



Quote #1

\$20,000.00

January 24, 2024

Dr. Charlene W. Gungil  
Department of Health Services  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

Dear Dr. Gungil:

In response to your inquiry into our firm's services, and specifically our workforce development planning services, we propose the following.

Strategic Health Advisers, LLC (SHA) will meet with your agency's key staff virtually for an initial planning meeting. The purpose of this meeting is to introduce the components of a workforce development plan and lay out our approach. We will discuss the project timeline, deliverables, and the expectations of both parties.

SHA will then meet virtually or in-person (see pricing below) up to four (4) more times with key staff to assist in accomplishing the following plan tasks:

- Meet with key staff to determine an acceptable set of core competencies. This can be a nationally recognized model such as the [Core Competencies for Public Health Professionals](#) (Council on Linkages) or a set of competencies created with assistance from the Health Department and based on job required knowledge and skills. The selected set of competencies will be used in a survey to assess staff members and identify gaps.
- Meet with key staff to determine an appropriate equity assessment tool to assess staff competence in the areas of cultural humility, diversity, and or inclusion (there are several nationally recognized assessments available for this purpose).
- Draft, review, and finalize the staff survey tool based on determined core competencies and other workforce data the Health Department may want to collect (e.g., preferred training modalities, times, etc.). (Competencies related to the above noted equity assessment can be included in the core competencies survey or can be assessed in a separate survey).
- Administer survey(s) to all staff.
- Meet with key staff to obtain necessary information to assess current capacity of individual Health Department units (e.g., divisions, departments, programmatic groups, etc.) and the Health

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Department as a whole, compared to other LHDs of similar size and responsibility, and or any existing defined minimum capacities.

- Meet with key staff to review preliminary findings of the survey, prioritization of identified gaps, and suggested improvement strategies.
- Meet with key staff to review suggested education/training opportunities related to identified gaps, at least one of which will be related to equity, diversity, inclusion, and or cultural humility.
- Deliver draft workforce development plan to Health Department for review and feedback.
- Deliver revised draft(s) of plan to Health Department, hold follow-up meetings as necessary.
- Present a final Health Department Workforce Development Plan in accordance with the Health Department's branding policy.

The final WFD Plan is designed to meet the Public Health Accreditation Board's current Standards and Measures for National Public Health Accreditation v.2022, specifically for this project, Measure 8.2.1 A.

**Base Price: \$20,000** (all meetings virtual). For onsite meetings add \$500 per meeting. If you have any questions, please contact us at [info@strategichealthadvisers.com](mailto:info@strategichealthadvisers.com) or 212-547-9840.

Sincerely,



Trevor J. Weigle  
Director of Finance/Co-owner