

INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until **4:30 pm** local time on **Thursday November 9th, 2017** for:

Licensed Nurse Practitioner **RFP #2017-217**

Specifications MUST be RECEIVED from the Oneida County Health Department, Attention: Sandra Pejic, Director of Clinic Services, Oneida County Health Department, 406 Elizabeth St., Utica, NY 13501, telephone: 315-798-5747 or downloaded from the Oneida County website at <http://www.ocgov.net> (Public Notice Section).

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department. The Oneida County Health Department reserves the right to reject any of all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or handicap.

Date: October 25, 2017

Patrice Bogan
Deputy Director of Health

Request for Proposal (RFP) #2017-217:

GENERAL INFORMATION

Background:

The Oneida County Health Department (OCHD) is a full service health department of the County of Oneida government with its main offices located in Utica, New York. The OCHD is a part of the County's public health infrastructure that provides the resources needed to deliver the essential public health services. Among one of the largest departments within the Oneida County's workforce, the Health Department employs approximately 70 full time employees.

Invitation to Submit Proposal:

The Oneida County Health Department is seeking a licensed nurse practitioner to provide services in the Health Department's Tuberculosis Clinic and to provide immunizations. Proof of national nurse practitioner certification is required.

Term:

These services would commence January 1, 2018 and run through December 31, 2019, with the County holding two subsequent one-year options to renew thereafter.

Scope of Work:

- a. The Contractor shall provide nurse practitioner services in the Health Department's Tuberculosis Clinic, which may include diagnosis and treatment when indicated.
- b. The Contractor will provide immunizations at the Health Department's Diagnostic and Treatment Clinic if the Health Department has a need for such.
- c. The duties stated above will occur on a scheduled basis, when requested to do so by the Health Department at the Public Health Clinic, currently located at 406 Elizabeth Street, Utica, New York, 13501.
- d. In addition to physical examination and treatment, duties would include documentation of observations, conclusions and findings from examinations in Electronic Medical Record (EMR).
- e. Nurse Practitioner may be requested by the Health Department to be available for training to include online webinars, presentations, recommended/required annual employee training, in-services related to, tuberculosis, and immunizations.

Insurance:

If awarded the contract under this RFP, the subsequent agreement between Oneida County and the Contractor will contain the following insurance requirement language:

The Contractor shall maintain a professional liability policy and will provide the Agency with proof of coverage in the amount of \$1,000,000 per incident and \$2,000,000 aggregate during the term of this agreement. The Contractor shall also maintain general liability insurance and will provide the Agency with proof of coverage in the amount of

\$1,000,000 per incident and \$2,000,000 aggregate. The Contractor agrees to have the County named as “additional insured,” on the general liability policy and to provide the County with certificates from said insurance company or companies showing proof of insurance as stated heretofore. The Contractor further agrees to provide that such coverage shall not be terminated without prior notice to the County of at least thirty (30) days. The Contractor grants Oneida County a limited power of attorney to communicate with Contractor’s insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

The Diagnostic and Treatment Clinic is open Monday through Friday from 8:30am to 4:00pm and closed on major holidays.

Sealed proposals will be accepted until 4:30 PM, Thursday November 9, 2017. No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.

Evaluation of Proposals:

Proposals received by Thursday November 9, 2017 at 4:30 P.M. EST will be reviewed by The Director of Clinical Services.

PROPOSAL SUBMISSION

Contact Person: Sandra Pejcic, Director of Clinic Services, Oneida County Health Department, 406 Elizabeth St., Utica, NY 13501

Phone: 315-798-5747

Email: spejcic@ocgov.net