



Solicitation Information

4 Oct 06

RFQ# 7002463

TITLE: Industrial Rehabilitation Services – MPA# 252

Submission Deadline: 2 Nov 06 @ 2:00 PM

Questions concerning this solicitation may also be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.state.ri.us no later than **18 Oct 06 at 12:00 Noon**. Please reference the RFQ # 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., C.P.P.O.
Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing website at
www.purchasing.ri.gov.**

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 Industrial Rehabilitation Services

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Dr. John E. Donley Rehabilitation Center, Rhode Island Department of Labor and Training, requests Letters of Interest from qualified firms and organizations to provide industrial rehabilitation services under an Agency Master Price Agreement, limited only to the Department of Labor and Training. This solicitation is issued in accordance with the State's General Conditions of Purchase, which are available on the Internet at 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 that 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.
- Bidders 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).
- All respondents must comply with all federal, state, and local licensing requirements to perform these services.

CONTRACT TERMS

The Master Price Agreement that will be established as a result of this solicitation will be for five years. Approximate dates are from 12/1/06 – 12/31/11. The State wishes to establish a qualified vendor list with multiple service providers. *Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.*

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

- **Hand Therapy – must be certified Hand Therapists**

Five to ten cases per year involving complex hand injuries such as contractures and neurological conditions requiring therapy with advanced specialty in hand impairment. Must be skilled at hand evaluation regarding motor and sensory deficits.

- **Occupational Therapy (Rhode Island-licensed Occupational Therapist)**

Will work with clientele with a variety of diagnoses of upper extremity problems with specialty in the area of elbow, wrist and hand. Must have expertise in static and dynamic splinting as well as serial casting. Responsible for supervision of support personnel and Certified Occupational Therapy Assistant (COTA).

Approximately five to ten cases per month.

- **Certified Occupational Therapy Assistant (COTA) (Rhode Island-licensed COTA)**

Will perform routine occupational therapy treatment procedures with clientele as determined by a registered Occupational Therapist. Will do additional related work as may be required.

- **Physical Therapist (Rhode Island-licensed Physical Therapist)**

Provide patient evaluation including performing and interpreting test and measurements of neuromuscular and musculoskeletal injury for the purpose of aiding treatment, planning treatment programs for individual patients based on findings, to restore the injured worker to a state of physical function as near as possible to pre-injury status. Provide documentation and timely reports as specified by the Department of Health Rules & Regulations as well as Donley Center policy. Responsible for supervision of PTAs and supportive personnel.

Approximately 35 to 70 hours per week.

- **Aquatic Therapy (Lifeguard's License and Water Safety Instructor Certification required)**

Physical Therapist with aquatic training and certification. Provide therapeutic aquatic programs with emphasis on flexibility to increase strength and improve overall fitness.

Approximately 600 hours annually.

- **Vocational Services**

Vocational services include evaluations to determine the extent to which the employee will benefit from vocational services and case management services to implement vocational recommendations such as job placement assistance, skills enhancement or retraining. Knowledge of vocational software and testing is required. Services will also include participation in motivational group services such as job-seeking skill workshops and job support groups.

Approximately 20 to 60 evaluations annually.

- Physical Rehabilitation Services Coordinator

(Must be Rhode Island-licensed Physical Therapist)

Shall prepare and be responsible for procedural guidelines to be used during the evaluation process and treatment period of the client involved in industrial rehabilitation. Must advise and report to the Director of Patient Care Services on efficiencies and effectiveness of staff utilization and program outcomes. Must enforce Department of Health Rules & Regulations as well as Donley Center policy. Must demonstrate prior and successful experience in providing comprehensive rehabilitation in an industrial setting. Experience in program development for physical therapy, work hardening, aquatic therapy and chronic pain rehabilitation. Knowledge of Rhode Island Workers' Compensation Law. Approximately 20 to 35 hours per week.

- Medical Consultant

(Must be Rhode Island-licensed Medical Doctor)

Shall prepare and be responsible for medical procedural guidelines to be used during the evaluation process and treatment planning for those clients who present with secondary medical issues not pertaining to their work injury. Ensure existence of emergency response plan with appropriate updating and evaluation as needed. Must demonstrate prior and successful experience in working with a multidisciplinary team model in the rehabilitation process of a chronic pain population. Knowledge of policy and procedures to maintain and oversee a quality assurance program that assures high quality standards for rehabilitation and strives toward effective outcomes. Knowledge of Rhode Island Workers' Compensation Law. Part-time / 20 hours or less per week.

The contractor(s) selected as a result of this request will provide professional staff to conduct rehabilitation on an as-needed basis. Hours will be determined by the need of the facility and must have the approval of the Director of Patient Care Services.

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 of 60 months from the date of award. 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.ri.gov, as well as the terms of this request and any specific conditions set forth in the Master Price Agreement.

Interested firms and organizations should submit Letters of Interest containing the following information:

- a description of the corporate background of the offeror;
- a description of the program(s) being submitted for consideration;
- as appropriate, resumés of key staff who may provide services covered by this request, with emphasis on experience in industrial rehabilitation;
- additional staff or services as may be available through subcontractors, subsidiaries or corporate partners;
- letters of endorsement and/or case studies describing other engagement;
- **a comprehensive price list for all services, including hourly rates or per diem fees 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 five-year contract term.
Pricing schedule should be identified as year 1, Year 2, etc.

- a statement of ability to provide requested services within one-week time period.
- As appropriate, proof of license/certification must accompany the response to this solicitation.

Questions concerning this solicitation may also be e-mailed to the Division of Purchases in accordance with the terms & conditions expressed on the cover page of this solicitation. Questions received, if any, will be answered and 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)222-2142, Extension 134.

RFQ responses to provide the services covered by this request must be received by the Division of Purchases on or before the date & time indicated on the cover page of this solicitation. Responses received after this time, as registered by the official time clock in the reception area of the Office of Purchases, may not be considered. Faxed or emailed responses will not be considered.

Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked “RFQ 7002463: Industrial Rehabilitation Services” to:

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

RESPONSE CONTENTS

Responses must include the following:

1. R.I.V.I.P. generated bidder certification cover sheet, which is downloadable from the RI Division of Purchases website: www.purchasing.ri.gov
2. A statement of experience describing the Vendor’s background, qualifications and experience with and for similar projects, and all information described earlier in this solicitation;
3. A comprehensive five-year price list for services as previously described;
4. A completed and signed W-9 Taxpayer Identification Number and Certification Form, which is downloadable from the Division of Purchases website: www.purchasing.ri.gov.

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%).
- Qualifications of Professional Staff, as evidenced by resumés of staff who may be assigned to perform direct services (30%).
- Cost, as evidenced by hourly rates, per diem fees or other costs (20%).
- Capacity, as evidenced by ability to supply qualified staff upon short notice (10%).

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.

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 reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

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

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