

**PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL**

Request for Proposals for the City of Chattanooga, TN

Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m., e.s.t., on Thursday, October 26, 2017.

Requisition No.: RFP – 160887
Ordering Dept.: Department of Human Resources
Buyer: Deidre Keylon / Email: dmkeylon@chattanooga.gov
Phone No.: 423- 643-7231 / Fax No.: 423- 643-7244

Request for Proposals for X-Ray Services

**SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN
4:00 PM E.S.T. ON Thursday, October 26th , 2017**

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on the Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

ALL PROPOSALS MUST BE SIGNED.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Signature: _____
Date: _____

COMPLETED AND SIGNED PAGE TO BE RETURNED WITH PROPOSAL

Request For Proposals for X-Ray Services

**The Department of Human Resources
City of Chattanooga**

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I. STATEMENT OF INTENT AND BACKGROUND

Statement of Intent

The City of Chattanooga (the City) is requesting proposals for X-Ray services to be performed at our on-site clinic.

Background

The City currently provides an on-site medical clinic for our employees, retirees and their dependents. Our clinic hours are Monday- Friday 7:30am until 5pm, Tuesday and Thursday 5pm until 8pm, and Saturdays 8am until 12pm. We currently have a lease agreement with a company that provides X-Ray services including housing an X-Ray machine at our facility and providing X-Ray technician services on a PRN basis. There is currently no cost to the City for these services or for the maintenance of the equipment. The current company leases the space for \$216.25. These services are utilized for both occupational injuries and primary health services. The results are delivered the same day of the service. The City's main goal is to provide X-Ray services to those persons covered under the health plan. The costs of the services for primary health treatment are billed through the patient's primary insurance according to current benefit coverage design. The occupational services are billed directly to the City.

II. GENERAL INSTRUCTIONS AND REQUIREMENTS

RFP Number 160887

The City has assigned the following identification number to this document. This number should be referenced in all communication regarding the RFP: **RFP # 160887**.

REQUISITION/RFP #160887

Point of Contact/RFP Coordinator

This RFP is issued by the Purchasing Department of the City of Chattanooga, Tennessee. The sole point of contact for this RFP shall be:

Deidre Keylon, Buyer

Address: 101 East 11th St

Suite G13

Chattanooga, TN 37402

Email: dmkeylon@chattanooga.gov

Phone: 423-643-7231

Failure to restrict contract/discussion regarding this RFP to the above named individual will be deemed a serious breach of process and, at the City's sole discretion, may result in disqualifying the violating party's firm from further consideration in this opportunity.

Interpretation and Clarification

No oral interpretation or clarification will be made to any firm or any individual as to the meaning of the RFP document. Requests for interpretation or clarification shall be made **in writing** (fax or e-mail will be acceptable) and delivered to the RFP Coordinator **on or before the Deadline for Questions of Thursday, October 13, 2017, 4:00 pm, est.** As indicated in Section III (below), the City will respond in writing to all clarification requests received before the Deadline for Questions. All such communications will be made by Addendum to be posted to the City's website alongside the original solicitation document at least forty-eight (48) hours before the Deadline for Proposal Submission.

III. ANTICIPATED SCHEDULE

Anticipated Timeline

The following is an anticipated timetable for the procurement and implementation process. The City reserves the right to adjust the schedule, as it deems necessary. In the event that significant adjustments are necessary, all affected parties will be notified by Addendum posted to the City's website with the original solicitation document at least forty-eight (48) hours before the Deadline for Proposal Submission. All times are for the Eastern Time Zone (ET). The deadlines are fixed and will not change unless by Addendum to be posted with the listing.

EVENT	DATE	TIME (ET)
A. City issues RFP	10/9/17	9:00am
B. <u>Deadline</u> for written questions and clarification requests	10/13/2017	4:00pm
C. City posts Q&A Addendum, the written response to clarification requests	10/17/2017	4:00 pm
D. <u>Deadline</u> for submitting proposals	10/26/2017	4:00pm
E. Finalist interviews (if needed, as soon as...)	11/6/2017	
F. Recommendation submitted to City Council	11/14/2017	
G. Lease agreement completed	11/29/2017	
H. Implementation Complete	12/31/2017	

IV. PROPOSAL PROCEDURES AND GUIDELINES

Submission of Proposals

The proposer must complete and deliver (2) hard copies (one bound and one unbound) and one electronic copy on a flash drive of the entire response document in a sealed and labelled box/envelope **by no later than** 4:00 PM EST on October 26, 2017.

Note: The bound RFP response should be provided in a binder with all attachments separated by marked tabs. Insert attachments directly behind related section, not under separate cover. All responses shall be submitted to the City of Chattanooga Purchasing Agent at the address specified below:

Purchasing Dept./Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402

The proposer shall clearly label its sealed response envelope as "**RFP# 160887: X-Ray Services**".

It is the sole responsibility of the proposer to ensure that its response is delivered on or before the date, prior to the specified bid opening time, and at the place indicated by this document. Any proposal submitted at or after the moment designated for the opening will be deemed to be late and will not be accepted or opened. Submitters mailing their proposal packages must allow sufficient time to ensure receipt of their package by the specified time.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal and/or determining the proposal to be non-responsive.

Opening of Proposals for Evaluation

Proposals are scheduled to be opened for evaluation beginning on Thursday, October 26, 2017, at 4:00 p.m. (EST).

Proposal Amendment and Rule for Withdrawal

A proposal may be withdrawn prior to the response due date by submitting a written request for its withdrawal to the City, signed by an authorized representative and delivered to the City of Chattanooga Purchasing Agent. A withdrawn proposal may be re-submitted up to the time designated for the receipt of proposals provided that it then fully conforms to the RFP requirements. The City shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the City requests such in writing.

Acceptance of Proposals

All properly submitted proposals shall be accepted for evaluation. However, the City reserves the right, in its sole discretion, to request clarification or corrections to proposals reject any or all proposals received, cancel or withdraw this RFP, according to the best interest of the City. The City reserves the right, in its sole discretion, to waive minor variances in technical proposals, provided such action is in the best interest of the City. Where the City may waive variances, such waiver shall not modify other RFP requirements or excuse the proposer from full compliance with the remainder of RFP specifications and other contract requirements if the proposer is awarded a

contract. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP.

Right of Rejection

Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable state laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the City or otherwise qualify their proposals. If a Proposer does so, the City may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

Right to Further Negotiate

The City reserves the right to further negotiate, after the proposals are opened, with any Proposer, if deemed necessary at the discretion of the City. This includes but is not limited to the right to schedule face-to-face meetings with any and all respondents, both to confirm qualifications and to be introduced to the facilities and personnel that will service the City's account if you are the Proposer chosen.

Any submitted proposal shall remain a valid proposal for three (3) months after the proposal due date. Mandated requirements are those required by law or such that they cannot be waived and are not subject to negotiation.

Assignment and Subcontracting

Subcontracting will not be allowed for any services in this RFP without prior written authorization by the City. Proposals are to be submitted with any subcontracted work clearly identified. The City reserves the right to approve each subcontracting party both before and after award of the contract.

Proposal Errors

Proposers are responsible for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

Incurring Costs

The City of Chattanooga is not responsible for any costs incurred by any proposer. All costs incurred in connection with the preparation and submission of its proposal response shall be borne by the proposer.

Disclosure of Proposal Content

All proposals and other materials accepted in response to this RFP become the property of the City of Chattanooga, Tennessee. Selection or rejection of the proposal does not affect this right.

All proposal information, including detailed cost information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of proposals and the submission of a recommendation to the City Council shall the proposals and associated materials be open for review. By submitting a proposal, the proposer acknowledges and accepts that the full contents of the proposal and any associated documents shall become open for public review.

Contract Approval

The RFP and the provider selection processes do not obligate the City and do not create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. A legally binding contract shall be established only after the contract is signed by the Contractor, and City officials as required by applicable state and local laws and regulations.

This request for proposal and the provider's proposal, as amended between the City of Chattanooga and the successful provider, will become addendum to the contract documents. It should be understood that the terms and conditions, specifications and requirements of this Request for Proposal would take precedent in the event that any part of the contract is in conflict with these proposal documents.

V. PROPOSAL FORMAT

All responses shall be submitted in accordance with the instructions in this RFP. The information shall be prepared in a manner that is self-explanatory, complete and responsive to the request. Brevity is appreciated and the proposers are encouraged not to provide substantial volumes of internal and external reports unless specifically asked for in another section of this document.

- All bound RFP responses should be provided in a binder with all attachments separated by marked tabs. Insert attachments directly behind the related section, not under separate cover. Provide one (1) bound hard copy, one (1) unbound hard copy, and one (1) electronic copy on a flash drive of the entire response.
- The proposal response must include a point-by-point response to the RFP. Responses to questions should be in the order they appear in the RFP. Each question and its associated number should be repeated and referenced before the response in your typed proposal. All attachments must be labeled. If no specific information is required from the provider, "Understand and Comply" will be an acceptable answer.
- The proposal must include an explanation of any exceptions to the stated requirements. Failure to indicate any exception will be interpreted as the proposer's intent to comply with the requirements as written in the proposal documents.
- The response documents must be signed by a person or persons legally authorized to bind the provider to this contract.
- Insert the business' name (not logo) next to the page number in the footer of the document.

RESPONSE REQUIREMENTS

In addition to the specific information requested in Sections VII-XV, please provide the necessary information on each topic below. If no specific information is required from the provider, "Understand and Comply" will be an acceptable response.

Accreditation

Please provide any applicable accreditation and status.

References

Please provide your company's experience in working with self-insured clients with over 1,000 employees in the past three years. Provide a list of three current accounts and two accounts that are no longer clients, preferably one which is from a government entity, similar in size to the City of Chattanooga.

Lead Contact and Staff

Please list the names of all professional staff, including the lead contact, who will be assigned to work on the City of Chattanooga Government account, and give a brief account of their background and experience. Explain the duties each person will perform.

Certification of Compliance

There must be written confirmation (provided in Appendix C of this document) that the Proposer shall comply with all of the provisions in this RFP. The written certification and assurance shall affirm the Proposer's compliance with:

- The laws of the State of Tennessee and the City of Chattanooga;
- Title VI of the Federal Civil Rights Act of 1964;
- The Equal Employment Opportunity Act and regulations issued thereunder by the federal government;
- The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and
- The condition that no amount shall be paid directly or indirectly to an employee or official of the City of Chattanooga as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor or consultant to the Proposer in connection with the procurement under this RFP.

Subcontracted Services

Please list any and all services in this RFP response that are subcontracted. Describe the function being performed by the subcontractor and the nature of the relationship to your firm.

VI. SCOPE OF SERVICE

1. Provide a comprehensive overview of your organization, the services you provide and the background of all key individuals that will be working with the City.
2. What experience do you have in providing X-Ray services remotely as outlined by the City?
3. Describe the process for delivering the X-Rays to the attending clinician.
4. Can you confirm that you can provide services during the City's clinic normal business hours of Monday- Friday 7:30am until 5pm?
5. Please confirm the response time for the technicians.
6. Please confirm the x-ray results will be delivered the same day.
7. Do you provide high tech imaging services currently in the Chattanooga Area? If so, please list all services provided in Chattanooga.
8. Describe your quality control measures.
9. Provide a description of the X-Ray unit you are proposing.
10. Describe the qualifications of any staff you will be utilizing.
11. Outline any structural needs to provide these services at the on-site clinic for The City.
12. Please provide a sample service agreement for your proposed services.
13. Provide a copy of your insurance coverage.

VII. TECHNICAL REQUIREMENTS

1. We expect your network configuration to follow best practices. Please explain what your need for network connectivity will be and how you will follow best practices.
2. Please confirm that you will facilitate installation of viewing software on the City's onsite medical vendor computers to be operated by the clinicians of the onsite medical vendor for their use to either view the images themselves or with the patient.
3. Please confirm the images will be stored and the reports acquired at the City's onsite clinic according to Tennessee state law.

VII. PRICING INFORMATION

Please confirm that you will be able to provide the current X-Ray equipment, equipment maintenance, indemnification, and services to the City has at no cost. Give us a proposal of what you would propose to lease the space for.

VIII. EVALUATION CRITERIA

Evaluation will be based upon the following criteria.

1. Services provided – 25%
2. Cost to City – 25%
3. Response of services – 25%
4. Proposal for lease of space – 25%

IX. EXHIBITS

Lease agreement

to be added by vendor

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities

- d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
- 5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
- 6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website: www.tn.gov, type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," to see a link to the "Public Information Library."

<https://www.tn.gov/generalservices/article/Public-Information-library>; There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106. The link for the list which is periodically updated is:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf