Request for Proposal

Request for Proposals for
Medical Review Officer (MRO)

RFP #20-011

Bristol Bay Area Health Corporation
Attn: Procurement Office
P.O. Box 130
Dillingham, Alaska 99576

Proposals are due before:
July 27, 2020
5:00 pm- AKT
1 Introduction & Background

1.1 Introduction

Bristol Bay Area Health Corporation (BBAHC), is seeking proposals from qualified person to assist BBAHC as a Medical Review Officer (MRO). Throughout this request for proposals (“RFP”), the “Proposer” refers to qualified person that submit Proposals and the “Contractor” refers to the Proposer who is selected to provide the services described within this RFP.

1.2 BBAHC Background

The Bristol Bay Area Health Corporation is comprised of 28-member village tribes located throughout the approximately 36,000 square mile area region of the Bristol Bay Area. The total population of the region in the 2000 census is 7,366, of which approximately 5,082 are Alaska Natives/American Indians. BBAHC operates the Kanakanak Hospital in Dillingham and 21 village based health clinics. Dillingham is the regional hub community with a population of approximately 2,400 people. Togiak, population approximately 880, is the region’s largest village. Most year round communities range in size from 80-200 persons with some being as small as 25 people.

BBAHC is committed to maintaining accreditation status for its various programs through several major accreditation organizations. BBAHC’s Kanakanak hospital, village-based health clinics, and Behavioral Health programs are accredited by The Joint Commission (TJC). BBAHC laboratory is accredited by the College of American Pathologists (CAP); its mammography program is certified by the American College of Radiologists (ACR); and its diabetes program is certified by the American Diabetes Association (ADA). In addition, several programs are inspected by state agencies for assurance of compliance with State of Alaska standards.

2 Scope of Services

2.1 Scope of Services

MRO will be required to provide services for all positive results reported by the lab will be reviewed by a certified Medical Review Officer (“MRO”), who shall also be a licensed physician or doctor of osteopathy. The MRO will: (a) contact the employee within 2 business days and offer an opportunity to discuss the confirming test result; (b) interpret and evaluate the
positive drug test results for legal use; and (c) report test results that have been caused by the legal use of prescription medication as negative. If the employee refuses or is unable to provide a legitimate medical explanation for a positive result, the test will be reported as positive.

The MRO shall report to BBAHC whether a test was negative, positive, or refusal to test.

3. Proposal Submittal Requirements

3.1 General Bidding Requirements

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

3.1.1 The contract will be awarded to the Proposer that, in the opinion of BBAHC, is most qualified to perform the services at a reasonable cost. Preference will be given to qualified American Indian/Alaska Native business. Recipients shall comply in accordance with PL93-638. Notice of BBAHC award decision will be posted at https://www.bbahc.org/index.asp?SEC=7F02CA6D-A6E2-425C-AFBE-E9F1D77075C0 (RFPs/Bids). Nothing herein may be construed as obligating any party to a contract for or make payments on behalf of another party.

3.1.2 BBAHC reserves the right to request additional information from any and all Proposers; to reject any and all proposals or award to any proposing party, whether or not that proposing party is the apparent low bidder.

3.1.3 BBAHC reserves the right to negotiate the Agreement with any proposing party.

3.1.4 BBAHC reserves the right to waive any irregularities which may arise in the proposal process.

3.1.5 BBAHC reserves the right to extend the time for accepting proposals, or to change the terms of the Agreement.

3.1.6 Proposals will be received by BBAHC at the time and place noted on the cover page of this document. At that point, BBAHC will close the receipt of proposals and begin the evaluation process. The only information will be released will be
the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

3.1.7 A one-year contract will be awarded for services to begin ____TBD____ through ____TBD_______. However, BBAHC will retain the right to terminate the contract at any time, with or without cause, owing only for the portion of contract already performed.

3.2 Proposal Contact

This RFP and any subsequent action taken as a result thereof is issued by BBAHC Procurement Department on behalf of Bristol Bay Area Health Corporation. Proposal response should be directed to Procurement Department, specifically to the Procurement Officer, as outlined below. In regards to this RFP and subsequent procurement process, Proposers shall make NO CONTACTS, either written or verbal, with any BBAHC employee, staff member, or Board of Directors during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. Any attempt by a Proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the Proposer from award for items or services on this RFP.

Proposal Contact:
Bristol Bay Area Health Corporation
Attn: Procurement Officer, Anita Alers
6000 Kanakanak Road
P.O. Box 130
Dillingham, AK  99576
907-843-2009
aalers@bbahc.org

3.3 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each Proposer is required to submit its proposal by email to Anita Alers at aalers@bbahc.org.

All proposals must be received before 5:00 p.m., AKT, July 27, 2020. The Proposer’s name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission. The time and receipt shall be determined by the received email date and time.
BBAHC will not be held responsible for the failure of any email to be delivered. It is solely the Proposer’s responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct email address and time.

3.4 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit their proposal electronically by email. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer’s capabilities to satisfy the requirements of the RFP. Utmost attention should be given to the accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered. The proposal should be organized into the following major sections, and pages numbered:

3.4.1 Title Page
- Bidding Company’s Name, Address, Telephone Number, Name and Title of Contact person, Date

3.4.2 Table of Contents

3.4.3 Letter of Transmittal
- Proposer’s statement of the scope of work to be done
- Statement that the person signing the proposal is authorized to bind the proposal

3.4.4 Required Proposer’s Information
- Proof of Business License
- Proof of Insurance
- Representation and Certification Form

3.4.5 Estimate time schedule from beginning to end of project.

3.4.6 Bid price required in itemized format for services be performed.

3.5 Proposer Expenses

BBAHC will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement, including any/or supplemental information provided, submitted, or given to any of BBAHC representatives.
3.6 Interpretrations, Discrepancies, and Omissions

Should any Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer must request in writing, within seven days of receipt of proposal, an interpretation from proposal contact listed in Section 3.2.

Any clarifications requiring addenda to the RFP will be available by 7/20/2020. Responses will be posted on the BBAHC’s website at:

https://www.bbahc.org/index.asp?SEC=7F02CA6D-A6E2-425C-AFBE-E9F1D77075C0

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by BBAHC. Only requests answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. It is BBAHC’s intent not to issue any addenda after July 20, 2020.

3.7 Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>July 14, 2020</td>
<td>Distribution of Request for Proposal</td>
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<tr>
<td>July 20, 2020</td>
<td>Addenda Requests and General Clarification and Questions Due</td>
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<tr>
<td>July 20, 2020</td>
<td>Answers will be posted on website 5:00 pm</td>
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<tr>
<td>July 27, 2020</td>
<td>Bids/Proposal Due by 2:00 pm</td>
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<tr>
<td>July 31, 2020</td>
<td>Review of Bids/Proposals and Scoring Matrix</td>
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<tr>
<td>August 8, 2020</td>
<td>Selection of Contractor and Award Notification</td>
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<tr>
<td>TBD</td>
<td>Contract begins</td>
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3.8 Non-disclosure of BBAHC Information

The Proposer and it agents shall treat all data and information gathered by the Proposer and its agents, including this RFP and all attachments, or other data as confidential.
The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from BBAHC.

3.09 Award

BBAHC reserve the right to award a contract without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by BBAHC shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties.

3.10 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

4. Evaluation factors

Evaluation criteria shall be established on a case-by-case basis based upon the needs of each procurement action. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance (including past performance for BBAHC), and financial, administrative, and technical resources.

The written request for proposal must identify the principal evaluation factors and their relative importance as stated on the scoring matrix. Price shall be no less than forty percent (40%) of the weight of the evaluation factors.

A method for evaluating the proposals received shall be established and documented in advance of solicitation. Proposals shall only be evaluated on the basis of the factors stated in an RFP.

Attachment:
Evaluation Factors