	<b>SOLICITATION ADDENDUM NO. 1</b> <b>RFP 19-44 OCCUPATIONAL HEALTH SERVICES</b>	<b>CITY OF GLENDALE</b> <b>Procurement Division</b> <b>5850 W. Glendale Avenue</b> <b>Suite 317</b> <b>Glendale, AZ 85301</b> <b>Phone: (623) 930-2866</b>
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As a result of the pre-offer conference conducted on April 18, 2019, the following revisions and clarifications have been made to Request for Proposals No. 19-44 below.

**REVISIONS TO THE RFP DOCUMENT:**

**1) SECTION - GENERAL SERVICES:**

BULLET #4 HAS BEEN MODIFIED (p. 5):

**FROM:** Have personnel devoted solely to performing the Services for City employees and with the experience as detailed herein.

**TO:** Have dedicated staff devoted to performing the Services for City employees and with the experience as detailed herein.

**2) SECTION – WORKLOAD**

BULLET #1 HAS BEEN MODIFIED (p. 6):

Annual firefighter physicals:

**FROM:** 400

**TO:** 284

**3) SECTION - INDUSTRIAL INJURY PROGRAM:**


BULLET #4 HAS BEEN MODIFIED (p. 7)

**FROM:** Unless otherwise specified, the employee MUST be seen by a certified physician no less than every three visits. Sworn Fire and Police employees must always be seen by a certified physician.

**TO:** Unless otherwise specified, the employee MUST be seen by a Board-certified occupational health physician no less than every three visits. Sworn Fire and Police employees must always be seen by a Board-certified occupational health physician.

BULLET #6 HAS BEEN MODIFIED TO INCLUDE THE FOLLOWING (p. 7):

- All occupational injuries shall be treated in compliance with the Industrial Commission of Arizona (ICA) laws, rules and regulations. City of Glendale Human Resources & Risk Management Workers' Compensation (WC) Program Manager oversees the City's Industrial Injury Program. Contractor must provide medical updates to the Risk Management WC Program Manager and designated Third Party Administrator within twenty-four (24) hours of each medical exam. Information can be emailed or **electronically transmitted**. If the patient refused to submit to medical examinations, to cooperate with the physician's treatments or to show up for a scheduled appointment, the WC Program Manager shall be contacted immediately.

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BULLET #7 HAS BEEN MODIFIED TO INCLUDE THE FOLLOWING (p. 7):

- In furnishing medical treatment, Contractor shall adhere to the highest professional standards and shall furnish reports required herein. The physician shall make a medical assessment based upon a reasonable degree of medical certainty about whether the employee being evaluated can safely perform the essential functions of his or her job. The physician shall be provided with access to all City job descriptions. If the patient is capable of some form of work, it is proper for the physician to release the injured employee to transitional work (modified duty) and make specific report of work status that includes any physical activity restrictions and indicated duration. These work status reports are to be securely emailed or **electronically transmitted** to the WC Program Manager by the end of each day. For Police and Fire employees, the work status reports will also be sent to their respective safety representative by the end of each day.

**4) SECTION – PRE-EMPLOYMENT PHYSICAL: NON-PUBLIC SAFETY:**

BULLET #4 HAS INCORRECT REFERENCE (p. 8)

**FROM:** Drug & Alcohol testing, per Section 2.10.

**TO:** Drug & Alcohol testing, **refer to pages 12 and 13**

BULLET #5 HAS BEEN MODIFIED TO INCLUDE (p.8):

**FROM:** Blood analysis, CBC and CPT

**TO:** Blood analysis, CBC and **CMP - 20**

BULLET #17 HAS BEEN ADDED (p. 9)

- Contractor will develop relationships with vendors who conduct pre-employment physicals throughout the United States to accommodate testing.

**5) SECTION – PUBLIC SAFETY:**

BULLET #6 HAS BEEN ADDED (p.9)


- Contractor will develop relationships with vendors who conduct pre-employment physicals throughout the United States to accommodate testing.

**6) SECTION – PHYSICAL EXAMS:**

BULLET #9 HAS BEEN MODIFIED TO INCLUDE (p. 9):

**FROM:** Functional Movement Screening (FMS)

**TO:** Functional Movement Screening (FMS) – **Gray Cook 7 Movement Step Screen**

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**7) SECTION – POLICE OFFICER HEALTH PREVENTION PHYSICAL:**

BULLET #4 SUB-BULLET #5 HAS BEEN MODIFIED TO INCLUDE (p.11):

**FROM:** Functional Movement Screening (FMS)

**TO:** Comprehensive metabolic panel (**CMP 30**) (protein levels, electrolytes, renal function, glucose, liver function)

**8) SECTION – CDL/DOT PHYSICALS:**

BULLET #2 HAS BEEN MODIFIED (p. 11):

**FROM:** The exam must be conducted by a certified physician.

**TO:** The exam must be conducted by a DOT certified medical examiner.

BULLET #5 HAS BEEN MODIFIED TO CLARIFY (p. 11):

The Contractor shall refer employees who require sleep studies to a BCBS AZ healthcare provider. The medical certifications are to be emailed or **electronically transmitted** to the WC Program Manager by the end of each day. **The preferred provider shall have a relationship with and contract directly with a sleep study center where employees can be scheduled for the exam and the results provided to the Contractor.**

**9) SECTION – RESPIRATOR QUESTIONNAIRE AND PULMONARY TESTING:**


BULLET #5 HAS BEEN MODIFIED TO CLARIFY (p. 11):

Contractor shall have a spirometer available for pulmonary function testing. A **certified** physician or other **certified** health care professional that has been certified by National Institute for Occupational Safety and Health (NIOSH) for pulmonary function-testing and training shall perform spirometry testing. **The testing for Fire employees shall be done on a quantitative basis. All other employees shall be tested on a qualitative basis.**

**10) SECTION – DRUG/ALCOHOL SCREENING:**

BULLET #10 (LAST BULLET IN SECTION) HAS BEEN MODIFIED TO CLARIFY (p. 14)

Contractor shall provide **drug and alcohol** negative test results no greater than 48 hours after completion of exam. **For potential** positive test results **the City prefers results** be provided immediately or no greater than seven (7) calendar days **or must provide results no later than ten (10) calendar days as provided by law.**

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**11) SECTION – POST EXPOSURE PROPHYLAXIS (PEP)**

BULLET #1 HAS BEEN MODIFIED TO CLARIFY (p. 15):

CorVel Corporation, the City’s workers’ compensation (WC) third-party claims administrator (TPA) provides 24/7 telephonic triage for initial counseling and treatment options for City employees. **Currently there are five (5) or less exposures per month. This can change depending on the situation.**

**12) SECTION – ELECTRONIC MEDICAL RECORDS/COMPUTER SYSTEMS & MEDICAL INFORMATION**

BULLET #2 HAS BEEN MODIFIED TO CLARIFY (p. 17):

Contractor shall ~~fax~~**electronically transmit** the Work Status to the City the same day of the visit.

**13) SECTION – COST SAVINGS ANALYSIS AND PERFORMANCE STANDARDS**

BULLET #6, SUB-BULLET #3 HAS BEEN MODIFIED TO CLARIFY (p. 19):

Provide drug and alcohol test results no greater than 48 hours after exam and for potential positive **and preferably** no greater than seven (7) calendar days **or must provide results no later than ten (10) calendar days as provided by law.**

**14) SECTION – TRANSITION**

BULLET #2 HAS BEEN MODIFIED TO CLARIFY (p. 19):

Should a transfer of all medical records and data be required, a transition team maybe created which will consist of representatives from the contractor, City and subsequent contractor. **The EMR system currently being used is Systoc and those records will be transmitted electronically via PDF. Some files are not in an EMR System and will be provided in hard copy paper files.**


**REVISED PRICING/COST WORKBOOK**

**15) A Revised Pricing Workbook is attached with the following item clarifications:**

- 1. In the pre-offer meeting the City stated that we want a provider who can provide all areas, therefore the following will be removed from the price workbook:**

Cost shall be entered on a **“Per Patient”** unit of measure. ~~If a price is not provided, it shall be considered as a “No Bid” on that item.~~

**Item #6** was modified: Blood analysis, CBC and CMPT ~~(include Cardiac Risk Assessment, but also price separately below).~~

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- Item #14** was modified: Spirometry (pulmonary function **quantitative**) if needed for job being performed.
- Item #21** was modified: Pulmonary Function Test (spirometer function screening **qualitative**)
- Item #23** was modified: Functional Movement Screening (FMS) – **Gray Cook 7 Movement Step Screening**
- Item #49** added new
- Item #79** added new

**All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.**

Name of Company: _____
Address: _____
Authorized Signature: _____
Print Name and Title: _____