

## **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 **Monday December 18, 2017** for:

### **Licensed Medical Doctor Peer Review RFP #2017-218**

Specifications **MUST** be RECEIVED from the Oneida County Health Department, Attention: Melanie Adams, 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: December 4, 2017

Patrice Bogan  
Deputy Director of Health

## Request for Proposal (RFP) #2017-218

### **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 medical doctor to peer review the Public Health Clinic Doctor through chart audits of those clients seen in the Tuberculosis Clinic. These duties would occur on a quarterly basis using the Electronic Medical Record (EMR). Monitoring of Public Health Clinic Doctor's clinical work is not required. These services would commence January 1, 2018 and run through December 31, 2019.

#### 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 perform peer review services for client records for clients seen at the Health Department's Tuberculosis Clinic. The Contractor shall perform these peer review services of the Public Health Clinic Doctor on a quarterly basis using the Electronic Medical Record (EMR) system.
- b. The Contractor's peer review process shall primarily focus on diagnosis, care and treatment of active TB clients; physical exam documentation; ordering tests per protocol; the follow up on abnormal test results and whether or not appropriate referrals have been made. Audits may also include review of care and treatment of latent TB infection (LTBI) clients. Contractor will provide recommendations based on audit findings.

#### 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 County 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 County with proof of coverage in the amount of

\$1,000,000 per incident and \$2,000,000 aggregate. The Contractor agrees to have Oneida 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.

Compensation:

It is expected that the Contractor will be compensated for these services at a half-day or a full-day rate for services actually performed. The Contractor may propose another method of compensation in its proposal for the Health Department’s consideration.

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 Monday December 18, 2017 @4:30PM EST. 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 Monday December 18, 2017 at 4:30 P.M. EST will be reviewed by The Director of Clinical Services.

PROPOSAL SUBMISSION

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

Phone: 315-798-5747

Email: [madams@ocgov.net](mailto:madams@ocgov.net)