

**REQUEST FOR PROPOSAL FOR
MEDICAL PROVIDER – WORKERS’ COMPENSATION & PRE-EMPLOYMENT MEDICAL EXAMS**

Dubuque County, Iowa

March 3, 2022

Dubuque County, Iowa (“County”) seeks proposals and cost estimates for the Dubuque County Medical Provider - Workers’ Compensation & Pre-Employment Medical Exams as described in this Request for Proposal (“RFP”).

The Vendor selected from the RFP will be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request.

This request invites Vendors to submit proposals for accomplishment of the items of work specified below under Scope of Services. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

Background:

Dubuque County employs approximately 355 full time and 75 part time employees which includes staff at our County-owned long term care facility.

Dubuque County is a member of Iowa Municipalities Workers’ Compensation Association (IMWCA) that provides workers’ compensation coverage for County employees. The County’s designated medical provider will work with IMWCA for case management and claim administration for all workers’ compensation injuries and illnesses.

Sealed proposals: Proposals shall be submitted in Microsoft Word or PDF format and e-mailed to dawn.sherman@dubuquecountyiowa.gov

Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: *March 25, 2022, 4:00p.m.*

Proposals received after the proposal deadline will be considered late and will not be accepted.

Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the RFP. Proposals that are resubmitted must be received prior to the submission deadline.

- Bids received after the time specified will not be considered or accepted. Amendments to bids will not be considered or accepted unless received prior to the time set for opening of bids, in the same format specified for submission of bids. Conditional bids will not be considered or accepted.
- Any bid not prepared or submitted in accordance with the Instructions to Bidders may be rejected, at the County's sole discretion.
- The County may, when in its best interest, reject any and all bids or waive any informalities in bids received.

- Any bid may be withdrawn prior to the scheduled time for opening of bids. Withdrawal of bids may be made via telephone call, fax, mail, or e-mail.
- No bid may be withdrawn within 60 calendar days after the opening of bids.
- Bids may remain valid beyond 60 calendar days, at the Bidder's option.

Scope of Services

Vendors are invited to submit a proposal outlining experience and qualifications in performing work directly related to the services required.

1. Provide appropriate medical care and case management a minimum of five (5) days a week from 8:00 a.m. to 5:00 p.m. for Dubuque County employees that have injuries or illnesses reported to have occurred at work.
2. Maintain accurate medical records for every County employee receiving medical care. Individual patient records and reporting systems necessary to carry out program administrative, planning, and legal requirements will be established and maintained.
3. Notify IMWCA and County Human Resources after medical treatment is rendered. Notification includes description of treatment rendered, any work modifications or time lost, and treatment plan or equivalent documentation detailing, injury/exposure, work restrictions, work relatedness and anticipated MMI timeline.
4. Notify IMWCA for approval prior to referral of employee from your facility to another physician, or upon admission to a hospital or other facility. All information for on-going treatment shall be sent promptly to the receiving physician, hospital or other facility.
5. Provide employee with written "status" report outlining work restrictions, if any, for every visit.
6. Provide a written report within two (2) days of initial treatment to IMWCA and County Human Resources.
7. Be familiar with Workers' Compensation laws and provide hearing testimony when needed.
8. Cooperate with IMWCA and County staff in submitting information at their request as needed in a timely manner.
9. Participate in consultations with County staff and IMWCA as requested to discuss specific cases and procedures.
10. Provide pre-employment examination report and certification results within 24 hours of service to the County Human Resources Department.
11. Conduct return to work or fitness for duty examinations as requested by the County's Human Resources Department, and provide appropriate feedback to staff regarding any work restrictions.

Qualifications:

Qualified medical providers interested in the work described in this request for proposal should submit a minimum of the following information to the County:

1. Qualifications of your firm and staff.
2. The proposed fee schedule.
3. Complete description of your facilities, including details on x-rays, audiogram, physical therapy procedures, pharmacy services, etc.
4. Explanation of how your firm will meet all requirements of the Scope of Services.
5. References from at least three (3) organizations for which you provide a similar service.
6. A list of referral specialist that may be utilized by your firm. Indicate when a specialist will be utilized and typical time frame for referrals.
7. If an employee is referred to a specialist outside your firm, please indicate how you will continue to manage and provide effective case oversight.
8. Indicate time allotted for office visits. Are Doctors scheduled to see patients every 10, 15 or 20 minutes?
9. Indicate how impairment ratings are performed and who is authorized to perform.

Submittal Requirements:

- Summary of qualifications, experience and availability. It should summarize qualifications, relevant experience, and availability to participate in the RFP process (including Interviews, if applicable) and provide services to Dubuque County.
- Proposed budget – include detailed project costs, by task, and estimated hours. Actual compensation is subject to contract negotiation.
- Vendor name, address, and names of primary contacts.

Submittal Process and Details

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Dubuque County will be accepting written questions until March 16, 2022, 4:00 p.m. regarding this RFP. Please submit questions via email to Dawn Sherman at dawn.sherman@dubuquecountyiowa.gov. Written responses will be published on Dubuque County's website at www.Dubuquecountyiowa.gov and distributed to those who submitted questions no later than March 18, 2022, 4:00 p.m.

Estimated Timeline:

March 3, 2022	Release RFP
March 16, 2022, 4:00 p.m.	Questions due to Dubuque County
March 18, 2022, 4:00 p.m.	Dubuque County responses published
March 25, 2022, 4:00 p.m.	RFPs Due
April 4 – April 8, 2022	RFPs reviewed by Selection Committee
April, 2022	Board of Supervisors approves contact

The above dates are subject to change at the option of Dubuque County.

Consultant Selection Procedures

A selection committee will analyze and evaluate all properly submitted proposals in response to this request. The selection committee using the “Evaluation Criteria” listed in this RFP will rank all vendors. Top scoring vendors will be chosen for further evaluation, which may include interviews by our selection committee with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below.

Evaluation Criteria

1. Experience with related activities or programs.
2. Availability and capability of staff.
3. Technical and financial resources.
4. Ability to complete services in a timely manner.
5. Location of office. Preference may be given to those Vendors located within Dubuque County.

Proposal Terms and Milestones for Payment

Dubuque County reserves the right to reject any proposals received in response to this Request for Proposal. If a proposal is selected, it will be the most advantageous in terms of quality of service, the Vendor’s qualifications, and capabilities to provide the specified service, and other factors that Dubuque County may consider. Dubuque County reserves the right, at its discretion, to waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Dubuque County to be in the best interests of Dubuque County even though not the lowest bid.

The price quotations stated in the Vendor’s proposal will not be subject to any price increase from the date on which the proposal is opened by Dubuque County to the mutually agreed-to date of bid. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days. Failure of the successful Vendor to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between Dubuque County and the awarded Vendor.

The selected Vendor may not subcontract any of the work specified in this RFP without prior written consent of Dubuque County.

Insurance

The service provider will provide, from insurance companies acceptable to the County, the insurance coverage designated hereinafter and pay all costs. Before commencing work under this bid, the Service Provider shall furnish the County with certificates of insurance showing the type, amount, class of operations covered, effective dates and date of expiration of policies, and containing substantially the following statement:

"The insurance evidenced by this Certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by Dubuque County."