



County Of Siskiyou

Request for Proposals (RFP) RFP # CAO 22-01 – Multi Department for Pre-Employment Physicals

Proposals may be mailed, delivered, or emailed to:

Anna Hendricks
Management Analyst
County Administration
1312 Fairlane Rd. Yreka
California, 96097
Email: ajhendricks@co.siskiyou.ca.us

**Proposals Due by:
September 17, 2021
4:00 PM**

**County of Siskiyou
Request for Proposals
for Pre-Employment Physicals**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
September 2, 2021	Release of Request for Proposals (RFP)
September 15, 2021	Deadline to Submit Questions
September 17, 2021	Submission of Proposals due by 4:00 PM
September 19-23, 2021	Review of Proposals
September 24, 2021	Notification of Final Selection
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou, hereafter referred to as "The County," is located in Northern California and borders Oregon. Current POST (Peace Officer Standards and Training) regulations, in continuity with California Government Code 1031(f) and Commission Regulation 1954, requires all California peace officers undergo a medical examination conducted by a licensed physician and surgeon. In addition to Law Enforcement Officers, County departments such as Public Works and General Services have need for similar services for potential new hires as well as employee retention.

2.0 Scope of Work

Services the successful Proposer will be expected to provide include, but are not limited to:

- Chest and L-Spine, a/p and lateral x-rays, including a radiologist's report
- Urinalysis standard plus drug screening (pre-employment, periodic, and when requested due to reasonable suspicion)
- Audiogram – threshold in dB re: ANSI 1969 or later
- EKG Stress or similar test
- A report including a copy of the completed applicant medical questionnaire
- Specific information and medical options, recommendations on abnormal results possibly affecting present to future work status
- Strength and fitness 100 lbs.
- General Physicals
- Other examinations/tests requested by the County

Other service specifications include, but are not limited to:

- Services requested by County must be scheduled within 72 hours of request, during normal business hours.
- Wait time for County applicant/employee shall not exceed 30 minutes.
- Proposer will inform County of results or need for further examination within one business day, excluding County holidays and weekends.
- Notify the applicant/employee of any recommendation for follow-up with the individual's personal physician.
- Work with County to fully evaluate and respond to any appeals and provide clarification, expert testimony or assistance when necessary or requested.
- Maintain records in accordance with HIPAA/PHI regulations and make them available only to authorized representatives of the County.
- Review and notify County of changes in laws or judicial decisions altering medical screening services. Be open to discussion of state and federal law compliance, cost effectiveness of services, County satisfaction, and any other issue germane to services provided under this contract.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Per Commission Regulation 1954, physical evaluation must be conducted by a licensed physician and surgeon.

3. Company Profile

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide a description of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided .

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer (s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Rd., Yreka, CA 96097 on or before **4:00 PM, September 17, 2021** (ATTN: Anna Hendricks, Management Analyst).
- **Mailing:** Hard copy proposals by way of mail must be mailed to the Siskiyou County Administration Office, 1312 Fairlane Rd., Yreka, CA 96097 and postmarked by **September 17, 2021**.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Anna Hendricks, Management Analyst at ajhendricks@co.siskiyou.ca.us and must be received by **4:00 PM, September 17, 2021**.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Anna Hendricks,

Management Analyst by email, ajhendricks@co.siskiyou.ca.us, or by phone at (530) 842-8003.

The County will provide the following to assist the selected entity(s):

- Call the Consultant to schedule appointments and specify needed activities.
- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

Attachment A – Medical Examination Report (POST 2-253)

Attachment B – Pre-employment Medical Screening and the Law (POST)

Attachment C – Siskiyou County Contract Template

POST information can be found at: <https://post.ca.gov/Agency>