

CONTRACTOR POSITION OPENING

Capacity Building/Recruitment & Retention Plan for the Essex County Medical Reserve Corps (MRC)
Applicant must have their own workers compensation and liability insurance.

Essex County Public Health

Posted: May 1, 2015

Funding Amount: \$3,500

I. Statement of Purpose

Pursuant to the terms of the Capacity Building Award Contract, received from the National Association of County and City Health Officials (NACCHO), Essex County Public Health requests proposals to develop a Capacity Building/Recruitment and Retention Plan for its MRC.

II. Background

The Medical Reserve Corps (MRC) is a national network of locally organized volunteers to improve the health and safety of US communities. Essex County Medical Reserve Corps is one of 993 community-based units and 207,783 volunteers located throughout the United States and its territories.

MRC volunteers are medical and public health professionals, along with community members without healthcare backgrounds. Volunteers are engaged through MRC units to strengthen public health, improve emergency response capabilities and build community resiliency. They prepare for and respond to natural disasters and disease outbreaks contribute to community health activities that promote healthy habits.

Applicants can learn more about MRC by visiting the national website
<https://www.medicalreservecorps.gov/HomePage>.

III. Deliverables for this Contract

1. Read the Medical Reserve Corps Factors for Success Version 1.1 document as provided by the US Department of Health and Human Services and available online at https://www.medicalreservecorps.gov/file/F4S/Factors_for_Success_Latest.pdf.
2. Communicate regularly with the Program Coordinator and Director of Preventive Services on the project.
3. Develop a Capacity Building/Recruitment & Retention Plan for the Essex County Medical Reserve Corps (MRC), hereafter referred to as the Plan, using the Factors for Success [and other resources as approved by Program Coordinator and Director of Preventive Services] addressing:
 - a. Purpose and Scope of Essex County MRC
 - b. Establishing Community Partnerships
 - c. Financial Needs and Funding
 - d. Organizational Structure and Unit Composition
 - e. Policy & Procedure for Volunteer Recruitment
 - f. Policy & Procedure for Screening & Selection

- g. Volunteer Training Program
- h. Policy & Procedure for Volunteer Utilization
- i. Policy & Procedure for Unit Administration
- j. Strategies for Retention & Recognition
- k. Strategies for Risk Management
- l. Schedule of Activities that Fulfill the Unit's Mission
- j. Create two or more MRC group messages
- k. Create one MRC event

4. Submit to and review a Draft Plan with the Program Coordinator and Director of Preventive Services.

5. Submit a Final Version of the Capacity Building/Recruitment & Retention Plan for the Essex County Medical Reserve Corps.

IV. Project Expenses and Use of Funds

The contractor shall be awarded the total amount of \$3,500. Expenses support the professional services, travel/transportation, communication and/or goods associated with this project. The contractor shall only expend funds in accordance with this Scope of Work, the Agreement, and the Budget. The contractor shall not subcontract with any entity or person without the prior written authorization of Essex County Public Health. The contractor shall not expend funds in any other manner except with the prior written permission of Essex County Public Health.

V. Payment

Payment will be made from an invoice submitted by the contractor to Essex County Public Health at the completion of the project.

VI. Implementation Timeline & Reporting Requirements

Implementation of the project is to be conducted between May 1, 2015 and December 31, 2015.

The contractor shall complete and submit the Progress Report, Final Report and Financial Report, in the form attached to the Agreement, on the following dates.

- Draft Plan – August 1, 2015
- Final Plan – December 1, 2015
- Invoice – December 15, 2015

VII. Submittal Contents & Process

Submittal Contents:

1. Name, address, phone, email, website.
2. Statement of qualification.
3. Brief history including experience with working on similar projects.

Process:

Proposals must be submitted to Essex County Public Health.
Proposals will be accepted electronically to the email sallott@co.essex.ny.us or
mail to Essex County Public health Attn Susan Allott 132 Water Street, Elizabethtown, NY 12932.

VIII. Questions/Contact

Susan Allott
Director of Preventive Services
sallott@co.essex.ny.us
(518) 873-3514

Jessica Darney Buehler
Program Coordinator
jdbuehler@co.essex.ny.us
(518) 873-3518