

REQUEST FOR PROPOSAL
NFPA 1582 Compliant Physicals
Bainbridge Township Fire Department

INTRODUCTION

A. General Information

Bainbridge Township, Ohio is issuing a Request for Proposals (RFP) from qualified companies to provide a NFPA 1582 compliant physical for firefighters. Companies are invited to submit proposals for this scope of work. After evaluation of all submittals, Bainbridge Township will select the company which meets the needs of the Bainbridge Township's Fire Department. Bainbridge Township reserves the right to reject any or all submittals.

All proposals must be received by July 15, 2024.

Proposals will only be accepted *via mail* to:

Bainbridge Township Trustees 17822 Chillicothe Rd., Chagrin Falls, Ohio 44023

DUE DATE: July 15, 2024

You are invited to submit your proposal to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.

B. Background

NFPA 1582 is the standard for fire chiefs to use to ensure that their firefighters are performing at their best. It contains a concise list of requirements for medical testing and physical examinations that should be done when firefighters join the department, and each year thereafter. The list includes items such as: a physical examination and cancer screening. With NFPA Standard 1582's specific guidelines, the NFPA aims to reduce risks and improve the health, safety, and effectiveness of firefighters.

For the purposes of this RFP, Bainbridge Township is committed to providing a NFPA 1582 compliant physical for fire department personnel.

Bainbridge Township Fire Department Employees as of June 1, 2024

The Township has 38 eligible employees. The cost should include the full NFPA 1582 Physical as described in this document for all 38 employees as well as the individualized cost for the Galleri Multi Cancer Early Detection Test.

SCOPE OF SERVICES

Bainbridge Township is seeking a company to assist with the administration of a NFPA 1582 compliant physical for the fire department. This physical should include a full body ultrasound screening, comprehensive labs, a maximal 12-lead EKG treadmill stress test (WFI- Wellness Fitness Initiative protocol), TRUE VO2 Max testing, vision and audiometry testing, muscular strength and endurance testing, and an in-depth behavioral health assessment. The following areas should be provided and included in the proposal with corresponding cost.

NFPA 1582 Medical Examination

The following medical testing is required by NFPA 1582:

- ❖ Blood Analysis
- ❖ Urinalysis
- ❖ Pulmonary Function Test
- ❖ EKG
- ❖ Infectious Disease Screening
- ❖ Cancer Screening
- ❖ Audiometric Exam
- ❖ Vision Testing

The Medical Exam in Detail

Labs & Urinalysis:

Urinalysis, Complete Blood Count, Complete Metabolic Panel, Lipid Panel with LDL/HDL Ratio, A1C, Thyroid Stimulating Hormone, Prostate Specific Antigen (male members 40 and over), FIT Fecal Occult Screening Kit (members 40 and over) MMR Titer, Varicella Titer, Tdap titer (booster if necessary), TB Blood test (QuantifERON), Hep B Titer, Hepatitis C Screening.

Full Physical:

Comprehensive Physical with Health History & Vitals, Titmus V2 Advanced Vision Testing, Audiometry Testing, Skin Cancer Assessment, Behavioral Health Assessment, Review of Results w/ Personalized Health Plan.

Cardiopulmonary Screening & Fitness Assessment

Cardiopulmonary Exercise Testing (CPET, consisting of 12-lead EKG treadmill/stepmill stress test run to maximal volition utilizing WFI protocol, Blood Pressure readings, and TRUE VO2 Max Testing), Pulmonary Function Testing (Spirometry), Metabolic Analysis w/ Body Composition, Cardiology follow up interpretation for irregular results, if indicated, Sleep Apnea Screening.

Ultrasound Cancer Screening:

Ultrasound imaging of the carotid arteries, thyroid, liver, pancreas, gall bladder, spleen, kidneys, bladder, pelvic (women), testicular and prostate (men), Radiology follow-up interpretation for irregular results, if indicated.

****Galleri 50+ Multicancer Detection Test:**

Galleri checks more than 100,000 DNA regions and over a million specific DNA sites to screen for a signal shared by cancers that could be hiding. The Galleri test looks for cell-free DNA and identifies whether it comes from healthy or cancer cells.¹ DNA from cancer cells has specific methylation patterns that identify it as a cancer signal. Methylation patterns also contain information about the tissue type or organ associated with the cancer signal to guide next steps.

SUBMISSION REQUIREMENTS

The proposal for services must, at a minimum, include the following:

- ❖ The Company's name and location of the office providing the services under the contract, including telephone number and e-mail address.
- ❖ Identification of the staff who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work. This should include names, phone numbers and email addresses.
- ❖ List of references of clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each organization. Also include the services provided and total fees paid by each referenced agency for the exam.
- ❖ Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information, timeline to include specific milestones.
- ❖ Must abide by the Township's payment schedule and terms of net 30.
- ❖ Proposal Submission Form should include a signature of a representative of the company with acknowledgement that such individual is authorized to bind the firm contractually.
- ❖ Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.

PROPOSAL TERMS AND CONDITIONS

- ❖ **Incurred Expenses:** This Township is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposal.
- ❖ **Request for Additional Information:** The proposer shall furnish such additional information as the Township may reasonably require. This includes information which indicates financial resources as well as ability to provide and maintain the system and/or services. The Township reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.
- ❖ **Proposals Binding:** All proposals submitted shall be binding through December 31, 2024.
- ❖ **Dates of Service:** Services must be rendered to all eligible employees by December 13, 2024 and invoiced by December 31, 2024.
- ❖ **Service Site:** Bainbridge Township prefers that most services be done on site at the fire department.
- ❖ **Proprietary Information:** In accordance with Public Records Law, and except as may be provided by other applicable State and Federal law, proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
- ❖ **Proposer's Certification:** By submitting a proposal, the proposer certifies that he has fully read and understands the proposal method and has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the Township has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to Bainbridge Township employees or their family members.
- ❖ **Non-Exclusive Contract:** The agreement resulting from this RFP shall be a non-exclusive contract, and the Township reserves the right to purchase same or like services from other sources the Township deems necessary and appropriate.
- ❖ **Medical Test Results:** All medical test results will be sent to the employee in a sealed envelope to the address provided by the employee. No medical test results shall be shared or released to Bainbridge Township.

SELECTION CRITERIA

It is the intent and purpose of the Township that the RFP permits free and open competition. However, it shall be the Proposer's responsibility to advise the Township if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a proposal. The notification should be received by the Township at least three days prior to the Request for Proposals closing date and time. The Proposer may submit a notification after the proposal closing provided sufficient time is permitted for a thorough review by the Township and/or Evaluation committee and its decision will be final.

All proposals will be reviewed to determine compliance with requirements of the RFP.

Primary factors in the evaluation include, but will not necessarily be limited to:

- ❖ Firm's demonstrated experience in providing similar services to clients as identified in the Scope of Services.
- ❖ Staff's demonstrated qualifications and expertise regarding relevant experience with clients.
- ❖ The ability of the firm to provide the requested services as demonstrated in the proposal.
- ❖ Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- ❖ The quality, conciseness, and completeness of the proposal.
- ❖ Project timeline.
- ❖ Proposed fees.

Firms are expected to fully utilize the township's website to gain more information and answer most questions from this resource. Questions regarding the RFP that cannot be answered from study of the Township's website should be directed in writing to Lou Ann Metz, primary contact for the Township at:

Lou Ann Metz, Fire Chief

17822 Chillicothe Road

Chagrin Falls, OH 44023

(440) 543-9873

Lmetz@Bainbridgetwp.com

A proposal may be withdrawn any time prior to the deadline by written notification. The proposal may be resubmitted with any modifications, prior to the deadline.

The Township reserves the right to accept or reject any and all proposals or to choose no company.

PROPOSAL COVER LETTER

Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.

Business Name: _____

Federal Tax ID Number: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business listed above.

Signature

Date

Print Name and Title

Phone Number