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## **Informal Solicitation No. 4935**

### **Medical Surveillance and Employment Occupational Medicine Services**

#### **Important Information:**

- Solicitation Issued: Date: **March 17, 2017**
- Deadline for Questions: Date: **March 23, 2017** Time: **3:00 PM**
- Submittals/Proposals Due: Date: **March 31, 2017** Time: **3:00 PM**
- SHA's Contact: Name: **Mel Henley, Senior Contracts Administrator**
- E-Mail Address: [\*\*mel.henley@seattlehousing.org\*\*](mailto:mel.henley@seattlehousing.org)

The Seattle Housing Authority (SHA) for itself or as an agent for another SHA related entity (hereinafter "SHA"), is soliciting Submittals/Proposals from qualified individuals and businesses interested in performing the following:

#### **Project Description:**

The Seattle Housing Authority (SHA) is soliciting proposals from medical groups to provide necessary medical surveillance and employment occupational medicine services for SHA employees. All reports provided by the medical group in correlation with the scope of services described below must be electronically generated. The selected medical group must meet and maintain confidentiality and privacy standards as prescribed in the Health Insurance Portability and Accountability Act (HIPAA) of 1996 All medical surveillance and occupational medicine services must comply with WA state (WISHA/ DOSH, Labor and Industries), Federal (OSHA, DOT) guidelines.

Approximately 200-250 SHA staff are anticipated to receive some or all of the identified services per year although not all services will be required for each staff person. The selected medical group will be responsible for providing the identified services, proper documentation, and reporting.

#### **Scope of Work:**

The Scope of Work is attached as Attachment A hereto.

The Scope of Work is as follows:

The selected medical group would be required to provide all of the identified services in their offices. The selected medical group shall provide sufficient staffing availability to schedule appointments within five (5) business days of a request for appointment. The selected medical group shall provide services including, but not limited to:

1. Provider Exams and Screening Tests – All provider Exams and Screening Tests must be performed by a Board Certified Occupational Medicine Physician (unless otherwise stated)

2. Medical Clearance Exams for Respirators must be conducted in accordance with OSHA, WISHA & DOSH regulations
3. Respirator Certification Exam
  - a. Respirator Questionnaire Review
  - b. Chest X-Ray , if required -
4. Asbestos Medical Surveillance Exams w/ X-Ray
5. Commercial Drivers Medical Examination (CDL)
  - a. DOT Compliant physical examination
  - b. Drug Screen
  - c. Issue a Medical Examiner's Certification
6. Drug and Alcohol Screenings – (DOT and non-Dot) – Drug and Alcohol Testing Services shall include, but not be limited to:
  - a. Provisions of drug and alcohol screens by a Medical Review Officer (MRO), who is certified by the Medical Review Officer Certifications Council, and is a licensed physician (either M.D. or D.O.). The MRO must be available, if called upon to testify in court, as an expert witness regarding verified positive findings
  - b. Provide record keeping and reporting on all sampled and tested employees as required by 49 CFR Part 40
  - c. Conduct post offer, (pre-employment) controlled substance and alcohol screens as referred by SHA
  - d. Conduct post accident controlled substance and alcohol screens as referred by SHA
  - e. Conduct “reasonable suspicion” screens for controlled substances and alcohol as referred by SHA
  - f. Conduct random selection screenings of SHA staff as referred by SHA-
  - g. Conduct follow-up screens as needed by SHA
  - h. Provide test results to SHA per 49 CFR par 40.
  - i. Contract Laboratories must be certified under the U.S. Department of Health and Human Services “Mandatory Guidelines for Federal Workplace Drug Testing Programs” for the provision of analytical toxicology services to detect and report the presence of specified drugs in employees and applicants for employment, and in compliance with laboratory analysis procedures specified in Section 382.107, 49 CFR Part 40.
7. Lead Toxicity Screening
8. Hepatitis B Antibody Screening
9. Hepatitis B Vaccine
10. Ddap (Tetanus, Diphtheria, and Pertussis) Vaccine
11. Audiometric Screenings
12. Spirometry Screenings
13. Vision Testing
14. Fit for Duty Exams (Psychological / Physiological).
  - a. Physical Examination (including vitals, dipstick urinalysis, height, weight, blood pressure, etc.) performed by a Board Certified Occupational Medicine Physician.
  - b. Psychological Examination
  - c. Drug Screen (following the federal guidelines for substance abuse testing and collections utilizing the Federal Urine Custody and Control form)
  - d. Audiogram (Snellen testing)

- e. Provide a general review and consideration for job candidates based on the proposed job description, which shall include associated working conditions and physical conditions. Job descriptions shall be provided by SHA.
- f. Issue a Medical Examiner's Certificate to SHA certifying that the candidate can perform the essential functions of the job.

The service provider will work with SHA's Safety, Health and Emergency Manager and/or representatives from SHA's Human Resources.

It is preferred that Services be provided within the Seattle City Limits for employee access however; secondary locations outside Seattle City limits is a plus but not required.

**Schedule:** It is anticipated that the work will be performed between April 2017 and April 2020.

**Anticipated Contract Duration:** SHA expects to execute a Contract for the requested services for the scheduled dates shown above. If necessary, and at SHA's option, time extensions and appropriate scope and compensation adjustments may be made by Change Orders to the Contract.

**Estimated Amount:** The estimated range of cost for the Contract to be executed based on this solicitation is between \$6,000 and \$8,000.

**Contents Required in Your Submittal/Proposal:** Your Submittal/Proposal must include:

- A cover letter that includes:
  - a) An expression of your interest in performing the work
  - b) The name, telephone number and e-mail address of who your contact person is for this solicitation
  - c) Signed by a principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf
- Your response to each of the Evaluation Criteria noted below
- A list of three references that includes:
  - a) Agency or business name of client
  - b) Contact person at that agency or business
  - c) Address of agency or business
  - d) Telephone number and/or e-mail address for the Contact person

Your submittal/proposal shall not exceed 5 pages including Exhibit 1. Your cover letter and any forms required to be included with your submittal/proposal do not count toward the maximum number of pages.

**Attachments to be Included with Your Submittal/Proposal:** The following forms are sent via separate links to this solicitation: You must complete and attach the forms listed below with your submittal/proposal:

- Vendor Fact Sheet
- Section 3 Business Certification and Resident Employment Plan
- Suspension and Debarment Compliance Certificate for Consultant and Sub-Consultants
- Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)

**Evaluation Criteria:** SHA will evaluate Submittals/Proposals received based on the following weighted subjective/technical criteria. Your Submittal/Proposal should directly address each of the Criteria listed below:

No.	Evaluation Criteria	Maximum Number of Points
1	Availability of Services – Introduction to the Practice including locations, office hours and services provided per Exhibit 1 to this solicitation. Complete Exhibit 1 to the RFP and submit as part of this Criterion response	20
2	Experience of Medical Practice – experience medical staff in providing occupational medical services.	20
2	Cost for Services – Provide a 2017 Pricing Schedule for Services provided and checked on Exhibit 1	60
<b>MAXIMUM TOTAL POINTS</b>		100

SHA reserves the right to check references of one or more of the top ranked firms. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

In the event that information obtained from the reference checks reveals concerns about the proposer’s past performance and their ability to successfully perform the contract to be executed based on this solicitation, SHA may, at its sole discretion, determine that the proposer is not a responsible proposer and may select the next highest-ranked proposer whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this solicitation.

**Due Date for Questions:** Any questions or requests for further information must be directed in writing no later than the date mentioned at the beginning of this solicitation. Questions are to be sent by e-mail to SHA’s Contact, also shown at the beginning of this solicitation.

**Submittals:** Submittal/Proposal due date is shown at the beginning of this solicitation. You are required to submit as indicated below. Use the submittal process that is checked.

By e-mail to SHA’s Contact shown at the beginning of this solicitation.

**Administrative Information:**

A. About the Seattle Housing Authority (SHA): Visit SHA’s website at [www.seattlehousing.org](http://www.seattlehousing.org) for more information about SHA.

B. Deadline for Submission of Submittals/Proposals: Proposers are responsible for ensuring that SHA receives your submittal/proposal as indicated herein by the stated deadline. Submittals/Proposals received after the deadline will not be considered.

C. Contract Requirements: Proposers may review a sample of SHA’s standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following website:

[http://www.seattlehousing.org/business/guidelines/pdf/Consultant\\_Professional\\_Services\\_Contract.pdf](http://www.seattlehousing.org/business/guidelines/pdf/Consultant_Professional_Services_Contract.pdf)

SHA's standard contract document is intended to guide you in developing your submittal/ proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

- D. Certifications and Assurances Form: In the event that the Contract for these services includes any HOPE VI Revitalization grant funds or any Choice Neighborhood Implementation (CNI) grant funds, the Consultant shall obtain and submit to SHA a completed and signed Certifications and Assurances Form (copy attached to this solicitation if applicable) for itself and each sub-consultant utilized on the Contract. Such form shall be submitted to SHA before any work is performed under the terms of the Contract.
- E. Payment Requirements: Proposers should be aware that SHA will only make payments on the Contract issued under this solicitation after the work being billed has been completed, and will pay reimbursable expenses only upon receipt of an invoice for the reimbursable expenses. No advanced payments will be made to the proposer, who must have the capacity to meet all project expenses in advance of payments by SHA.
- F. Insurance Requirements: The individual or business selected by SHA will be required to provide acceptable evidence of insurance prior to beginning work. The following summarizes the required insurance coverage. Additional requirements are detailed in the contract that SHA will execute with the selected individual or business. See Section 10 of the standard consultant contract for a complete listing of SHA's standard insurance provisions.

The following insurance coverage(s) / requirements will be required for this project:

- An ACORD Certificate of Insurance.
- Commercial General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate
- Additional Insured Endorsement Ongoing Operations naming the Seattle Housing Authority as an additional insured on a primary and non-contributory basis on the Commercial General Liability policy, ISO form CG2010 or equivalent. Blanket additional insured endorsements may be acceptable, but must be approved by SHA's Risk Manager.
- Washington Stop Gap or Employers Liability: \$1,000,000 each occurrence
- Workers Compensation: A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.
- Automobile Liability: \$1,000,000 combined single limit
- Professional Liability/Errors & Omissions: \$1,000,000 per claim/aggregate
- Evidence that sexual misconduct has not been excluded from the commercial general liability policy

- G. Criminal Background Investigation: The selected Consultant shall conduct a criminal investigation of all employees, volunteers, subcontractors and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction that information shall be provided to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Consultant agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue.
- H. Diversity: SHA strongly encourages small businesses, minority business enterprises (MBEs), women business enterprises (WBEs), HUD Section 3 businesses, socially and economically disadvantaged businesses and veteran-owned businesses to submit proposals or to participate in this work as sub-consultants.
- I. Rights Reserved by SHA: SHA reserves the right to waive as an informality any irregularities in submittals/proposals, to reject any or all submittals/proposals, and to cancel this solicitation at any time prior to contract award. SHA also reserves the right to award all or any portion of the work specified in this Informal Solicitation to any proposer(s). Prior to making a selection decision, SHA reserves the right to interview any or all individuals or businesses submitting for this work, and to check references as part of the final evaluation process. Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following website address:

[http://www.seattlehousing.org/business/guidelines/pdf/Procurement\\_Policies.pdf](http://www.seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf)

## Attachments

### Exhibit 1 Services – Availability and Costs

#### Attachment A

- SHA Vendor Fact Sheet
- Section 3 Business Certification and Resident Employment Plan
- Suspension and Debarment Compliance Certification for Consultant
- Certifications & Representations of Offerors – Non-Construction Contract (form HUD 5369-C)

**SHA #4935 MEDICAL SURVEILLANCE AND  
EMPLOYMENT OCCUPATIONAL MEDICINE SERVICES**

**EXHIBIT 1 SERVICES - AVAILABILITY AND COST**

**A. Check any of the following services your firm provides**

<b>Usual Services Requested</b>	<b>Check if Provided</b>
Medical Clearance Exams for Respirators,	
Fit Testing for Respirators (Qualitative / Quantitative)	
Asbestos Medical Surveillance Exams w/ X-Ray	
Commercial Drivers Medical Examination (CDL)	
Drug and Alcohol Screenings – Post Offer	
Drug and Alcohol Screenings – Post Accident	
Drug and Alcohol Screenings – Reasonable Suspicion and Random Selection,	
Lead Toxicity Screening	
Hepatitis B Antibody Screening	
Hepatitis B Vaccine	
Ddap (Tetanus, Diphtheria, and Pertussis) Vaccine	
Audiometric Screenings	
Spirometry Screenings	
Vision Testing,	
Fit for Duty Exams (Psychological / Physiological)	

**B. Provide 2017 pricing for all services checked above Use your own schedule format for the response to this item B and attach to this sheet for submittal.**