



**NEW HANOVER COUNTY
FINANCE DEPARTMENT, PURCHASING DIVISION
ADDENDUM 1
QUESTIONS AND RESPONSES**

From: Lena Butler, Purchasing Supervisor
To: All Proposers
Project: RFP-Community Resource Coordinators
Date: February 7, 2022

This Addendum is related to the County's Request for "RFP-Community Resource Coordinators" and is hereby made a part of said Request for Bids to the same extent as though it were originally therein.

1. On page 10, the criteria include cost of services. Please explain in what format you will need the cost of services. For example, will you need a budget? **Please detail costs per position that the County will be billed, including any overhead and operational expenses that will be incurred due to the new position. If a budget will provide additional detail to support your fee, you may provide that.**
2. Will the funded agency hire the community resource coordinator or will the county? Will the community resource coordinator be county employees and receive county benefits? **The funded agency will be required to hire community resource coordinator and will be an employee of that funded agency, not an employee of New Hanover County. However, the coordinators will be required to collaborate and share data with the County.**
3. Will there be other community resource coordinators in the community and not in the school? Community resource coordinators will provide services to students in those schools listed as well as their family to ensure full wrap around services. **There will be one coordinator liaison hired by New Hanover County that will oversee the provider(s) and ensure collaboration between organizations and resources available. However, there will not be community resource coordinators in this program that are not serving students and their families in the impact zone schools. These coordinators will be serving those students and families year-round, even when school is on break.**
4. Is the community resource coordinators part of the Port City United effort? **Yes, the community resource coordinators will be a part of the overall Port City United effort, but in the role as described by the RFP.**
5. What is the projected length of the contract? Will there be opportunity for renewal or reapplication? **Each contract will be an annual contract with options for renewal.**
6. What is the amount an agency is allowed to apply for, is there a cap on how many positions? **At this time, an entity may propose up to 21 positions, but we encourage**

collaboration with similar organizations. If it is deemed that additional resources are needed in the future, that will be negotiated with the selected provider(s).

7. Is there a mandatory training and if so, is there a cost associated with that training of the community health workers? **There will be mandatory trainings as noted in the RFP. Some trainings may come with a cost. Any training costs will be the responsibility of the provider(s).**
8. Is there a baseline of qualifications for coordinators? The link provided was not clear. A direct link would be helpful if at all possible. Is there a job description in place that we can review? **See attachment for answer to this question.**
9. When will the decision be made regarding contract award? **The County anticipates having its decision by March 1, 2022.**

PORT CITY UNITED RESOURCES COORDINATOR**REPORTS TO: VARIES****DEPARTMENT: VARIES**

Work in this classification requires an individual to satisfactorily perform the essential classification functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary class functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this class specification, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this class specification.

This is a broad classification specification. Pay zones may be established for some positions in this classification to identify unique variables, which may result in additional essential duties, experience, licenses/certifications, or knowledge/skills than those contained herein.

CLASS SUMMARY

Provides case management and provides resources for high-risk participants referred for services, conducting assessments and coordinating activities and programs to prevent youth and gang violence by linking identified gang members to services and institutions and providing access to resources in an effort to prevent violence and reduce the attachment to gangs and gang activities.

TYPICAL CLASS ESSENTIAL DUTIES

- Conducts assessments of high-risk participants referred for services, developing plans to assist participants in reaching identified goals.
- Serves as an advocate for participants by services, education, and job-related opportunities.
- Assesses the needs of family members affected by gang involvement and makes referrals to appropriate services.
- Monitors activities of student participants to determine the extent of influence of student peer groups or gang involvement and provides counseling to discourage participation in such groups and providing viable alternatives.
- Serves as a role model and provides effective interpersonal and communication skills.
- Plans conflict prevention by participating in school conferences, conducting home visits with families, and monitoring student activities on school buses; immediately intervenes and responds to conflict situations.
- Monitors gang and youth violence incidents occurring in the community to ensure that retaliation activities are not brought to school campuses.
- Documents case records with all information related to the progress of participants.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Not applicable

KNOWLEDGE AND SKILLS

Knowledge of violence prevention techniques, counseling principles, psychology/sociology of gang involvement, various community/social community groups, community resources, and crisis intervention techniques.

Skill in case management; assessing client needs; gang counseling techniques; preparing documentation and written reports; using basic office equipment; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and receive work direction.

TRAINING AND EXPERIENCE

Associate's Degree in a Human Services field and one (1) year experience providing outreach services in similar setting; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PORT CITY UNITED RESOURCES COORDINATOR

LICENSING/CERTIFICATION

Valid North Carolina Driver License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The work is light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, handling, hearing, kneeling, mental acuity, pulling, speaking, standing, stooping, and visual acuity.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E12/21