

STATE OF RHODE ISLAND



Department of Corrections

CR-6 DOC (Continuous Recruitment CR6000002)

TITLE: Health Care Professionals – Corrections

Submission Deadline: Continuous Enrollment – through February 12, 2024

Please reference CR-6 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Request for Scope of Work and Rate Schedule

Health Care Professionals at RI Department of Corrections

Rhode Island Department of Corrections (RIDOC), request Scope of Work and Rate Schedules from qualified firms, organizations, and independent contractors to provide various on-site health care professional services limited only to the RIDOC. This solicitation is issued in accordance with the State's General Conditions of Purchase, which is available on the Internet at www.purchasing.ri.gov.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. This would include telemedicine when applicable. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidders are advised that all materials submitted to the State for consideration in response to this Scope of Work and Rate Schedule request will be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- "Foreign" corporations, corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct business within the State (Corporations Division 401-222-3040). This is a requirement only of the selected vendor (s).
- All respondents must comply with all federal, state, and local licensing requirements to perform these services.

CONTRACT TERMS

Because of this solicitation the qualified vendor listings will be established from February 15, 2021 through February 12, 2024.

This is a continuous recruitment solicitation. Service providers may be added to the qualified vendor list any time prior to February 12, 2024.

Offerors must price for each of the contract years, starting February 15, 2021.

- 02/15/2021 – 02/12/2022
- 02/13/2022 – 02/12/2023
- 02/13/2023 – 02/12/2024

If a single price is offered, that price will remain firm for the maximum contract term, concluding on February 12, 2024.

Services will be authorized on an as needed basis based on individual's requests

❖ On-Site Consultant Physicians and Services:

Services are for inmate patients within all facilities of the RIDOC and will include medical examinations, sick call clinics, and consultation with RIDOC medical staff in reviewing services to patients.

Facility assignment will be at the discretion of the Medical Programs Director and or designee. Payment will be made based on vendor's proposal (per patient, hourly, etc.).

Service areas covered by this request include, but are not limited to:

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|-----------------------|----------------------|--------------|
| • Cardiology | • Infectious Disease | • Optometry |
| • Dermatology | • Internal Medicine | • Physiatry |
| • Ear, Nose, Throat | • Nephrology | • Podiatry |
| • Family Practice | • Neurology | • Surgeons |
| • Gastroenterology | • OB-GYN | • Wound Care |
| • Hematology/Oncology | • Orthopedic | |
| • Hospice Care | • Ophthalmology | |

❖ Radiology Services

Services must be available five days per week, Monday through Friday between the hours of 8:30 AM and 4:45 PM. During this period of time, verbal interpretations would be provided in emergency situations. Written reports will be available between 24 to 48 hours of receipt of films.

RIDOC staff will deliver x rays on Fridays and will be reported on the following Monday.

Payment will be based on per x-ray interpretation.

REQUIREMENTS:

- The contractor(s) selected under this request for scope of work and rate schedule will provide appropriately licensed professional staff to perform the requested services on an as-needed basis. Hours will be determined based on need as determined by the Medical Program Director and the Assistant Director of Rehabilitation Services or designee.
- Selected providers will be required to attend a two-day New Employee/Contractor Orientation held at the RIDOC Training Academy at RIDOC's expense. This cost will not exceed \$1,000.00 for the total of 2 days (example 8:30 am – 4:00 pm Monday, and 8:30 am – 4:00 pm Tuesday for \$1,000.00)
- **Security requirement:** Employees of vendors working at the Department of Corrections are subject to background checks. The Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.). Employees of vendors are also required to comply with the requirements of the Prison Rape Elimination Act. Policies detailing these requirements will be presented during contract negotiation and prior to entrance to any facility.
- Vendor will comply with all privacy requirements as identified by the Health Insurance Portability and Accountability Act (HIPAA); Federal Confidentiality Regulations 42 CFR, Part 2; and State Confidentiality regulations as they relate to the review, collection, storage, and use of information relating to substance use and mental disorder including but not limited to the RIDOC Electronic Medical Record (EMR). Specific requirements will be outlined in the Vendor contract.

Responses should be directed to:

RI Department of Corrections
CR-6: Health Care Professionals- Corrections
Linette Zavala
Medical Claims
39 Howard Avenue
Cranston, RI 02920

Linette.Zavala@doc.ri.gov

Proposals misdirected to other State locations or which are otherwise not received in the RI Department of Corrections, Healthcare Services will not be considered.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed **W-9** Taxpayer Identification Number and Certification Form, which is downloadable from the Purchases website at www.purchasing.state.ri.gov.
 2. Identification of specific service being offered.
 3. Description of the corporate background of the offeror, if other than an independent contractor;
 4. Resumes of key staff who may provide services covered by this request
 5. Letters of endorsement and/or other information identifying similar services provided, or similar clientele served.
 6. A comprehensive price list for all services, including hourly rates. per diem fees or other appropriate basis for all professional staff; Offerors must include prices for each of the two years. If one price is offered, that price will remain firm for the maximum contract term, ending February 12, 2024.
 - The required template attached must be completed and submitted. (Attachment1)
 7. All respondents must address a plan to provide coverage on short notice
 8. All respondents will be required to provide their own malpractice insurance coverage and to maintain appropriate coverage throughout the term of this Agreement. A copy of such licensure should be submitted with bid response.
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EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- **Capability and qualifications of the Offeror**, as evidenced by relevant experience in area of specialty service (i.e. dermatology, surgery, infectious disease) as well as working with an underserved population. **(40 points)**.
- **Qualifications of Professional Staff**, as evidenced by submittal of resumes and licensing of staff who may be assigned to perform direct services **(30 points)**.
- **Cost**, as evidenced by hourly rates, per diem fees or other costs. **(20 points)**.
- **Capacity**, as evidenced by ability to supply qualified staff upon short notice **(10 points)**.

Based on the best interest of the RIDOC, the State reserves the right to accept or reject any or all offers.

Vendors must attain a minimum score of 75 and have all required licenses to be placed on the Agency Price Agreement.

The State may, at its sole option, elect to require presentation(s) by offerors consideration for award.

REQUIRED DOCUMENT

ATTACHMENT 1

RETURN TO:

RI Department of Corrections
CR-6: Health Care Professionals- Corrections
Linette Zavala
Medical Claims
39 Howard Avenue
Cranston, RI 02920
Linette.Zavala@doc.ri.gov

Vendor Name:
EIN#:

Address:

REQUIRED: In the space below, provide a description of on-site services: (include additional pages if needed)

REQUIRED: Complete the Rate Schedule and Service Position

	RATE SCHEDULE		
Service/Position:	2/15/2021 - 2/12/2022	2/13/2022 - 2/12/2023	2/13/2023 - 2/12/2024