

MONTGOMERY COUNTY



Request for Proposal (RFP)# 17-13
for
Employee Wellness Clinic Program
Issue Date: August 15, 2016
Proposal Due Date and Hour: Friday, September 30, 2016 at
3:00 p.m.

Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

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Employee Wellness Clinic Program

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COUNTY OF MONTGOMERY, VIRGINIA
RFP # 17-13

ISSUE DATE: AUGUST 15, 2016

Employee Wellness Clinic Program
(TO BE COMPLETED AND RETURNED)

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Heather M. Hall, C.P.M., Procurement Manager, Phone: (540) 382-5784; faxed to (540) 382-5783, or e-mail: hallhm@montgomerycountyva.gov

DUE DATE: Sealed Proposals will be received until **September 30, 2016**, up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Montgomery County Purchasing Department, 755 Roanoke Street, Suite 2C, Christiansburg, Virginia 24073-3179**. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	Contractor's Registration
Business Name / DBA Name / TA Name and Address		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

COUNTY OF MONTGOMERY
RFP# 17-13
Employee Wellness Clinic Program

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation for Employee Wellness Clinic Program for the County of Montgomery, Virginia As an entity that is self-insured in conjunction with Montgomery County Public Schools, Montgomery County recognizes the value of wellness programs to promote a healthy workforce and insurability cost containment, including preventive care, acute condition care, disease management, and wellness education and onsite programs

II BACKGROUND:

Montgomery County is located in the southwestern part of Virginia in the region known as the New River Valley. This region takes its name from the New River, the nation's oldest and the world's second oldest river, and includes the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford. The County has a land area of 393 square miles and lies in the broad picturesque area between the Appalachian Plateau and the Blue Ridge Mountains. Topography varies from gently rolling to steep mountainous terrain, with elevations varying from 1,300 to 3,700 feet above sea level. The majority of the County is at an elevation of 2,000 feet.

Today the Towns of [Blacksburg](#) and [Christiansburg](#), the County seat, are the population centers of the County and are located approximately 35 miles southwest of the City of Roanoke. Blacksburg is home to [Virginia Polytechnic Institute and State University](#) (Virginia Tech). Founded in 1872 as a land-grant college, Virginia Tech is the largest university in Virginia and one of the country's leading research institutions. The County had a 2015 population of 98,121. (This includes two incorporated towns, Blacksburg and Christiansburg, with a combined population of approximately 63,661.)

The County is governed by an elected seven member Board of Supervisors who appoints a County Administrator.

Montgomery County has space for an on-site clinic. The dimensions of the current clinic are as follows: Nurse Practitioner's office 16 x 14, Waiting Room 11 x 14, Bathroom 8 x 12. Agencies that are part of the County and/or quasi-governmental organizations that will utilize the clinic include but are not limited to employees of: Montgomery County, Montgomery County Sheriff's Office, New River Valley Emergency Communications Center, MC Animal Care & Adoption Center, Department of Social Services, Montgomery-Floyd Regional Library Systems, Public Service Authority, Commonwealth Attorney, General Services, Commissioner of Revenue, Treasurer, Director of Elections/Registrar, General Services, Parks and Recreation, and others.

The County currently has an on-site clinic run by HealthStat and staffed with a Nurse Practitioner 14 hours a week. We have approximately 400 eligible employees, including retirees (who are on our health plan and Pre-65). Dependents are not eligible to use the clinic.

III STATEMENT OF NEED:

The County needs the services of a Contractor that can provide the following:

- A. An employee onsite wellness clinic that can meet the needs of employees with a greater focus on controlling high risk and disease management for a greater return on investment.
- B. Employee Wellness Clinic program includes an on-site Physician, Nurse Practitioner or Physician's Assistant that can diagnose and treat with current OSHA and HIPAA knowledge, health risk assessments and appraisal forms, clinic supplies and equipment, high-risk and disease management, clinic management to include 14 hours/week for appointments and walk ins, lab and pathology services (outside service acceptable), drug/alcohol testing, and related health management programs.
- C. Provider will provide accurate, timely data management and quarterly reporting and high risk follow up, as employees who participate in wellness programs and/or annual health risk assessments receive preferred/discounted pricing on annual medical insurance premiums.
- D. With healthcare costs on the rise, the County continues to deploy strategies to reduce costs, and seeks a Contractor to provide winning health and wellness promotion strategies that have the most significant impact on the County's approach to a healthier bottom line.
- E. Health Coach/Counselor, implement best practices by monitoring and using measurement tools to maintain, improve and manage members with special needs and/or problems which may include but not limited to the following: exposure to known carcinogens or other extremely toxic materials, information on member's personal health risk,

- nutritional counseling.
- F. Awareness and Educational Training Services to provide behavior change programs and educational sessions to department members on a periodic basis to discuss areas of health concerns, new developments, improvements or recommendations, onsite activities and campaigns.
 - G. Conduct onsite biometric screenings and procedures as much as possible such as cholesterol screening, cancer screening, flu shots, blood sugar, blood pressure, allergy shots and other such annual tests.
 - H. Contractor to return messages by noon or no later than 24 hours after call is made by member.
 - I. Trained to conduct pre-employment drug and alcohol testing.
 - J. Referrals to specialists i.e. EAP (depression, treatment), mammograms, other preventative care screenings, nutrition education programs like weight management programs and smoking cessation.
 - K. By signing this solicitation, the contractor certifies that any employee working on this project has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child or of a conviction that may affect employment under the Virginia Barrier Crimes, Va Code Section 63.2-1726.

IV PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. **RFP Response:** In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and six (6) copies of each proposal must be submitted to: You may elect to submit the **copies** (still must have one hard copy original for the procurement file) as electronic documents on CD or jump drive with the proposal package. The county would prefer to have them submitted on jump drive. Please submit the package to:

Heather M. Hall, C.P.M., Procurement Manager
Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

Identify on outside of envelope: **Sealed RFP # 17-13**

RFP Due date/Opening date and hour: **September 30, 2016, 3:00 P.M.**

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manager will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a Committee as designated by the County.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page, the proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- B. SPECIFIC REQUIREMENTS:** Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:
1. The return of the RFP general information form and addenda, if any, signed and completed as required.
 2. Discuss on-site clinical services offered that can meet the needs of County employees with a focus on controlling high risk and disease management, health risk assessment details, biometric wellness screenings, data management services description, lab and pathology services described and pricing provided, nurse coaching, employee follow-up and telephonic outreach services, coordination of care with employee's PCP, and data-driven reporting services.
 3. Discuss staffing plan for Montgomery County Health & Wellness Clinic including provider credentialing, as well as staff coverage plan in the event of absence in order to provide continued, uninterrupted care and service as expected by Montgomery County.
 4. Internal policies that prescribe care and service to ensure expedient, efficient, compassionate care that is designed to complement and encourage traditional general practitioner relationships for employees, and protocols in place to protect confidential and sensitive protected health information in accordance with HIPAA guidelines and professional decorum.
 5. Your knowledge, experience and training of OSHA requirements for Occupational Health.
 6. Discuss your confidentiality and HIPAA compliance (including software programs for demographic reports and faxes.)
 7. Provide a designated primary representative and a secondary point of contact assigned to the County that will meet and review reports quarterly for any resulting contract, along with a brief summary of credentials.
 8. Discuss your solutions to effectively manage or prevent moderate-to-high risk conditions (such as Diabetes, Hypertension Lipid Disorders, Depression, High-Risk Pregnancy and Obesity) and expertise to move the County forward to the next level by strengthening our wellness/compliance programs for a higher ROI.
 9. Discuss your ability to return calls or emails within 24 hours and provide regular feedback.
 10. Discuss your ability to help us become an employer of choice by providing employees with convenient and reliable care and wellness services, proactive strategy to maintain or improve their health and productivity with established goals and action plans.
 11. Discuss your ability to provide services such as outreach programs, helping employee's schedule referral and wellness appointments with their primary care physician and/or specialist if necessary, for conditions such as

diabetic foot care.

12. Provide pricing for each function provided and cost per employee. Discuss the estimated first and second year cost per on-site participant.
13. Discuss your rate guarantee.
14. Discuss minimum participation requirements (if any).
13. Discuss hours of onsite clinic operation space at Montgomery County.
15. Discuss how you see projected health plan cost savings and how this will be monitored and reported to the County.
16. Discuss Offerors number of years in this business and other success stories of health plan savings in Virginia or entities like Montgomery County.
17. Please provide four (4) recent references, similar to Montgomery County, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name and phone number of the individual Montgomery County has your permission to contact.

V. EVALUATION AND AWARD OF CONTRACT:

A. Award of Contract: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, Montgomery County shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Montgomery County may cancel the Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should Montgomery County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria: Proposals shall be evaluated by the County using the following criteria:

<u>EVALUATION CRITERIA</u>	<u>WEIGHT</u>
1. Method and plan for providing winning wellness strategic services to Montgomery County	20
2. Price and Fees	20
3. Scope of services Offeror is capable of providing on-site	20
4. Qualifications and credentials of physicians and/or nurse practitioners as applicable	15
5. Demonstrated flexibility of Offeror to meet various scheduling requirements	10
6. Demonstrated stability of firm including number of years operating	10
7. References	5

VI **RESERVATION OF RIGHTS:** Montgomery County reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

VII **OPTIONAL PRE-PROPOSAL:** An optional pre-proposal conference will be held August 31, 2016 at 2:00 p.m. at 755 Roanoke Street, Suite 2C. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. If you plan to attend the pre-proposal, please call Jessica Albert by August 30, 2016 at (540) 382-5784 or email albertjh@montgomerycountyva.gov. Directions to the Montgomery County Government Center can be found by entering this link <https://www.google.com/maps/dir//755+Roanoke+St,+Christiansburg,+VA+24073/@37.1310524,-80.3929124,17z/data=!4m1!1m7!1s0x884d93b75be54a7d:0x54c5fb38bfd155f4!2s755+Roanoke+St,+Christiansburg,+VA+24073!3b1!8m2!3d37.1310524!4d-80.3929124!4m7!1m0!1m5!1m1!1s0x884d93b75be54a7d:0x54c5fb38bfd155f4!2m2!1d-80.3929124!2d37.1310524>

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

VIII **CONTRACT ADMINISTRATION:**
Clay McCoy, Human Resources Director, or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

IX **PAYMENT PROCEDURES:** The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:
Montgomery County Human Resources
Attn: Clay M. McCoy, SPHR, SHRM-SCP; Director of Human Resources
755 Roanoke Street, Suite 2D
Christiansburg, VA 24073-3180

X **CONTRACT PERIOD:** The term of this contract is for one year or as negotiated. There will be an option for four (4) one-year renewals or as negotiated.

**ATTACHMENT A
TERMS AND CONDITIONS**

GENERAL TERMS AND CONDITIONS

http://www.montgomerycountywa.gov/filestorage/16277/16344/16633/16661/RFP_terms_and_conditions.pdf

SPECIAL TERMS AND CONDITIONS

1. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
2. **AUTHORIZED USERS:** Additional State agencies, institutions and/or other public bodies may be added or deleted to receive the goods or services resulting from this solicitation. The addition or deletion of authorized users shall be made only by written modification to the contract. Such modification shall name the specific agency added or deleted and the effective date.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:
Montgomery County
Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.
If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Montgomery County Purchasing Department.
6. **INSURANCE:**
By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00
 - E. Medical Malpractice - \$1,000,000 per occurrence per physicianThe contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
7. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
8. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal received in response to this solicitation shall be valid for (90) days. At the end of the (90) days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
9. **SEVERAL LIABILITY:** Montgomery County will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
10. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Montgomery County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Montgomery County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
11. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

**ATTACHMENT B
COUNTY OF MONTGOMERY
STANDARD CONTRACT**

Contract Number:

This contract entered into this ___ day of, 201__, by _____ hereinafter called the “Contractor” and the County of Montgomery, called the “County”.

WITNESSETH that the Contractor and the County, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services to the County as set forth in the Contract Documents.

CONTRACT PERIOD: The initial contract period is _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of signed Contract, the statement of need, general terms and conditions, special terms and conditions, specifications, and other data contained in this Request For Proposal Number, dated _____, together with all written modifications thereof, the proposal submitted by the Contractor dated _____ and the Contractor’s letter dated _____, all of which contract documents are incorporated herein.

In **WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

COUNTY OF MONTGOMERY:

By: _____ By:

Title: _____ Title: