

State of Connecticut
Department of Developmental Services, West Region
Southbury Training School
Medical Consultative Services
Request for Proposal
RFP 175

Southbury Training School, a State of Connecticut, Department of Developmental Services residential campus facility for individuals with developmental disabilities, is soliciting proposals from Board Certified Nephrology/Internal Medicine physicians to provide general specialty services to Southbury Training School (STS) residents at the Training School Clinic. The services to be provided involve consultation with the Southbury Training School Primary Care Attending staff about problems associated with the diagnosis and management of nephrology medical conditions and other related problems occurring in STS residents. In addition consultation services will involve primary medical care problems which do not readily fit into a medical subspecialty area or extend beyond the limitations of one or more medical subspecialties. Services will be expected to respond to the concurrent consultative needs of the medical staff and may include individual resident consultations, staff case presentations, staff medical rounds and informal in-service conferences.

Medical Specialty Services Requested: Nephrology/Internal Medicine

Estimated Clinic Requirements: Weekly, bi-weekly or monthly clinics

Total anticipated clinic needs: Number of hours of service to be up to 78 hours per year

Duration of Contract: Two to three years commencing January or February, 2008

Bid Proposal:

Submit an original and two copies of bid proposal and include:

- Current Curriculum Vitae including:
 - Professional Qualifications (education, training and experience)
 - Board Certification
 - Connecticut Medical License
 - Hospital Staff Privileges
 - Documentation of medical liability insurance

- Proposed Reimbursement
 - Basic Services Payment Option
 - Hourly rate if Contracted Reimbursement option proposed

- Additional Services Options (if any proposed)

- Adverse Professional Determinations
 - Documentation and details concerning any restriction, suspension, revocation, or surrender of any professional medical practice license, narcotic prescription registration or medical staff privileges, or any pending actions or current investigation(s) in this regard.

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BASIC REQUIRED CONTRACT SERVICES

Regular Clinic Consultative Services

The consultant will provide medically indicated specialty clinic medical consultative services for the residents of Southbury Training School (STS). Regular clinics will be scheduled at STS during the regular week workday (Monday to Friday, 8:30 AM to 4:00 PM). The frequency and duration of the clinics will be sufficient to meet referral needs and to see individual residents within thirty days of the referral.

BASIC SERVICE REIMBURSEMENT OPTIONS

(elect one option for all basic services)

Contracted Reimbursement Rate

The consultant will propose an hourly rate of reimbursement for on-site scheduled medical clinic services.

Third Party Fee-for-service

The consultant will accept assignment from the resident's Medicare, Medicaid, and any other medical coverage. State Rate will be accepted for any STS portion of coverage. Direct third party billing will be the responsibility of the consultant. Billed services will be supported by resident chart documentation recorded at the time of consultation. STS will provide resident third party coverage billing information.

MISCELLANEOUS CONTRACT TERMS

Termination of Contract

The contract may be terminated by either party upon written thirty day notice. In order for STS to continue consultative services without interruption the provider is requested to notify STS at least 90 days prior to any intent to terminate the contract.

Provider Qualifications

The provider shall have and maintain board certification in the specialty services provided.
The provider shall have and maintain an unrestricted license to practice medicine in Connecticut.
The provider shall have and maintain unrestricted medical staff privileges in a Connecticut Hospital.
The provider shall have and maintain medical liability insurance.
The provider shall notify Southbury Training School of any change in status that occurs during the term of this contract.

Resident Healthcare Choice

Services provided under this contract will be available to all Southbury Training School residents regardless of insurance coverage. Each resident (family or guardian) retains the freedom of choice for healthcare services and may elect an alternate source of consultation services.

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ADDITIONAL SERVICE OPTIONS

The following additional options are not required for the proposal. In selected medical specialty fields the availability of additional options can be expected to improve the access to and the continuity of medical care to our residents. In such instances selection of additional options will be considered in the selection process.

Outpatient Alternate Consultative Arrangements

The consultant will be available for alternate outpatient arrangements for a resident who needs to be seen before an STS Clinic can be scheduled. Alternate options may include a special visit to STS, an office visit, or an outpatient clinic or hospital visit.

Clinic Invasive Procedures

The consultant will be available for appropriate office specialty procedures which can be safely performed at STS.

Hospital Surgery and other Invasive Procedures

The consultant will be available for appropriate specialty procedures which can be safely performed on a hospital outpatient or inpatient basis.

Hospital Inpatient Consultative Services

The consultant will be available for inpatient consultation for residents admitted to a hospital where the consultant has staff privileges.

Hospital Inpatient Admission Services

The consultant will be available for inpatient admission and care for residents admitted to a hospital where the consultant has staff privileges.

ADDITIONAL SERVICES REIMBURSEMENT

Regardless of the reimbursement option chosen for the basic services, additional services options will be reimbursed on a third party fee-for-service basis.

Third Party Fee-for-service

The consultant will accept assignment for the resident's Medicare, Medicaid, and any other medical coverage. State rate will be accepted for any STS portion of coverage. STS will provide resident third party coverage billing information. Direct third party billing will be the responsibility of the consultant. Billed services provided at STS will be supported by resident chart documentation recorded at the time of consultation. For services provided off grounds the consultant will send medical documentation with the resident on return to STS.

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PROVIDER SELECTION

Consideration will be given to the following factors:

- The medical needs of our residents
- The basic professional status of the applicant
- Previous mental retardation professional experience of the applicant
- Reimbursement option preference to the fee-for-service option
- Low bidder preference for contracted reimbursement rate option
- Provision of additional optional services appropriate for the specialty
- Local area hospital staff privileges

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RFP:

Number _____

Specialty _____

Bidder:

Name _____

Address _____

Telephone _____

Proposed Reimbursement (Check one option)

Contracted Reimbursement _____

Fee-for-service _____

Hourly Rate _____

Proposed Additional Services: (Check all that apply)

Outpatient Alternative Arrangements _____

Clinic Invasive Procedures _____

Hospital Invasive Procedures _____

Hospital Inpatient Consultation _____

Hospital Admission Care _____

Attachments (Check all that apply)

Current Curriculum Vitae, Board
Certificate, CT Medical License
Medical Liability insurance
(all required). _____

Adverse Professional Determinations _____

Additional Documentation Page(s) _____

Signature _____ **Date** _____

This sheet is provided only as a checklist and convenient format for bid submission.

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Official State Contact. The State contact person for the purpose of this RFP is:

Lynn Lantieri
Business Office
Department of Developmental Services, West Region
25 Creamery Road
Cheshire, CT 06410

Telephone - 203-806-8796
Facsimile – 203-806-8768

E-Mail address:

lynn.lantieri@ct.gov

Communications Notice. All communications with the State regarding this RFP 175 must be directed to the Official State Contact.

Inquiry Procedures. All questions regarding this RFP 175 notice and submission requirements must be directed, **in writing**, to the Official State Contact by 3:00 PM, on Tuesday, December 4, 2007. Proposers are required to limit their contact regarding this RFP to the person(s) named herein. Written responses to all questions received will be posted to the Department of Administrative Services (DAS) contract portal and the Department of Developmental Services (DDS) websites by 3:00 PM on Friday, December 7, 2007

Packaging and Labeling Requirements. All proposals must be submitted in sealed envelopes or packages that are labeled **RFP 175**. All proposals must be addressed to the Official State Contract. The name and address of the proposer must appear in the upper left hand corner of the envelope or package. An original (clearly identified as such) and two (2) copies of the proposal must be submitted. The proposal must be signed by the proposer.

Proposal Due. An original and two (2) copies must be received no later than 3:00 PM on Thursday, December 13, 2007.

Proposals received after the deadline cannot be reviewed.

The Department of Developmental Services, West Region, reserves the right to make a selection in the best interest of the State, and reserves the right to withdraw this RFP without prejudice.

**State of Connecticut
Department of Developmental Services
West Region**

Request for Proposal – RFP 175
Board Certified Nephrology/Internal Medicine physician to provide general specialty services to Southbury
Training School

Frequently asked Question regarding
CONTRACT COMPLIANCE MONITORING REPORT (page 10 and 11)

QUESTION: Applying as an individual physician, is the following answer acceptable for the Bidder Contract Compliance Monitoring Report?

“Bidder has no employees, and did not in the past, and does not intend in the future to have any employees, subcontractors, or consultants involved in any way in the provision of services to be provided pursuant to this RFP. Accordingly, the response to all of the questions not specifically answered contained on the Compliance Monitoring Report is ‘Not Applicable’.”

ANSWER: This answer is acceptable.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders A good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

Description of Job Categories (as used in Part IV Bidder Employment Information)

<p>MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p>BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p>COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p>ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p>OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p>BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p>CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p>INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p>MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__ 1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary) 1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__
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PLEASE COMPLETE REVERSE SIDE

PART IV - Bidder Employment Information

Date:

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discriminating	
SOURCE	YES	NO	% of applicants provided by source				
State Employment Service				Work Experience			
Private Employment Agencies				Ability to Speak or Write English			
Schools and Colleges				Written Tests			
Newspaper Advertisement				High School Diploma			
Walk Ins				College Degree			
Present Employees				Union Membership			
Labor Organizations				Personal Recommendation			
Minority/Community Organizations				Height or Weight			
Others (please identify)				Car Ownership			
				Arrest Record			
				Wage Garnishments			

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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