CITY
OF
JOPLIN, MISSOURI

REQUEST FOR PROPOSAL PACKAGE

RFP 2015-04

for

Third Party Immunization Service Provider

JOPLIN HEALTH DEPARTMENT
321 EAST 4th STREET
JOPLIN, MO 64801

(417) 623-6122 EXT 282

REQUEST FOR PROPOSALS

The City of Joplin, Missouri will accept sealed proposals until 4:00 P.M., Wednesday, March 4th, 2015 at the Joplin Health Department located at 321 East 4th Street, Joplin, Missouri, 64801 for the following:

Third Party Immunization Service Provider

Specifications and bid forms are available from Dan Pekarek, Director by calling 417-623-6122 ext. 282 or by writing to the address indicated above. Any proposals received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA
Finance Director

Publication Date: ***Tuesday, February 17, 2015***

Joplin City Health Department

REQUEST FOR PROPOSALS # RFP 2015-04

FOR

Third Party Immunization Service Provider

Location: City of Joplin
Health Department
321 E. 4th Street
Joplin, MO 64801

Staff: Dan Pekarek, Director
Email: DPekarek@joplinmo.org

Phone: 417-623-6122 ext. 282 **Fax:** 417-624-6453

Proposals will be received by the Joplin City Health Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address clearly indicated on the envelope. All proposals must be typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Proposal.

Mark sealed bids: "RFP-2015-04; March, 04, 2015, Third Party Immunization Service Provider"

INTRODUCTION

The Joplin City Health Department (City) is seeking a qualified contractor to provide certain administrative services related to the immunization program for the City. The services will generally include the provision of vaccine and vaccine supplies, client eligibility determination (insurance coverage), claims processing and patient billing.

The City intends to enter into an Agreement with a contractor that can meet qualification criteria and that has successfully performed similar services in the past. The successful contractor will be required to enter into an Agreement for the services requested in this Request for Proposal (RFP) within the required allotted time after receiving the award.

BACKGROUND

Joplin is situated in Southwest Missouri and is located within 2 counties i.e. southern Jasper County and northern Newton County. Jasper and Newton Counties have a population of 115,258 and 59,069 respectively according to the 2012 population estimate. Joplin population is estimated to be 49,526 which is included within Jasper and Newton Counties.

The health department provides a wide range of programs and services designed to promote and protect the health of residents and visitors in the area. These programs and services include disease prevention and control, Women, Infant and Children (WIC), environmental, lead poisoning prevention, emergency preparedness, medical services, etc. One of the primary programs provided through the Medical Services Division is the immunization program. Immunizations are provided for vaccine preventable diseases, influenza, yellow fever travel vaccination, etc. Currently the health department provides approximately 2,300 immunizations per year for all programs. The health department currently bills Medicaid and Medicare for various services but does not bill third party insurance carriers for immunizations provided.

SCOPE OF SERVICES

The selected contractor will be expected to provide third party immunization administration services for the City. These services will generally include but may not be limited to providing:

- Vaccines to City to include at a minimum those recommended by the Advisory Committee on Immunization Practices.
- Vaccine supplies to City needed for the administration of the above vaccinations (syringes, needles, cotton balls, etc.).
- An electronic method for City to order said vaccine and supplies and for inventory management.
- An electronic method for client eligibility determination (insurance coverage) prior to vaccination.
- Claims processing services on behalf of the City for those individuals receiving vaccination from the City.
- Patient billing on behalf of the City for those individuals receiving vaccination from the City.
- Training and customer support for City staff utilizing contractor services.
- City reimbursement for City staff administration of vaccines to clients.

CONTRACTOR QUALIFICATIONS/EXPERIENCE

Contractor should provide the following information as part of their proposal for consideration:

- Description of experience in providing third party immunization administration services.
- A list of at least 5 other city/county health departments utilizing your third party immunization services.

PROPOSAL GUIDELINES/EVALUATION CRITERIA

A selection committee of city health department staff and other city staff will provide review of proposals. The criteria used to evaluate the RFQ responses will include, but not be limited to, the following items (max. evaluation scores shown for each item). To ensure consideration for this Request For Proposal, your proposal should be complete and address all of the following criteria:

- Ability of the contractor to address items listed in the Scope of Services above. Contractor should describe fully their ability to address each item. Max. Score-35 points.
- Contractor qualifications/experience in providing third party immunization administration services. Max. Score-10 points.
- Value and Cost of the services to be provided. Provide any costs for services listed in Scope of Services or any other costs for services provided (software charges, licenses, training costs, hardware costs, etc.). Max Score-20 points.
- Reimbursement rate to City for staff administration of immunizations. Max. Score- 20 points.
- Ease of use of service by health department staff. Max. Score-15 points.

A cover letter that includes the name and address of the contractor submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the contractor, the contractor's federal tax ID number and a list of subcontractors, if any shall be provided with the proposal response. The cover letter shall include a statement that the proposal is valid for 90 days after receipt. The contractor must assure that all information obtained in the performance of these services will be kept in strict confidence.

NOTICES

Proposal Terms and Conditions

The following terms and conditions apply to submitting proposals in response to this Request for Proposal:

Interviews

The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

Request for Additional Information

The proposer shall furnish such additional information as the City of Joplin may reasonably require. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

Acceptance/Rejection/Modification to Proposals

The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.

Proposals Binding

All proposals submitted shall be binding for ninety (90) calendar days following the opening.

Proprietary Information

In accordance with Public Records Law, and except as may be provided by other applicable State and Federal law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received from proposers in response to this Request for Proposal will become the property of the City of Joplin and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

Proposer's Certification

By submitting a proposal, the proposer certifies that the proposal has been fully read and understood. The proposer has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the City has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to the City of Joplin employees or their family members.

Non-exclusive Contract

The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase same or like services from other sources the City deems necessary and appropriate.

Late proposals

Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals. The City of Joplin is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that a proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.

Completeness

All information required by the Request for Proposal must be supplied to constitute a legitimate proposal. The City of Joplin reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right.

Confidentiality

The successful Contractor shall treat all information obtained from the City, which is not generally available to the public as confidential and proprietary to the City. Successful Contractor shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. Successful Contractor agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential information by successful Contractor or any person acquiring such information, directly or indirectly, from successful Contractor.

By submission of a proposal, Contractors acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by a Contractor's assertion of confidentiality or proprietary data.

Non-Appropriation

Any agreement occurring as the result of this proposal is subject to annual appropriations approved by the Joplin City Council and subject to termination with 90 days written notice to all parties.

ALL RESPONSES TO THIS REQUEST FOR PROPOSAL MUST BE RECEIVED BY JOPLIN CITY HEALTH DEPARTMENT AT OR BEFORE 4:00 PM ON MARCH 04, 2015

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant