



RFQu 012019

MEDICAL DIRECTOR

Bay County Finance Department
Purchasing Division
On behalf of
Bay County Health Department

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR QUALIFICATIONS---THIS IS NOT AN OFFER

IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO BE RETAINED ON OUR BIDDERS LIST

DATE OF REQUEST	APRIL 5, 2019
REFERENCE BID NUMBER	RFQu 012019
DEADLINE FOR VENDOR QUESTIONS	APRIL 15, 2019 5:00 PM
ADDENDUM ISSUED BY COUNTY	APRIL 18, 2019 5:00 PM
PROPOSED DATE/TIME REQUIRED	APRIL 26, 2019 11:00 A.M.
SUBMIT BID TO:	BAY COUNTY FINANCE DEPARTMENT PURCHASING DIVISION BAY COUNTY BUILDING 515 CENTER AVENUE 7 TH FLOOR BAY CITY, MI 48708-5128
MARK BID:	“BAY COUNTY HEALTH DEPARTMENT MEDICAL DIRECTOR - DELIVERY TO PURCHASING IMMEDIATELY”

Bay County is seeking proposals for the provision of Medical Director for the rendering and oversight medical services at the Bay County Health Department. The Medical Director functions under the general oversight of the Bay County Health Officer.

Under limited direction of the Health Officer, provides expert medical support to Health Department and County administrators in the development and implementation of comprehensive public health programs to meet specific community health problems. Maintains an awareness of current medical and technical procedures and public health concerns and analyzes the Department's need for medically related technical and consultative services. Communicates with the public, health care organizations and health care professionals to provide information, guidance and to promote and develop public health programs. Prepares technical reports and initiates health related research projects. Utilizes current countywide and/or department specific software to complete assignments.

SCOPE OF WORK:

Supervise all direct medical services provided by the Bay County Health Department (BCHD). Provide medical oversight in BCHD clinics and programs in accordance with accepted standardized professional practice, as well as state and federal regulations. Provides (when necessary) direct patient care, including examination, diagnosis, treatment, and/or referral of individuals involved in treatment at BCHD.

Review and supervise services provided by other Health Department staff through chart review and sign-off; case conference; authorization of hospitalization; referral for specialty consultation, laboratory, x-ray, administration of drugs, nursing care, extended care, and other medically-accepted treatments. Authorize referral and follow-up of patients to other facilities, and make available medical intervention supporting external agency staff in diagnosing and treating patients.

Work effectively with department personnel to establish goals, policies, procedures, planning, scheduling, and other activities regarding public health practices and the governance of patient care. Assist with oversight of the quality assurance and quality improvement programs for the Department.

Provide assistance to Health Department staff regarding community health needs; recommend remedial courses of action to county government and the health care community.

Develop standards concerning the appointment and credentialing of medical professionals, and evaluate professional appointees' clinical skills.

Function as Laboratory Director for the purposes of modified waiver and clinically waived tests.

Provide both technical and administrative direction, coordination and assessment for Bay County Health Department's public health surveillance unit. Perform quantitative and descriptive epidemiological research analysis of the health status of our community, associated needs, and special populations at risk, financial impacts and future local trends.

Serve as a consultant to Bay County Health Department administration and program coordinators regarding the collection, management, analysis and use of program statistics and program performance measures with health department grant programs.

Prepare written reports and use, when necessary, electronic medical record and epidemiological software (GIS, EPI-X, and ECW) to chart patient and clinical data. Develop queries, prepare graphs and data tables of a technical nature in a manner that is understandable to general audiences.

Maintain medical liaison with community physicians and other health personnel, institutions and organizations ensuring that whenever feasible, these have an opportunity to be involved in the development and/or implementation of public health programs.

Exercise considerable skill in dealing with the public and public officials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ACTIVITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the current developments in the field of statistics or biostatistics.

Thorough knowledge of the sources of information and of the application of statistical methods related to the subject matter field under study.

Effective interpersonal skills, high standard of professional ethics, and sound professional judgment.

Interest in teaching medical students and residents.

Comprehensive knowledge of the principles, practices and techniques of medicine and public health thorough knowledge of medical terminology.

Good knowledge of federal, state and local public health laws and regulations.

Ability to understand and interpret complex oral instructions and/or written directions.

Ability to organize and maintain accurate records and files.

Ability to analyze and organize data and prepare records and reports.

Ability to evaluate program effectiveness and recommend changes for improvement ability to establish and maintain effective working relationships with others.

Ability to communicate effectively both orally and in writing.

Ability to understand and empathize with the needs and concerns of others physical condition commensurate with the demands of the position.

ATTACHMENT A: MINIMUM QUALIFICATIONS (REQUIRED):

Possession of a license and current registration to practice medicine in State of Michigan

AND

Board-certification in Preventive Medicine. Preference given to additional certification of credentials in Public Health/Community Medicine beyond the specialty board.

OR

A Master's Degree in Public Health from an accredited university is required.

PUBLIC HEALTH EXPERIENCE (DESIRED):

Experience with Emergency Management in Public Health, coordinating and over-seeing medical special needs shelters; setting medical admission protocol; providing guidance and oversight to other medical personnel, Family Practice & Internal Medical Residents, managing medical care for shelter residents.

Experience presenting to the media on various public health emerging issues. Oversee the management of infectious disease outbreaks.

Demonstrated ability to provide high quality clinical care.

TECHNOLOGY SKILLS (DEMONSTRATED WITH IDENTIFIED SOFTWARE PROGRAM):

Electronic Health Records Proficiency (eCW or related software) Geographic Information Services Integration -GIS; EPI-X (Epidemic Information Exchange); Microsoft Office, including Access; Windows, Excel and PowerPoint.

ATTACHMENT B: REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS:

A Statement of Qualifications for professional services related to the position of Medical Director is required. Your Statement of Qualifications should include the following:

- Curriculum Vitae which includes education and employment experience
- Professional Society Memberships
- Reference contact information

ATTACHMENT C: LICENSING:

At the time of application, applicants must:

- Be licensed to practice medicine in the State of Michigan.
- Board Certified in Preventative Medicine with a concertation in Public Health; –
OR
Board Certified in a related specialty and Board Eligible for Preventative Medicine;
OR
Board Certified in a related specialty and have had at least five (5) years of work experience in the practice of medicine, at least two (2) years of which were in a public health program or agency;
OR
Board Eligible in a related specialty with a residency in preventative medicine and public health.
- Possess a valid pharmacy license for the State of Michigan.

NOTE: Applicants who are eligible to be licensed by the State of Michigan and who meet the other requirements listed above may take this examination but will not be eligible for appointment until they have been licensed to practice medicine in the State of Michigan and possess a current pharmacy license.

NOTE: Employees qualifying as Board Eligible at time of application must obtain Board Certification by the end of the six-month probationary period, at the employee's expense.

ATTACHMENT D: SPECIAL REQUIREMENTS:

1. How many years of experience do you have practicing medicine in a public health or preventative medicine setting?
 - a. 1 year
 - b. 2-4 years
 - c. 5-7 years
 - d. More than 7 years
 - e. None of the above

2. Have you completed a residency in public health and preventive medicine?
 - a. Yes
 - b. No

3. Do you have experience with STD administration?
 - a. Yes
 - b. No

4. Do you have experience with diagnosis and treatment of tuberculosis?
 - a. Yes
 - b. No

5. Do you have experience with diagnosis and treatment of HIV?
 - a. Yes
 - b. No

6. Do you have experience with communicable disease and immunization?
 - a. Yes
 - b. No

7. Do you have experience with case definitions and treatment for reportable diseases?
 - a. Yes
 - b. No

8. Do you have experience preparing and implementing precautionary control measures such as isolation, immunization and clinical care and treatment?
 - a. Yes
 - b. No

9. Do you have experience compiling and presenting statistical information?
 - a. Yes
 - b. No

10. Has your medical license ever been suspended?
 - a. Yes
 - b. No

11. Please briefly explain your public health experience: _____

METHOD OF AWARD:

Upon completion of the evaluation process, a contract will be awarded to the candidate whose proposal met all qualifications and obtained the highest weighted score as outlined below.

- Minimum Qualifications: 50%
- Public Health Experience: (see special requirements below): 25%
- Technology Skills (demonstrated experience with identified software programs): 15%
- Fee Proposed: 10%

CONTENTS OF BID SUBMITTAL:

- Attachment A – Minimum Qualifications (Required)
- Attachment B – Requirements of Statement of Qualifications
- Attachment C – Licensing
- Attachment D – Special Requirements
- Attachment E – References
- Attachment F – Certification
- Fee Envelope – See requirement below

FEE ENVELOPE; ONLY ONE (1) SEALED ENVELOPE REQUIRED.

1. Please describe in detail your fees and costs.

QUALIFICATIONS-BASED SELECTION (QBS) PROCESS TO BE USED

The *Bay County Purchasing Policy* provides for the use of a Qualifications Based Selection (QBS) Process. This fair and rational procedure facilitates the selection of professional services on the basis of qualifications and competence in relation to the scope and needs of the particular project. The committee is charged to implement the QBS process and provide recommendations to the Bay County Executive and Bay County Board of Commissioners. Members of a QBS committee will review materials submitted by each person, compare, and rate them according to the selection requirements stated in this QBS.

The QBS process to be used for this project involves a number of steps:

1. The Bay County Board of Commissioners identifies the general scope of the work.
2. A selection schedule is established.
3. Qualification documents are requested.
4. Qualification documents are evaluated.
5. A short list of proposers who receive 80 points or more is prepared for further consideration with the top proposer(s) being interviewed and evaluated.
6. Interviews are conducted.
7. Individuals are ranked for selection.
8. A contract is negotiated with the top ranked individual.
 - a. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second ranked individual and so on down the line, until agreement is reached and an individual selected.
9. All individuals involved receive post-selection communications.

QBS COMMITTEE MEMBERS

The QBS Committee for the Insurance Agent may include or their designee:

- Chairman of the Board of Commissioners or designee
- Board Analyst Robert Redmond
- Purchasing Agent Frances Moore
- Finance Officer Jan Histed
- Corporation Counsel Amber Davis-Johnson
- Health Officer Joel Strasz
- Business Service Manager Mark Pickell
- Health Education/Emergency Preparedness Manager Melissa Maillette

GENERAL INFORMATION

1. **CHANGES TO RFQu:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Addendum signed by Frances Moore. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Addendum. All written, signed Addendum issued shall become part of the Agreement documents. Addendums will be sent to all known potential bidders by e-mail.
2. **CONTACT INFORMATION:** To receive these communications, possible bidders are asked immediately to send contact information by email to Frances Moore, Bay County Purchasing Agent, at mooref@baycounty.net; failure to do so may limit your ability to submit a complete, competitive Bid.
3. **RIGHT TO WITHDRAW BIDS:** By submitting a Bid in response to this RFQu, Bidder agrees to be bound by this RFQu's terms and conditions. Bids may be withdrawn by the Bidder without penalty at any time before notification that the Bidder's Bid has been selected. However, if the Bidder withdraws after selection of its Bid but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Bid ("Liquidated Damages"). The County and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Bid would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Bidder's Bid Submission.
4. **RFQu, BIDS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFQu or receipt of Bids by the County or even notification of Bid acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. **TAX-EXEMPT STATUS:** Bay County is a tax-exempt entity. The successful bidder will receive a tax-exempt form.
6. **FOIA:** All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in Bids may be subject to FOIA requests.

7. RESPONSIBILITY: Bidder is solely responsible for ensuring its bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County Building, 7TH Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

8. INSURANCE: The Bidder shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Bidder's services related to this RFQ and any resultant contract, whether such service be by the Bidder individually or by any subcontractor or by anyone directly or indirectly employed Bidder, or by anyone for whose acts Bidder may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:

- a. Workers' compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
- b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
- c. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Bidder's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and mandatory \$1,000,000 annual aggregate;

Professional liability coverage (error and omissions) with limits of liability of \$1,000,000 claim applicable to this retention.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. The Bidder has the responsibility of having any subcontractor comply with these insurance requirements. Certificates of insurance shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverages shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

"It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and

"It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

9. COST OF DEVELOPING BID SUBMISSION: The Respondent shall be responsible for all costs incurred in the development and submission of its Bid.
10. PROPOSAL DELIVERY: To be considered, the Proposal must be delivered with a sealed envelope and be clearly marked "Bay County Health Department Medical Director" and contain eleven (11) copies of the proposal including all attachments. One copy is to be labeled "ORIGINAL" and this submission only shall include the copy of the cost proposal.

The County will not accept bid submissions sent by FAX machine or E-mail.

11. NON-DISCRIMINATION: In the performance of the Bid and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Bid or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.
12. BID OPENING: There will be a public Bid opening immediately following the deadline to receive Bids in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the Bids read.
13. BID REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all Bids, to waive any irregularities and to make the final determination as to the best low qualified Bid.
14. BID AWARD: In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of her intent to award the bid to the vendor providing the best value to the County.
15. DISPUTES: In the event a proponent disagrees with the recommendation of the Bay County Finance Officer concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Finance Department, Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, (989) 895-4037, within ten (10) working days of the Notice of Bid action.
15. CONTRACT: The County's award of this Bid is conditioned upon the execution of a formal agreement for products and services between the selected bidder and the County. In submitting a Bid, bidder acknowledges that contents of this RFQ will become incorporated within any formal agreement. This RFQ does not include every term and condition which shall appear in the formal agreement. In the event that the bidder does not execute the formal agreement within the stated time limit, the County may reject the selected bidder and proceed to accept another qualified Bid, or reject all Bids. A copy of a bidder's

suggested terms and conditions may be submitted with bidder's Bid, however, neither the County's acceptance of any Bid nor award of any contract pursuant to this RFQu shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions. In the event of a conflict of terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of this RFQu, and last, the Bidder's Bid Submission.

16. QUESTIONS: All questions about this RFQu must be directed **in writing, by April 15, 2019 via email**, to:

Frances Moore
Purchasing Agent
mooref@baycounty.net

Under no circumstances will phone calls be accepted.

Responses to any inquires will be issued in one (1) Addendum no later than April 18, 2019 and will be sent to all known bidders. Every attempt to answer your inquiries will be made however Bay County has the right to not answer any questions received after the April 15, 2019 due date.

Correspondence or inquiries made directly to bidders regarding their Bids from all other persons are to be directed to those County employees designated above for appropriate review and response. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desire by a proposer, regarding the meaning or interpretation of the Request for Qualifications must be requested with sufficient time allowed for a reply to reach all prospective proposers to submit their Bids. Any information giving to a prospective bidder concerning the Request for Qualifications will be furnished to all prospective bidders as an amendment or addendum to the Request for Qualifications, if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance to uninformed bidders.

I. ADA ASSISTANCE

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Avenue
4rd Floor
Bay City, MI 48708-5128
Telephone (989) 895-4131
TDD (989) 895-4049

Frances Moore, Purchasing Agent
Finance Department, Purchasing Division
Bay County Building
515 Center Ave
7th Floor
Bay City, MI 48708-5128
Telephone: (989) 895-4037
Email: Mooref@baycounty.net

THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE www.baycounty-mi.gov.

REFERENCES

1	Company/Agency Name:	Contact Name:	Contact Title:
Address:		Phone Number:	
_____		_____	
_____		E-mail	
Service Provided/Type of Business:		Dates of Service:	
_____		_____	
_____		_____	

2	Company/Agency Name:	Contact Name:	Contact Title:
Address:		Phone Number:	
_____		_____	
_____		E-mail	
Service Provided/Type of Business:		Dates of Service:	
_____		_____	
_____		_____	

3	Company/Agency Name:	Contact Name:	Contact Title:
Address: _____ _____		Phone Number:	
		E-mail	
Service Provided/Type of Business: _____ _____		Dates of Service:	

CERTIFICATION

The individual signing below certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____

Date: _____