



**IMPERIAL VALLEY COLLEGE
REQUEST FOR PROPOSAL (RFP)**

**Healthcare Services for
Students of Imperial Community College District**

RFP #IVCSHS-2020

Proposal Due Date / Opening Date:

April 21, 2020 / 4:00 PM

Imperial Community College District

Purchasing Department

380 East Aten Road

Imperial, California 92251

TABLE OF CONTENTS

1. Notice to Proposers..... 3

2. Instructions for Submittal of Proposals 3

3. RFP Event Schedule 4

4. Request for Proposals 5

 a. District General Information 5

 b. Scope of Services 5

 c. Additional Documentation Required 9

 d. Terms and Conditions of Agreement 9

 e. Evaluation and Selection Process 10

 f. District RFP Contact Person 11

5. Appendix Forms

 Sample Agreement Appendix A

**NOTICE TO PROPOSERS
FOR
HEALTHCARE SERVICES FOR
STUDENTS OF IMPERIAL COMMUNITY COLLEGE DISTRICT**

RFP #IVCSHS-2020

NOTICE IS HEREBY GIVEN that the Imperial Community College District, hereinafter referred to as the District, acting by and through its Governing Board, will receive up to, but no later than Friday, March 27, 2020, 4:00 p.m. sealed proposals for the award of the following contract:

**HEALTHCARE SERVICES FOR
STUDENTS OF IMPERIAL COMMUNITY COLLEGE DISTRICT**

- 1. Proposal Submittal:** Proposals must be delivered to the District in a sealed envelope with the envelope exterior prominently marked with the name of the Respondent. Each proposal submittal shall consist of original proposal, three (3) bound copies of the proposal, one (1) unbound copy of the proposal, and (1) digital pdf file of the proposal. The original proposal must be prominently marked as “ORIGINAL” and all documents included with the proposal, which require signatures must bear original signatures of the authorized employee of the Respondent. The digital file of the proposal must be submitted on flash drive, thumb drive or memory stick.

Such proposals shall be received at the location specified below, and shall be opened at the stated time and place:

IMPERIAL COMMUNITY COLLEGE DISTRICT
Purchasing Department
380 E. Aten Road
Imperial, CA 92251

RFP Issue Date: February 18, 2020
Proposal Due Date / Opening Date: March 27, 2020
Time of Opening: 4:00 p.m.
Location: Imperial Valley College Purchasing Department

LATE PROPOSALS WILL NOT BE ACCEPTED

- 2. Responsive Proposals:** Each proposal shall specify completely each and every item as set forth in the specifications. Any and all exceptions to the original specifications must be clearly stated in the proposal and the failure to do so may be ground for rejection of the proposal. Each proposal must conform and be responsive to this Invitation and all other documents comprising the pertinent Contract Documents. The DISTRICT reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the process.

All questions should be emailed to the RFP Contact: mabel.vargas@imperial.edu

3. **Proposals Held Firm:** No proposal may be withdrawn for a period of thirty (30) days after the date set for the opening of the proposals. The Board of Trustees has the right to select the proposal that best meets the needs of the District and enter into contract(s) incorporating the proposal(s) as submitted.
4. **Obtaining RFP:** A detailed explanation of our Request for Proposal and facts about Imperial Community College District can be obtained on the college’s website www.imperial.edu/RFP. Pay particular attention to the section that explains information to include in your response.
5. **RFP Schedule:** The District anticipates completing RFP activities in accordance with the following. The District reserves the right to amend the RFP Schedule.

<i>RFP Event</i>	<i>Date and Time</i>
Latest Date/Time for Submittal of RFP Questions/Clarifications via e-mail:	April 6, 2020
District Response to RFP Questions:	April 8, 2020
Latest Date/Time for Proposal Submittal:	Tuesday, April 21 at 4:00 p.m.
Committee Review of Proposals:	April 24, 2020
Interview/Presentations:	May 6, 2020 – May 7, 2020
District Issuance of Notice of Intent to Award:	May 11, 2020
Governing Board of Trustees Approval:	June 17, 2020
Contract Start Date:	August 31, 2020

6. **Non-Discriminatory Practices.** Imperial Community College District does not discriminate with regard to race, color, sex, national origin or physical disability in the award of contracts.

REQUEST FOR PROPOSALS
RFP #IVCSHS-2020
PROVIDE HEALTHCARE SERVICES FOR STUDENTS OF
IMPERIAL COMMUNITY COLLEGE DISTRICT

1. District General Information

The Imperial Community College District provides post-secondary education services for the large and diverse Imperial County population. Its annual student enrollment is approximately 11,000 (including winter and summer terms). As part of the California Community College system, the District offers education opportunities leading to Associate degrees, career program certification and college/university transfers in a variety of subject areas.

Imperial Valley College is situated on 160 acres in the midst of rich agricultural land. The campus is within easy reach of communities of Brawley, El Centro, and Calexico. Imperial County is located in the beautiful desert area of Southern California. Imperial County encompasses over 4,600 square miles in the southeastern California, free from urban pollution, noise and congestion. With a population of over 180,000, the Imperial County has thousands of acres of prime farmland that have transformed the desert into one of the most productive farming regions in the world.

The District seeks to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities, assist students in achieving their educational and career goals and to be responsive to community higher education needs. The District seeks to implement and maintain programs promoting student success.

The Imperial Valley College Student Health Center is a program supported by a Student Health Service Fee, which is charged per individual student in accordance with Educational Code 76355.

The District is requesting proposals from private and/or public health care providers, to offer the following services to all enrolled students of Imperial Community College District.

2. Scope of Services

A. PRIMARY CARE PROFESSIONAL SERVICES OFFERED FREE OF CHARGE

Primary care professional services offered are many and varied to integrate the biological, clinical and behavioral sciences. The scope encompasses all ages, both sexes, and each organ system.

1) GENERAL and AGE SPECIFIC SCREENINGS

- Body Mass Index (BMI)
- Diabetes and blood pressure
- Respiratory assessment
- Vision
- Cholesterol, lipid profile (at annual health fair)

Psychological/mental health
Sexually transmitted diseases (STD)

2) PHYSICAL EXAMINATIONS FOR STUDENTS

Available for students participating in academic programs requiring physical exams including students engaged in inter-colleges sports.

3) IMMUNIZATIONS

Diphtheria	Tetanus
Polio	Influenza
Measles MMR	

4) MINOR EMERGENCY MEDICAL TREATMENT

Including, but not limited to burns, fractures, minor lacerations, sprains, strains, etc.

5) MINOR NON-EMERGENCY MEDICAL TREATMENT

Including, but not limited to fever, bronchitis, colds, flu, respiratory infections, urinary tract infection (UTI), etc.

6) GENERAL MEDICAL EVALUATIONS AND TREATMENT FOR ACUTE MEDICAL PROBLEMS

General medical evaluation and treatment for acute medical problems would include those stated in this document and illnesses or conditions that are not chronic in nature. The scope of services provided is intended to be broad and oriented toward acute disorders, but is not all-inclusive. (Some conditions not covered would be cancer, diabetes care, chronic kidney disease, chronic obstructive pulmonary disease, chronic arthritis, obstetric, epilepsy, and chronic neurotic disorders.)

7) LABORATORY TESTING

Blood sugar
Cholesterol

8) WOMEN AND MEN'S HEALTH CARE

Sexual responsibility and STD's education

9) DIABETES AND HYPERTENSION EDUCATION AND OUTREACH

Diabetes and hypertension education and outreach shall be performed by a professional specialized in prevention, education, and guidance in the mentioned diseases.

10) MINOR SURGICAL PROCEDURES

Minor surgical procedures including laceration repair, incision and abscesses, cysts, skin tags/warts/mole removal, and nail excision. Dressings, local anesthesia and sterilization must be free of charge.

11) GENERIC DRUGS

- Please list all generic drugs (topical/oral/injectable) that will be dispensed on-site free of charge.
- Please list other generic drugs (topical/oral/injectable) that will be dispensed on-site at a reduced cost.

B. OTHER SERVICES

1) COMMUNICABLE DISEASES

Provider shall report all cases of communicable diseases to the County Health Department, as required by law, and to the specified District Administrator.

List any communicable diseases that cannot be reported to the college due to privacy laws.

2) HEALTH AND WELLNESS OUTREACH EVENTS

Provider shall participate in campus health and wellness events promoting health care services for students as requested by the District. Minimum one (1) student health fair per semester will be planned, coordinated, and executed under the supervision of the District's assigned supervisor.

3) PSYCHOLOGICAL SCREENING

Psychological screenings with appropriate linkage to IVC Mental Health Counseling Services and/or referrals to outside mental health facilities shall be performed.

4) COMMUNITY REFERRALS

Community referrals include, but are not limited to Imperial County Health Department, Planned Parenthood, Dental Association, Imperial County Behavioral Health Services, Crisis/Suicide Prevention Hotline, AIDS Hotline, Department of Social Services, and Covered California/Medi-Cal Information Registration. Should specialty care be required outside of the student health services programs, a full panel of consultants shall be maintained.

C. SPECIALTY CARE

Please list all Specialty Care you would provide free of charge, e.g. Acupuncture, Ear, Nose and Throat, Orthopedics and Sports Medicine, Physical Therapy, Podiatry, Cardiology, Women’s Health Care, OBGYN, etc.

Please list below and explain in detail services your agency can provide by an area specialist and the applicable percentage (%) discount from usual and customary fees.

SERVICES	DISCOUNT RATE (%)
Ear, nose and throat surgery	_____
Orthopedics and sports medicine	_____
Physical Therapy	_____
Podiatry	_____
Gynecology surgery	_____
Additional Screenings:	
Hearing	_____
Skin cancer	_____
Lung function	_____
Tuberculosis	_____
Laboratory Testing:	
Pregnancy	_____
Sexually transmitted disease (STD)	_____
HIV screening	_____
Mononucleosis	_____
Pap smear	_____
Urinalysis	_____
Stool occult blood	_____
Women’s Health Care	
Annual breast exams	_____
Birth control counseling and prescribing	_____
Hormone replacement therapy	_____
Mammography	_____
Natural family planning	_____
Osteoporosis assessment	_____
Pap smear	_____

D. VALUE ADDED SERVICES

Please list any additional services not covered above that your facility can offer free of charge or at a discounted rate. (If discounted rates are offered, please list the specific percentage discount for each additional service).

3. **Additional Documentation Required**

The provider may include in the proposal any material representative of the services, but must include the following information:

- A. Last audited Financial Statement.
- B. General liability and professional liability carriers information and limits in the amount not less than one million dollars (\$1,000,000) per incident; workers' compensation carrier information and insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of not less than one million dollars (\$1,000,000) per accident.
- C. List any malpractice cases in the last ten years for similar services specifically proposed in the RFP and any individual employee to perform the medical services referenced in the malpractice case (doctor, physician assistant, nurse, etc.).
Please provide Plaintiff's name, Date, Court and Case Number, Charges and Disposition. Use separate sheet if necessary.
- D. Has agency ever lost a major client for whom it was providing services within the last five years? (e.g.; workers' comp., drug screening, pre-employment physical, etc.)
Please provide name and address of group, period of time service provided, nature of arrangements, and reason for cessation.
- G. Provide complete information on your agency's staffing, both administrative and professional, including licenses, experience, and medical specialty.
- H. List any programs you can provide to assist low-income students.
- I. List all of the agency's community or hospital affiliations.
- J. List all of the agency's PPO group affiliations.
- K. Are all of agency's physicians affiliated with Blue Cross Prudent Buyer PPO? If not, please explain.
- L. List hours and days that services are available at the agency.
- M. Provide addresses of all facilities if you have multiple locations.
- N. Will your medical facility agree to a three (3)-year contract? If not, indicate the length of agreement preferred.

4. **Terms and Conditions of Agreement**

- A. The District will consider entering into a three (3)-year agreement; from August 31, 2020 through August 30, 2023.

- B. Any agreement signed by the District shall include, as a minimum, the provider's proposal as accepted by the District, insurance and bonding requirements, indemnity, independent contractor statement, and cancellation clauses. The cancellation for non-performance.
- C. Provider must furnish the District with detailed monthly and annual reports as to the number of students receiving services and the type of services rendered.
- D. Students requesting services must furnish provider with proof of enrollment by presenting an Imperial Valley College Student Identification Card, current class schedule, and one (1) other photo identification such as a valid driver's license or California Identification Card. Health services are available from the first day of the semester or session in which the student is enrolled until the day prior to the start of the following semester. Students who dropped all classes are no longer eligible for health care services (Refer to IVC Academic Calendars' website: [here](#) for semester and session enrollment dates).
- E. During the term of this Health Care Services Agreement, compensation shall be payable on a monthly basis.
- F. **Termination without Cause.** Either party may terminate this Health Care Services Agreement upon no less than one hundred eighty (180) days prior written notice to the other.

Termination of Agreement with Cause. Either party may terminate this Agreement for cause in the event of the other party's breach of any material term, covenant, non-performance, or condition and subsequent failure to resolve such breach within thirty (30) days following receipt of written notice from the party alleging the breach.

Automatic Termination upon Revocation of License or Certificate. This Agreement shall automatically terminate upon the revocation, suspension or restriction of any license, certificate, accreditation or other authority required to be maintained by either party in order to perform the services required under this Agreement.

5. Evaluation and Selection Process

- A. All proposals should be received by the District by Friday March 27, 2020, no later than 4:00 p.m. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- B. Following receipt of the proposals, the evaluation committee composed of administrative staff, faculty, and students will review and evaluate all proposals submitted.

A 100–point scale will be used to create the final evaluation recommendation. The criteria are weighted and the proposals will be evaluated as follows:

Criteria	Points
Vendor’s overall proposal content	10
Vendor’s response to scope of services: Sections A, B	25
Vendor’s response to scope of services: Section C	5
Relevant experience and past performance	10
Evidence of ability to provide the requested services	10
Respondent’s price and fee performance of work requested	30
Highest Possible Score	100

- C. Prior to engaging in negotiations with any Respondent, the District will conduct interviews of all Respondents timely submitting the RFP Response. Interviews might happen on the following dates: April 8, 2020 – April 9, 2020.
- D. The evaluation process will include legal due diligence review and may include visiting the provider’s facilities.
- E. All decisions made by the District are final and not open to arbitration. The District in its sole discretion reserves the right to choose the agency it believes best meets the needs of its students.

6. District RFP Contact Person

Questions and all other communications relating to the RFP must be submitted in writing and directed to the District RFP Contact:

Mabel Vargas
 Administrative Assistant to the Vice President of Student Services & Equity
 Email address: mabel.vargas@imperial.edu

All questions and request for clarification, and the District’s response will be posted on the college website www.imperial.edu/RFP.