

Minuteman Nashoba Health Group*
(MNHG)



Request for Proposals

Wellness Coordinator

Released November 15, 2013

Deadline for Questions – 1:00 PM, December 6, 2013

Proposals Due – 3:00 PM on Dec. 13, 2013

*Town of Ayer – Town of Groton – Town of Bolton – Town Harvard – Town of Boxborough –
Town of Lancaster – Town of Carlisle – Town of Pepperell – Town of Clinton – Town of Stow –
Town of Concorde – Town Tyngsborough – Concord Carlisle Reg. School District – Lincoln
Sudbury Reg. School District – North Middlesex Regional School District – C.A.S.E.
Collaborative – Narragansett Regional School District with Town of Phillipston

November 15, 2013

LEGAL NOTICE:

**REQUEST FOR PROPOSAL (RFP)
WELLNESS COORDINATOR**

MINUTEMAN NASHOBA HEALTH GROUP (MNHG)

The Minuteman Nashoba Health Group (MNHG) is accepting sealed proposals from individuals and companies for the following position: “MNHG Wellness Coordinator”. The MNHG is a Massachusetts Municipal Joint Purchase Group comprised of 17 Mass. governmental employers, primarily towns and school districts west and north of Boston.

Applicants should submit their interest for the position based on a ‘Request for Proposal’(RFP) format. The Request for Proposal, specifications, directions and RFP packet is available from the Town of Ayer, Attn: Robert A. Pontbriand, Town Administrator, 1 Main Street, Ayer, MA 01432, Phone: 978-772-8210. The RFP can be obtained electronically by emailing: ta@ayer.ma.us and/or from the Minuteman Nashoba Health Group web-site at: www.minuteman-nashoba.org

Separate sealed Technical and Price proposals should be labeled and delivered as specified in the RFP packet. **Proposals should be delivered to the same address provided no later than the proposal deadline of Friday, December 13, 2013 no later than 3:00PM.** Late proposals will be rejected. Immediately following the proposal deadline, proposals received will be logged publicly in the First Floor Meeting Room at the same address provided (attendance at the public logging is optional). Proposal will be evaluated and awarded under the provisions of MGL 30B.

The Minuteman Nashoba Health Group, the awarding authority, reserves the right to reject any or all proposals and award the contract in the best interest of the Minuteman Nashoba Health Group.

REQUEST FOR PROPOSALS (RFP)

WELLNESS COORDINATOR

MINUTEMAN NASHOBA HEALTH GROUP (MNHG)

I SCOPE OF SERVICES:

The Minuteman Nashoba Health Group (MNHG)¹ is a Massachusetts municipal joint purchase group organized under MGL Ch. 32B, Section 12 composed of seventeen (17) participating governmental units plus one affiliated member consisting of 3,966 health plan contracts (employee/retiree) and 7,678 covered members (employee/retiree plus dependents) is seeking to contract with a professional wellness consultant/coordinator with the goal(s) of promoting wellness initiatives for municipal employees of the seventeen member communities. Some programs and activities may be employer-specific, while others may be group-wide and presented in regionally convenient location(s) or via computer.

Services sought include the following:

- Assess the health risk of the employees and families of the MNHG *based on available data* and develop or present risk reduction and wellness programs that respond to the needs of the group and which are likely to have a positive Return on Investment (ROI). This should be completed within the three months of the contract.
- Gain participation and enthusiasm of a “Wellness Champion” for each of the 17 MNHG employers. The Champions may be individuals who work in the employer’s H.R. Department or a school nurse, for example. The primary criterion is an enthusiasm for promoting healthy behaviors.
- Become familiar with the particular needs and interests of each employer as well as features that may lead to success or failure in implementation of programs.
- Learn about the wellness programs offered by the health plan organizations with which MNHG contracts, by other regional health providers and health-related organizations, and wellness vendors and communicate the availability of these programs, specifically the programs that respond to MNHG’s needs, to the MNHG Wellness Committee..
- Propose strategies and programs to improve health of employees, and with the Wellness Committee develop an annual budget to propose to the MNHG Board to fund the proposed programs and activities.

¹ For more information on MNHG please visit www.minuteman-nashoba.org

- Communicate approved programs to the Wellness Champions for each governmental unit and gain support and participation at the local level, including support from management.
- Assist Wellness Champions in promoting the approved programs to employees.
- Implement/execute approved programs.
- Attend all Wellness Committee meetings and other MNHG meetings as requested by the MNHG Board and/or Wellness Committee.
- Provide brief monthly written status report to the Wellness Committee.
- Perform other related responsibilities as assigned by the Wellness Committee.
- Prepare and present a year-end report summarizing programs, participation, and results, and compare budgeted expenses with actual expenses by program.

With the exception of required meetings and engagements as assigned, the MNHG Wellness Coordinator will have flexibility in establishing their own work week schedule (during standard business hours, Monday-Friday, 8:00-5:00). It is expected that the time commitment will be 20-30 hours per week *on average* throughout the year.

The selected candidate or the individual assigned by the company selected must be a self starter with strong communication and organizational skills and be capable of working independently with limited supervision. Work may be performed off site at your own location, or a space can be provided at the various municipal office locations of the MNHG members upon request. The candidate will be responsible for providing their own technology including computer, phone, cell phone and reliable transportation. Reimbursement for mileage incurred on official work between locations within the MNHG will be at the current IRS Rate. Long distance and cell phone charges will only be reimbursed per direct expense incurred on a per call basis as documented on an itemized log of calls documented on the bill. There will not be reimbursement for general incurred expenses such as auto expenses, auto insurance, health insurance, and basic service charges, taxes and fees assessed on phone, cell phone and internet bills. This position offers no health or medical benefits.

II CONTRACT DELIVERABLES

1. Participate in the MNHG Wellness Committee that is expected to meet at least quarterly.
2. Based on available data, collect within 3 months of start date an *aggregate* report of the health risks of the employees of MNHG's participating employers. This report will be presented to the MNHG Wellness Committee and the Board.
3. Conduct review of the current health insurance efforts and employer policies of the participating members of the MNHG. Develop in coordination with the MNHG Wellness Committee) programs/projects and proposed budget that respond to the identified health risks of the Group.
4. Develop and conduct or assist in the implementation of municipal wellness projects approved by the MNHG Wellness Committee and MNHG Board.

III MINIMUM REQUIREMENTS

1. The Proposer must have at least three (3) years experience in the wellness program management business, ideally working with municipal employers. A Bachelors Degree in Public Health, Nursing, Health Sciences (e.g. Exercise Science), Health Care Management or Health Care Marketing is advantageous. A Masters Degree in one of the above areas is highly preferable, but relevant work experience may be substituted.
2. The proposal must be from an established corporation, partnership, individual or firm that routinely provides such services. A description of the consultant including a list of clients must be included.
3. The Proposer must agree that, if awarded a contract, it will not accept any commission, service fee, or any other type of payment, from any insurance company, health services provider, wellness services vendor, that is related in any way to the MNHG's contracts or to the services that Proposer provides to MNHG.
4. Candidates additionally must have strong communication, organizational and coalition development skills and be capable of working independently.
5. The candidate must have a driver's license and access to a dependable automobile.
6. The candidate must take and pass a CORI.
7. The candidate must have authroity to do business in the Commonwealth of Massachusetts. The selected company or individual will be bound by all applicable statutory provisions of the laws of the federal government and the Commonwealth of Mass.

IV PROPOSAL DIRECTIONS

Applicants should submit their interest for the position based on a 'Request for Proposal' format. The applicant should include a sealed envelope containing three (original plus 2 copies) **TECHNICAL PROPOSAL FORMS** with requested documents, and a *separate* sealed envelope containing three (original plus 2 copies) **PRICE PROPOSAL FORMS**.

Deliver the Technical and Price proposals in an outer envelope labeled as follows:

Town of Ayer
Attn: Robert A. Pontbriand, Town Administrator
1 Main Street
Ayer, MA 01432

Notate on the outer envelope: RFP: MNHG WELLNESS COORDINATOR

Notate on the outer envelope: Applicant's name and address

Proposals should be delivered to the same address provided **no later than the proposal deadline of Friday, December 13, 2013 no later than 3:00PM**. Late proposals will be rejected. Immediately following the proposal deadline, proposals received will be logged publicly in the

First Floor Meeting Room at the same address provided (attendance at the public logging is optional). Proposal will be evaluated and awarded under the provisions of MGL 30B. The MNHG, the awarding authority reserves the right to reject any or all proposals and award the contract in the best interest of the MNHG.

V EVALUATION OF PROPOSALS:

Proposals that meet the minimum requirements (Section III) will be evaluated by a Review Committee on the basis of the proposal submission.

Proposals will be rated on these criteria as follows:

- **Highly Advantageous** - Proposal excels on specified criteria. (3pts)
- **Advantageous** - Proposal fully meets evaluation standard, which has been specified. (2pts)
- **Not Advantageous** - Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both. (1pt)
- **Unacceptable** - Proposal does not meet the specified criteria. (0pts)

The proposals received will be ranked based on the highest Comparative Criteria total score followed by preference (if there are tied scores) as determined by the Review Committee. Following the ranking of proposals the Review Committee may select the top ranking candidates to participate in an interview. Following the interviews, the Review Committee will rank the preference of candidates and then price proposals will finally be opened. The price proposal will ultimately play a factor in determining the contract award. The contract award will be awarded the proposer who has the highest ranking Technical Proposal and Price Proposal that is deemed to be favorable based on the opinion and recommendation of the Review Committee.

Comparative Criteria:

1. Relevant experience as elaborated in the cover letter and resume in relation to the project scope of work:

Highly Advantageous: The proposer is considered to be above average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

Advantageous: The proposer is considered to be average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

Not Advantageous: The proposer is considered to be below average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

Unacceptable: The proposer is considered to be poor to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

2. Relevant experience in networking, collaborative or community initiative experience:

Highly Advantageous: The proposer is considered to be above average to perform the scope of work required for the project. Ranking will be based on the opinion of the Review Committee.

Advantageous: The proposer is considered to be average to perform the scope of work required for the project. Ranking will be based on the opinion of the Review Committee.

Not Advantageous: The proposer is considered to be below average to perform the scope of work required for the project. Ranking will be based on the opinion of the Review Committee.

Unacceptable: The proposer is considered to be poor to perform the scope of work required for the project. Ranking will be based on the opinion of the Review Committee.

TECHNICAL PROPOSAL FORMS

REQUEST FOR PROPOSALS (RFP) WELLNESS COORDINATOR MINUTEMAN NASHOBA HEALTH GROUP (MNHG)

TECHNICAL PROPOSAL FORMS

Submit in a sealed envelope labeled:

‘TECHNICAL PROPOSAL: MNHG WELLNESS COORDINATOR’

Include this form with the following information:

1. Provide a cover letter of general interest in the MNHG Wellness Coordinator position (1-2 pages).
 - a. Elaborate on your professional experience as it pertains to this position
 - b. Elaborate on why you are interested in the position.
 - c. Elaborate on any networking, collaborative or community initiative experience you may have.
2. Provide a resume.
3. Complete the Non-Collusion Form provided (this page) and include it with your Technical Proposal. Failure to sign the Non-Collusion form will disqualify you from being considered for this grant funded position. A signature is required!!

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

Pursuant to M.G.L. Ch. 30b, s10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Date

Address

Phone

PRICE PROPOSAL FORM

**REQUEST FOR PROPOSAL (RFP)
WELLNESS COORDINATOR
MINUTEMAN NASHOBA HEALTH GROUP (MNHG)**

PRICE PROPOSAL FORM

Submit in a sealed envelope labeled:

‘PRICE PROPOSAL: MNHG WELLNESS COORDINATOR’

The undersigned proposes to provide services as outlined in the RFP: MNHG Wellness Coordinator, dated November 15, 2013. There is no negotiation on the hourly rate for reimbursement. Provide a single dollar amount that you will require for hourly reimbursement of services provided. Do not provide an hourly range to be negotiated.

**Hourly rate for reimbursement to provide services as outlined in the RFP-
MNHG Wellness Coordinator (Provide a single dollar amount, not a range):**

\$ _____ per hour (written in numbers)

Hourly rate written in words: _____ per hour.

The undersigned certifies that the proposal specifications and documents have been carefully examined and inspected. The undersigned declares that the amount and nature of the work to be done is understood.

Date

Signature

Name

Address

Phone