



REQUEST FOR PROPOSAL (RFP) – BID# 7548678

OCCUPATIONAL & ENVIRONMENTAL HEALTH CLINIC SERVICES

SUBMISSION DEADLINE: Thursday, May 22, 2014 at 11:30 AM (ET)

PRE-BID CONFERENCE: **NO**
 YES _____

Mandatory: **NO**
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

Buyer Name: GAIL WALSH
Title: CHIEF BUYER

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (gail.walsh@purchasing.ri.gov) no later than (**Monday, May 05, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (**RFP #7548678**) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: NO

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Labor & Training/Worker's Compensation is soliciting proposals from qualified firms for a multi-year contract to provide occupational and environmental health clinic services, workplace evaluations for the detection and prevention of work-related illness, and educational programs to assist employers and employees in the identification and prevention of work-related disease. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, available at www.purchasing.ri.gov.

The initial contract period will begin approximately September 1, 2014 for one year. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

The successful bidder must be an independent, incorporated, non-profit organization.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov. **Please include with original proposal only.**
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or via e-mail at Raymond.lambert@hr.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or Charles.newton@doa.ri.gov. Visit the website at www.mbe.ri.gov
15. The Contractor may also be required to sign a HIPAA Business Associate Agreement if it is an entity, other than in the capacity of the workforce, ".who creates, receives, maintains, or transmits protected health information (45 C.F.R. § 160.103)" on behalf of the covered entity, or an organized health care arrangement in which the covered entity participates. A Business Associate includes a Health Information, E-prescribing Gateways, or other person that provides data transmission services with

respect to protected health information to a covered entity and that requires access on a routine basis to such protected health information and a person that offers a personal health record to one or more individuals on behalf of the covered entity.

SECTION 2: BACKGROUND

The Rhode Island Department of Labor and Training is mandated by the Workers' Compensation Act to assist in the prevention of occupational disease and injury to the employees and employers of Rhode Island. To accomplish the stated objective, we are requesting that a firm provide occupational and environmental health clinical services, provide workplace evaluations for the detection and prevention of work-related illness, and provide educational programs to assist employers and employees in the identification and prevention of work-related disease.

CONTRACT TERMS

The initial period of this contract will be for 12 months beginning approximately September 1, 2014 through August 31, 2015 and may be extended for up to four additional 12-month terms. This agreement will be reviewed annually and continuation will be based on vendor performance and funding availability at the sole discretion of the offeror.

RESULTS

The goal of the Department of Labor and Training is to significantly reduce the number of cases of occupational related injury and illness by providing an independent and professional resource for employers and employees to utilize in the identification, evaluation, and treatment of occupational related injury and illness subject to R.I.G.L. Title 28, Chapters 29-38.

SECTION 3: SCOPE OF WORK

The successful bidder will provide the following services:

1. Provide Clinical Services

The successful bidder would provide for the clinical evaluations and assistance of individuals with medical conditions of suspected occupational or environmental origin subject to R.I.G.L. Title 28, Chapters 29-38. Clinical services shall be provided by a physician Board Certified in Occupational Medicine. When such conditions are detected, further evaluation would seek to identify the responsible hazardous exposures, workplace changes necessary to prevent recurrent health problems, and treatment strategies to ensure rapid recovery. Patients suspected of having environmental or occupational illness would be referred by physicians, state and federal regulatory agencies, unions, employers, attorneys, and insurers.

2. Health Hazard Evaluations

The successful bidder shall have the ability to conduct field investigations at the request of either employers, unions, groups of workers, insurers, state agencies, or community groups etc... when there is suspicion that workplace or environmental exposures subject to R.I.G.L. Title 28, Chapters 29-38 might be contributing to ill health. When the findings of such evaluations suggest an environmental or occupational cause of illness, the successful bidder shall attempt to characterize the nature of the exposure-disease relationship, identify strategies to control hazards and lessen the burden of illness, and disseminate the findings both to those at risk and to those potentially able to intervene.

3. Educational Services

The successful bidder must have the ability to develop and deliver training programs to assist in the prevention of occupational illness and injury subject to R.I.G.L. Title 28, Chapters 29-38. The successful bidder shall have the ability to develop and organize seminars and conferences on the topic of occupational and environmental health. The successful bidder shall provide employers and unions with educational programs mandated by federal regulations, state law, or otherwise.

4. Consultative Services

The successful bidder shall provide formal consultative assistance to the Rhode Island Division of Workers' Compensation, the Rhode Island Department of Health and numerous other organizations and physicians. The successful bidder shall have a Certified Industrial Hygienist (CIH) available to assist employers, employees, and unions in their efforts to create a safer and healthier work environment. The CIH shall be able to consult with the Occupational Medicine Physician and together make recommendations in how to reduce exposures to hazards found in the work environment. The Occupational Medicine Physician shall then consult with the physician/organization to provide treatment strategies and/or preventative measures to reduce exposures.

5. Audiometric Testing

The successful bidder shall have the ability to provide audiometric testing and training services to small employers subject to R.I.G.L. Title 28, Chapters 29-38 throughout the state in compliance with state and federal regulations.

6. Community and Agency Resource

The successful bidder shall provide texts, journals, and internet access for use by Rhode Island's public health community, medical community, and the general public on occupational and environmental exposures and disease subject to R.I.G.L. Title 28, Chapters 29-38. The successful bidder shall provide assistance to state and federal agencies when needed and provide a telephone-based informational and educational resource for the area hospitals, business, labor unions, trade associations, and the community at large.

7. Staffing

The successful bidder shall have adequate staffing to carry out the requirements set forth in the Request for Proposals. Minimum staffing shall include but not limited to a Board Certified Occupational Medicine Physician, a Certified Industrial Hygienist, an Administrator to oversee the proposal, and adequate support staff.

SECTION 4- PROPOSAL QUESTIONS & SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on Page 1 of this solicitation. Send questions in a **Microsoft Word attachment**. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time indicated on Page 1 of this solicitation. Proposals must include the following:

- 1) A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov. If computer technical assistance is required, call the Help Desk at 401 222-3766 or lynda.moore@doit.ri.gov.
- 2) A **sealed and separate** Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services. Rates are to be provided for each year of the maximum 5 year contract term. If pricing is not provided for each year, then the pricing offered will remain constant for the maximum 5 year duration of the proposed contract.
- 3) A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
- 4) A completed and signed W-9 (taxpayer identification number and certification form), downloadable from www.purchasing.ri.gov. **Please include with original proposal only.**
- 5) Proof of licensure (State, local, federal) to perform the requested services.

The Technical Proposal must contain the following sections:

* Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offerors technical approach and ability.

* Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricular vitae, or statements of prior experience and qualification).

* Work plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

* Previous Experience and Background

This section shall include the following information:

A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;

A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position; and the offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and or a

subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 222-6253.

This Proposal must be typed, in English, and should not exceed a total of 25 pages.

SECTION 5 - EVALUATION AND SELECTION

The state will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria.

The applicant must receive a minimum score of **55** of the maximum **70** points on the technical proposal prior to any consideration being given to the cost proposal submitted.

_____ Stability and demonstrated management and administrative performance. (0-10)

_____ Explicit and appropriate goals and objectives consistent with the outlined scope of work. (0-20)

_____ Organized and realistic Work plan. (0-15)

_____ Evaluation plan which includes measurable outcomes. (0-10)

_____ Technical expertise of project staff. (0-15)

_____ Cost (0-30)

(Calculated as lowest responsive cost proposal divided by this cost proposal x30 points)

Notwithstanding the foregoing, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, to the State Purchasing Agent, or his designee, who will make the final selection (s) for this requirement.

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov, no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7548678** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to

this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7548678**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>