

**TOWN OF SMITHFIELD  
SMALL PURCHASE PROCEDURE - REQUEST FOR QUOTATIONS  
FACILITATION & PROGRAM IMPLEMENTATION SERVICES  
SMITHFIELD COMMUNITY WELLNESS INITIATIVE**

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Posting Date: August 8, 2012

Due Date: August 22, 2012 by 5:00 p.m. at the Town Manager's Office,  
315 Main Street, Smithfield, Virginia 23430

Submit: Written, Signed Quotation

Inquiries: Contact Mr. Peter M. Stephenson, Town Manager via email at  
[pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov).

**Purpose:**

The Town of Smithfield is seeking a consultant to implement a Community Wellness Plan - Smithfield on the Move. The plan was initiated with a planning grant in 2011/12 from the Obici Healthcare Foundation, and both a Strategic Plan for Wellness and a Community Needs Assessment have been developed. The Town has dedicated partial funding of this initiative for FY13, and is seeking grants to provide additional funding for projects and programs.

**Desired Services:**

The town is seeking assistance in the form of non-professional services (state code definition) from a qualified individual(s) or firm to work with a community stakeholders group and town staff, appointed and elected officials to implement goals and objectives defined in the Smithfield on the Move Strategic Plan. Work and time involved in performing tasks will vary depending on future town & grant funding availability. More complete details describing the Strategic Plan can be found in the attached document.

The Town of Smithfield will provide funding for providing stability for the core development of initiative for FY13. Future funding for this component is dependent on the Town's budget process each year. Tasks involved in providing stability include (but are not limited to): Seeking, completing, monitoring and reporting of grant applications that support Strategic Plan goals, Management & Recruitment of Advisory Group - including leading monthly meetings, Public Relations, Public Speaking, Volunteer Recruitment, Supervision & Training, Database Management of, Website/Social Media Maintenance.

In addition to the management of the core needs of the initiative, the consultant will be responsible for direct implementation or supervision of programs/projects that are a result of additional funding obtained from grants or other sources.

It is anticipated that funding will be obtained (but not limited to) in 2012/2013 for the following programs: Construction of a Community Garden at Windsor Castle Park, including a community educational and hands-on training for gardening; Development and implementation of a Restaurant Healthy Menu Choices program; and implementation of WIC/SNAP payments at the Farmers Market.

Contract period begins immediately following the September 4, 2012 Town Council meeting and is renewable for extension on an annual basis each year, effective on September 1<sup>st</sup>.

**Expectations:**

Service Providers/Respondents/Vendors will be expected to provide:

- staffing necessary to complete the above established goals;
- payroll withholdings, benefits, employment & liability insurance as required;
- public meeting facilitation, summations, work products and reports;
- transportation (no mileage reimbursements); and
- cellular telephone and electronic mail communications.

The Town of Smithfield will provide the following:

- staff oversight, coordination and grant administration;
- office space and supplies as needed including desktop telephone & computer;
- meeting space and materials (all meetings to be held in Town of Smithfield);
- graphic design work as needed for program marketing materials,
- postage, printing, basic office supplies

**Process:**

This Request for Quotations is being solicited as a Small Purchase Procedure under the Virginia Public Procurement Act. It is not a formal Request for Proposals or Invitation for Bid. Ten day public posting is required prior to the Town Manager evaluating the responses and making a recommendation of award to the Smithfield Town Council at committee level in late August.

The town has the discretion to award a contract(s) to the service provider/respondent/vendor it feels makes the best proposal. Interviews and/or negotiations are not required. The town also reserves the right to award contracts to multiple respondents/vendors.

The right is reserved, as the best interest of the town may require, to revise or amend this request prior to the due date set for receipt of written quotations. That date may be delayed if deemed necessary by the town. Any revisions and/or amendments will be in the form of an addendum to this document posting.

By submitting their service quotations, respondents/vendors certify that their quotations are made without collusion or fraud, any payment, loan, subscription, advance, deposit of money, service or anything or more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their quotations, service respondents/vendors also certify that they are not currently debarred by the Commonwealth of Virginia from submitting quotations or proposals on contracts for the type of material covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

The Town of Smithfield reserves the right to reject any and all quotations, to waive any informalities and/or technicalities in quotations received, to negotiate should the lowest responsive and responsible quotation exceed budget limitations, and to accept the quotation(s) which may best serve the interest of the Town of Smithfield.

**Quotation Instructions:**

The town invites any qualified service provider to respond to this Request for Quotations. Quotations must be valid for thirty (30) days. Quotations must be submitted in writing, signed and marked "confidential". Quotations may be received by facsimile (#757-365-9508), hand delivery (Town Manager's Office, 315 Main Street, Smithfield, VA) or via e-mail to Town Manager Peter Stephenson ([pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov)). Again the deadline for submission is 5:00 p.m on Wednesday, August 22, 2012.

**Quotes must include the following elements:**

- Experience/credentials of staff to be assigned to this grant project;
- Availability of staff, including hours per week, evening meetings, etc.;
- All inclusive hourly rate(s) for staff to be assigned herein;
- Unique qualifications to be offered to make these efforts successful; and
- Signed quote by responsible party.

There is no specific page limit for the quotes, however concise and well organized information will be appreciated. In evaluating the written quotations, the town shall consider the qualifications of the proposed service provider(s), whether or not the quotations are consistent with the planning grant application outline, and the quoted prices/hourly rate(s). It is the intent of the Town of Smithfield to award this contract purchase to the lowest responsive and responsible service provider(s).

Attachments:           Smithfield on the Move Strategic Plan