

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

Request for Proposals
Medical Services for School Based Health Centers

1. Description of Services

Umatilla County is requesting proposals to provide medical services at the School Based Health Centers for up to 20 hours a week. One or more providers may be selected to provide the services at the two existing centers, as well as additional centers that may be established within Umatilla County.

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 4:00 p.m., September 11, 2015, to Meghan DeBolt, Umatilla County Health Department, 200 SE 3rd Street, Pendleton, OR 97801. Proposals received by facsimile are not acceptable. Questions regarding services may be direct to Meghan DeBolt, 541-278-5432.

3. Schedule of Activities

Request for Proposals ("RFP") Issued: August 28, 2015

Proposal Submission Deadline: Must be received by Umatilla County Public Health by 4:00 p.m., September 11, 2015.

Public Bid Opening: 4:00 p.m., September 11, 2015

On Site Presentation (optional): One or more firms may be asked to make an in person presentation about their firm's qualifications to the Board of Commissioners.

Award of Contract: As soon as possible

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

4. Provided Services

A. The services to be provided to the School Based Health Centers include:

1. Obtain medical and developmental history as appropriate.
2. Perform comprehensive or focused physical exams.
3. Order appropriate screening and diagnostic studies.
4. Keep complete and accurate records in the patient's chart.
5. Consult/collaborate with physicians and other allied professionals.
6. Determines if referrals are needed.
7. Prescribes medications and treatments according to established standards of care.
8. Provides patient and family education and instructions regarding medications, treatment plans, and health maintenance.
9. Collaborates with mental health professionals.
10. Write medication standing orders.
11. Assist SBHC coordinator with credentialing biannually.
12. Assist with fund raising activities including grant writing.

B. Hours to provide services will be on an as-needed basis. Total hours will be up to 20 hours a week. If needed, more than one may provide the services. Services will be paid at the rate of \$50 per hour.

5. Minimum Qualifications

Provider must have the following minimum qualification:

- Advanced healthcare degree from an accredited school;
- Current and active license to practice in the State of Oregon;
- Experience with pediatric or adolescent population preferred;
- Currently credentialed with Medicaid and some private insurances, or will be upon providing of services.

6. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Qualifications, competence, and specific examples of experience.
 - b. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and a time line in which all services will be delivered.
 - c. Ability to work with and advise the Center and the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality services and products at a reasonable price.
 - d. Immediate availability upon selection.
7. Instructions to Proposers
- a. General. Respondents must submit a complete and concise response to this RFP. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.
 - b. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.
 - c. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.
 - d. Nondiscrimination. The successful proposer agrees that in performing the work called for

by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

- e. The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.
- f. Proposers further agree to the following:
 - 1. To examine all specifications and conditions thoroughly.
 - 2. To comply with all Federal, State, and County laws, ordinances and rules.
 - 3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

8. Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-47.

9. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279B for Related Services.