

**Occupational Medical Provider Services
RFP SAF 19-04**

**Questions & Answers
September 9, 2019**

Question 1	Regarding Page 44, 10.1.2: Can other public safety municipalities share the same waiting room as City of Phoenix public safety personnel?
Answer	Yes, as long as it is separate from general public.
Question 2	Regarding Page 24, 2.2: This states the contractor will submit monthly invoices on or before the 20 th day of the month vs. page 62, 13.1.2 which says the 10 th day of the month. Which is correct?
Answer	The 20th day of the month. This typo will be corrected.
Question 3	Regarding Page 41, 3, 1.1: This section mentioned the Contractor must provide a printer. Please discuss?
Answer	The Occupational Medical Provider provides a printer/ink for the City's Drug & Alcohol Coordinator use, which will be returned at the end of the contract.
Question 4	Does the City need to see the contracts of subcontractors?
Answer	No, however the City does have to agree with the subcontractors they use. Your certificate of insurance should list subcontractors.
Question 5	Regarding Page 44 10.1.3: Can you provide an explanation of this section?
Answer	For exposures only, a 102 should not be generated. Please see revised RFP document.
Question 6	Regarding Page 44 10.1.3: Are there many referrals to Foot Solutions?
Answer	No, this section will be revised.
Question 7	Regarding Page 62, 13.2.2: Is the waiting period for BAT something that can be reconsidered?
Answer	The intent of the 15-minute timeframe is to ensure the BAT is administered within 15 minutes so the sample is as accurate as possible while the substance is still in the system. The individual is not necessarily expected to be in and out of the clinic within 15 minutes. We will reword in the updated solicitation.
Question 8	Regarding Page 12 and 24: If multiple vendors are awarded, will there be discussion about how the services are broken out?
Answer	While we do have the option of multiple vendors, this will be discussed at the conclusion of the RFP.
Question 9	Do you request background checks for occupational medical employees if they're coming on site?
Answer	No, the Contractor is responsible for ensuring that employees have received and passed a background check.
Question 10	Regarding Page 45, 10.2.3: The wording in bold seems unclear. Will you please address this?

Answer	This is regarding exposure only. When exposure bloodwork is done, the doctor must go over the results with the employee. We can reword this to clarify that if there's an injury, any additional services of the visit will be chargeable per contract pricing.
Shared Information	If uncommon services or unexpected charges come up that are not specified in the Scope of Work, we can create amendments to add that service and associated cost. As an example, our current contract specifies that the City does not pay shipping and handling. If a Contractor bills for this cost, it will be deducted from the invoice total as the contract specifically states the City does not pay S&H. In this example, it would be advised that the selected Contractor include that charge in their Scope of Work if they wish to bill for it, otherwise an amendment must be made.
Shared Information	Our RFP is highly customer service based. Issues such as wait times, flexibility and doctor availability are important. We need to be able to progressively escalate an issue up the chain if needed. It is also essential that the City has a designated liaison that we can directly connect with for questions and issues as they arise.