

**STATE OF CONNECTICUT DEPARTMENT OF LABOR
REQUEST FOR PROPOSAL (RFP)**

AUXILIARY OCCUPATIONAL HEALTH CLINICS



FY 2022

Important Dates:

Fiscal Year	2022: July 1 st , 2021 through June 30 th , 2022
Due Date	August 31 st , 2021 at 4 PM
Final Reconciliation / Final Report	July 31 st , 2022

Legal Notice – Request for Proposal and Application for Certification

The Connecticut Department of Labor (DOL) is soliciting proposals for the current Fiscal Year for Grants-In-Aid under the Connecticut General Statutes §§ 31-396 through 31-403, inclusive, as amended by Public Act 15-47 – Occupational Health Clinics Grant. A potential grantee must meet the definition of an Auxiliary Occupational Health Clinic as defined in the above-referenced statutes.

Interested parties may now submit applications.

To request hard copies of this RFP please contact:

Kenneth C. Tucker III
Director
Connecticut Department of Labor,
Division of Occupational Safety and Health

Address: 38 Wolcott Hill Road Wethersfield, CT 06109
Email: DOL.OccupationalHealthClinics@ct.gov
Phone: (860) 263-6900
Facsimile: (860) 263-6940

Submissions must be received at the above address no later than the Due Date. Proposals must be clearly labeled “Occupational Health Clinics Grant – Auxiliary Occupational Health Clinics.” Any submissions received after the Due Date will not be considered. DOL will not consider the postmark date as the basis for meeting the submission deadline.

Copies of the RFP including a copy of the statutes are available for download from the Connecticut Department of Labor website at:

<http://www.ctdol.state.ct.us/osh/OccHealthGrant/index.htm>

DOL reserves the right to reject any and all proposals or cancel this procurement at any time if it is deemed to be in the best interest of the State of Connecticut.

I. Background and Purpose

A major responsibility for Auxiliary Occupational Health Clinics under Connecticut General Statutes (CGS) 31-396 through 31-403, Occupational Health Clinics Grant, inclusive as amended by Public Act No. 15-47, is to operate a corporate medicine program or an employee wellness program which includes any of the following: routine commercial activities, such as preemployment examinations; mandated examinations, such as Federal Occupational Safety and Health Administration examinations; routine workers' compensation cases; routine medical evaluations involving establishment of product liability; evaluations consigned to independent medical examiners; employee physical programs; employee wellness programs; or employee drug testing programs.

The purpose of this grant-in-aid is to cover the costs associated with the reporting of data pursuant to section 31-399. It is not the purpose to compensate any such auxiliary clinic for any activities which could be included in a corporate medicine or employee wellness program,

The Department of Labor reserves the right to accept or reject any proposal submitted in response to this request in accordance with the Occupational Health Clinics Statutes.

Funding is authorized by sections 31-396 to 31-403, inclusive, of the Connecticut General Statutes. The proposal procedures, selection criteria, and approval processes contained in this notice are issued in accordance with guidelines established by the Connecticut Department of Labor's Division of Occupational Safety and Health.

II. Overview of the Proposal Process

A. Bidding Process

All applications with the State regarding this RFP must be submitted by one of the following options:

- A- Emailed to DOL.OccupationalHealthClinics@ct.gov, or
- B- Written documents placed in a sealed envelope or box and delivered to 38 Wolcott Hill Road Wethersfield, CT 06109 Attn: Robert Hunt

Documents shall clearly identify the appropriate RFP reference – “Occupational Health Clinics Grant – Auxiliary Occupational Health Clinics.”

B. Evaluation and Selection

It is the intent of the Department of Labor to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. Only proposals found to be responsive to the RFP will be evaluated and scored. **A responsive proposal must comply with all instructions listed in this Request for Proposal.**

C. Contract Execution

The pursuant contract developed as a result of this RFP is subject to State contracting procedures, which may include approval by the CT Office of the Attorney General. Please note

that no financial commitment can be made until, and unless, the Attorney General approves the contracts.

D. Funding

It is expected that a maximum of \$138,317 will be available to provide these services for this time period.

III. Format of Proposal / Minimum Submission Requirements

Submissions in response to this request must contain one (1) copy of the proposal and corresponding attachments under a submission letter bearing the signature of the principle officer of the organization. The cover letter must include the funding amount of the request. Proposals must not exceed twenty-five (25) pages excluding attachments.

Any proposal that fails to comply with the minimum submission requirements may be disqualified as non-responsive. The State of Connecticut and the Department of Labor assume no liability for payment of expenses incurred by bidders in preparing and submitting proposals in response to this solicitation.

Successful respondents awarded a contract under this RFP will be additionally required to comply with the Specific Terms, General Conditions, and other documents as a condition of award.

IV. Proposal Submission Instructions

A. Executive Summary

Organizations are permitted to submit comprehensive proposals to cover multiple auxiliary clinics in the State of Connecticut using the following guidelines. Each clinic must be identified by its street address and the proposal must contain for each individual auxiliary clinic:

- The specific street address/geographical location
- An organizational chart
- A budget

In addition, the proposal must contain a one-page summary that identifies the basic objectives of the proposal with an overview of the scope and anticipated outcomes and must also include an estimate of the dollar amount of this request, broken down by individual clinic, if applicable. Additionally, the proposal must include a statement of the Offeror's understanding of responsibilities and role as an auxiliary occupational health clinic.

B. Offeror's Experience

Provide information as to the Offeror's experience in delivering Auxiliary Occupational Health Clinic services within the State of Connecticut, by individual clinic, if applicable.

C. Offeror's Qualifications

Provide information as to the Offeror's ability and willingness to report data concerning occupational illnesses and injuries at various sites and related to various occupations to the Connecticut Occupational Disease Surveillance System.

Provide information as to the Offeror's knowledge of and willingness not to be compensated under this grant for any activities which could be included in a corporate medicine or an employee wellness program.

Such activities include:

1. Routine commercial activities, such as pre-employment examinations,
2. Mandated examinations, such as Federal Occupational Safety and Health Administration examinations,
3. Routine workers' compensation cases,
4. Routine medical evaluations involving the establishment of product liability,
5. Evaluations consigned to independent medical examiners,
6. Employee physical programs,
7. Employee wellness rooms, and
8. Employee drug testing programs.

Provide information as to the Offeror's willingness to work with the Department of Public Health and the Department of Labor in reducing occupational disease.

Provide information as to the Offeror's willingness to comply with the reporting requirements of Section 31-40a of the Connecticut General Statutes.

D. Labor Relations

Provide information as to the Offeror's knowledge of labor-management relations and collective bargaining activities.

E. Resources

Provide information as to the Offeror's knowledge of other public and private resources that may be beneficial to the auxiliary occupational health clinics.

F. Monitoring

Provide information as to the Offeror's system for monitoring program activities.

G. Organizational Structure

For each clinic identified in the proposal, provide information as to the Offeror's organizational structure, including resumes and qualifications of the program staff members assigned to work in that clinic. It is only necessary to include those individuals that are actively engaged in the diagnosis and treatment of patients, support staff may be omitted.

H. Responsibilities

Provide a statement of the Offeror's understanding that each Auxiliary Occupational Health Clinic will be required to attend a minimum of one (1) Occupational Work Group Meeting per fiscal year. Information relating to these meetings will be provided, as the dates are determined.

I. General Conditions

Provide a statement as to the Offeror's willingness to comply with the General Conditions. The General Conditions can be found at www.connosha.com > Under the Services and Information Section> Occupational Health Grant

J. Specific Terms

Provide a statement as to the Offeror's willingness to comply with the Specific Terms. The Specific Terms can be found at www.connosha.com > Under the Services and Information Section> Occupational Health Grant

K. Budget

Provide a detailed line item budget utilizing the electronic budget sheets that can be found at www.connosha.com > Under the Services and Information Section> Occupational Health Grant

Note: The administrative cost for this proposal is limited to fifteen (15%) percent of the total budget amount.

V. Screening & Review of Proposals

1. All proposals will be screened to determine completeness and conformity to the proposal guidelines and any other requirements contained in this announcement.
2. For a proposal to be in conformance, it must include the following:
 - a. Proposal narrative. The narrative must address all elements specified in Section IV Parts A through J, and
 - b. A detailed line item budget according to the cost categories, Section IV Part K.

VI. Evaluation & Selection

Complete, conforming proposals will be reviewed and evaluated according to the scorecard found in Appendix B of this RFP which is entitled "Offeror's Qualifications Scorecard-Auxiliary Occupational Health Clinic."

VII. Planned Allocation for This Proposal

\$138,317

THIS RFP IS NOT TO BE CONSTRUED AS A CONTRACT OR COMMITMENT OF ANY KIND.

Sincerely,

Kenneth C. Tucker III
Director
Connecticut Department of Labor,
Division of Occupational Safety and Health

Appendix A. Offeror's Qualifications Scorecard

Offeror's Qualifications Scorecard - Auxiliary Occupational Health Clinic	Points
Offeror's experience in delivering auxiliary occupational health clinic services within the State of Connecticut (1 point for every year up to 10).	___ /10
Willingness to report data	___ /20
Will not be compensated for activities which are included in wellness programs (wellness exams, mandated exams, workers compensation cases)	___ /10
Willingness to work with DOL and DPH	___ /10
Willingness to comply with section 31-40a of the Connecticut General Statutes	___ /10
Knowledge of labor-management relations and collective bargaining activities	___ /1
Information of monitoring program activities	___ /1
Knowledge of other public and private resources that may benefit auxiliary occupational health clinics	___ /1
Organizational structure with resumes and qualifications of staff members	___ /10
Understanding of auxiliary occupational health clinic responsibilities	___ /10
Line item budget (adm. Costs, 15 % of total budget) 5%-10% - 10 points; 11% -15% – 5 points.	___ /10
Auxiliary Occupational Health Clinic attends one (1) Occupational Work Group Meeting this fiscal year (Yes- 1 point No- 0 points)	___ /1
Willing to comply with Specific Terms	___ /2
Willing to comply with General Conditions	___ /2
Offeror has included all required attachments.	___ /2
Total	___ /100