



Saint Louis County

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Public Health and Human Service Department

Linnea Mirsch
Director

REQUEST FOR QUALIFICATIONS & QUOTE

Date	Services Performed For:
6/16/22	St. Louis County Public Health & Human Services Government Services Center 320 W 2nd Street - Room 6E Duluth, MN 55802-1495

NEED

Public Health Division - Independent Contractor

Title: Contracted Project Manager

Funded by: The Minnesota Department of Health (MDH) through the local Community Health Board (CHB) to St. Louis County - *Minnesota Public Health Infrastructure Grant*

Performance period: April 22, 2022 through March 31, 2024

Target contract period: August 1, 2022 through March 31, 2024

SCOPE OF SERVICE

The Project Manager position shall:

- assist the SLC-PH Division to carry out grant deliverables to improve the infrastructure capacity and capability as laid out in the MN PH Infrastructure Grant
- be contracted to work with the St. Louis County (SLC) Public Health (PH) Division in strengthening the ability to plan for, assess, and measure health-related trends, inequities, and the impact of public health interventions and programming.
- have experience in quality improvement, strategic planning and assessment.
- enhance project planning as the Division shifts to COVID-19 pandemic recovery activities and prioritizes infrastructure capacity.
- work alongside two additional Infrastructure Grant-funded positions hired within the Community Health Board (CHB) Administrative office.
- be part of a four county Community of Practice, as well as the St. Louis County Infrastructure Development Committee.
- work with the St. Louis County Authorized Representative to submit required budget forms that align with the proposed work.
- participate in activities provided by the CHB and STATE to support effective implementation of grant activities, including webinars, coaching/technical assistance, and grantee meetings.
- work with other grantees, CHB and the STATE to capture and share successes, challenges and lessons learned.
- participate in evaluation activities and contribute to products produced to document successes, challenges, and lessons learned.

DELIVERABLES

The Project Manager shall initiate the following projects:

- 1) Partner-focused needs assessments
 - Throughout the pandemic response, SLC PH has developed new partnerships with multiple community organizations; as we emerge from the intense pandemic response, it is critical to maintain these partnerships, assess partner needs, and plan for recovery efforts and new or current health priorities. The Project Manager will lead efforts in assessing the needs of community partners and how to maintain and build on the current partnerships. The Project Manager will work in partnership with others in the Division as well as the two other Infrastructure-Grant funded positions housed within the CHB Administrative office.
- 2) Stream-lining the county-based Community Health Assessment and Improvement Planning process
 - The Division currently performs two CHA/CHIP processes (one in the north and one in the south). The Program Manager position will work with leadership and staff in evaluating our current processes and identify opportunities for improved effectiveness and efficiency.
- 3) Assist with the development of a St. Louis County Infrastructure Development Committee
 - As the Minnesota Public Health system moves toward a 21st Century model to strengthen the foundational areas and capabilities, the Division will be creating a SLC Infrastructure Development Committee. This Committee will intersect with the CHB's Community of Practice.
- 4) Other related projects as assigned.
- 5) Anticipated as up to a full-time equivalent position.

Questions can be directed to:

Amy Westbrook, Director of Public Health

WestbrookA@stlouiscountymn.gov

218-725-5267

SUPPORT

The position will receive technical support from the MDH Project Consultant; coordination support from the partnering positions at the CHB Administrative office; and programmatic support from SLC Division leadership and staff.

TARGET TIMELINE

- RFQ&Q distributed: June 17, 2022
- Qualification's & Quote due by: July 6, 2022
- Finalist will be determined by: July 20, 2022
- Target contract start: August 1, 2022

RESPONSE FORMAT

Business or Independent Contractor Name:

Contact Name:

Contact Phone Number:

Contact e-mail:

Summary of Experience:

Hourly Quote (contract maximum of 1600 hours)

Qualifications and supporting attachments:

Reponses are **due no later than 4:30pm, July 6, 2022** and delivered by email to:

Abby Schaefer, Contract Services Representative

SchaeferA@stlouiscountymn.gov