

REQUEST FOR PROPOSALS



Medical Director

RFP # 210901-207

Date of Issue: September 1st, 2021

Questions Due: September 3rd, 2021 by 5pm

Answers Issued via Addendum: September 7th, 2021

Proposals Due: September 9th, 2021 by 5pm

**Pender County Health
Department**

**803 S. Walker St.
Burgaw, NC 28425
Phone: 910.259.1908
Fax: 910.259.1258
cjsmith@pendercountync.gov**

TABLE OF CONTENTS

Introduction 2

Scope of work..... 2

Contractor Responsibilities 2

Contract Terms..... 3

Selection Criteria..... 3

Submittal Process..... 4

Closing 4

INTRODUCTION

The County of Pender is seeking letters of proposal from North Carolina licensed Doctors of Osteopathic Medicine experienced within public health to provide oversight for the Pender County Health Department. The successful candidate shall provide medical consultation, and oversight, for the Pender County Health Department, promote a collaborative spirit, a positive and flexible approach to problem-solving, clear, and compassionate communication skills, and an energetic pace. A high level of professionalism and strong interpersonal skills are required. Professional shall have considerable knowledge of the practice and principles of general medicine, preventive measures, community resources and other standards of public health.

SCOPE OF WORK

Contractor Responsibilities:

- Provide oversight to all public health clinical personnel in accordance with approved Methods and Standards of Practice of the North Carolina Medical Practice Act, the Code of Ethics of the American Medical Association, the Division of Health and Human Services, and this Department.
- Serve as the professional medical resource to the Health Department and to the Nurse Practitioners and staff nurses. Provide consultation via telephone or secured email concerning medical and clinical issues as appropriate for the care of patients.
- Provide medical oversight to the professional public health staff of the Department, sign all “Standing Orders” required by health department policies. Sign all standing orders for medications related to public health clinic patients. Review, approve and sign all standing orders and procedures for all public health clinics. Review and sign program manuals annually.
- Co-sign medical records as required.
- Approve and sign higher technological service policies and procedures to be administered by the public health nursing staff (Nurses must have a physicians’ signature to perform these procedures)
- Serve as a Medical Consultant to the Department during natural disasters and is responsible for reviewing and signing standing orders for the designated clinical staff providing disaster services.
- Serve as an authorized representative to continue the public health program clinic’s enrollment in the Medicaid, Medicare, and private insurance programs.
- Maintain medical records accurately to manage risk, provide continuity of care and assure quality of care.
- Maintain high standards of accuracy in performing duties and responsibilities, exercising immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

- Maintain quality communication and interaction with intra- and interdepartmental personnel, and any external entities with which position interacts.
- Develop and maintain considerable knowledge of the principles and practices of the public health programs.
- Ability to maintain credibility in the community, to deal tactfully and courteously with the general public and employees of the Pender County Health Department and be culturally sensitive.
- Professional must have the ability to exercise judgment, decisiveness and creativity required in patient care

CONTRACT TERMS:

- The contract term will be five (5) years. The contract may be automatically renewed for (1) additional term of five (5) years upon mutual agreement by both parties.
- Modifications and/or changes to the contract including but not limited to cost and services shall be in writing.
- Either party may cancel the contract by providing the other party a (30) day written notice of cancellation.

SELECTION CRITERIA

The factors to be considered in awarding the contract are as follows:

- The contractor's professional experience with public health medicine.
- The contractor's demonstrated ability to meet the requirements under scope of responsibilities
- The contractor's ethical and professional standing
- The contractor's monthly rate

SUBMITTAL PROCESS

- Any questions related to this Request for Proposal should be submitted in writing via e-mail to Chasity Smith, Purchasing Agent at cjsmith@pendercountync.gov by September 3rd, 2021 at 5:00pm EST. Answers will be provided and attached as addendum 1 on September 7th, 2021
- **Proposals are due on or before 5:00 pm EST on September 2021.** The submittal package should be clearly marked “RFP # 210901-207 Medical Director” and clearly identify the contractor submitting the proposal.
- Proposals shall be addressed to the **attention of Chasity Smith, Purchasing Agent** at the one of the following addresses:

In person, by mail, by courier:

803 S. Walker St
Burgaw, NC 28425

By email:

cjsmith@pendercountync.gov

CLOSING

All responses submitted become the property of the Pender County Government. Submitting a proposal in response to this RFP does not commit Pender County to award a contract or pay any costs incurred in preparation, or travel to Pender County. The County reserves the right to contract with one or more vendors. Additionally, the County reserves the right to cancel this Request for Proposal in part or in its entirety.