



Solicitation Information
March 14, 2008

CR-20 Continuous Recruitment

TITLE: Medical Examinations (Workers' Compensation) – Department of Administration, Office of State Employees Workers' Compensation

Submission Deadline: Continuous Recruitment

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us. Please reference CR-20 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.

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

The Department of Administration/Office of Purchases, on behalf of the Office of State Employees Workers' Compensation (SEWC), requests Letters of Interest from qualified firms, organizations and independent contractors to provide medical examinations. The Office of Purchases will establish an Agency Master Price Agreement, limited only to SEWC. 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

INSTRUCTIONS AND NOTIFICATIONS TO APPLICANTS

- Potential applicants 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 applicant. 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.
- Applicants 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, i.e. 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 for the selected vendor (s).
- Applicants 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 1 MAR 08 through 30 Jun 11.

This is a continuous recruitment solicitation. Service providers may be added to the qualified vendor list anytime prior to 30 JUN 11.

Applicants must price for each of the contract years, starting 1 MAR 08:

- 1 MAR 08 – 30 JUN 09
- 1 JUL 09 – 30 JUN 10
- 1 JUL 10 – 30 JUN 11
- 1 JUL 11 – 30 JUN 12

If one price is offered, that price will remain firm for the maximum contract term, concluding on 30 Jun 11.

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

- To conduct medical examinations of state employees who sustain work-related injuries while performing their normal and customary duties. The medical examinations must be conducted at the physician's place of business. In addition to the physical examination, the examining physician will also be called upon to review medical documentation, the results of diagnostic tests and other documentation which the State deems relevant to the workers' compensation claim. A narrative report reflecting the examination will be promptly prepared by the examiner and forwarded to SEWC.
- Payment will be processed for the medical examination upon receipt of the narrative report.
- The required specialties are, but not limited to: orthopedics (all specialties), neurosurgeons, general surgeons, neurologists, psychiatrists, ophthalmologists, allergists, chiropractors, oral surgeons and dentists.
- Services must be available five days per week, Monday through Friday.

The applicant(s) selected as a result of this request must be appropriately licensed by the State of Rhode Island or in the state where their place of business is located.

The applicant(s) selected will be responsible for providing their own professional liability coverage and maintaining appropriate coverage throughout the term of this Agreement. *Proof of coverage must be provided to and will be maintained by the Department of Administration, SEWC.*

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 30 JUN 11. 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, 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) 574-5709.

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 Administration, SEWC 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: Medical Examinations (Workers' Compensation) – Department of Administration, SEWC.

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

Proposals misdirected to other State locations or which are otherwise not presented to 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 available by download from the RI Division of Purchases Internet Home Page at 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;
3. Identification of specific service being offered.
4. Description of the corporate background of the applicant, 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; *Applicants must price for each of the five years. If one price is offered, that price will remain firm for the maximum contract term, ending 30 June 11.*
8. As appropriate, proof of license/certification and professional liability coverage (if applicable) must accompany the response to this solicitation

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- Capability and qualifications of the Applicant, as evidenced by relevant experience in the treatment of workers' compensation injuries (50 points).
- Qualifications of Professional Staff, as evidenced by resumes of staff who may be assigned to perform direct services (20 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 applicants clearly in consideration for award.