

REQUEST FOR QUALIFICATIONS

Temporary and Contract Employment Services

Public Health • Finance • Clinic Positions

Issuing Agency: Granville Vance Public Health (GVPH)

RFQ Number: 729-27ADMIN410-02

Issue Date: August 3, 2026

Questions Due: 5:00 PM EDT, August 10, 2026

SOQs and separate cost proposals due

Due: 5:00 PM EDT, August 17, 2026

Reliable, qualified personnel to sustain essential public health operations

1. Introduction and Purpose

Granville Vance Public Health (GVPH) invites Statements of Qualifications (SOQs) from qualified staffing firms to provide temporary, temporary-to-hire, and contract personnel for public health, finance, administrative, and clinical positions. GVPH seeks one or more firms capable of responding quickly with screened, qualified, dependable personnel who can work effectively in a governmental public health environment.

Any firm subsequently contracted by GVPH will serve as the employer of record unless the applicable written contract or assignment authorization expressly states otherwise. Services may be used to address vacancies, extended leave, seasonal or surge demand, grant-funded projects, emergency response, special initiatives, and other short-term or time-limited workforce needs.

This RFQ is intended solely to identify and establish a list of firms qualified to provide temporary and contract employment services. Selection for the qualified-firm list does not constitute a contract award, purchase authorization, promise of future work, or guarantee that GVPH will request services from any firm. No local, state, federal, or grant funds are obligated through this RFQ. If a future need arises, GVPH may request additional information, updated pricing, grant-specific certifications, or a task-specific proposal from one or more qualified firms before executing a contract or authorizing work.

If a future staffing need arises, GVPH may negotiate and execute a separate written contract with one or more firms on the qualified-firm list. Individual assignments may then be authorized in writing and may identify the position, qualifications, work location, schedule, anticipated duration, supervisor, approved rate, and special screening or credentialing requirements. Inclusion on the qualified-firm list does not guarantee a contract, assignment, hours, or contract value.

2. Organizational Background

GVPH is a rural Academic Health Department with the mission of protecting and promoting health in Granville and Vance counties. GVPH provides a broad range of primary care and prevention clinical services, dental services, health education, health promotion, environmental health, emergency preparedness, and overall disease and injury detection. Supporting local public health sustains economic development, education systems, community safety, and overall improvements in community resilience. To learn more about our programs and services go online to www.gvph.org.

Temporary personnel may work at GVPH facilities, in community settings, remotely when authorized, or at other approved locations. Because assignments may involve patient care, protected health information, public funds, financial systems, regulated records, or vulnerable populations, the selected firm must maintain strong recruiting, screening, credentialing, supervision, confidentiality, payroll, safety, and quality-control practices.

3. Anticipated Position Categories

Assignments may include, but are not limited to, the categories below. Job titles and minimum qualifications will be confirmed for each request.

Category	Illustrative Positions
Public health and programs	Public health nurse; health educator; community health worker; care manager; epidemiology, preparedness, outreach, data, program, or grant support staff
Clinical	Registered nurse; licensed practical nurse; nurse practitioner or physician assistant when authorized; medical assistant; laboratory, pharmacy, dental, nutrition, interpreter, patient access, and clinical support staff
Finance and business	Accountant; accounting technician; budget or grant analyst; payroll, purchasing, accounts payable/receivable, billing, revenue-cycle, audit, and contract support staff
Administrative and operations	Administrative assistant; receptionist; records, scheduling, customer service, human resources, information technology, and project support staff

Any future contract or assignment is subject to available funding, required approvals, successful negotiation, and applicable local, state, federal, and grant requirements. Inclusion on the qualified-firm list does not guarantee an assignment or waive any licensure, classification, funding, approval, or procurement requirement.

4. Scope of Services

4.1 Recruitment and Candidate Submission

- Maintain recruiting capacity for one or more of the position categories identified in this RFQ.
- Confirm assignment requirements with the designated GVPH contact before recruiting or submitting candidates.
- Recruit and pre-screen candidates for education, training, experience, communication skills, availability, work authorization, and assignment-specific requirements.
- Submit a concise candidate profile, resume, availability, verified qualifications, proposed bill rate, and disclosure of any known conflict or prior GVPH placement.

4.2 Screening, Credentialing, and Compliance

- Verify identity and authorization to work and complete all employer responsibilities required by law.
- Verify degrees, certifications, registrations, licenses, and relevant work history before placement. Monitor expiration dates throughout an assignment.
- Conduct assignment-appropriate criminal background checks, reference checks, and other lawful screening required by GVPH.
- For clinical or federally funded work, complete applicable exclusion and sanction checks, which may include the HHS OIG List of Excluded Individuals/Entities, SAM.gov, professional licensing boards, the National Practitioner Data Bank when legally authorized and required, and relevant registries.



- Complete drug testing, driving-record checks, immunization or health-clearance documentation, fit testing, CPR certification, or other screening only when required for the assignment and permitted by law.
- Provide written confirmation that all required checks are complete before the worker begins. Supply supporting documentation to GVPH when legally permitted and requested.

4.3 Employer-of-Record Responsibilities

- Recruit and identify potential candidates to GVPH in compliance with applicable law and the contract.
- Pay wages accurately and on time; withhold and remit payroll taxes; provide required wage notices; manage unemployment insurance, workers' compensation, benefits, leave, and overtime obligations.
- Classify workers correctly under wage-and-hour, tax, and employment laws. Independent contractors may not be used without prior written GVPH approval and documented legal review.
- Maintain required employment and payroll records and respond promptly to wage, benefit, workplace injury, unemployment, or employment-status questions.

4.4 Timekeeping, Invoicing, and Reporting

- Use a timekeeping process approved by GVPH and require supervisor approval before invoicing.
- Submit itemized invoices showing worker, position, work dates, regular and overtime hours, approved bill rate, assignment or purchase-order number, location or program, and any separately authorized expense.
- Bill compensation time, travel, training, holidays, leave, meals, equipment, background checks, or other charges as expressly authorized in the contract or assignment.
- Correct disputed invoices promptly and maintain records sufficient for GVPH, grantor, and auditor review.

5. Firm Qualifications

- At least three years of successful experience providing temporary or contract staffing services; comparable governmental, public health, healthcare, or finance staffing experience is preferred.
- Demonstrated ability to recruit for at least one of the three primary areas: public health programs, finance/business operations, or clinical services. Respondents must identify each category for which they seek qualification.
- Documented screening, credentialing, quality-control, incident-response, payroll, and worker-support processes.
- Adequate recruiting staff, account management, technology, insurance, and financial capacity to support assignments throughout the contract.
- Service levels, including hours to acknowledge a request, business days to submit qualified candidates (routine vs. urgent), fill rate, replacement timeframe for a removed or no-show worker, after-hours and emergency response, and notification window for adverse credential findings.
- Ability to comply with North Carolina and federal employment, wage-and-hour, privacy, safety, professional-licensure, nondiscrimination, and grant requirements applicable to each

assignment, including but not limited to [25 NCAC Subchapter 01H](#) (Recruitment and Selection) and NC Office of State Human Resources regulations, policies and guidance (<https://oshr.nc.gov/hr-governance>).

- No active exclusion, debarment, suspension, or licensing restriction that would prevent contract performance.

6. Statement of Qualifications Requirements

Organize the SOQ in the order below. The main response may not exceed 20 pages, excluding the cover, table of contents, resumes, sample reports, and cost proposal.

1. **Transmittal letter.** Identify the legal business name, primary contact, address, telephone, email, authorized signatory, requested position categories, and any exceptions to the RFQ.
2. **Firm profile and capacity.** Describe ownership, history, locations, staffing volume, recruiting team, account-management model, financial capacity, and ability to serve Granville and Vance counties.
3. **Relevant experience.** Describe up to five comparable staffing contracts completed or active during the past five years, including client, categories supplied, approximate volume, performance, dates, and reference contact.
4. **Recruitment and fulfillment approach.** Explain sourcing, screening, candidate consent, submittal, interview coordination, urgent requests, hard-to-fill roles, rural recruitment, retention, and replacement.
5. **Credentialing and compliance.** Describe verification methods, recurring monitoring, exclusion checks, background screening, clinical competency review, record retention, and notification of adverse findings or expired credentials.
6. **Account and workforce management.** Identify key personnel and explain onboarding, timekeeping, payroll, worker support, attendance and performance management, complaint response, injury reporting, offboarding, and after-hours coverage.
7. **Technology and security.** Describe systems used for recruiting, credentialing, timekeeping, reporting, and invoicing; security controls; breach response; data ownership; and any subcontracted platforms.
8. **Equity and accessibility.** Describe equal-employment practices, accessible recruiting and onboarding, language capacity, and methods used to develop broad, qualified candidate pools.
9. **Service levels and reporting.** State the firm's proposed service levels for each measure identified in Section 5 and provide a sample utilization or performance report.
10. **References.** Provide three current references, including at least one governmental, public health, healthcare, or finance client when available.
11. **Conflicts and disclosures.** Disclose actual or potential conflicts, litigation material to performance, sanctions, debarment, regulatory actions, security incidents material to the proposed service, and use of subcontractors. If none, state so.
12. **Cost proposal.** Submit a separate cost proposal in accordance with Section 7.

7. Cost Proposal

6. Statement of Qualifications Requirements

Organize the SOQ in the order listed below. The main response may not exceed 20 pages, excluding the cover, table of contents, resumes, sample reports, and separate cost proposal.



1. **Transmittal letter.** Identify the respondent's legal business name, primary contact, address, telephone number, email address, authorized signatory, and each position or service category for which the respondent seeks qualification. Identify any exceptions to or requested clarifications of this RFQ.
2. **Firm profile and capacity.** Describe the firm's ownership, history, locations, staffing volume, recruiting team, account-management model, financial capacity, and ability to serve Granville and Vance counties.
3. **Relevant experience.** Describe up to five comparable staffing contracts completed or active during the past five years. For each contract, identify the client, position categories supplied, approximate staffing volume, period of performance, relevant results, and reference contact.
4. **Recruitment and fulfillment approach.** Explain the firm's methods for sourcing, recruiting, candidate consent, prescreening, candidate submission, interview coordination, urgent requests, difficult-to-fill positions, rural recruitment, retention, and replacement of unavailable or unsuitable workers.
5. **Screening and credentialing.** Describe the firm's ability to conduct and document assignment-appropriate background checks, reference checks, employment and education verification, professional-license and certification verification, exclusion and sanction checks, drug testing, health clearances, fit testing, driving-record checks, and other screening required by GVPH or applicable law. Explain how the firm monitors expiring credentials and reports adverse findings.
6. **Employer-of-record services.** Confirm that the firm can serve as the employer of record for placed workers and describe its processes for payroll, payroll taxes, wage and hour compliance, overtime, unemployment insurance, workers' compensation, benefits, leave, employment-eligibility verification, worker classification, personnel records, workplace injuries, performance concerns, and separation from assignments.
7. **Account and workforce management.** Identify proposed key personnel and explain the firm's approach to onboarding, timekeeping, invoicing, attendance, performance management, worker support, complaint response, incident reporting, offboarding, and after-hours coverage.
8. **Technology and security.** Describe the systems used for recruiting, credentialing, timekeeping, reporting, and invoicing. Describe applicable security controls, breach-response procedures, data-ownership practices, and subcontracted systems or platforms.
9. **HIPAA and confidentiality readiness.** Confirm the firm's ability to protect confidential information and protected health information; require appropriate workforce privacy and security training; report suspected breaches or impermissible disclosures; and execute a Business Associate Agreement when GVPH determines one is legally required.

10. **Equity and accessibility.** Describe the firm's equal-employment practices, accessible recruiting and onboarding processes, language capacity, and methods for developing broad, qualified candidate pools.
11. **Service levels and reporting.** State the firm's proposed service levels for each measure identified in Section 5, including response time, candidate-submission time, fill rate, replacement time, after-hours availability, emergency response, and notification of adverse credential findings. Provide a sample utilization or performance report.
12. **References.** Provide three current references, including at least one governmental, public health, healthcare, or finance client when available.
13. **Insurance capacity.** Confirm that the firm can obtain and maintain insurance appropriate to the position categories for which it seeks qualification, including workers' compensation, employers liability, commercial general liability, automobile liability when applicable, employment practices liability, professional or medical professional liability when applicable, crime or employee-dishonesty coverage when applicable, and cyber liability. Identify any anticipated exceptions or limitations. Specific coverage requirements will be established before execution of a future contract.
14. **E-Verify compliance.** Confirm the firm's ability to comply with applicable federal and North Carolina E-Verify requirements and GVPH policy requiring every worker proposed for placement with GVPH to have employment authorization verified through E-Verify in a legally authorized manner. Describe how the firm documents and retains verification records.
15. **State and federal grant compliance.** Confirm the firm's ability to comply with requirements applicable to future state- or federally funded services, including grant-specific certifications, debarment and suspension requirements, lobbying restrictions, conflicts of interest, records access and retention, cost and price documentation, reporting, and applicable subcontractor flow-down requirements. Acknowledgment of this capability does not impose grant-specific requirements unless and until they are incorporated into a future contract, funding addendum, or written assignment authorization.
16. **Conflicts and disclosures.** Disclose actual or potential conflicts of interest, litigation material to the firm's ability to perform, sanctions, debarment, regulatory actions, material security incidents, and proposed use of subcontractors. If none, state so.
17. **Cost proposal.** Submit a separate cost proposal in accordance with Section 7.

8. 8. Evaluation and Qualification

GVPH will evaluate respondents solely to determine whether they possess the qualifications, experience, capacity, compliance systems, and organizational ability to provide one or more categories of temporary and contract employment services. Respondents meeting GVPH's requirements may be

placed on a qualified-firm list by position or service category. Inclusion on the list does not constitute a contract award and does not guarantee any assignment, hours, expenditures, or future work.

If a future staffing need arises, GVPH may contact one or more qualified firms based on the position category, availability, qualifications, response time, proposed rates, funding requirements, past performance, or other factors relevant to the assignment. GVPH may require additional competition, updated pricing, negotiations, certifications, or approvals before entering into a contract or issuing a task order.

No.	Evaluation Criterion	Points
1	Relevant staffing experience and past performance	25
2	Recruiting capacity and approach to timely fulfillment	25
3	Screening, credentialing, compliance, and quality controls	20
4	Account management, worker support, reporting, and service levels	15
5	Qualifications and experience of proposed key personnel	15
Total		100

GVPH may determine that a respondent is qualified for some position or service categories but not others. Inclusion on the qualified-firm list does not guarantee work, create an exclusive relationship, or prevent GVPH from qualifying additional firms or using other lawful staffing, recruitment, or procurement methods.

9. Anticipated Procurement Schedule

Event	Anticipated Date
RFQ issued	August 3, 2026
Written questions due	5:00 PM EDT , August 10, 2026
Responses/addenda issued	12:00 PM EDT , August 14, 2026
SOQs and separate cost proposals due	5:00 PM EDT , August 17, 2026
Interviews or demonstrations, if held	August 19 – 23, 2026
Notice of qualification determination	5:00 PM EDT , August 24, 2026

GVPH may revise this schedule by written addendum.

10. Questions and Submission Instructions

Submit questions in writing by the deadline above. Respondents must not contact GVPH board members, evaluation committee members, or other employees about this procurement except through the contact below. Material interpretations or changes will be issued by addendum.

RFQ contact: Jesus Peralta, Regional Workforce Development Director

Email: jperalta@gvph.org

Submission method: Email

Submission deadline: 5:00 PM EDT, August 17, 2026

File or envelope label: GVPH RFQ - Temporary and Contract Employment Services

Submit the technical SOQ and cost proposal as separate, clearly labeled files or sealed sections. The respondent is responsible for timely receipt. Late submissions may be rejected.

11. Ownership, Data Return, and Closeout

GVPH owns its records, assignment data, approved reports, and work products created specifically for GVPH. The staffing firm retains ownership of its pre-existing recruiting systems, templates, and general business methods.

12. General Conditions

a. No Contract or Guarantee of Work. This RFQ and any resulting qualification determination do not create a contract, purchase authorization, exclusive relationship, promise of future work, or guarantee of any assignment, hours, expenditures, or funding. No firm may perform services or incur costs on behalf of GVPH without a separate written agreement and written authorization to proceed.

b. Reservation of Rights. GVPH may reject any or all submissions; waive informalities or minor irregularities; request clarification or additional information; verify qualifications and references; cancel, amend, or reissue this RFQ; qualify firms by position or service category; qualify no firms; modify, supplement, or discontinue the qualified-firm list; and use other lawful staffing, recruitment, or procurement methods.

c. Submission Costs. Respondents are responsible for all costs associated with preparing and submitting an SOQ. GVPH is not responsible for those costs.

d. Public Records. Submissions are subject to the North Carolina Public Records Act. Respondents must clearly identify information claimed to be protected as a trade secret at the time of submission and must state the legal basis for the claim. Marking an entire submission confidential may result in rejection. GVPH will determine disclosure obligations under applicable law and does not guarantee that requested information will be withheld.

e. Conflicts and Communications. Respondents must disclose actual or potential conflicts of interest. Respondents must not contact GVPH board members, evaluation committee members, or other GVPH employees about this RFQ except through the designated RFQ contact.

f. Future Contract Requirements. Inclusion on the qualified-firm list does not satisfy requirements for a future contract or assignment. Before authorizing work, GVPH may require updated pricing, negotiations, insurance, background and credential verification, E-Verify compliance, a Business Associate Agreement, non-collusion and debarment representations, lobbying and grant certifications, and other terms required by GVPH, applicable law, or the funding source. A firm that does not satisfy the applicable requirements will not be authorized to perform the proposed work.

g. Applicable Requirements. Any future contract may be subject to additional local, state, federal, and grant requirements, including applicable provisions of 2 C.F.R. Part 200 and Appendix II. GVPH may incorporate those requirements through the future contract, funding addendum, or written assignment authorization.

h. Certification. By submitting an SOQ, the respondent certifies that the information provided is accurate and complete to the best of its knowledge and that the person submitting the SOQ is authorized to act on behalf of the respondent.