, 2020 you will be meeting with a consultant to discuss the issues and concerns facing Rock Island County Health Department and how the department can best position itself for the future.

To prepare for this discussion read over the questions below and note your thoughts. Please bring your notes with you on January 14. Thanks for preparing for this discussion.

Vision:

What do you want for Rock Island's residents in the future?

What do you want for RICHD in the future?

Current Mission: The mission of the Rock Island County Health Department is to prevent disease, promote wellness and protect public health.

What does the current mission say about who you are, what your purpose is, who you serve, how you are unique?

What changes are needed?

Strengths/Weaknesses/Opportunities/Threats

1. What are the strengths of RICHD? What does the department do well? In what ways is the department particularly effective?
2. What are the weaknesses in department services or challenges that RICHD faces?
3. What are some external opportunities that exist that the health department should take advantage of, such as new funding sources or new partnerships or new resources available?
4. What external threats or challenges are looming in the future for the health department?
5. What actions could be taken to strengthen RICHD's ability to protect and promote the health of county residents?

Additional thoughts?