



Knox County Health Department

1361 West Fremont Street • Galesburg, Illinois 61401

REQUEST FOR BID PROPOSALS

June 1, 2022

I. REQUESTED SERVICE:

The Knox County Health Department is accepting bid proposals for contractual work to include a Workforce Development Plan and a Strategic Plan. The project proposals should be submitted together; however, narratives, deliverables, costs, and timelines for the two projects must be completely separated in the submission.

Project #1: Develop a Workforce Development Plan for the Knox County Health Department. The plan must include at minimum a (1) workforce gap analysis, (2) needed staff competencies, (3) training needs assessment, (4) monitoring tools, and (5) Finalized Plan for the Board of Health to adopt. To be considered the proposal must explain how each of the above items will be accomplished and include a timeline of deliverables.

Project #2: Facilitation and Develop a 5-year and 10-year Strategic Plan for the Knox County Health Department. The Plan must follow NACCHO's Developing a Local Health Department Strategic Plan; A How to Guide. To be considered the proposal must explain the steps that will be followed throughout the Strategic Planning Process, development of the Strategic Plan, and include a timeline of deliverables.

II. DESCRIPTION OF PROPERTY:

The Knox County Health Department is located at 1361 West Fremont Street, Galesburg, IL 61401

III. CONTACT PERSON:

Wil Hayes
Assistant Public Health Administrator
Knox County Health Department
(309) 344-2224
whayes@knoxcountyhealth.org

IV. ALL BIDS MUST INCLUDE FOLLOWING:

- A. Basic firm information:
 - Business name
 - Address
 - Name of owners/officials
 - Contact Information
 - Brief outline of experience and customer references
 - Description of insurance coverage

- B. Amount to be charged for service (prevailing wage is required); for grant purposes, costs must be broken down separately for each of the two projects.

V. WORK PROPOSAL MUST INCLUDE:

- A. Date available to start;

- B. A narrative for each project describing how you will meet required deliverables; and

- C. An estimated timeline to complete the project.

VI. ALL BIDS ARE TO BE SUBMITTED ELECTRONICALLY AND ARE DUE BY 11:30 A.M. ON JUNE 30, 2022.

- A. Submissions should be emailed to tjockisch@knoxcountyhealth.org