

**FP RECEIPT
CONFIRMATION
PAGE**

**BY SIGNING AND FAXING THIS PAGE TO
(814) 451-6065 YOU ARE CONFIRMING RECEIPT OF THE
ATTACHED RFP**

YOU MAY ALSO EMAIL TO JWAGNER@ERIECOUNTYPA.GOV

**PLEASE RETURN WHETHER
RESPONDING OR NOT**

**IF YOU HAVE QUESTIONS, PLEASE CALL
(814) 451-6244**

COMPANY: _____
RECEIVED BY: _____
DATE: _____
CONTACT NAME: _____
PHONE: _____
FAX: _____
E-MAIL: _____

**COUNTY OF ERIE
DEPARTMENT OF PURCHASING**

**RFP DOCUMENTS
FOR
CONSULTANT SERVICES FOR DEVELOPMENT OF
STRATEGIC PLAN**

**FOR THE
ERIE COUNTY DEPARTMENT OF HEALTH
ERIE, PENNSYLVANIA**

DUE DATE: SEPTEMBER 15TH, 2026

LEGAL NOTICE

The County of Erie Manager of Procurement, Erie County Courthouse, 140 West 6th Street, Room #106, Erie, PA 16501, will receive RFPs electronically via PennBid and open sealed RFPs on September 15th, 2026 at 10:30 AM, at the Office of the County Controller, Erie County Courthouse, 140 West 6th St., Room #107, Erie PA, 16501 for Consultant Services for Development of Strategic Plan for the Erie County Department of Health.

Specifications and RFP requirements are available at no cost on PennBid at <https://pennbid.bonfirehub.com>.

Erica Coe
Manager of Procurement

Advertise: **August 19th, 2026**
August 21st, 2026

Please charge to Account #L0960556 – Thank you!

**Consultant Services for Development of Strategic Plan for the Erie
County Department of Health**

GENERAL SPECIFICATIONS

**FAILURE TO ADHERE TO THESE GENERAL SPECIFICATIONS WILL
RESULT IN YOUR RFP BEING REJECTED!**

1. It is the intent of the County to RFP – Consultant Services for Development of Strategic Plan for the Erie County Department of Health.
2. All RFPs must be submitted electronically via PennBid at <https://pennbid.bonfirehub.com>, on or before September 15th, 2026 at 10:30 AM. RFPs will be opened at that time.
3. The County of Erie reserves the right to accept or reject any or all RFPs, to waive any defects in form or technicalities or to advertise for new RFPs where acceptance, rejection, waiving or advertising of such would be in accordance with the best interest of the County; also, to sit and act as the sole judge of the merit and qualifications of the equipment, supplies or services offered. Any interpretation of equivalency shall be determined finally and conclusively by the County of Erie.
4. RFPs hand delivered, faxed or emailed will not be accepted under any circumstances.
5. The contract will be awarded at the time of opening of the RFPs or at a subsequent time and place to be announced at the time of opening.
6. The RFP shall disclose any conflict of interest that arises or may arise with regard to the potential contract. Conflict of interest arises if any County official or employee has any financial interest, direct or indirect, in the potential contract.
7. The successful bidder will be required to sign a contract containing the following provision: Equal Employment Opportunity Clause. (a) (1) The contractor shall not discriminate against any employee or applicant for employment because of race, color, disability of the person, religious creed, ancestry, age, familial status, sex, gender identity, sexual orientation, national origin, criminal history or source of income. The contractor shall take affirmative action to insure that applicants are employed and

that employees are treated during employment, without regard to their race, color, disability of the person, religious creed, ancestry, age, familial status, sex, gender identity, sexual orientation, national origin, criminal history or source of income. As used herein, "treated" means and includes, without limitation, the following: recruited, whether advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated. The contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions, of this nondiscrimination clause. (2) The contractor shall in all solicitations or advertisements for employees place by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, disability of the person, religious creed, ancestry, age, familial status, sex, gender identity, sexual orientation, natural origin, criminal history or source of income. (3) The contractor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the contractor's commitment under the Equal Employment Opportunity Clause of the County, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. (4) The contractor shall furnish all information and reports requested by the County Executive or the County Council to ascertain compliance with the program. (5) The contractor shall take such action with respect to any subcontractor as the County may direct as a means of enforcing the provisions of subsections (a)(1) to (8) hereof, including penalties and sanctions for noncompliance, provided, however, that in the event the contractor becomes involved in or is threatened with litigation as the result of such direction by the County, the County shall enter into such litigation as is necessary to protect the interests of the County to effectuate the County's Equal Employment Opportunity Program, and in the case of contracts receiving federal assistance, the contractor or the County may request the United States to enter into such litigation to protect the interests of the United States. (6) The contractor shall file and shall cause his subcontractors, if any, to file compliance reports with the County. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs, and statistics of the contractor and his subcontractor's. (7) The contractor shall

include the provisions of subsections (a) (1) through (8) of the Equal Employment Opportunity Clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor. (8) Refusal by the contractor or subcontractor to comply with any portion of this program as herein stated and described will subject the offending party to any and all of the following penalties: (a) Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor or subcontractor is in compliance with the provisions of the contract; (b) Refusal of all future bids for any public contract with the County or any of its departments or divisions until such time as the contractor or subcontractor demonstrates that he has established and shall carry out the policies of the program as herein outlined. (c) Cancellation of the public contract and declaration of forfeiture of the performance bond; (d) In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure of as may be provided for by contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of contractors, subcontractors, or other organizations, individuals, or groups who prevent directly, indirectly, or seek to prevent directly or indirectly, compliance with the policy, as herein outlined.

8. The vendor shall not be allowed to take advantage of any errors, inconsistencies, irregularities or omissions in the specifications. Where errors, inconsistencies, irregularities or omissions appear in the specification, the vendor will promptly notify the County of same prior to the time set for the RFP opening.
9. All RFPs must be made on the RFP Form furnished by the County. No RFP will be considered unless the RFP Form is complete.
10. THE RFP PACKAGE MUST INCLUDE THE ORIGINAL RFP FORM AND NON-COLLUSION AFFIDAVIT.
11. The County is not liable for non-receipt of RFPs if submitted in any other manner than required or submitted after the due date and time.
12. The County will not be responsible for any costs incurred by the vendors in responding to this RFP Form or any costs incurred in responding to any demonstrations or samples required.

13. Any discounts or terms must be shown on the RFP Form. Such discounts, if any, may be computed and considered in tabulating of the RFPs.
14. All freight and other costs shall be included in the RFP price.
15. In consideration of furnishing the equipment and/or performing the services called for herein, the supplier will be paid within thirty (30) days of invoice receipt.
16. Any questions with respect to the General and Technical Specifications contained in this RFP should be submitted via the “Ask a Question” feature in PennBid at <https://pennbid.bonfirehub.com>.
17. The County is exempt from all State of PA sales tax by State law.
18. The Non-Collusion Affidavit attached to these specifications must be completed and submitted with the RFP Form. Failure to do this will result in disqualification of the RFP. Instructions are as follows:
 - a. This Non-Collusion Affidavit must be executed by the member, officer or employee of the vendor who makes the final decision on prices and the amount quoted in the RFP.
 - b. RFP rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of RFPs are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, necessary, of all other persons employed or associated with the vendor with responsibilities associated with the vendor with responsibilities for the preparation, approval or submission of the RFP.
 - c. In the case of a RFP submitted by a joint venture, each party to the venture must be identified in the RFP documents and an Affidavit must be submitted separately on behalf of each party.
 - d. The term “complementary RFP” as used in the Affidavit has the meaning commonly associated with that term in the RFP process and includes the knowing submission of RFPs higher than the RFP of another firm, any intentionally high or non-

competitive RFP and any other form of RFP submitted for the purpose of giving a false appearance of competition.

19. The County reserves the right to purchase additional RFP items at the RFP price, within 90-days of delivery and installation.
20. The vendor shall include in the RFP all costs of labor, materials, equipment, allowances, fees, permits, applicable taxes, insurance and contingencies with overhead and profit necessary to produce those portions of work covered by the specifications without further cost to the owner.
21. RFPs shall include the complete fabrication, finishing, delivery and setting in place ready for use of the equipment herein specified, all in accordance with these specifications. Any part or accessory not specifically mentioned herein, which is normally part of the equipment or necessary to complete installation of same, shall be included in the RFP price.
22. The vendor may include with the RFP a brochure containing photographs, technical specifications and any other features of the RFP equipment to completely inform the County of Erie concerning the equipment the vendor proposes to furnish and install.
23. RFPs may be held by the County for a reasonable amount of time, to be determined by the County, for the purpose of reviewing the RFPs and investigating the qualifications of vendor prior to awarding the contracting.
24. The awarding of the contract shall be contingent upon the approval of funds by the County of Erie or any other governmental agencies or any other necessary source.
25. Successful vendor will be required to obtain the appropriate security clearances, at their own costs, for each individual who will be working for the vendor in any County building. Those clearances are as follows:
 - PA Child Abuse Clearance Form
 - PA Criminal History Clearance
 - FBI Fingerprint Clearance

RIGHT-TO-KNOW LAW

- 1.1 The Pennsylvania Right-to-Know Law (RTKL), 65 P.S. § 67.101-67.3104, applies to this agreement.
- 1.2 Unless the Vendor provides the County, in writing, with the name and contact information of another person, the County will notify the provider using the Vendor information provided by the Vendor in this Agreement if the County needs the Vendor's assistance in any matter arising out of the RTKL. The Vendor must notify the County in writing of any change in the name or the contact information within a reasonable time prior to the change.
- 1.3 Upon notification to the Vendor that the County has received a request for records under the RTKL related to this Agreement that may be in the Vendor's possession, constituting or alleged to constitute a public record in accordance with the RTKL ("Requested Information"), the Vendor must
 - 1.3.1 provide the County, within five business days after receipt of the County's written notification, access to, and copies of, any document or information in the Vendor's possession arising out of this Agreement that the County reasonably believes is Requested Information and may be a public record under the RTKL; and
 - 1.3.2 provide other assistance that the County may reasonably request, in order to comply with the RTKL with respect to this Agreement.
- 1.4 If the Vendor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or information that the Vendor considers exempt from production under the RTKL, the Vendor must notify the County and provide, within five business days of receiving the County's written notification, a written statement signed by a representative of the Vendor explaining why the requested material is exempt from public disclosure under the RTKL.
- 1.5 The County will rely upon the written statement from the Vendor in denying an RTKL request for the Requested Information unless the County determines that the Requested Information is clearly not protected from disclosure under the RTKL.

- 1.6 If the Vendor fails to provide the Requested Information within the time period required by these provisions, the Vendor must indemnify and hold the County harmless for any damages, including any statutory damages assessed against the County, penalties, costs, detriment, or harm that the County may incur as a result of the Vendor's failure to perform any actions as required in this section, which may include the public release of Requested Information.
- 1.7 The County will reimburse the Vendor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.
- 1.8 The Vendor may file a legal challenge to a decision by the County to release a record to the public in Pennsylvania courts, however, the Vendor must indemnify the County for any legal expenses incurred by the County as a result of such a challenge and must hold the County harmless for any damages, penalties, costs, detriment, or harm that the County may incur as a result of the Vendor's failure, including any statutory damages assessed against the County, regardless of the outcome of such legal challenge. As between the parties, the Vendor agrees to waive all rights or remedies that may be available to it as a result of the County's disclosure of Requested Information pursuant to the RTKL.
- 1.9 In the event that an appeal is filed with an Appeals Officer designated under 65 P.S. § 67.503(a) or a court, the County will notify Vendor of the appeal and inform Vendor of its ability to participate in the appeal pursuant to 65 P.S. § 67.1101(c). To the extent that a request involves the confidential proprietary information or trade secrets of Vendor, County and Vendor agree that County has no obligation to take any steps, other than notifying Vendor of the appeal, with respect to defending the release of such records.
- 1.10 The Vendor's duties relating to the RTKL are continuing duties that survive the expiration of the Agreement and will continue as long as the Vendor as Requested Information in its possession.

NON-COLLUSION AFFIDAVIT

**Consultant Services for Development
Of Strategic Plan for the
Erie County Department of Health**

State of _____:

County of _____ : S.S. _____:

I state that I am _____ of _____ and
(TITLE) (NAME OF FIRM)
that I am authorized to make this affidavit on behalf of my firm and its owner, directors and
officers. I am the person responsible in my firm for price (s) and the amount of this RFP.

I state that:

1. The price (s) and amount of RFP have been arrived at independently and without consolation, communication or agreement with any other contractor, vendor or potential vendor.
2. Neither the price (s) nor the amount of this RFP and neither the approximate price (s) nor approximate amount of this RFP, have been disclosed to any other firm or person who is vendor or potential vendor and they will not be disclosed before RFP opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from responding on this contract or to submit a RFP higher than this RFP or to submit any intentionally high or noncompetitive or other form of complementary RFP.
4. The RFP of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from any firm or person to submit a complementary or other noncompetitive RFP.
5. _____, its affiliates, subsidiaries, officers, directors
(NAME OF FIRM)
and employees are not currently under investigation by any governmental agency and have not in the law four years been convicted or found liable for any act prohibited by State or Federal Law in jurisdiction, involving conspiracy or collusion with respect to responding on any public contract except as follows:

I state that _____ understands and acknowledges that
(NAME OF FIRM)
the above representations are material and important and will be relied on by the County of Erie in awarding the contract (s) for which this RFP is submitted. I understand and my firm understands that misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Erie of the true facts relating to the submission of RFPs for this contract.

NAME

COMPANY POSITION

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20_____

Notary Public

My commission expires: _____

Consultant Services for Development of Strategic Plan for the Erie County Department of Health

TECHNICAL SPECIFICATIONS

I. Purpose

The Erie County Department of Health (ECDH) is seeking proposals from qualified consultants to help develop a new three-year strategic plan. The selected consultant will work with ECDH leadership and staff to review current priorities, gather input from across the Department, facilitate planning discussions, and develop a practical plan that reflects where ECDH is today, the public health funding landscape, and our trajectory for the next three years.

II. Background

ECDH is a county health department serving Erie County, Pennsylvania. The Department provides a wide range of public health programs and services, including communicable disease prevention and control, clinical services, environmental health, community health improvement, and epidemiology as well as emergency preparedness efforts.

ECDH is nationally accredited through the Public Health Accreditation Board (PHAB) and is committed to continuous improvement. In recent years, the Department has experienced significant changes in staffing, programs, funding, and the public health needs of the community. ECDH is looking for an outside consultant to bring structure to the planning process and help us develop a strategic plan that is realistic, useful, and relevant to the work of the Department. The strategic planning process should build on existing Department plans and priorities, including the Community Health Needs Assessment and Community Health Improvement Plan. It should be focused on ECDH as an organization, including our direction, operations, workforce, and ability to respond to current and future public health needs.

III. Scope of Services

The selected consultant will be expected to:

- Participate in a combination of in-person and virtual meetings throughout the planning process.
- Meet with ECDH leadership at the start of the project to finalize the planning process, timeline, and expectations.
- Review relevant Department plans, priorities, and background information to better understand ECDH and the work already underway.

- Develop a practical process for gathering meaningful input from ECDH leadership and staff.
- Create survey questions for both internal and external partners and facilitate data collection via telephone or electronic survey.
- Facilitate strategic planning meetings and discussions with leadership and staff, as appropriate.
- Provide regular updates to ECDH leadership.
- Help ECDH identify its key organizational strengths, challenges, opportunities, and priorities.
- Work with ECDH to identify strategic priorities, SMART goals, and objectives for the three-year planning period.
- Prepare a written draft of the strategic plan for ECDH review.
- Provide a final strategic plan and a practical tool ECDH can use to track progress.

IV. Deliverables

1. A proposed strategic planning process and project timeline.
2. Facilitation of agreed-upon strategic planning meetings and sessions.
3. Draft strategic priorities, goals, and objectives for ECDH review.
4. A complete draft of ECDH's three-year strategic plan for review.
5. A final three-year strategic plan incorporating ECDH feedback.
6. A practical implementation or tracking tool to monitor progress on the plan's priorities, goals, and objectives.

V. Project Duration

The project is anticipated to begin by October 1st, 2026 and be completed by February 2027. Proposals should identify any concerns with this timeframe and include a proposed project schedule.

VI. Proposal Submission Requirements

Each proposal must include the following:

- 1. Company information:** Legal name, address, primary contact information, and federal EIN.
- 2. Experience and qualifications:** Details surrounding experience with strategic planning, organizational planning, and facilitation. Additional experience working with public health is preferred.

3. **Approach and methodology:** The proposed approach to the strategic planning process, including how input from various groups will be gathered, how in-person and virtual meetings will be structured, and how priorities, goals, and objectives will be developed.
4. **Cost proposal:** Detailed pricing for each project component.
5. **Additional capabilities:** Outline any innovative methodologies proposed for this project.
6. **Invoicing:** Outline invoicing process.

VII. Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria	Points
Quality and completeness of proposal	20
Consultant qualifications	20
Proposed approach and capacity to meet project requirements and timeline	30
Relevant experience	30
Total	100

VII. Contract terms

1. **Insurance:** The vendor must maintain a general liability insurance of \$1,000,000 per occurrence and workers' compensation insurance as required by Pennsylvania state law.
2. **Nondiscrimination:** The vendor agrees to comply with all federal, state, and local non-discrimination laws.
3. **Ownership of data:** All reports and data generated as part of this contract will be the property of Erie County.
4. **Termination Clause:** Either party may terminate the agreement with 30 days' written notice.

RFP FORM

Having carefully studied the preceding specifications and being thoroughly familiar with all requirements set forth herein, all attendant conditions, the undersigned agrees to supply all services and materials required therein for the following sum (s):

\$ _____

The undersigned further agrees to sign the contract within seven (7) days of the date of the Purchase Order issued by the County of Erie. The undersigned acknowledges the right of the County of Erie to reject any or all RFPs and to waive any defects in form.

I (we) certify that this RFP was prepared independently and without collusion with any known vendors.

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Enclosed: Bid Bond _____ *

Certified Check _____ *

The undersigned acknowledges receipt of the addenda, if any:

Addendum No. _____, dated _____

Addendum No. _____, dated _____