

**TOWN OF HILTON HEAD ISLAND
REQUEST FOR PROPOSALS
RFP 2017-25
PRE-EMPLOYMENT AND ANNUAL FIREFIGHTER PHYSICALS**

The Town of Hilton Head Island, SC is soliciting sealed proposal from qualified medical providers to Pre-Employment and Annual Firefighter Physicals for its employees in accordance with the enclosed scope of services.

Firms responding to this request for proposals are required to provide 5 copies (including attachments) in a sealed envelope labeled "RFP 2017-25 Fire Rescue Physicals". Sealed responses are due not later than 1:00 PM, October 18, 2017. Sealed proposals should be hand carried or delivered by traceable means to the receptionist at One Town Center Court, Hilton Head Island, SC, 29928-2701. Proposals will be opened in Conference Room #4 at Town Hall at 1:00 p.m. that afternoon. Emailed or faxed submittals will not be considered. Responses received after the deadline will be returned unopened.

Inquiries regarding this RFP should be directed to Laura Nold at (843) 682-5111.

The Town reserves the right to refuse any and all responses and to waive any technicalities and formalities. The Town reserves the right to accept or reject any and all responses received as a result of this request. Furthermore, the Town reserves the right to negotiate with all qualified providers and to cancel in part or in its entirety this request if it is in the best interest of the Town to do so.

This request for proposals does not commit the Town to award a contract or to pay for any costs incurred in the preparation or submission of a response.

The response must be firm for a period of at least 60 days from the due date. The response must be signed by an official of your company authorized to commit to and enter into a formal contract for goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

SCOPE OF SERVICES

The Town of Hilton Head Island requires a provider to deliver pre-employment physicals; annual medical examinations, CDL examinations (as required) and other added services as described below. Responding vendors must be capable of proving all the services required in the scope of work to be considered responsive. Offerors may partner with another entity in order to provide the full range of services under one vendor.

Due to the nature of the services required, providers must have the ability to deliver the Annual medical evaluations on Hilton Head Island. Pre-employment physicals should be conducted at a facility in close proximity to Hilton Head Island whenever possible. Changes to terms described in the Scope of Services may be required during the contract period and will be renegotiated with the selected vendor as necessary. All payments for services will be with contracted vendor. Payment to any partnerships or agreements with specialized providers will be the responsibility of the contracted vendor. Services must then be invoiced to the Town. Additional providers utilized to perform services may not bill the Town or its' employees directly.

MEDICAL EXAMINATIONS

Current Fire Rescue Employees

On an annual basis, the provider will conduct medical examinations for approximately 120 employees using a South Carolina Board Certified Physician who has knowledge of the essential job tasks, the necessary experience related to the requirements of a firefighter position and be certified to conduct DOT-CDL physicals and sign off on DOT Medical Examiner's Certifications. A copy of the essential job tasks will be provided by the department. In determining medical certification for firefighters, the provider must follow national standards and federal regulations as appropriate and sign a medical certification form. These standards and regulations include, but are not limited to:

- National Fire Protection Association (NFPA) 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments* (Current Edition)
- 29 Code of Federal Regulations (CFR) PART 1910.56 (Interior Firefighting)
- 29 CFR Part 1910.120 (Hazardous Materials Response)
- 29 CFR Part 1910.134 (Respiratory Protection)
- CFR Title 49 Part 391Subpart E (CDL Physical Qualifications and Examinations for Mechanics)

The provider will be expected to administer the annual medical examinations over a mutually agreed time period during the first 2 months of each year and continue until all personnel have been examined and results reviewed with the employee.

The provider will supply all required medical test equipment and supplies necessary to complete the required testing and examinations. Only medical tests necessary to determine medical clearance will be paid for by the Town. Any follow-up medical diagnosis and treatment are the sole responsibility of the employee.

The provider will forward the Fire Chief's designee a signed and dated medical clearance form for each employee examined, identifying the employee has received medical clearance to perform the required duties. This document will be supplied by the Fire Rescue representative to the contracting physician prior to the employee examination. The signed and completed medical certification must be returned to the department after the examinations are completed and a determination is made on the medical condition. The department shall be notified immediately of any employee that will not be certified.

In addition to the normally scheduled annual medical clearance examination, Fire Rescue employees who are suspected of having a change in their medical condition may be referred to the provider for further medical examination and/or tests.

New Firefighter and CDL Qualified (DOT) Employees

Pre-hire employee physicals must be completed and medical certification issued prior to the first day of work. They will be conducted in the same manner as described above, but in groups usually not exceeding three (3) individuals. Results must be submitted within 3 business days or sooner.

CONFLICT OF INTEREST

The provider must excuse him/herself from treatment if there is a known conflict of interest with the employee, the employer, the utilization review agent, insurance carrier or any other health care provider who has treated the employee or reviewed the employee's case on behalf of the insurance carrier. For example, an alternate physician must be available to treat any employee for whom the primary physician serves as that employee's personal physician.

TERM OF CONTRACT

The term of the contract is one year with the option to extend it for four additional years.

GENERAL SUBMISSION REQUIREMENTS

Providers wishing to bid on this project must submit, at a minimum, the following information:

1. A **detailed** organizational chart/work plan/schedule/ that demonstrates/describes how those services will be delivered.
2. A list of at least 3 clients for whom comparable services have been delivered within the past 5 years. Include contact name, telephone number, and description of service delivered.
3. Vendors should fill out the fee form for all services and include it as part of their proposal.
4. A statement of the firm's qualifications to provide the services, including professional resumes of key personnel expected to be involved.
5. Confirmation regarding ability to deliver services on Hilton Head Island and the local of your offices where off site services will be provided.
6. Response to Questionnaire (Questionnaire).

SELECTION CRITERIA

The following selection criteria will be used to evaluate all proposals:

- Demonstrated ability/capacity to provide annual services on Hilton Head Island and pre-employment physicals in close proximity to Hilton Head Island.
- Past performance on contracts with similar scope of services
- Qualifications of physician and support staff (include resumes).
- Fee for services
- Interview results

REVIEW AND AWARD PROCESS

A selection committee comprised of town staff will review and score responses based on the above selection criteria. Those responses deemed susceptible for award will be required to meet with the selection committee to review their response in person.

The Town and provider may mutually agree to amend the contract to include additional provider services not listed in the scope of services should the need for such related services arise during the term of the contract.

The Town expressly reserves the right to terminate the contract by written notice, in whole or in part, without cause and at its sole discretion. Payment to the provider will be made for services actually performed prior to termination.

FEE FOR SERVICES - PRE-EMPLOYMENT PHYSICALS

PHYSICAL COMPONENTS PRE-EMPLOYMENT/BASELINE	COST
Standard Exam - <u>General aspects to include:</u> •allergies/immunities •cardiovascular/heart (murmurs, extra sounds) •breathing •endocrinology •eyes, ears, nose, throat/mouth •gastrointestinal (abdomen) •general appearance (tremors, etc.) •hematology/ lymph nodes •neck •neurological •psychological •respiratory •skin •spine-limb-musculoskeletal <u>Vitals included:</u> •blood pressure •body fat •heart rate •height •temperature •weight <u>Documents / Consultation included:</u> •medical history questionnaire •past-positive TB review •post-physical consultation (if necessary) •Medical Clearance • Medical Examination Report & Certificate (if required)	
Specific Assessments:	
Blood Draw: CBC, CMP, Lipid Profile, PSA (male), CA-125 (female), Hep A, B and C, CRP, TB Gold, HIV	
Fecal Occult Blood	
Audiometry – Hearing Test (tuning fork)	
Vision Testing: Ishihara/Distance Acuity/Horizontal Field	
Pulmonary Function Test	
ECG (resting 12-lead electrocardiogram)	
ECG Stress Test (Sub-maximal Test)	
Mammogram (females over 40)	
Urinalysis (not drug or alcohol)	
Chest X-Ray (2-view)	
Vaccinations: Tetanus/Diphtheria/Pertussis; MMR ; Hep A Series, Hep B Series	

FEE FOR SERVICES - ANNUAL PHYSICALS

PHYSICAL COMPONENTS ANNUAL	COST
Standard Exam - <u>General aspects to include:</u> •allergies/immunities •cardiovascular/heart (murmurs, extra sounds) •breathing •endocrinology •eyes, ears, nose, throat/mouth •gastrointestinal (abdomen) •general appearance (tremors, etc.) •hematology/ lymph nodes •neck •neurological •psychological •respiratory •skin •spine-limb-musculoskeletal <u>Vitals included:</u> •blood pressure •body fat •heart rate •height •temperature •weight <u>Documents / Consultation included:</u> •medical history questionnaire •past-positive TB review •post-physical consultation (if necessary) •Medical Clearance • Medical Examination Report & Certificate (if required)	
Specific Assessments:	
Blood Draw: CBC, CMP, Lipid Profile, PSA (male), CA-125 (female), Hep C, CRP	
Fecal Occult Blood	
Audiometry – Hearing Test (tuning fork)	
Audiometry – Hearing Test (Audio booth)	
Vision Testing: Ishihara/Distance Acuity/Horizontal Field	
Pulmonary Function Test	
ECG (resting 12-lead electrocardiogram)	

PHYSICAL COMPONENTS ANNUAL (CONT.)	COST
ECG Stress Test (Sub-maximal Test)	
Mammogram (females over 40)	
Urinalysis (not drug or alcohol)	
Chest X-Ray (2-view)	
PPD (Tuberculosis Screening)	
Vaccinations: Tetanus/Diphtheria/Pertussis; MMR ; Hep A Series, Hep B Series	

FEE FOR SERVICES - DOT / CDL PHYSICALS

CDL QUALIFIED EXAMINATION FOR MAINTENANCE PERSONNEL (DOT PHYSICAL)	COST
Standard Exam – Physical examination as required per DOT - CDL Medical Examination Report •DOT Medical Clearance • Medical Examination Report & Certificate	
Specific Assessments:	
Audiometry – Hearing Test (tuning fork)	
Personal Wellness Profile	
Urinalysis (not drug or alcohol)	
Vision Testing: Ishihara •Distance Acuity •Horizontal Field	

