

March 16, 2023

RE: Request for Proposal: First Responder Wellness Program

1. PROGRAM DESCRIPTION

The City of North Olmsted invites your proposal to provide Wellness Program Services for the safety forces/first responders to include police officers, firefighter/paramedics, and dispatchers.

The City intends to establish a term contract with an area professional health and wellness provider organization to develop and implement, in partnership with our first responders, a (1) wellness education curriculum and (2) menu of services.

This is a grant-funded program that will conclude by December 31, 2024 and is not to exceed grant award of \$259,700.

2. PROGRAM COORDINATION

Jennifer Scofield, Director of Public Safety, will be the overall coordinator for this program. All inquiries and finished proposals relating to this request shall be addressed to:

Jennifer Scofield, Director of Public Safety
City of North Olmsted
5200 Dover Center Road
North Olmsted, Ohio 44070

(440) 716-4147
scofieldj@north-olmsted.com

3. SUBMITTAL DATE

Five (5) copies of all proposals in a sealed envelope or box plainly marked "PROPOSAL-FIRST RESPONDER WELLNESS PROGRAM SERVICES" must be received by **March 31, 2023 at 3:00 p.m.**

4. CONSIDERATION OF PROPOSALS

- A. The City does not obligate itself to accept any proposal.
- B. The City reserves the right to reject any and all proposals and will have no liability whatsoever to any Proposer whose proposal is not accepted.
- C. Any assumptions made by the Proposer in preparing the proposal must be listed separately and attached to the proposal in writing.
- D. Acceptance of a proposal will not constitute an agreement between the Proposer and the City. Any proposal will not be binding on the City unless and until an Agreement covering all conditions and provisions of the First Responder Wellness Program

Services has been reduced to writing, executed by both the successful Proposer and the City.

5. PROPOSAL FORMAT

All proposals shall contain the following:

- A. **Cover Letter.** The cover letter should state the name, address, email, and telephone number of the proposing organization. The letter must be signed by the person having the authority to submit the proposal for the organization.
- B. **Qualifications.** Include the organization's profile and history, information on the key personnel working on the program including their role, resume, and representative projects, programs, and references. Designated service provider should have an advanced practice degree, e.g. nurse practitioner or social worker, and be able to make referrals for additional care as needed.
- C. **Program approach.** Public safety first responders experience a broad range of physical and mental health consequences as a result of work-related exposures to emergencies. First responders are exposed to hazards inherent in the nature of their jobs, such as exposure (direct or indirect) to death, injury, pain, or loss, threats to personal safety, long hours, poor sleep, and poor physical and mental health. There are countermeasures that can be developed and implemented to mitigate turnover, burnout, and health issues.

It is expected that the selected organization will work cooperatively with the City staff throughout the program development and implementation process. Proposals should include a brief statement of the organization's approach to collaborating and communicating with the City; a program description including preliminary goals, objectives, and metrics to monitor progress; and use of best practices for both components: (1) wellness education curriculum development and implementation, e.g. lunch-and-learn sessions on cardiac health or stress management, developed in concert with our first responders; and (2) menu of clinical wellness services, e.g., vital sign checks, cardiac and mental health screenings, 1:1 consults and referrals for additional care if appropriate, and small group sessions.

Provider must be a healthcare professional who is experienced at working with first responders; working knowledge of the public safety culture is preferred. The City anticipates this professional to work 25 hours/week in year one and 20-25 hours/week in year two. The provider will work onsite at the City's two fire stations and one police station at least part-time on a rotating basis.

- D. **Pricing.** Proposals shall contain the organization's billable hourly rates. Specific tasks will be identified by the City throughout the contract. The selected organization will be required to submit a timeline and a "not to exceed" program cost based on the hourly rates for each assigned component of the program. Local mileage is not reimbursable.

6. EVALUATION AND CONSULTANT SELECTION

The City will assess the submissions based on the following criteria:

- A. Demonstrated past performance of wellness education and clinical services and experience of key personnel assigned to program.
- B. Understanding of the program and its objectives.
- C. Familiarity of and/or previous experience with the City or region.
- D. Capacity of the organization to perform the work and meet program goals, objectives, and deadlines.
- E. Pricing.

Upon review of the proposals, the City may choose to conduct interviews with the top ranked organization(s).

3/16/23	Release RFP
3/27/23	Deadline to submit questions
3/31/23	Deadline to submit RFP
4/7/23	City will identify shortlisted organizations for interview
4/10-4/14/23	Interviews of shortlisted organizations
4/17/23	Administration will refer the selected organization to Board of Control for approval
4/28/23	Contract execution
5/1/23	Selected organization assumes role of First Responder Wellness Program Services provider