

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: FITNESS-FOR-DUTY/ABILITY-TO-WORK MEDICAL EXAMS AND SERVICES
RFP NUMBER: 520-038
RFP CLOSING DATE: APRIL 28, 2020 @ 3:00 PM



ADDENDUM #1

Issued: April 15, 2020

PURPOSE OF ADDENDUM ISSUANCE:

- To extend the closing date from April 20, 2020 at 3:00 pm to **April 28, 2020 at 3:00 pm**
- To provide the attached questions & answers
- To replace Section 6 Price Proposal with the attached revised Price Proposal

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** (NEW) by 3:00pm Eastern Standard Time on **April 28, 2020.**

REMINDER: Electronic vendor proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Vendor Questions	MC Response
1. Would the College be open to sending employees for testing to our existing county clinic or would this work have to be conducted on site?	The College is seeking a Provider to provide all required services at their facilities. None of the requested services are to be conducted on site.
2. Can you provide some basic volumes for the testing? How many individuals per month for each type of exams?	Testing volumes are not available at this time. We predict 3-5 for both physical and mental evaluations per month.
3. Is this a new program for Montgomery College? Have you ever done Fitness for Duty/Ability-to-Work Medical exams before? a. If yes, can we get a copy of the previous RFP?	Yes, this is not a new program for the College. However, we have done Fitness for Duty/Ability-to-Work Medical exams in the past. a. This will be the first RFP to contract for these services.
4. Is there an estimated budget for this project (cost per exam)?	No, not at this time.
5. Is there an estimated amount of exams that the contractor will be doing annually?	Estimated 40-70 exams annually.
6. Do physicians need to be in active practice?	No.
7. Is a URAC accredited Independent Review Organization an option for The State of Maryland or is this geared more towards individual physicians/recruiting firms?	Individual physician(s) or physician firm(s).
8. Is there an estimated number of exams that will require lab work such as blood work or urinalysis?	It will depend on each situation and/or case.
9. What was the total number of exams completed for 2019?	2019 data is not available.
10. From the total number of exams, how many required: a. Medical Specialty exams from Section 6, Price Proposal? i. Category B ii. Category C iii. Category D	Estimated 40-70 exams annually. Break down per category is unknown.
11. What will be the award/contract start date?	June or July 2020
12. Is there a line item component rate for expert testimony if required?	Yes, see attached revised Price Proposal.
13. Section 2.2.2 outlines preliminary reporting within 48 hours and a final report within 3 business days, is there an option to extend the turnaround?	No, there is not an option to extend the turnaround time.
14. Who currently provides the services outlined in the RFP?	No one, this is a new process.
15. What are the current rates for the services outlined in the RFP?	The College does not currently have a provider.
16. Section 2.2.1 The second bullet point references a psychological evaluation. Is it the intent of this evaluation to be performed by a medical doctor and for them to address the psychological condition of the employee? If not, please outline what type of provider is desired.	The College will specify whether the exam is medical or psychological.
17. Section 2.2.1 appears there may be a significant amount of document review with regard to sick leave usage, nature and severity of medical conditions, etc. will this include background medical reports from the treating provider?	Yes, reports of recommended treatment.
18. Should the proposal include a fee for the document review as outlined above?	No, the fee should be included in total charge.

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19. 2.2.1 – how many pages of documentation on average are provided for review with respect to the above?	This information is not available this is a new process.
20. 2.2.4 – Psychological Evaluations. Are the psychological evaluations to be performed by a Maryland licensed psychologist?	Yes.
21. 2.2.5 Is the provider required to offer all specialty medical examinations? Alternatively, is the expectation that the contractor will make the referral to the specialist on behalf of the college and employee?	The fit-for-duty evaluation should say what the next steps should be. Professional can recommend specialist for the patient to choose from and seek treatment on his or her own.
22. Is the contractor responsible for obtaining the specialist report and reviewing this report?	It will be on a case-by-case basis.
23. Is it the expectation that the contractor will pay the specialist directly and then will be reimbursed for such by the college under this contract? Alternatively, will the college pay the specialist directly?	No. It would be a referral. The College will pay the provider directly for the fit-for-duty evaluation.
24. Section 3.2 outlines the requirements for providers to be licensed in Maryland. Would the college consider a provider in DC, if the provider is licensed in DC and/or Maryland?	The provider must be licensed in the State of Maryland.
25. Page 15 lists one address and page 25 lists another address for hard copy submissions – please confirm the correct address in complete detail and will UPS packages be accepted during COVID-19 lockdowns?	Due to COVID-19 the College is working remotely. The delivery address for hardcopy has been temporarily changed to the address noted on page 15.
26. Page 15 - Section 5.1 reference is made to additional hard copy originals to be mailed. Must these originals also be <u>received before</u> the due date and time <u>or postmarked before</u> the due date and time?	Electronic proposal and addendum or addenda, if applicable shall be sent to the following email address prior to the submittal deadline. In addition to the electronic submission, one original hard copy proposal is also required. Any proposal received electronically after the specified deadline will be automatically rejected.
27. Page 23-29 Section D General Conditions and Instructions – is this entire section to be included in the Technical Proposal?	No. The Proposer shall refer to, understand, and agree to Attachment D, General Conditions and Instructions, of this proposal.

***** End of Questions & Answers *****

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SECTION 6– REVISED PRICE PROPOSAL

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. Contractors shall provide a reasonable projection of costs for services as outlined in the Scope of Services.

MEDICAL EXAMS

CATEGORY A

Item	Description	Price Per Exam
1	Initial Workability/Modified Duty Examination	\$
2	Follow-Up Workability Examination	\$
3	Fitness-for Duty/Ability-to-Work Examination	\$
4	Psychological Evaluation	\$
5	Hazmat Physical Examination	\$

MEDICAL SPECIALIST

CATEGORY B

Item	Description	Hourly Rate
1	Cardiology	\$
2	Orthopedics	\$
3	Psychiatry	\$
4	Internal Medicine	\$
5	Neurology	\$
6	Ophthalmology	\$
7	Dermatology	\$
8	Otolaryngology	\$

ROUTINE LABORATORY TESTING

CATEGORY C

Item	Description	Price Per Test
1	CBC	\$
2	Blood Chemistries (that include kidney and liver function)	\$
3	Urinalysis	\$

HAZMAT LABORATORY TESTING

CATEGORY D

Item	Description	Price Per Test
1	Heavy Metal Screen (Urine)	\$
2	Lead/ZPP Levels	\$

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SECTION 6– REVISED PRICE PROPOSAL-continued

ROUTINE DIAGNOSTIC STUDIES

CATEGORY E

Item	Description	Price Per Study
1	Electrocardiogram	\$
2	X-Ray (Chest & Extremities)	\$
3	Pulmonary Function Testing	\$

DIAGNOSTIC STUDIES

CATEGORY F

Item	Description	Price Per Study
1	CT Imaging	\$
2	MRI Imaging	\$
3	Sonography	\$
4	Cardiac Stress Testing	\$
5	EMG/Nerve Conduction Studies	\$

Optional Item Expert Testimony Rate	\$ _____ Per Hour
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The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror’s omission.

Montgomery College is tax exempt, certification provided upon request

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

 Company Name Name

 Title Authorized Signature and Date