



HUMAN RESOURCE/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

RFP #01-18-19-07
Occupational Medical Services Provider for Public Safety (Police and Fire)
and All City positions (Union and Non-Union)

Statement of Purpose

The City of Danbury, Connecticut has issued this Request for Proposal (RFP) for the sole purpose of obtaining proposals from qualified companies for the purpose of providing an Occupational Medical Services Program. These Occupational Medical Services will be responsive for the needs and constantly changing diverse demands of the City of Danbury and its' employees.

Interested parties are requested to submit five (5) copies of their proposal to the Office of the Purchasing Agent, 155 Deer Hill Avenue, Danbury, CT 06810, during normal business hours by no later than 2:00 PM on Wednesday, February 27, 2019.

Envelopes should be marked: Bid #01-18-19-07 "Occupational Medical Services Provider for Public Safety (Police and Fire) and All City positions (Union and Non-Union)"

Background

The City of Danbury employs 600+ employees whose work schedules span 7 days/week, 24 hours/day operations. **A list of City employee positions is attached**

Scope of Work

The City of Danbury is seeking an Occupational Medical Services provider who will be responsible for preparing and implementing a responsive, proactive, comprehensive Occupational Medical Services Program.

The Occupational Medical Services Program shall encompass the following key components:

Post Offer Employment Physicals

1. Physicals will accurately assess the physical requirements necessary to meet the essential job functions while meeting the various Contractual and OSHA compliance requirements.
2. Post offer physicals will include drug screens for all employees.
3. Physicals must comply with all applicable federal and state laws.

Physical Abilities Testing (PAT)

1. Tailored exam performed by a medical professional or physical therapist to identify a prospective employee's capacity to perform specified physical demands.
2. Test results to be reported to City of Danbury within 24 hours.
3. Tests will include grip strength, static and dynamic lifting strength, lifting ranges, Positional work tolerances and aerobic capacity.



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Post- Injury PAT

1. Testing to be conducted at certain points during rehabilitation to ensure improvement.
2. Post-injury tests providing baseline tracking and monitoring for timely return to work

Return to Work PAT

1. Provide assurance to the City of Danbury and employee that employee is ready to resume work, based on employee's job description.
2. Tests may include Fitness for Duty tests, including psychological testing, as well as Functional Capacity tests, which may include grip strength, static and dynamic lifting strength, lifting ranges, positional work tolerances and aerobic capacity.

Workers' Compensation Management: Work effectively with the City's Workers' Compensation Insurance Carrier, Employees, City Departments, and Supervisors In the management of work related injuries.

1. Establish and maintain a database tracking system.
2. Develop strategies for addressing workplace injuries.
3. Case management, follow-up and review

Effective Departmental "Limited Duty" Programs: The selected vendor is required to assist with placing injured employees in limited duty programs, if available, and must meet the needs of the rehabilitating employee, while also meeting the departmental needs of the employer.

Substance Abuse Testing Services: The City has 24-hour, seven day a week operations. Vendor must accommodate these hours through a 24-hour facility or through on-call personnel. Post-accident drug screen results must be made available to Human Resources either by facsimile or telephone or secure e-mail within 1 hour of drug test.

1. Pre-employment, DOT, random, post-accident and for cause (reasonable suspicion)
2. 10 panel test, federally mandated (DOT) testing and rapid testing
3. Supervisor training
4. Breath Alcohol Testing (BAT)
5. Medical Review Officer (MRO) Services- knowledge of substance abuse disorders and maintains appropriate medical training to interpret and evaluate an individual's positive test result together with the employee's medical history and other relevant biomedical information. Notification by the MRO to Human Resources will be handled with an emphasis on confidentiality and integrity.

Health Promotion/Evaluation Programs

1. Health Screenings
2. Health Promotion Activities



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Medical Evaluations of Injuries/Illnesses/Disabilities

1. Readily available for appointments and walk-in visits (minimal waits)
2. Work Fitness Evaluations
3. "Return to Work" Case Management
4. Disability Pension Evaluations/Permanency Ratings
5. Disability Consultations
6. Coordination of Independent Medical Exams for Disability Pension Requests.

Annual Physicals for Firefighters

1. Physicals shall include, but are not limited to, complete physical exam, blood pressure, audiometry, spirometry, and if necessary, x-ray.

Vaccinations

1. Hepatitis B, and subsequent Titer, Rubella.

Instructions to Bidders

The City reserves the right to utilize other occupational medicine services, specialties and evaluations as determined necessary by the Human Resources/Civil Service Department. The City reserves the right to accept or reject all or any part of the proposals received. The City reserves the right to request additional information or clarifications from proposers, or allow corrections of any errors or omissions in this RFP.

Responses by vendors are to remain firm for 90 days from the due date in order for the City to have sufficient time to evaluate and award a contract.

The selected service provider must operate in a manner that complies with all state and federal laws and regulations, as well as with City of Danbury policies.

We reserve the right to inspect any facility, with and without notice, prior to selecting a vendor and at any time following notification by the City of the award of the bid to the successful bidder.

Bidders should review and comply with the City's "**Instructions to Bidders**" attached to this RFP (Attachment A).

Privacy

Bidders shall submit a description of its Privacy procedures, including the methods utilized for ensuring compliance with HIPAA and HITECH security, integrity, and confidentiality, including in any electronic communications with the City. Bidders must be willing to have its employees and any subcontractors submit to an appropriate background check.



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References

References: List five (5) client contacts for who you are currently providing or have provided services for occupational medical services within the last five (5) years services. Include the client's name, contact person, address and telephone number and brief description of the scope and size of services provided.

Litigation History

Bidders shall provide a summary of any litigation in the past five (5) to ten (10) years resulting from services provided by your company. State the issues and outcome.

Pricing

Bidders shall provide, in detail, for each examination and/or service, a clear accounting of all costs and fees associated with the services being offered. All costs must be itemized on a per activity basis. The pricing should also be scalable dependent upon the number of participants.

Proposal Document

Please note that the City of Danbury is subject to Connecticut's Freedom of Information (FOI) laws with respect to the disclosure of public documents. Bidders may designate those portions of their proposal which contain trade secrets or other proprietary data. Any claim by the vendor that information contained in the vendor's proposal is a trade secret or is otherwise confidential must comply with the provisions of the FOI law.

If a proposer includes data which is not to be disclosed to the public based on provisions of the FOI law, the proposer shall mark the title page with the legend:

"This response includes data that shall not be disclosed outside the City of Danbury and shall not be duplicated nor used, in whole or in part, for any purpose other than to evaluate this proposal, subject to the requirements and exemptions of FOI law. If a contract is awarded to this proposer as a result of, or in connection with, the submission of this data, the City of Danbury shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract and/or by law. This restriction does not limit the City of Danbury's right to use information contained in this data, if it is contained in another source without restriction. The data subject to this restriction is contained in pages (insert numbers or other identification)".

Basis of Award

The award will be made to the bidder who, in the City's sole judgment, submits a proposal which best meets the terms, conditions, and required evaluation criteria set forth herein. The City of Danbury reserves the right to make multiple awards, partial awards, award by types, award by sections, item by



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item, or lump sum total, whichever may be most advantageous to the City. The City reserves the right to reject any and all bids submitted in response to this RFP.

Diversity

The City of Danbury encourages diversity among Vendors. Please provide information on efforts to encourage diversity in your workforce and in the selection of subcontractors, if applicable.

Contract

The successful Bidder will be required to execute a contract that is acceptable to the City. The term of the contract shall be one (1) year from the date of execution of the contract by both the City and successful Bidder. The contract term may be extended for a period of three (3) years, one (1) year at a time, by mutual agreement of both parties. The contract shall contain a 60-day termination notice provision by the Bidder and a 30-day termination notice provision by the City.

Damages; Indemnification and Hold Harmless

The successful Vendor agrees that it will be liable for actual or direct as well as indirect damages incurred by the City as a result of the gross negligence, negligence, willful misconduct, or failure to exercise reasonable care in the provision of its services, products, and/or equipment. The Vendor shall indemnify, defend, and hold harmless the City of Danbury, its officers, employees, boards, commissions, departments volunteers, and agents from and against any and all liability, claims, demands, suits, judgments, losses, injuries, fees, costs, and expenses, including attorney's fees for the loss of life, personal injury or property damage arising from, cause by, or claimed to have been caused by the Vendor's acts or omissions through the provision of its services, products and/or equipment.

Minority

Minority and Women Business Enterprises (M/WBE) will be afforded full opportunity to submit bids, and will not be subject to discrimination on the basis of race, color, national origin, sex or any other protected class as defined by federal and state law in consideration of this award.

Insurance

A. Comprehensive General Liability Insurance

The successful Vendor shall take out and maintain during the life of this contract such Comprehensive General Liability Insurance as will protect the Vendor, the City, and any subcontractor performing work covered by this contract, from any claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this contract whether such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by either of them and the amounts of insurance shall be in the following minimum



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limits:

Bodily Injury Liability and Property Damage Liability	\$1,000,000 (combined) each occurrence
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The Vendor agrees that in the event that one or more claims are paid under the policies containing an aggregate coverage limit it shall immediately notify the City thereof and at the same time shall seek either to reinstate the limits of said policy or policies or alternatively to seek to obtain a new policy providing for full coverage in accordance with the limits established within. Said replacement coverage shall be obtained within twenty-four (24) hours and the City shall be notified thereof.

B. Comprehensive Auto Liability Insurance

The Vendor shall take out and maintain during the life of this contract Comprehensive Auto Liability Insurance which shall cover the operation of all motor vehicles owned by the Vendor or used by the Vendor in the prosecution of the work under this contract and the amounts of such insurance shall be in the following minimum limits:

Bodily Injury Liability and Property Damage Liability	\$1,000,000 (combined) each occurrence
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C. Excess Liability Insurance

The Vendor shall take out and maintain during the life of this contract Excess Liability Policy coverage is in addition to the limits expressed in A. and B. above:

Bodily Injury, Property Damage And Auto	\$ 5,000,000 (combined) each occurrence
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D. Workers' Compensation Insurance and Employer's Liability

The Vendor shall take out and maintain during the life of this contract, Workers' Compensation Insurance for all of its employees, employed at the site and in case any work is sublet, the Vendor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all employees of the latter unless such employees are covered by the protection afforded by the Vendor.

Workers' Compensation and Employer's Liability - Statutory Limits

E. Professional Liability

The Vendor shall take out and maintain during the life of this contract Professional Liability Insurance and the amounts of such insurance shall be in the following minimum limits:



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\$2,000,000 Aggregate

All policies relating to this shall be so written that the City shall be notified of cancellation or change at least thirty (30) days prior to the effective date of such cancellation or change.

Certificates from the insurance carrier shall be filed in triplicate with the City and shall state the limits of liability and the expiration date for each policy and type of coverage. The CITY OF DANBURY shall be named as an additional insured. Renewal certificates covering the renewal of all policies expiring during the life of this contract shall be filed with the City not less than ten (10) days before the expiration of such policies.

Additions

The City of Danbury may require other related services and/or products, not specifically listed. The Vendor may be given the opportunity to provide a quote. Should the City of Danbury deem the quote to be non-competitive, the City of Danbury reserves the right to seek proposals from other vendors.

Evaluation and Selection Process

Based on the criteria established pursuant to the City of Danbury, an evaluation committee will be selected to read, screen, and rank in writing all proposals. Submitted proposals will be evaluated on the following questionnaire:

Evaluation Questionnaire: A written response is required for each item listed below.

1. Describe how you will meet or exceed City of Danbury appointment needs (0-10)
2. Provide descriptions of the medical staff's experience in occupational medicine (0-10)
3. Describe services that have been provided to at least one (1) employer comparable in size to the City of Danbury, including experience with other municipalities. (0-10)
4. Describe your actions and commitments toward maintaining required medical certifications (0-10)
5. Provide credentials of medical staff members (0-10)
6. Describe your compliance with HIPAA and HITECH with regard to electronically transmitted Personal Health Information (e-PHI). (0-10)
7. Describe your capacity to perform the services and to meet requirements of the City of Danbury, i.e., adequacy of personnel, financial responsibility, and creditworthiness (0-10)



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8. Familiarity with Public Safety and Public Works, its processes, requirements, systems and problems (0-10)
9. Provide addresses and business hours of all locations and facilities and the driving distance from each location to 155 Deer Hill Avenue, Danbury, CT 06810. (0-10)
10. Price: Fee schedule which should include "menu style" pricing for the services offered. (0-10)



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SIGNATURE PAGE

Name of Company: _____

Address: _____

Telephone No.: _____

Fax No.: _____

Signature: _____

Federal Tax I.D. No.: _____

Printed Name: _____

Email (REQUIRED): _____

Date: _____

City of Danbury
Position Titles

Account Clerk I
Account Clerk II
Accountant/Payroll Superv
Activities Scheduler
Administrative Assistant
Administrative Manager
Administrative Services Manager
Airport Administrator
Airport Equipment Operator II
Airport Equipment Operator III
Animal Control Officer
Assessor
Assistant Animal Control Officer
Assistant Assessor
Assistant Building Inspector
Assistant Construction Manager
Assistant Director of Finance
Assistant Fire Chief
Assistant Library Director
Assistant Purchasing Agent
Assistant Tax Collector
Assistant Town Clerk
Assoc Director of Health
Associate Planner
Asst Airport Administrator
Asst Corporation Counsel
Asst Registrar Vital Statistics
Asst Zoning Enforcement Officer
Auto Equipment Operator II
Auto Equipment Operator III
Boat Ramp Attendant
Building Assistant
Building Inspector
Caseworker
Cashier
Chief Examiner/Human Res Asst
Chief of Police
Chief of Staff
Chief of Water Qual & Tech Serv
Chief Sanitarian
Children's Program Coordinator

City Center Liaison
City Treasurer
Clerical Aide
Clerical Floater
Clerk Typist
Clerk Typist I
Clerk Typist II
Communications Coordinator
Communications Specialist
Community Health Coordinator
Community Liasion
Community Services Coordinator
Computer Technician
Constable
Construction Manager
Council of Veterans
Customer Service Coordinator
Customer Service Manager
Customer Service Representative
Data Entry Clerk
Democratic Registrar
Deputy Chief
Deputy Corporation Counsel
Deputy Fire Marshal
Deputy Planning Director
Deputy Police Chief
Detective Captain
Detective Lieutenant
Detective Police Officer
Detective Sergeant
Director of Elderly Services
Director of Finance
Director of Health and Human Ser
Director of Human Resources
Director of Planning
Director of Public Works
Director of Recreation
Director, Off of Proj Excellence
Dispatcher
Draftsperson/GIS Technician
Drillmaster
Elderly Services Associate
Electrical Inspector
EMS Coordinator

Engineer Assistant
Engineer I
Engineer I (LS)
Environmental Compliance Officer
Equipment Mechanic
Executive Secretary
Finance Administrator
Fire Captain
Fire Chief
Fire Inspector
Fire Lieutenant
Fire Marshal
Fire School Aide
Firefighter
Foreman I
Foreman I - Public Buildings
Foreman II
General Foreman Highway
GIS Analyst (Assessor)
Head Mechanic
Health Benefits Coordinator
Human Resources Assistant
Intern
Kennel Person
Lab Technician
Laborer
Laborer II
Laborer II/Mason
Lead Mechanic
Lead Parks Maintainer
Lead Pipe Installer-Utilities
Lead Pipe Installer-Water
Legal Secretary
Legislative Assistant
Librarian
Librarian I
Librarian II
Library Clerk
Library Director
Library Page
Library Tech Asst (Circulation)
Library Tech Asst (Comm Rel)
Mayor
Mechanic

Mechanic III
Media Specialist
Meter Reader
Mgr of Information Technology
Municipal Agent
Noise Enforcement Officer
Office Assistant
Operator
Operator Repairperson
Parks Maintainer
Parks Mechanic
Parts Attendant
Payroll Coordinator
Personal Property Clerk
PHEP Coordinator
Pipe Installer
Planning Assistant
Police Captain
Police Lieutenant
Police Officer
Police Sergeant
Public Health Assistant
Public Health Educator
Public Health Inspector
Public Relations Coordinator
Public Service Representative
Public Utilities Foreman
Public Utilities Technician
Public Works Coordinator
Purchasing Agent
Purchasing Clerk
Real Estate Transfer Clerk
Receptionist
Republican Registrar
Sanitarian
Sealer of Weights & Measures
Sealer of Weights and Measures
Seasonal Clerical
Seasonal Parks Maintainer
Seasonal Playground
Seasonal Waterfront
Secretary
Secretary/Bookkeeper
Secretary/Dispatcher

Senior Accountant
Senior Computer Technician
Senior Field Person
Senior Library Clerk
Shelter Aide
Shelter Programs Coordinator
Small Business Advocate
Special Police Officer
Staff Engineer
Superintendent of Apparatus
Supt Construction Service
Supt of Highways
Supt of Public Buildings
Supt of Public Utilities
Survey Crew Chief
Tax Collector
Tax Coordinator
Technology Program Coordinator
Technology Project Specialist
Town Clerk
Traffic Engineer
Traffic Engineering Technician
Tree Worker - Bucket Operator
Tree Worker - Driver
Truck Driver
UNIT Assistant
UNIT Coordinator
UNIT Housing Coordinator
Utility Mechanic
Van Driver
Wetlands Evaluator
ZEO & Dir of Permit Coordination