

Township of West Milford

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**TOWNSHIP OF WEST MILFORD
1480 Union Valley Road
West Milford Township, NJ 07480**

REQUEST FOR PROPOSAL

**Inter-local Agreement For the Local Health Services Act NJSA 26:A2-1, et seq.
and in Accordance With NJAC 8:52**

**SITE: TOWNSHIP OF WEST MILFORD
MUNICIPAL BUILDING
1480 UNION VALLEY ROAD
WEST MILFORD, NJ 07480**

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973-728-2710**

BACKGROUND, INTRODUCTION AND PURPOSE

The Township of West Milford requires a qualified vendor to perform tasks associated with Public Health Activities in accordance with NJAC 8:52 Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.

The Township of West Milford is accepting proposals for Public Health Services and for Health Officer and related professional staff. Traditionally the Health Department was served by a full-time Health Officer until January 2012. For the past three years the Township has utilized an inter-local service agreement to fulfill its State Department of Health responsibilities for providing local health services. The purpose of this RFP is to obtain proposals from interested Health Departments for an inter-local services contract of up to five years, effective January 2016.

A letter of intent submitted no later than 12:00 pm prevailing time on November 4, 2015.

Proposals shall be submitted in writing, in duplicate, in a sealed envelope clearly indicating on the outside "RFP – Health Services", to the Township Clerk, Township of West Milford, 1480 Union Valley Road, West Milford, NJ 07480 no later than November 16, 2015.

The selection of a vendor to provide Public Health Services is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 19:44A-20.4 et seq., and the Township of West Milford §15-37 of the Township code "Pay to play policy; awarding contracts." The township has structured a procurement process that seeks to obtain the best services on behalf of the Township while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to this RFP. A professional services contract may be awarded as provided by law at a public meeting.

The Health Department staff is presently comprised of: two (2) full-time Registered Environmental Health Specialists (REHS) employed by West Milford (WM), two (2) part-time REHS contracts with individuals and one (1) REHS inter-local service contract totaling thirty (30) hours per week for all three part-timers; vital records by inter-local service agreement fourteen (14) hours per week, Health Education by contract agreement two hundred (200) hours per year (hospital provided). The following are WM employees - administrative clerical one (1) full-time and one (1) part-time 28 hours per week; two (2) part-time nurses – 35 to 40 hours per week; one (1) full-time Animal Control Officer, and two (2) part-time on-call Animal Control Officers. Health Officer (HO) fourteen (14) hours per week on-site within WM with full coverage and oversight at all other times (inter-local service agreement).

In this jurisdiction there are approximately one hundred and thirty five (135) permanent and temporary food establishments as well six (6) camps and several lakes with beaches/swimming areas. There are approximately nine thousand septic systems with ongoing repairs and alterations on a regular daily basis. The majority of the Township's homes have individual wells. It will be required that REHSs have a working knowledge and experience with individual on-site disposal systems and individual wells, related to code requirements, plan review and field inspections and at least one year experience with retail food inspections.

SCOPE OF WORK

1. The Provider's local health department is designated the statutorily recognized local health agency for the Recipient.
2. The Provider's Health Officer is designated the full-time Health Officer and Chief Executive Officer of the Recipient for all public health services and activities.
3. The Health Officer shall lead the investigation of any public health response to all public health emergencies, disasters and/or situations within the Recipient's municipality. The Health Officer

- and/or designee shall be available to the Recipient's Emergency Management Coordinator during emergencies officially declared by the Recipient.
4. The Provider and its Health Officer shall respond 24/7/365 with a 3x3 redundancy/back-up call down list (three (3) Health Department staff members with three (3) means of contact) for all emergencies, disasters and/or hazardous situations after a single 24/7/365 response by one (1) health department staff of the Recipient.
 5. When the Health Officer determines that there is an emergency or essential need of the Provider's staff with specialized expertise, during normal business hours, the Health Officer will provide the necessary staff beyond the contract hours agreed to at no additional cost to the Recipient, unless those services are rendered during overtime hours as pre-approved by the Recipient's Township Administrator. Customary personnel that have been delegated activities shall satisfy the requirements of *N.J.A.C. 8:52, Public Health Practice Standards of Performance for Local Boards of Health in New Jersey* and *N.J.A.C. 8:7 Licensure of Persons for Public Health Positions*. Proof of credentials will be provided to the Recipient for all licensed or credentialed professional staff members.
 6. The Health Officer shall direct all public health personnel and public health service contracts of both the Recipient and the Provider. All present and future employees of the Recipient's Health Department shall be under the administrative direction of the Health Officer. A licensed HEALTH OFFICER will be ON SITE of the RECIPIENT for TWENTY ONE (21) HOURS PER WEEK.
 7. When the Health Officer determines that there is an emergency or essential need of the Provider's staff with specialized expertise, during normal business hours, the Health Officer will provide the necessary staff beyond the contract hours agreed to at no additional cost to the Recipient, unless those services are rendered during overtime hours as pre-approved by the Recipient's Township Administrator.
 8. Professional staff members will be assigned for 48 weeks per annum (in consideration of vacations, Holidays, etc.) with the remaining four (4) weeks covered as needed when an emergency occurs or as determined by the Health Officer. Services rendered by those employees of Provider outside the hours of 8:30 a.m. to 4:30 p.m. on Monday through Friday or at the request of the recipient, during business hours shall be compensated in accordance with Paragraph F.2 below. Planned and scheduled programs, clinics or inspections approved by the Health Officer will be considered within normal business hours.
 9. The Health Officer shall be accountable to the Recipient's Township Administrator with respect to fulfilling contract responsibilities of all public health activities pertaining to the Recipient's community.
 10. The Health Officer shall advise and assist the Recipient's Township Administrator and governing body serving as the Board of Health with respect to violations of public health statutes and ordinances and the compliance thereof.
 11. The Health Officer will accept the primary responsibility to attend regular and special meetings of the Recipient's Township Council when serving as the Board of Health as well as the Advisory Board of Health meetings. In the event of a conflict, vacation, sickness, etc. a designee shall be assigned to attend the meetings. Attend up to twelve (12) per year when conducted after regular business hours, at no additional charge.
 12. The Health Officer shall provide the Recipient with monthly performance and activity reports.
 13. The Health Officer shall provide the Recipient with an annual report at the close of the calendar year.
 14. Provide a vehicle primarily for the Provider's staff working at Recipient's office. The Recipient's Public Health Staff, with the approval of the Health Officer, will be allowed to utilize this vehicle for responsibilities within the Township borders. The Provider agrees that all maintenance and repairs are the responsibility of the Provider. The Recipient agrees to allow the Provider's vehicle, dedicated to West Milford, to be fueled with the Recipient's fuel. All current vehicle registrations, vehicle inspections and driver's license shall be provided as applicable by both parties.

15. The Recipient agrees that CEU and/or training classes that pertain specifically to the Recipient's Public Health Programs will be paid for by the Recipient but not to exceed a total of \$300 per annum per regularly assigned staff member of fourteen (14) or more hours per week.
16. Any public health or public health emergency service ordered by a higher authority (Federal, State, etc.) will be provided by the Provider.
17. Registered Environmental Health Specialist(s) (REHS) on site of the Recipient's locale for twenty eight (28) hours per week; or REHS for 21 Hours per week and 7hours Public Health Investigator for a total of 28 hours per week.
18. Nursing collaboration, supervision and program assistance at clinics, ten (10) hours per month, in conjunction with the Recipient's nursing staff.
19. OPTIONAL:
Additional health services to be quoted separately from the inter-local agreement for Local Health Services N.J.S.A. 26:A2-1 and N.J.A.C. 8:52. Provide quotes for the following optional health services that your organization has the ability to provide:
 - a. Vital Records, provide a CMR Registrar or Deputy Registrar for twenty one (21) hours per week
 - b. Animal Control: provide ACO services for fifteen (15) hours per week during normal work hours and after hours ACO services 365/24/7 as needed with a response time not to exceed one (1) hour
 - c. Health Education: provide two hundred (200) hours of CHES health education, health promotion, along with public notifications of programs and services (currently hospital provided)

INSURANCE

- The Provider will maintain liability, malpractice, worker's compensation and all mandated coverage for its employees.

Duration

- Provide a contract for a 3, 4 and 5 year term.

Financial Terms

1. Generally, the services under this Agreement will be performed during regular working hours, 8:30AM to 4:30PM, Monday through Friday. However, the Health Officer will be available for whatever services are necessary to perform duties outside these hours without additional contract compensation.
2. Provide a cost per hour for the following categories during normal business hours: REHS, Health Educator, Public Health Nurse, and Administrative Assistant (clerical) and during after-hours, weekends and official holidays.

TERMINATION:

Either party may terminate this Agreement by providing ninety (180) days advance written notification by certified copy of its intentions to terminate the Agreement and setting forth the proposed date of withdrawal.

Total Cost of Contract 3 year: _____ *

Total Cost of Contract 4 year: _____ *

Total Cost of Contract 5 year: _____ *

Agency Name: _____ Date: _____

Name of Agency's Authorized Representative (printed) _____

Signature of Agency's Authorized Representative _____