



REQUEST FOR PROPOSALS
No. 2016-005

Medical Service Provider
For Employee Services

Issued: August 29, 2016

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Section I

1. Proposal Deadline

Proposals will be accepted until **4PM PST Friday, September 23, 2016.**

2. Summary

Inspire Development Centers (IDC) is a non-profit organization providing child care and other human services to farm workers and rural families throughout the state of Washington. IDC is requesting proposals from qualified medical professional(s) to provide medical services required for IDC Employees. Services include, Employee Health Clearance Screenings, Tuberculosis (TB) test, drug testing, and Individual Medical Exam (IME) for second opinions. Services must be at a competitive contracted rate, on an "as needed" basis. Each service will be described in the "Screenings" section below. IDC desires to contract with multiple service providers strategically located throughout the state of Washington to accommodate employees in all areas, see Appendix A, IDC Service Locations and Employee Demographics.

Only licensed qualified medical providers may respond. Proposal must include a copy of service provider's current professional license(s).

Employee Services will be performed by a professional licensed in the State of Washington to conduct such services. The Contractor will be required to maintain license throughout the term of the contracted services.

Appointments will be scheduled on an "as needed" basis. Services will be performed at the on-site at the Medical Service Providers location.

3. Contact Information

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, preferably via email to: procurement@inspire-centers.org

4. Submission Requirements

Proposals may be delivered or mailed to: 105 B South 6th Street, Sunnyside, WA 98944, attention Purchasing Department, or faxed to: (509) 839-8688. Proposal may also be submitted electronically by emailing proposal to: procurement@inspire-centers.org

Proposals will be accepted until 4PM PST Friday, September 23, 2016. Proposals received after this deadline will not be considered.

5. Contract Terms

The contract resulting from this request for proposals will be for a term of one (1) year with an option to renew an additional two (2) years. Extensions will be considered based on contractor's performance and continued need for services.

Section I

Scope of Services – Employee Services

IDC is requesting proposals from qualified medical professional(s) to provide Employee Health Services at a competitive contracted rate, on an “as needed” basis, for employees of IDC. IDC desires to contract with multiple service providers strategically located throughout the state of Washington to accommodate employees in all areas, see Appendix A, IDC Service Locations and Employee Demographics.

1. Client Base

Reference Appendix A, IDC Service Locations and Employee Demographics.

2. Qualifications

Only licensed qualified medical providers may respond. Proposal **must** include a copy of service provider’s current professional license(s). Employee Health Services will be performed by a professional licensed in the State of Washington to conduct such services. The Contractor will be required to maintain a license throughout the term of the contracted services.

3. Employee Health Services

- a) Employee Health Clearance Screenings, will be performed to assess if the individual can meet the environmental and physical demands of their position and identify if the employee has any communicable diseases that would prevent him/her from working in a child care setting and giving direct services to children ages 0-6 years. The Contractor will be responsible for completing the Employee Health Clearance Form and remit the form to IDC’s Human Resources Department within five (5) business days from the date of the screening. Reference Attachment A, Employee Health Clearance Screening. IDC estimates that 170 health screenings are currently needed throughout WA State.
- b) Tuberculosis (TB) test, provider will administer the TB skin test, complete the IDC Employee/Volunteer Tuberculosis Screening Consent Form, read the skin test and submit the completed form within five (5) business days from the date of reading to the Human Resources Department.
- c) Drug Testing, IDC employees may be drug tested for non-DOT pre-employment, post-accident, and/or reasonable cause. If testing is needed the provider will perform a rapid (instant) urine drug test and provide results to Human Resources Department the same day. If DOT drug testing is needed, provider will follow all DOT guidelines and perform the DOT urine drug test and provide results within reasonable time frame.
- d) Individual Medical Exam (IME), at times IDC may request a second opinion to determine if an employee can perform the essential job functions of their job even after the employee is released by their primary provider. The provider will review the employee’s job description, physically test and determine if the employee is able to perform their essential job functions with or without reasonable accommodations. If accommodations are needed then also make a recommendation of such accommodations.

4. Contract Period

The contract resulting from this request for proposals will be for a term of one (1) year with an option to renew an additional two (2) years. Extensions will be considered based on contractor’s performance and continued need for services.

5. Service Area

Contractor may propose all or some of the locations listed. Awards will be made based on the proposal which will best serve IDC’s needs. Service locations are outlined in Appendix A. Proposals **must** identify which locations contractors are proposing to serve.

6. Scheduling

Appointments will be scheduled on an “as needed” basis. IDC will not guarantee a minimum or maximum number of screenings. IDC estimates that 170 health screenings are currently needed throughout WA State. IDC will facilitate scheduling of Employee Health Services needed; provide necessary IDC forms that must be completed; Service Order form; Employee Job Descriptions, if needed. See Attachments A-D.

7. Screening Site

Employee Health Clearances will be performed at Contractor’s site. Contractor’s site must be suitable work space to conduct screenings.

8. Fee Schedule

Proposals **must** identify the cost per Employee Health Service. Additionally, Head Start Grantees, such as IDC, are required to generate in-kind (donated goods/services) which benefit the program and which are contributed by non-federal sources without charge to the program. In-Kind services are not limited to, but may include; donated indirect or direct services such as; client files management, consultation time and travel. In relation to Contract Services, this may be the difference between a Contractor’s normal rate and the reduced rate offered to IDC based on the services the organization provides to its clients. Proposals should indicate if In-Kind is proposed and the value of the In-Kind.

9. Billing

In compliance with Head Start Program Regulations, 45 CFR Part 1304.20(c)(5), IDC is the payer of last resort and all efforts will be made to access other funds, therefore the provider must agree to; bill and accept payment from DSHS for patients covered under Medicaid, any other State funded programs, or bill patient’s with private insurance coverage.

Contractor will be required to submit an itemized billing invoice for services with the purchase order number clearly indicated within thirty (30) days from the date of services. IDC’s payment term is Net 30 from the date invoice is received

10. References

Proposals **must** include three (3) professional references. Please provide name, address and phone number and/or email address for three (3) professional references.

Section 3

General Requirements

This procurement will be conducted in accordance with the Inspire Development Center’s Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of Inspire Development Centers to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

1. Non-Responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur; the proposal is not received timely in accordance with the terms of this RFP and/or the Proposal does not follow the specified format.

2. Contract Award

Professional services will be evaluated and selected based on experience, qualifications, knowledge, ability, cost and references.

3. Review Process



In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, Inspire Development Centers has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

The Inspire Development Centers may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, Inspire Development Centers reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

Inspire Development Centers contemplates award of the contract to the responsible Offeror with the highest total points

4. Preference

Preference (not priority) is given to the following types of vendors, providing this involves no sacrifice in quality, service, or price; Vendors historically underutilized (small, minority, and/or women owned business); Vendors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Vendors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

5. Certifications

On behalf of the Offeror.

- a. The individual signing certifies that he/she is authorized on behalf of the Offeror.
- b. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- c. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- d. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- e. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

6. Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

7. Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to Inspire Development Centers in a written request for an interpretation or correction thereof. Such requests shall be submitted and received no later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

8. Rejection of Proposals

Inspire Development Centers reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

9. Ownership of Proposals

All proposals and accompanying documentation become the property of Inspire Development Centers and will not be returned.

Letter of Transmittal - **Please complete and attach this page to the proposal.**

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Name, title, and email address of the person authorized by the organization to; contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the bid response.

Name: _____

Title: _____

Email Address: _____

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- By responding to this RFP, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Authorized Signature: _____

Date: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities

If applicable, provide certification of minority-owned or women-owned business.

Appendix A - Service Locations and Employee Demographics

Contractors must indicate the Inspire locations they are proposing to serve.

Please complete and return this form with your proposal

Service Location	Street Address	City	Zip	Employee Demographics (Approximate)	Proposing Services	
					Yes	No
Adams County						
Othello CDC	750 N 7th Avenue	Othello	99344	43		
Benton County						
Prosser CDC	1300 Meade Avenue	Prosser	99350	21		
Whitstran CDC	101001 W Foisy Road	Prosser	99350	26		
Franklin County						
Pasco I CDC	315 W Court Street	Pasco	99301	59		
Basin City CDC	281 1st Ave/1551 Fairway Rd	Basin City	99343	41		
Pasco II CDC	1010 S 6th Street	Pasco	99301	59		
Connell CDC	600 East Adams St	Connell	99326	22		
Grant County						
Moses Lake CDC	1109 Juniper Drive	Moses Lake	98837	32		
Quincy CDC	310 H Street SW	Quincy	98848	25		
Mattawa CDC	312 4th Street S	Mattawa	99349	63		
Royal City CDC	120 Acacia St W	Royal City	99357	36		
Warden CDC	118 West 2nd Street	Warden	98857	27		
George CDC	403 S Washington Way	George	98848	13		
Okanogan County						
Malott CDC	9 School Road	Malott	98829	29		
Skagit County						
Mt Vernon CDC	2405 Kulshan View Drive	Mt Vernon	98273	40		
Burlington CDC	20237 LaFayette Road	Burlington	98233	21		
Walla Walla County						
College Place CDC	213 Farm Land Road	College Place	99324	58		
Whatcom County						
Lynden CDC	TBD	Lynden	98264	25		
Yakima County						
Grandview CDC	1005 Grandridge	Grandview	98930	47		
Granger CDC	300 E 1st	Granger	98932	30		
Parker Heights CDC	5420 Konnowac Pass	Wapato	98951	45		
Sunnyside CDC	1751 Washington Court	Sunnyside	98944	56		
Sunnyside II CDC	605 N 16 th Avenue	Sunnyside	98944	32		
Toppenish CDC	1200 Jackson Street	Toppenish	98948	30		
Wapato CDC	205 E 3rd Street	Wapato	98951	32		
Mabton CDC	207/214 N 3rd Street	Mabton	98935	28		
Harrah CDC	7871 West Branch Road	Harrah	98933	25		