

SANTA FE COUNTY
HUMAN RESOURCES DEPARTMENT
REQUEST FOR PROPOSALS



EMPLOYMENT PHYSICALS

RFP# 2017-0056-HR/MM

AUGUST 2016

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I. ADVERTISEMENT

EMPLOYMENT PHYSICALS RFP# 2017-0056-HR/MM

Santa Fe County is soliciting for proposals from licensed physicians for the purpose of procuring employment physicals for the Santa Fe County Human Resources Department. All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole. A completed proposal shall be submitted in a sealed container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container. **All proposals must be received by 2:00 PM on September 7, 2016 at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, NM 87501.** By submitting a proposal for the requested services each Offeror is certifying that their proposal complies with regulations and requirements stated within the Request for Proposals.

A **Pre-Proposal Conference** will be held on **Tuesday, August 23, 2016** at the Santa Fe County Human Resources Division, 949 W. Alameda, Santa Fe, New Mexico 87501. The Pre-Proposal Conference is **MANDATORY**.

EQUAL OPPORTUNITY EMPLOYMENT: All qualified Offerors will receive consideration of contract(s) without regard to race, color, religion, sex, national origin, ancestry, age, physical and mental handicap, serious mental condition, disability, spousal affiliation, sexual orientation or gender identity.

Request for proposals will be available by contacting Maricela Martinez, Procurement Specialist, Senior, 142 W. Palace Avenue (Second Floor), Santa Fe, New Mexico 87501, by telephone at (505) 992-9864 or by email at mcmquintana@santafecountynm.gov or on our website at http://www.santafecounty.org/services/current_solicitations

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.

Santa Fe County
Purchasing Division
Publish: August 14 & 15, 2016

II. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

Santa Fe County Human Resources Division and the Purchasing Division requests proposals for the purpose of procuring pre-employment physicals and medical examinations for Santa Fe County employees and prospective employees.

Santa Fe County recognizes that a healthy work force can contribute to a more productive and stable employment environment. In an effort to reduce on-the-job injuries and lost work time, Santa Fe County has a physical program with the following parameters.

1. Mandatory pre-employment physical for all prospective employees who are offered a position prior to beginning employment, with the exception of elected officials.
2. The prospective employee shall take a physical examination appropriate for the position offered and must pass the physical examination and testing for essential functions of the position before beginning employment.
3. Current employees must be fit for duty at all times.

B. SCOPE OF WORK

The Contractor shall:

A. Provide a centralized local Santa Fe office for the performance of these services.

B. Provide physical examinations for new and current employees to include:

- a) Brief Medical History
- b) General Appearance
- c) Height, Weight, Build (Slender, Medium, Heavy or Obese)
- d) Blood Pressure
- e) Pulse
- f) Superficial Lymph Nodes
- g) Reflexes
- h) Eyes, Pupils, Ocular Motility
- i) Ears, Nose, Throat
- j) Thorax
- k) Spine
- l) Heart
- m) Lungs
- n) Abdomen
- o) Hernia
- p) Muscle, Skeletal System, Strength of Movement
- q) Coordination, Tremor
- r) Urine Dip Stick on all Candidates
- s) Audiogram (New Employees-RECC)

- t) Tuberculosis vaccinations
- C. Examination shall include testing for the following lifting requirements based upon specific job duties:
- a) Light Physical – Lifting requirements - 0-25 lbs. Strength and Muscular Endurance Test
 - b) Medium Physical – Lifting requirements- 26-50 lbs. Strength and Muscular Endurance Test
 - c) Heavy Physical – Lifting requirements- 51-100 lbs. Strength and Muscular Endurance Test
- D. Provide the following additional exams for County firefighters and law enforcement personnel:
- a) Neck
 - b) Fundi
 - c) Vision, Uncorrected – Fair, Near, Left and Right
Corrected – Fair, Near, Left and Right
 - d) Color Vision
 - e) Skin
 - f) Lab Urinalysis – Sugar, Albin, Microscopic
 - g) Extremities
 - h) Neurological
 - i) Respiratory Function
 - j) EKG, 12-lead
 - k) SMAC
 - l) Blood CBC
 - m) TB
 - n) Scoly (RPR or equivalent)
 - o) Blood Pressure at Rest – Left and Right
 - p) A Single 1-View Chest X-Ray is required as evidence of Tuberculosis
 - q) Audiogram
- E. Be available to provide physicals on an as needed basis including after business hours and weekends.
- F. Make presentations, as requested by Department Directors, Board of County Commissioners, and/or County staff on the status of the program.
- G. Provide training to the County regarding prevention of workplace injuries and illnesses.
- H. Provide “Fit for Duty” determinations as requested by the County.
- I. Provide, as requested by the County, the following:
- a) Pre-Employment Physicals;
 - b) Office Visits for Return to Work and Follow-up;

- c) Re-Certification Examinations for Maintenance of CDL, Medical Examiner Certificate Cards;
 - d) OSHA requirements and any other state or federal requirements.
- J. Provide services regarding Worker's Compensation cases.
- K. Provide a system to report the results of physical tests to the Human Resources Division of Santa Fe County, by telephone, the work day after the physical, or two working days after the physical, if X-rays were required. The Contractor shall also provide, within one week of conducting a physical, written documentation of the physical or test and written documentation of the physical results. The written documentation shall include specific results on each of the tested items, and recommendation on fitness for duty based on job duties.
- L. Conduct DOT physicals for employees requiring a CDL as requested by the County.
- M. Provide annual influenza vaccination programs for approximately 975 employees.
- N. Provide hepatitis series vaccinations to required departments.
- O. Provide tuberculosis tests to required departments.
- P. Provide tetanus vaccines to required departments.
- Q. Meet the following medical requirements:
- a) Provide general medical support and direction and make recommendations to the County as appropriate.
 - b) Provide licensed, qualified medical health care providers and other medically qualified professional staff, through education, certification, and experience. Such staff must provide in a cost-effective manner, reasonable and comprehensive medical care for the Santa Fe County Human Resources Department employment requirements, and other areas as identified by the County.
 - c) Possess adequate knowledge of medical screening restrictions and requirements which are applicable to the County, (i.e., the Americans with Disabilities Act (ADA), the U.S. Department of Health and Human Services, Occupational Safety and Health Administration (OSHA), etc.
 - d) Identify, if applicable, current staff and patients that may be County employees or applicants, and establish a procedure approved by the County which reduces or eliminates a potential conflict of interest.

- e) Provide adequate professional staff to ensure continuous operations and the delivery of medical care during working hours, as agreed by the County and the contractor.
- f) Schedule appointments so that the waiting time does not exceed thirty (30) minutes.
- g) The results of the physicals shall be transmitted by the Contractor to the Human Resources Department electronically via fax within five working days of appointment date.
- h) Provide primary and secondary Administrators who will be responsible for the County's accounts and services and function as liaison with the County.
- i) Schedule meetings, as required, at no additional cost to the County, with the Human Resources Department to resolve problems and address concerns, when necessary and appropriate, allow County Representatives to be present at Contractor's staff meetings to discuss County issues.
- j) Establish an intake process which identifies all employees and applicants prior to providing medical care; ensure employees have a County authorization form, appropriate identification, or the contractor has received verbal permission from the Human Resources Division staff that is authorized to conduct business on behalf of the County. Include as part of the intake information and documentations:
 - i. Name of patient;
 - ii. Social Security Number;
 - iii. County Department;
 - iv. Supervisor name (except new employees);
 - v. Date of visit; and
 - vi. County authorization form.
- k) Ensure that business and procedures shall comply and shall be conducted utilizing methods that meet all legal federal, state, or local statutes, ordinances, regulations, rules, standards, and professional and ethical principles.
- l) Attend legal proceedings and court hearings for the County as witness; provide testimony and depositions on behalf of the County. Cooperate with the County's Legal Representative or other Department Representatives when requesting information on employment related medical matters.
- m) Maintain strict confidentiality of all medical records and reports and adherence to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The HIPAA Privacy Rule established national standards

- for the protection of certain health information and HIPAA Security Rule established a national set of security standards for protecting certain health information that is held or transferred in electronic form.
- n) Obtain approval from the Human Resources Division prior to releasing medical information or records.
 - o) Meet all applicable medical requirements of Occupational Safety and Health Administration (OSHA).
 - p) Obtain prior authorization from the Human Resources Division staff before incurring additional expenses or obligations on behalf of the County, including referrals to outside specialists.
 - q) Send to the Human Resources Division, in a timely manner (not to exceed thirty (30) days), the invoices and supporting documentation for:
 - i. Post offer employment;
 - ii. Fitness for duty;
 - iii. Return to work; and
 - iv. Other requested procedures, including test results.
 - r) Establish a complete and accurate system to maintain Medical Records. Include as part of the record the following:
 - i. All pertinent intake information;
 - ii. Supporting documentation identifying all completed procedures;
 - iii. Identify attending physicians; and
 - iv. Other pertinent information.
 - s) The original medical records shall be the property of the County.
 - t) Provide completed copies of all documentation and records to the County.
 - u) Allow designated staff from the Human Resources Division reasonable access to review and copy records as required.
 - v) Assist in the development and implementation of future programs as approved by the County Manager or Board of County Commissioners and negotiate compensation for these services.
 - w) Recommend cost saving proposals to assist the County in cost containment.
 - x) Develop, implement and enforce medical protocols and administrative procedures to comply with this Agreement, which meets the needs of the County.

- y) Provide a quality assurance program which includes, but is not limited, to the following:
 - i. Review of all charts by the physicians for completeness and accuracy of medical information;
 - ii. Establish good rapport with patients.

C. INSURANCE REQUIREMENTS -See agreement template (Appendix D)

D. PROCUREMENT MANAGER

The County has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All deliveries via express carrier should be addressed as follows:

Maricela Martinez
Santa Fe County Purchasing Division
142 W. Palace Avenue (Second Floor)
Santa Fe, New Mexico 87501
Phone (505) 992-9864
Fax (505) 989-3243
mcmartinez@santafecountynm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.

E. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement document.

“BCC” means the elected Board of County Commissioners.

“Close of Business” means 5:00 PM Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

“Contractor” means a successful offeror who enters into a binding contract.

“County” means Santa Fe County.

“Determination” means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Evaluation Committee” means a body appointed by the County management to perform the evaluation of offeror proposals.

“Finalist” is defined as an offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the offeror’s proposal.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the County to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Purchasing Division” means the Santa Fe County Purchasing Division, Administrative Services Department.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Purchasing Division	Aug. 14, 2016
2.	Pre-Proposal Conference	Owner/Purchasing Offerors	Aug. 23, 2016
3.	Acknowledgement Form Due	Offerors	Aug. 23, 2016
4.	Deadline to Submit Additional Questions	Offerors	Aug. 30, 2016
5.	Response to Written Questions	Purchasing Division	Sept. 1, 2016
6.	Submission of Proposal 2:00 PM	Offerors	Sept. 9, 2016
7.	Proposal Evaluation	Evaluation Committee	Sept. 12, 2016 thru Sept. 16, 2016
8.	Selection of Finalists (If Applicable)	Evaluation Committee	Sept. 2016
9.	Best and Final Offers from Finalists (If Applicable)	Offeror	Sept. 2016
10.	Oral Presentation by Finalists (If Applicable)	Offeror	Sept. 2016
12.	Finalize Contract	County, Offeror	September 2016
13.	Contract Award	Purchasing Division	September 2016

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, events 9-10 will not occur.

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

1. Issuance of RFP

This RFP is being issued by the Santa Fe County Human Resources Department and the Purchasing Division.

2. Pre-Proposal Conference

A Pre-Proposal Conference is scheduled to occur on the date indicated in the Sequence of Events at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. A public log will be kept of the names of potential offerors that attended the pre-proposal conference. *Attendance at the Pre-Proposal conference is MANDATORY.*

3. Acknowledgement of Receipt Form Due

Potential offerors should hand-deliver, return by facsimile or e-mail the "Acknowledgement of Receipt Form" provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on *August 23, 2016*.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP addenda.

4. Deadline to Submit Additional Written Questions

Potential offerors may submit written questions regarding this RFP until the close of business on the date indicated in the Sequence of Events at Section III.A. All written questions must be addressed to the Procurement Manager, listed in Section II, Paragraph E and sent via facsimile or e-mail. *Any contact with any other County staff member other than the Procurement Manager named in this solicitation will be grounds for rejection of a proposal.*

5. Response to Written Questions

Written responses to written questions and any RFP addenda will be distributed on the date indicated in the Sequence of Events at Section III.A, to all potential offerors whose names appear on the procurement distribution list.

Additional written requests for clarification of distributed answers or addenda must be received by the Procurement Manager no later than one (1) day after the answers or addenda were issued.

6. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN **2:00 PM ON FRIDAY, SEPTEMBER 9, 2016.** **Proposals received after this deadline will not be accepted.** The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section II, D. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals RFP# 2017-0056-HR/MM and refer to the RFP number. Proposals submitted by facsimile or other electronic means will not be accepted.

Proposals must be delivered to:

Maricela Martinez, Senior Procurement Specialist
 Santa Fe County Purchasing Division
 142 W. Palace Avenue (Second Floor)
 Santa Fe, New Mexico 87501

A public log will be kept of the names of all offeror's who submitted proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

7. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by the Procurement Manager. This process will take place during the timeframe indicated in the Sequence of Events at III.A. During this time, the Procurement Manager may initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the offerors.

8. Selection of Finalists (If Applicable)

The Evaluation Committee may select and the Procurement Manager may notify the finalist offerors on the date indicated in the Sequence of Events at Section III.A. Only finalists will be invited to participate in the subsequent steps of the procurement if the finalist process is used.

9. Best and Final Offers from Finalists (If Applicable)

Finalist offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by the date indicated in the Sequence of Events at Section III.A.

10. Oral Presentation by Finalists (If Applicable)

Finalist offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each offeror presentation. All offeror presentations will be held at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, New Mexico. Each presentation will be limited to one (1) hour in duration.

11. Finalize Contract

The contract will be finalized with the most advantageous offeror during the timeframe indicated in the Sequence of Events at Section III.A. In the event that mutually agreeable terms cannot be reached within the time specified, the County reserves the right to finalize a contract with the next most advantageous offeror without undertaking a new procurement process.

12. Contract Award

The County anticipates awarding the contract on the date in the Sequence of Events at Section III.A. These dates are subject to change at the discretion of the Santa Fe County Purchasing Manager.

The contract shall be awarded to the offeror or offerors whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

13. Right to Protest

Any protest by an offeror must be timely and in conformance with NMSA 1978, Section 13-1-172 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protests must be delivered to the Santa Fe County Purchasing Division:

Santa Fe County
Attn: Procurement Office
P.O. Box 276
Santa Fe, New Mexico 87504

Protests will not be accepted by facsimile or other electronic means. Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with Chapter 13, NMSA 1978, NMAC 1.4.1 and the Santa Fe County Procurement Regulations.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the Letter of Transmittal. Submission of a proposal constitutes acceptance of the contract template attached hereto as Appendix D.

2. Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the County including any payments to subcontractors. The County will make contract payments to only the prime contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer if one is submitted.

8. Disclosure of Proposal Contents

After award, proposals, except contents for which the Offeror has made a written request for confidentiality, shall be open to public inspection. The Procurement Manager will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7, NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Santa Fe County Procurement Manger shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates Santa Fe County or any of its departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

13. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the County in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

The contract between the County and the Contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix D.

However, the County reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP.

Should an Offeror object to any of the County's terms and conditions as contained in this Section or in Appendix C, that Offeror must propose specific alternative language. The County may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the County and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the County.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA, 1978, subject to approval by the Procurement Manager.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee, subject to approval by the Procurement Manager.

20. Change in Contractor Representatives

The County reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the County, meeting its needs adequately. Any change in contractor representative must receive prior County approval.

21. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

22. County Rights

The County reserves the right to accept all or a portion of an Offeror's proposal.

23. Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.

24. Ownership of Proposals

All documents submitted in response to this Request for Proposals shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned after the expiration of the protest period.

25. Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that Offeror should have a valid e-mail address to receive this correspondence.

26. Preference in Procurement by Santa Fe County

a. *New Mexico Resident Business Preference*

New Mexico law, Section 13-1-21 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident business.**” Application of a resident business preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident business. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident contractor takes into consideration such activities as the business or

contractor's payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

OR

b. New Mexico Resident Veteran Business Preference

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for an **“in-state resident veteran business.”** Certification by the department of taxation and revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran contractor preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix C.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 10%, 8% or 7% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror's score, depending on the business' annual revenue.

The resident business preference is not cumulative with the resident veteran business preference.

AND

c. Santa Fe County Business Preference

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a “Santa Fe County business.” Application of the County preference in procurement requires an Offeror to obtain and provide a Santa Fe County Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business' corporate standing in the state, business licensure or registration, the duration of the business' primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

The Resident Business, Resident Veteran Business or Santa Fe County Business preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

27. Double-Sided Documents

All submitted bids/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse...”all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County”.

28. Living Wage

Contractor shall comply with the requirements of Santa Fe County Ordinance No. 2014-1 (Establishing a Living Wage).

IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

An offeror shall submit one proposal in response to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original and five (5) identical copies of their proposal to the location specified in Section II, Paragraph D on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals shall be limited to fifteen (15) pages, with the exception of professional licenses and certifications, which shall be added as appendices. The document shall be typewritten on standard 8 1/2 x 11 paper, with a font no smaller than 10 pt. pitch, with nominal 1" margins and normal line spacing. Proposals shall be placed within a binder with tabs delineating each section.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary (optional)
- d) Response to Evaluation Factors
- e) Separate cost proposal (Appendix C) in an additional sealed envelope.

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the offeror's proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) Explicitly indicate Acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP.

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V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

A. **INFORMATION**

Time Frame

The contract is scheduled to begin in or around October 19, 2016 with a term of one (1) year and with the option of three (3) renewal periods, not to exceed a total of four years.

B. **MANDATORY EVALUATION CRITERIA**

A brief explanation of each evaluation criteria are listed below. Offerors are encouraged to fully address each criterion, as points are available for the Offeror's response to each.

1. Professional Competence and Specialized Experience

- Provide a brief introduction and overview including history, background, philosophy and vision of firm.
- Provide an overview of current and prior experience in work comparable to the Scope of Work required in this RFP.
- Include background, qualifications, education, training and years of experience.
- Include ability to handle required workload.

2. Capacity and Capability

- Identify licensed, experience health-care providers and other qualified professional staff including primary and secondary account administrators. Include resumes, medical licenses, certifications, years of experience, training, accreditations, and roles of all proposed medical team members. Include copies of permits which may be required by federal, state or local law, statute or regulation to conduct business. Include any relevant affiliations (local, regional and/or national).
- Provide information for any proposed consultants and/or subcontractors as part of the medical team. Include areas of work to be performed by consultants and/or subcontractors. Include an in-depth response to the requested Scope of Work with an itemized description of services to

be offered and an indication of capabilities to provide the services. Any services that cannot be provided as required should be noted. Describe intake processes that incorporate proper authorizations, employee documentation and ability to deliver tests results electronically to the County within five (5) working days.

3. Office Operations

- Describe how the office operations defines, implements and monitors standards of performance in quality control and cost-effectiveness of the medical services.
- Describe methods which ensure all personnel are fully trained in screening restrictions and requirements, specifically American with Disabilities Act (ADA), the U.S. Department of Health and Human Services, Occupational Safety and Health Administration (OSHA), etc. Include information on medical protocols and the administrative procedures in delivering the required services.
- Describe the monitoring process to ensure the validity of test results. Include information on office location and hours of operations; describe the safety and infrastructural quality of the facility. Illustrate ability to respond to priority level employment physicals on a case by case basis and to provide exemplary customer service.

4. Past Record of Performance

- Demonstrate through contracts and other agreements with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.
- Explain any difficulties that were encountered and how offeror handled these issues.
- Provide a minimum of three (3) references where the offeror provided similar testing services with owner point of contact and telephone number.

Past performance on behalf of the County will be a significant element of this evaluation and poor performance on a prior County project may result in a significant decrease in the points awarded for this element of the evaluation.

5. New Mexico Produced Work

It is the County's goal to support New Mexico owned businesses. Indicate the volume of work to be produced by New Mexico firms, using New Mexico based employees for these services. Indicate the number of New Mexico based employees that will be part of providing the employment physicals.

- C. **Cost Proposal in a Separate Sealed Envelope-** For this RFP, each offeror shall submit (1) one cost proposal (Appendix C) in a separate sealed envelope with the original proposal. The cost proposal shall include the price for each listed protocol. The outside of the sealed envelope shall clearly indicate the RFP number, the offeror’s name, address and the words “Cost Proposal”.

VI. EVALUATION

A. **EVALUATION SCORING**

The County will evaluate responsive proposals and assign a numerical score in each category, not to exceed the maximum allowed score for that category, as determined through the Offeror’s attention to the criteria detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror, however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.

Proposals will be scored based upon a comparison of the information submitted by each Offeror against the evaluation criteria outlined below. Each Evaluation Criteria is assigned the following points:

- 1. Professional Competence and Specialized Experience **250 points**
- 2. Capacity and Capability..... **250 points**
- 3. Office Operation **200 points**
- 4. Past Record of Performance **150 points**
- 5. New Mexico Produced Work **150 points**

- TOTAL POINTS..... 1000 points**

PREFERENCES

If a proposal contains New Mexico Resident Business Certificate or New Mexico Resident Veterans Business Certificate and/or Santa Fe County Business Certificate, the applicable preference will be applied in accordance with Section 13-1-21-NMSA 1978, and the County Purchasing Regulations.

- 6. Proposal contains a valid N.M. Resident Business Certificate.....**50 points**
- OR**
- 7. Proposal contains valid N.M. Resident Veteran Business Certificate**70, 80 or 100 points**
- AND**

- 8. Proposal contains a valid Santa Fe County Business Certificate.....**50 points**

B. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

- 1. All Offeror proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
- 2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section III.B.7.
- 3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section III.C.18.
- 4. Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors ‘shortlisted’ based upon the proposals submitted. If an oral presentation is recommended, the ‘shortlisted’ firms will be provided questions by the Selection Committee for their “Oral Presentations.” Each presentation will be evaluated by the Selection Committee. The oral presentation that receives the highest points and is most advantageous to the County, taking into consideration the evaluation factors in Section V, will be recommended for contract award as specified in Section III.B.11. Only the points from the Oral Presentation will be calculated for most & highest qualified Offeror. Points from the “shortlisted” evaluations will only be used if there is a tie resulting from the Oral Presentations. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

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APPENDIX A
ACKNOWLEDGEMENT OF RECEIPT FORM
EMPLOYMENT PHYSICALS
RFP# 2017-0056-HR/MM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix D.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business on **August 23, 2016**. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (**circle one**) intend to respond to this Request for Proposals.

Maricela Martinez
Santa Fe County Purchasing Division
142 W. Palace Avenue (Second Floor)
Santa Fe, New Mexico 87501
(505) 992-9864
(505) 989-3243

mcmartinez@santafecountynm.gov

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (Position)

APPENDIX C

**COST PROPOSAL
EMPLOYMENT PHYSICALS
RFP# 2017-0056-HR/MM**

Please offer your best price for the services required for the Employment Physicals. The pricing for each service shall include all licensing, equipment, labor, travel, insurance, overhead, profit and any miscellaneous fees. Submit with proposal in separate sealed envelope.

<i>PROTOCOL</i>	<i>PRICE</i>
Physical Examination (New Employees, Current Employees)	\$ _____
 <i>PROTOCOL</i>	
Physical Examination (Firefighter/Law Enforcement)	\$ _____
 <u>Additional examinations (Firefighter/Law Enforcement)</u>	
TB Skin Test	\$ _____
Audiogram	\$ _____
Vision Titmus/Color Perception	\$ _____
Diphtheria/Tetanus	\$ _____
RPR (Syphilis Test)	\$ _____
Pulmonary Function Test	\$ _____
General Health Panel 2/80050A (Chem23, CBC, UA, SMAC)	\$ _____
EKG Resting	\$ _____
EKG Interpretation	\$ _____
Anabolic Steroid-Urine	\$ _____
Hepatitis B	\$ _____
Respirator Physical	\$ _____
OSHA Respirator Questionnaire	\$ _____
Chest X-Ray	\$ _____
 <i>PROTOCOL</i>	
DOT Physical	\$ _____
DOT Physical Recertification	\$ _____
 <i>PROTOCOL</i>	
Office visits for return to work and follow-up	\$ _____
 <i>PROTOCOL</i>	
Hepatitis B Vaccine – first injection	\$ _____
Hepatitis B Vaccine – second injection	\$ _____
Hepatitis B Vaccine- third injection	\$ _____
Influenza Vaccinations On-Site Fee	\$ _____
Tetanus Vaccinations	\$ _____

APPENDIX D

**PROFESSIONAL SERVICES AGREEMENT
WITH CONTRACTOR
TO PROVIDE EMPLOYMENT PHYSICALS SERVICES**

THIS AGREEMENT is made and entered into on this ____ day of _____, 2016, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), an New Mexico political subdivision, and **XXXXX**, a _____ corporation with a principal address located at _____, (hereinafter referred to as the "Contractor").

WHEREAS, Santa Fe County Human Resources Department requires pre-employment physicals and medical examinations for Santa Fe County employees and prospective employees;

WHEREAS, Santa Fe County recognizes that a healthy work force can contribute to a more productive and stable employment environment, and in an effort to reduce on the job injuries and lost time, Santa Fe County has a physical program that includes mandatory pre-employment physicals for the essential functions of the position sought as well as medical examinations for law enforcement and fire department personnel.

WHEREAS, pursuant to NMSA 1978, Sections 13-1-112 and 13-1-117, competitive, sealed proposals were solicited via a formal request for proposals, RFP No. 2017-0056-HR/MM for the provision of the professional services;

WHEREAS, based upon the evaluation criteria established within the request for proposals for the purposes of selecting the most qualified Offeror, the County has determined the Contractor as the most responsive and highly rated Offeror;

WHEREAS, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF WORK

The Contractor shall:

- A. Provide a centralized local Santa Fe office for the performance of these services.
- B. Provide physical examinations for new and current employees to include:
 - a) Brief Medical History
 - b) General Appearance
 - c) Height, Weight, Build (Slender, Medium, Heavy or Obese)
 - d) Blood Pressure
 - e) Pulse

- f) Superficial Lymph Nodes
- g) Reflexes
- h) Eyes, Pupils, Ocular Motility
- i) Ears, Nose, Throat
- j) Thorax
- k) Spine
- l) Heart
- m) Lungs
- n) Abdomen
- o) Hernia
- p) Muscle, Skeletal System, Strength of Movement
- q) Coordination, Tremor
- r) Urine Dip Stick on all Candidates
- s) Audiogram (New Employees-RECC)
- t) Tuberculosis vaccinations

C. Examination shall include testing for the following lifting requirements based upon specific job duties:

- a) Light Physical – Lifting requirements, 0-25 lbs. Strength and Muscular Endurance Test
- b) Medium Physical – Lifting requirements, 26-50 lbs. Strength and Muscular Endurance Test
- c) Heavy Physical – Lifting requirements, 51-100 lbs. Strength and Muscular Endurance Test

D. Provide the following additional exams for County firefighters and law enforcement personnel:

- a) Neck
- b) Fundi
- c) Vision, Uncorrected – Fair, Near, Left and Right
Corrected – Fair, Near, Left and Right
- d) Color Vision
- e) Skin
- f) Lab Urinalysis – Sugar, Albin, Microscopic
- g) Extremities
- h) Neurological
- i) Respiratory Function
- j) EKG, 12-lead
- k) SMAC
- l) Blood CBC
- m) TB
- n) Scology (RPR or equivalent)
- o) Blood Pressure at Rest – Left and Right
- p) A Single 1-View Chest X-Ray is required as evidence of Tuberculosis
- q) Audiogram

- E. Be available to provide physicals on an as needed basis including after business hours and on weekends.
- F. Make presentations, as requested by Department Directors, Board of County Commissioners, and/or County staff on the status of the program.
- G. Provide training to the County regarding prevention of workplace injuries and illnesses.
- H. Provide “Fit for Duty” determinations as requested by the County.
- I. Provide, as requested by the County, the following:
 - a) Pre-Employment Physicals;
 - b) Office Visits for Return to Work and Follow-up;
 - c) Re-Certification Examinations for Maintenance of CDL, Medical Examiner Certificate Cards;
 - d) OSHA requirements and any other state or federal requirements.
- J. Provide services regarding Worker’s Compensation cases.
- K. Provide a system to report the results of physical tests to the Human Resources Division of Santa Fe County, by telephone, the work day after the physical, or two working days after the physical, if X-rays were required. The Contractor shall also provide, within one week of conducting a physical, written documentation of the physical or test and written documentation of the physical results. The written documentation shall include specific results on each of the tested items, and recommendation on fitness for duty based on job duties.
- L. Conduct DOT physicals for employees requiring a CDL as requested by the County.
- M. Provide annual influenza vaccination programs for approximately 800 employees.
- N. Provide hepatitis series vaccinations to required departments.
- O. Provide tuberculosis tests to required departments.
- P. Provide tetanus vaccines to required departments.
- Q. Meet the following medical requirements:
 - a) Provide general medical support and direction and make recommendations to the County as appropriate.
 - b) Provide licensed, qualified medical health care providers and other medically qualified professional staff, through education, certification, and experience. Such staff must provide in a cost-effective manner, reasonable and comprehensive medical care for the Santa Fe County Human Resources

Department employment requirements, and other areas as identified by the County.

- c) Possess adequate knowledge of medical screening restrictions and requirements which are applicable to the County, (i.e., the Americans with Disabilities Act (ADA), the U.S. Department of Health and Human Services, Occupational Safety and Health Administration (OSHA), etc.
- d) Identify, if applicable, current staff and patients that may be County employees or applicants, and establish a procedure approved by the County which reduces or eliminates a potential conflict of interest.
- e) Provide adequate professional staff to ensure continuous operations and the delivery of medical care during working hours, as agreed by the County and the contractor.
- f) Schedule appointments so that the waiting time does not exceed thirty (30) minutes.
- g) The results of the physicals shall be transmitted by the Contractor to the Human Resources Department electronically via fax within five working days of appointment date.
- h) Provide primary and secondary Administrators who will be responsible for the County's accounts and services and function as liaison with the County.
- i) Schedule meetings, as required, at no additional cost to the County, with the Human Resources Department to resolve problems and address concerns, when necessary and appropriate, allow County Representatives to be present at Contractor's staff meetings to discuss County issues.
- j) Establish an intake process which identifies all employees and applicants prior to providing medical care; ensure employees have a County authorization form, appropriate identification, or the contractor has received verbal permission from the Human Resources Division staff that is authorized to conduct business on behalf of the County. Include as part of the intake information and documentations:
 - vii. Name of patient;
 - viii. Social Security Number;
 - ix. County Department;
 - x. Supervisor name (except new employees);
 - xi. Date of visit; and
 - xii. County authorization form.

- k) Ensure that business and procedures shall comply and shall be conducted utilizing methods that meet all legal federal, state, or local statutes, ordinances, regulations, rules, standards, and professional and ethical principles.
- l) Attend legal proceedings and court hearings for the County as witness; provide testimony and depositions on behalf of the County. Cooperate with the County's Legal Representative or other Department Representatives when requesting information on employment related medical matters.
- m) Maintain strict confidentiality of all medical records and reports and adherence to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The HIPAA Privacy Rule established national standards for the protection of certain health information and HIPAA Security Rule established a national set of security standards for protecting certain health information that is held or transferred in electronic form.
- n) Obtain approval from the Human Resources Division prior to releasing medical information or records.
- o) Meet all applicable medical requirements of Occupational Safety and Health Administration (OSHA).
- p) Obtain prior authorization from the Human Resources Division staff before incurring additional expenses or obligations on behalf of the County, including referrals to outside specialists.
- q) Send to the Human Resources Division, in a timely manner (not to exceed thirty (30) days), the invoices and supporting documentation for:
 - v. Post offer employment;
 - vi. Fitness for duty;
 - vii. Return to work; and
 - viii. Other requested procedures, including test results.
- r) Establish a complete and accurate system to maintain Medical Records. Include as part of the record the following:
 - v. All pertinent intake information;
 - vi. Supporting documentation identifying all completed procedures;
 - vii. Identify attending physicians; and
 - viii. Other pertinent information.
- s) The original medical records shall be the property of the County.
- t) Provide completed copies of all documentation and records to the County.

- u) Allow designated staff from the Human Resources Division reasonable access to review and copy records as required.
- v) Assist in the development and implementation of future programs as approved by the County Manager or Board of County Commissioners and negotiate compensation for these services.
- w) Recommend cost saving proposals to assist the County in cost containment.
- x) Develop, implement and enforce medical protocols and administrative procedures to comply with this Agreement, which meets the needs of the County.
- y) Provide a quality assurance program which includes, but is not limited, to the following:
 - iii. Review of all charts by the physicians for completeness and accuracy of medical information;
 - iv. Establish good rapport with patients.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed at the rate of [_____ (\$XXXX.XX)] or [all costs and expenses shall be in accordance with Exhibit A.]
- 2) The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax shall not exceed [_____dollars (\$____) per year. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County shall notify the Contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the contract at the same price, terms and conditions for a period of three (3) additional years, on a year-to-year basis, upon the approval of the Santa Fe County. The County may exercise this option by submitting a written notice to Contractor that the Agreement will be extended an additional year. The notice must be submitted to Contractor at least sixty days prior to expiration of the initial Agreement.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1, SCOPE OF WORK of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, COMPENSATION, INVOICING, AND SET-OFF, of this Agreement, and for not other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party

shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK", of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree

that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
102 Grant Avenue
Santa Fe, New Mexico 87501
Copy: Bernadette Salazar, Human Resources Division Director

To the Contractor: [insert name, address, phone number and email]

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is legally registered and licensed to operate as a business in New Mexico and is properly licensed to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

D. It will maintain throughout the life of this Agreement, its registration, licensure to conduct business in the State of New Mexico, and its status of "good standing" with the New Mexico Public Regulation Commission.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. LIMITATION OF LIABILITY

The County's liability to the Contractor for any breach of this Agreement by the County shall be limited to direct damages and shall not exceed the maximum amount of potential compensation specified in Section 2, "COMPENSATION AND INVOICING," of this Agreement. In no event shall the County be liable to the Contractor for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

27. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

28. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

E. Malpractice Insurance]. The Contractor shall procure and maintain during the life of this agreement professional liability (malpractice/errors and omissions) insurance, with policy limits of not less than \$1,000,000.00 per occurrence, \$2,000,000.00 per aggregate.

29. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

30. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its “public employees” at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

31. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

32. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS, if applicable

The Contractor hereby irrevocably appoints, _____, a New Mexico resident company located at, _____, Santa Fe, NM 87501, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

33. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date first written above.

SANTA FE COUNTY:

Katherine Miller
Santa Fe County Manager

Date

Approved as to Form:

Gregory S. Shaffer
Santa Fe County Attorney

Date

Finance Department Approval:

Carole H. Jaramillo
Santa Fe County Finance Director

Date

CONTRACTOR:

(Signature)

Date

(Print Name and Title)