

# **Request for Proposal**

## **PROGRAM SPECIFICATIONS**

The City of Orange Township is seeking a medical services provider to administer employment medical examinations. The proposal is to provide services noted herein. The contract will be for one (1) year, subject to annual appropriation with a two-year extension option, upon written agreement of the parties. The contract will be subject to termination by the City upon thirty (30) days written notice with or without cause and without penalty, damage or forfeiture. The successful bidder will be required to carry a minimum of \$1,000,000.00 general liability insurance naming the City of Orange Township, as an additional insured and will also be required to indemnify the City and its employees.

### **I. Mandatory Requirements**

The responses to the request for proposal **must** include pricing for the following program components:

1. Pre-employment and post employment physical and psychological examinations
  - a. Orthopedic exams;
  - b. Physical therapy;
  - c. Eye examinations;
  - d. Back to work exams;
  - e. Worker's Compensation medical treatment and management.
  
2. Random Substance abuse and alcohol abuse examinations
3. Venipuncture
4. CHem23
5. CBC with Manual Diff
6. UA
7. VDRL
8. T4
9. Titmus visual Screening
10. Mantoux test
11. NIOSH approved Audiometry
12. Agility Screening
13. Chest X-Ray (Frontal and Lateral)
14. Stress Test CPT 93017
15. Range of Motion Evaluation
16. Pregnancy Test for ALL females

Billing for the medical program will be centralized. Therefore, all bills must be made out to the City of Orange Township. The bills must be itemized and include the candidate's name, title of the job applied for, charges and date of service.

## **II. Requirements for the Medical Examination Program**

The proposed medical program must allow the City to arrange for physical examinations without cumbersome forms and/or scheduling procedures. Moreover, these examinations must be scheduled and completed quickly. Results, including negative drug screens, must be reported to the City of Orange within forty-eight (48) hours of the examination.

This program must be designed (1) to assess the physical suitability of applicants and/or promotional candidates for at least fifty (50) candidates per year and (2) to identify and document pre-existing medical conditions to avoid future claims that the conditions are a result of employment with the City of Orange. The examination should include a health history questionnaire, checks of height, weight, blood pressure, heart rate, visual and hearing acuity. It should also include a urinalysis (glucose tolerance test), a drug screen and other elements of a general physical examination, as well as tests specifically enumerated herein.

The physical examination may include if requested, fitness evaluation conducted by a physical therapist or equivalent medical personnel. This evaluation should rate the candidate's flexibility, strength, range of motion and lifting limitations. The evaluation should result in a report and a recommendation regarding the candidate's ability to safely and reliably perform the essential functions of the applicant's employment position.

The examination may include if requested, a psychological examination.

## **III. Proposal Format**

The outline below should be followed when preparing the proposal for the services described above. Be advised that failure to follow the outline could result in the rejection of the proposal.

A. Description of Firm: In this section of the proposal, describe the firm and the services it provides. The description should also include the number of years the firm has been in business, location (including address) of facilities, number of staff, special program emphasis, specialties and a list of companies that contract with the firm for medical services.

B. Advantages of Contracting with Firm for Medical Services: This section of the proposal should explain why the firm is particularly suited to meet the medical service needs of the City of Orange Township.

C. Additional Information: This section of the proposal should describe the employment physical examination program. It should specifically include the following:

1. Professionals responsible for conducting the employment physical examinations including the psychological test. Provide a list of medical personnel and their credentials.
2. Location of examination site(s).
3. Hours during which the service will be available.

4. Procedure(s) for scheduling employment physical examinations and reporting the applicant's or candidate's suitability for employment with the City to City of Orange. Average reporting time standards.

5. Frequency with which doctors from the firm have provided expert witness testimony to justify the disqualification of a prospective employee. (Describe the type of legal proceeding.).

6. Provide copies of forms used in employment physical examinations, and several completed forms that demonstrate situations in which recommendations were made to not hire.

7. What computerized random selection software will be employed for Drug and Alcohol testing pools?

8. How will the multiple work sites and broad geographical area be serviced?

9. Will samples for drug and alcohol screening be collected by the firm responding to the RFP? If not, name the firm that will collect the samples.

10. What procedure will be used by the firm collecting the samples?

11. Will the laboratory analysis be performed by the firm responding to the RFP? If not, name the firm(s) that will perform the analysis.

12. What is the laboratory testing volume and experience of the firm(s) that will perform the laboratory analysis?

13. What method of screening and confirmation will be used for all drugs?

14. What kind of quality control program does the laboratory have?

15. What chain of custody procedures and documentation does the laboratory employ?

10. What provision does the laboratory have for sample retention?

11. What kind of professional support will the laboratory provide if legal action is initiated by the City or brought against the City?

12. Has the validity of the laboratory's drug screening procedures been tested in a court of law? What were the outcomes of all such challenges?

13. What is the laboratory's standard turnaround time?

14. How will laboratory results be reported?

15. How much does the laboratory charge the medical firm for drug screening (if screening is performed by an outside laboratory)?

16. Copies of forms used in chain of custody procedure and lab results.

17. Cost of expert witness testimony regarding drug analysis performed and results of drug tests.

D. Costs and Fees - This section should provide the costs of the specialized tests or services listed below, as well as any other fees or costs not specifically noted:

- a. Audiometry
- b. Chest X-Ray (Front) with interpretation
- c. Chest X-Ray (Lateral) with interpretation
- d. EKG (with interpretation)
- e. PPD (TB) Skin Test
- f. Mantoux Test
- g. Stress test
- h. Treadmill Stress Test
- i. SMA -12
- j. CHEM – 23
- k. Comprehensive Metabolic Panel (CMP) (SMA -12)
- l. Comprehensive Lipid Panel (CHEM-23) Purified protein derivative (PPD)
- m. Complete blood count (CBC)
- n. CBC with differential
- o. Pulmonary Functional Capacity Test (with interpretation)
- p. Urine drug screen test (specimen collection and testing - results electronic)
- q. Probationary Police Examination (includes medical history, pulmonary function test, Audiogram, Chest X-ray (PA and Lateral), Comprehensive Metabolic Panel,

EKG, Lipid Panel Profile, Electrocardiogram, 5-panel drug screen and orthopedic exam)

- r. Rubella Antibody
- s. Spirometry
- t. Hepatitis B vaccine
- u. Hepatitis C Antibody
- v. Hepatitis A Series
- w. Hepatitis A Series PPD
- x. Expert Testimony (Laboratory Scientist) / (MRO)
- y. Collector Testimony
- z. Custodian of Records Testimony
- aa. Random Drug Pool Maintenance
- bb. Drug testing packet (Laboratory Packet)

E. Contract Administration/Transition

This section of the proposal should describe how quickly the provider can assume contract responsibilities and how administrative operations will be conducted. Include the information noted below:

1. Describe how implementation will be handled.
2. List the name(s) and title(s) of individual(s) who will service the account.
3. Provide three references (company names, contact persons, telephone numbers).
4. Note any performance measures used in similar contracts.

F. Ordinances/Statutes - This section of the proposal should confirm that the Respondent will comply with all applicable ordinances, regulations and state statutes.

G. M/WBE and DBE Participation-This section of the proposal should describe M/WBE and DBE participation

IV. Evaluation Criteria

- Specialized experience, qualifications and technical competence of the firm, its principals, project manager and key staff

- Approach to the project and any unusual problems anticipated
- 20Scope of services, and approach to programmatic requirements
- Capacity and capability to provide the services within time limitations specified
- Past record and performance of the firm with respect to schedule compliance, cost control and quality of work
- Proximity of the firm to the City
- Fees or fee structure
- M/WBE and or DBE participation
- Ability of the organization to meet statutory or ordinance requirements
- Ability of the firm to provide innovative solutions
- Availability of financial and operating resources as required to complete the work
- Other items that arise as the result of the proposal or interview

## VI. Selection Process

Responses may be evaluated by a Selection Committee, composed of representatives of the Police Department/Fire Department, Law Department, Health Department and the Department of Personnel.

The City and/or its Selection Committee reserve the right to:

1. Reject any and all proposals with or without cause
2. Request additional information as the City and/or its Selection Committee may deem necessary;
3. Waive any and/all nonmaterial irregularities pertaining to proposals;
4. Disqualify any and/or all firms and reject any and/or all Proposals for failure to comply with this RFP or to promptly provide additional requested materials or information;
5. Supplement, amend, substitute or otherwise modify this RFP;
6. Cancel this RFP;
7. Interview or call upon for a presentation from one or more of the Respondents;
8. Negotiate final contract terms with any Respondent;
9. Discuss the proposals submitted with any or all of the Respondents;
10. To enter into any agreement deemed by the City of Orange Township to be in the best interest of the City of Orange Township with one or more respondents.

Respondents will be notified if they have been selected for further consideration. Nothing in this RFP is intended to be, nor should anything herein be construed as an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of engagement

until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

All materials submitted in accordance with this RFP will become and remains the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as “closed” or “exempt” by the City, at the sole discretion of the City, pursuant to the City’s understanding and interpretation of the laws of the State of Jersey New. All proposal material may become open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to the RFP should be assumed to be subject to public disclosure. The City shall maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list.

Each respondent, in seeking, receiving or possessing this RFP and/or in submitting a response does release, indemnify and hold the City and its various employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the City as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

## **VII. Submitting the Proposal**

In submitting the proposal be sure to include verification of a current business license and tax remittance(s), samples of all pertinent forms and bills, costs for all services outlined in the proposal, as well as any other information requested in other parts of this document. Any information or materials the firm requires from the City of Orange Township, such as job descriptions, environmental and physical factors related to certain jobs, should be indicated on the last page(s) of the firm’s submission.

**Amended proposals** - A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be completed as a replacement for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The City will not merge, collate or assemble proposed materials.

**Right to withdraw proposal** - A respondent will be allowed to withdraw their proposal any time prior to the deadline for receipt of proposals. The respondent must submit a written withdrawal request signed by the respondent’s duly authorized representative(s) addressed to the contact person listed herein.

**Governing law** - This RFP and any agreement with respondents that may result shall be governed by the laws of the State of New Jersey.

The firm’s submission should include a hard copy original and five (5) complete copies of the proposal signed by the appropriate company officer. Additionally, one electronic copy of the proposal should be sent to mail [bcesario@ci.orange.nj.us](mailto:bcesario@ci.orange.nj.us).

The proposals must be delivered to the Law Department or before 11:00 a.m. Eastern Standard Time, Thursday, July 1, 2021. Late proposals will not be accepted. All material submitted in accordance with the RFP will become the property of the City and will not be returned.

Proposal may be hand delivered or mailed to:

**The City of Orange Township's Law Department  
Orange City Hall – RFP Employment Medical Services  
29 North Day Street, 2<sup>nd</sup> Floor, Room 202 Orange,  
New Jersey 07050**