



**Solicitation Information**  
23 Sept 04

**CR-6 (Continuous Recruitment)**

**TITLE: Health Care Professionals - Corrections**

**Submission Deadline: Continuous Enrollment**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us). Please reference CR-6 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.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**Request for Letters of Interest  
Health Care Professionals at Correctional Institutions**

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Corrections, requests Letters of Interest from qualified firms, organizations and independent contractors to provide various on-site health care professional services under a Agency Master Price Agreement, limited only to the Department of Corrections. This solicitation is issued in accordance with the State's General Conditions of Purchase, which is available on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidder's are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.

- “Foreign” corporations, corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct business within the State (Corporations Division 401-222-3040). This is a requirement only of the selected vendor (s).
- All respondents must comply with all federal, state, and local licensing requirements to perform these services.

### **CONTRACT TERMS**

The Agency Price Agreements (qualified vendor listings) that will be established as a result of this solicitation will be from 15 Oct 04 through 14 Jan 08. It is designed to supplement pricing agreements issued as a result of LOI B01685. All pricing agreements issued as a result of the previous solicitation (LOI B01685) and this solicitation (CR-6) will conclude on 14 Jan 08. Service providers issued contract awards under LOI B01685 need not respond to this solicitation.

This is a continuous recruitment solicitation. Service providers may be added to the qualified vendor list anytime prior to 14 Jan 08.

*Offerors must price for each of the contract years, starting 15 Oct 04.*

- *15 Oct 04 – 14 Oct 05*
- *15 Oct 05 – 14 Oct 06*
- *15 Oct 06 – 14 Oct 07*
- *15 Oct 07 – 14 Jan 08*

***If one price is offered, that price will remain firm for the maximum contract term, concluding on 14 Jan 08.***

Topic areas for services covered by this request include, but are not limited to:

- **On-Site Consultant Psychiatrist**  
Services will include psychiatric examination and evaluation of inmate patients within all facilities of the RIDOC; medication review clinics; consultation with other physicians and health care staff to resolve questions and/or conflicting medical opinion relative to psychiatric care of patients; and provide psychiatric coverage for inmate patients on Crisis Management Status (CMS). Facility assignment will be at the discretion of the Medical Program Director and the Clinical Director of Mental Health Services. Payment will be made at an hourly rate.
- **On-Site Consultant Physicians**  
Services to include the following specialty areas:  
Cardiology, Dermatology, ENT, Family Practice, Internal Medicine, Neurology, OB-GYN, Ophthalmology, Orthopedic, and Surgical services for inmate patients within all facilities of the RIDOC and will include medical examinations and sick call clinics; consultation with RIDOC medical staff in reviewing services to

patients. Facility assignment will be at the discretion of the Medical Program Director and the Director of Nurses. Payment will be made at an hourly rate.

- **On-Site Consultant Podiatrist**  
Services will be available to inmate patients within all facilities of the RIDOC. Facility assignment will be determined on the basis of need and will be scheduled in advance by RIDOC nursing staff. Payment will be based on per patient examination.
- **On-Site Consultant Optometrist**  
Services will be available to inmate patients within all facilities of the RIDOC. Facility assignment will be determined based on need and will be scheduled in advance by RIDOC Nursing staff. Payment will be based on per patient examination.
- **On-Site Consultant Ophthalmologist**  
Services will be available to inmate patients within all facilities of the RIDOC. Payment will be made at Medicare rates.
- **On-Site Consultant Dentists**  
Services will include examination and evaluation of inmate patients and the performance of routine dental services for inmate patients within all facilities of the RIDOC. Payment will be made at an hourly rate.
- **On-Site Consultant Oral Surgeon**  
Services will be available to inmate patients within all facilities of the RIDOC. Facility assignment will be determined based on need and will be scheduled in advance by the Chief of Dental Services. Services will not exceed 4 hours per week. Payment will be made at an hourly rate.
- **Radiology Services**  
Services must be available five days per week, Monday through Friday between the hours of 8:30 AM and 4:45 PM. During this period of time, verbal interpretations would be provided in emergency situations. Written reports will be available between 24 to 48 hours of receipt of films. RIDOC staff will deliver x-rays on Fridays and will be reported on the following Monday. Payment will be based on per x-ray interpretation.

The contractor(s) selected as a result of this request will provide appropriately licensed professional staff to perform the requested services on an as-needed basis. Hours will be determined based on need as determined by the Medical Program Director and the Assistant Director of Rehabilitation Services.

**All respondents will be responsible for providing their own malpractice insurance coverage and to maintain appropriate coverage throughout the term of this Agreement. Successful respondents must maintain proof of current insurance coverage with the Department of Corrections.**

**Selected providers will be required to attend a two-day New Employee/Contractor Orientation at the RIDOC Training Academy.**

No estimate of, or commitment to, a specific level of spending is made by the request. Services will be authorized on an as-needed basis using individual requests against a Master Price Agreement with a term expiring on 14 Jan 08. Any award(s) resulting from this request will be subject to the State's General Conditions of Purchase, which is available from the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us), as well as the terms of this request and any specific conditions set forth in the Agency Price Agreement. Receipt of a contract award is not a guarantee of income. Once again, services will be requested on an *as needed* basis.

If computer technical assistance is required to download, call the Help Desk at (401) 222-2142, Extension 134.

Letters of Interest to provide the services covered by this request will be received on a continuous basis. At the end of every month, responses will be forwarded to the Department of Corrections for review and award recommendation.

Responses (an original plus three (3) copies) should be mailed or hand delivered in a sealed envelope marked "CR-6: Health Care Professionals – Corrections" to:

<b>By Courier:</b>	<b>By Mail:</b>
RI Dept. of Administration Division of Purchases, 2 <sup>nd</sup> floor One Capitol Hill Providence, RI 02908-5855	R.I. Department of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528

Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

## **RESPONSE CONTENTS**

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet Home Page at [www.purchasing.state.ri.gov](http://www.purchasing.state.ri.gov);
2. A completed and signed W-9 Taxpayer Identification Number and Certification Form, which is downloadable from the Purchases web site [www.purchasing.state.ri.gov](http://www.purchasing.state.ri.gov);
3. Identification of specific service being offered.
4. Description of the corporate background of the offeror, if other than an independent contractor;
5. As appropriate, resumes of key staff who may provide services covered by this request;

6. As appropriate, letters of endorsement and/or other information identifying similar services provided, or similar clientele served;
7. A comprehensive price list for all services, including hourly rates, per diem fees or other appropriate basis for all professional staff; *Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum contract term, ending 14 Jan 08.*
8. As appropriate, proof of license / certification and malpractice insurance (if applicable) must accompany the response to this solicitation

## EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- Capability and qualifications of the Offeror, as evidenced by relevant experience in industrial rehabilitation (40 points).
- Qualifications of Professional Staff, as evidenced by resumes of staff who may be assigned to perform direct services (30 points).
- Cost, as evidenced by hourly rates, per diem fees or other costs (20 points).
- Capacity, as evidenced by ability to supply qualified staff upon short notice (10 points).

The State reserves the right to accept or reject any or all offers. The State also reserves the right to make one or more awards as a result of this solicitation.

Vendors must attain a minimum score of 75 and have all required licenses to be placed on the Agency Price Agreement.

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.

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