

Request for Proposal

American College of Occupational & Environmental Medicine – Private Practice Section

Development and Creation of Mobile Website for Use and Dissemination of a

Basic Occupational Health Guide

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Private Practice Section Secretary / Treasurer

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REQUEST FOR PROPOSAL

ACOEM Private Practice Section

Mobile Web for Basic OH Guide

SECTION ONE GENERAL INFORMATION

1.1 **Purpose of the Request for Proposals.** The purpose of this Request for Proposals (RFP) is to engage a Proposer to provide the following Services to the Private Practice Section (herein referred to as the "Section"): Creation of a mobile website for a document entitled "Basic Occupational Health Guide". The Section, by means of this RFP, invites all qualified Proposers to submit Proposals in accordance with the requirements outlined in this RFP. The Section anticipates that, based on its review and evaluation of the Proposals received pursuant to this RFP, it will select a Proposer and execute an agreement whereby the Proposer renders Services to the Section, in accordance with terms and conditions set forth in the agreement.

1.2 **Information about the Section.** The ACOEM Private Practice Section is one of many special interest Sections that is a bonafide group of physicians who are interested in forwarding the science, discipline, and practice of occupational and environmental medicine to wide variety of medical care providers. ACOEM members choose to become Section members by paying dues to belong to the Section. These dues can be used for discretionary projects, subject to budget approval by the ACOEM Board of Directors.

1.3 **Company's Right to Reject.** This RFP does not commit the Section to select a Proposer or to award a Contract to any Proposer. The Section reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP.

1.4 **Schedule of Events.** The Section will make a good faith effort to follow the timeline below for evaluating, negotiating and issuing an award:

<u>Event</u>	<u>Date</u>
Pre-bid discussion	up to 09/20/2018
Bid closing	09/20/2018
Award of contract	10/01/2018
Issuance of notice to proceed	10/05/2018
Contract start date	10/06/2018
Completion of Draft Mobile Website	12/10/2018
Review of Functionality with Section	12/30/2018
Live Mobile Website	01/30/2019
Review of Continuous Needs	01/30/2019

SECTION TWO **NEEDS ASSESSMENT**

2.1 Section Needs: Approximately 18 months ago, the Section agreed to develop an occupational health guide that can be used by a wide variety of medical providers who do not necessarily practice occupational medicine full time. The target users of this guide include United States based primary care physicians, nurse practitioners, physician assistants and others. It is also intended to be used as a resource for international medical care providers who may have limited training and expertise in the field of occupational medicine who are involved in the evaluation and care of the industrial population of patients.

The Section enlisted an independent contractor as medical editor and writer of this document, using volunteer subject matter experts. The document has been subject to both internal and external review and is final. The document currently exists in Microsoft Word format and consists of approximately 130 pages.

The Section deliberated regarding the best means for distribution of this document and believes that electronic access via mobile web is the best means possible. Given that the Section has no expertise in the creation and best practice application of turning a small textbook of reference material into a mobile web-based resource, we thus need expertise in order to accomplish such.

SECTION THREE
STATEMENT OF WORK

- 3.1 Statement of Work:** The purpose of this proposal is to create a mobile website to house an occupational health guide that can be accessed by a wide range of medical care providers. This website should allow for a table of contents with Section headings that are hyperlinked to the relevant portions of the document, and should contain a search function that acts like an index in typical printed textbooks. The content of the document will have data or word(s) that are hyperlinked to other website addresses in order to provide further information or detail.
- 3.2 Outline of Document:** The occupational health guide is currently approximately 130 pages in Microsoft Word. It may be changed or altered to make it more readable, searchable, or practical for mobile web use. The document will be sent to all interested parties to review upon request.
- 3.3 Document is an Enduring Material:** The mobile web should be created to allow for easy editing and addition of chapters or text into the future, including the hyperlinks discussed in Section 3.1. As medical information changes rapidly, the Section needs the ability to edit and add information with ease. Such a proposal should include methodologies for access to this process into the future, which may include the means of editing and the mechanisms to accomplish such. If licenses, subscriptions, or web hosting contracts are necessary for the Section to continue this mobile website in the future, such information with their current costs should be listed in the proposal.
- 3.4 Proposer Requirements:** The Proposer will have a minimum of three years' experience working with all aspects of mobile website development. Knowledge and experience with all related methods of mobile web creation is necessary. Familiarity in transforming Microsoft Word format into mobile web format is a must.
- 3.5 Mobile Web Ease of Use:** The Proposer will focus upon the user experience and should keep in mind that this is in essence a small medical textbook that will need to be accessed typically within a clinical environment. Thus, the content should be easily searchable and readable.
- 3.6 Review of Content:** The Section will have the opportunity to review a mock or draft website prior to its "go live" date. This is done so as to insure its feasibility by medical practitioners. The Section will have the ability to offer suggested changes and modifications prior to the "go live" date.
- 3.7 Document Editing:** The Proposer will ensure proper editing and formatting of the document to insure consistency with similar medical texts. The document should be presentable in many different formats: smartphone, iPad, laptop, desktop.
- 3.8 Future Additions and Updates:** The Proposer will deliver a mobile website that can be easily amended or added to in the future as the Section intends that this document will be updated with new medical information "in real time" by website modification as the new or modified information becomes available.

SECTION FOUR
RFP REQUIREMENTS

4.1 **Right to Modify, Rescind, or Revoke RFP.** The Section reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the Section executes an agreement with the Selected Proposer.

4.2 **Compliance with RFP Requirements.** By submission of a Proposal, a Proposer agrees to be bound by the requirements set forth in this RFP. The Section, at its sole discretion, may disqualify a Proposal from consideration, if the Section determines a Proposal is non-responsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFP.

4.3 **Binding Effect of Proposal.** Unless otherwise agreed in writing by the Section, each Proposer agrees to and shall be bound by the information and documentation provided with the Proposal, including prices quoted for Services.

4.4 **Signature, Certification of Proposer.** The Proposal must be signed and dated by a representative of the Proposer who is authorized to bind the Proposer to the terms and conditions contained in this RFP and to compliance with the information submitted in the Proposal. Each Proposer submitting a Proposal certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Proposal and (b) the authority of the individual whose signature appears on the Proposal to bind the Proposer to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be disqualified.

4.5 **Requirements for Submission.** Each Proposer shall submit one (1) original -- which must be clearly defined as the ORIGINAL proposal. The original shall be prepared on a word processor and formatted in at least 10-point-font that is clearly readable. The original shall be submitted in pdf format to douglas.martin@unitypoint.org or may be sent to the address below.

RFP FOR ACOEM Private Practice Section

ACOEM Private
Practice Section
c/o Douglas Martin MD
UnityPoint Health
4230 War Eagle Drive
Sioux City, IA 51109

4.6 **Deadline for Proposals.** Proposals must be received by email or at the address specified in this RFP, no later than 4:00 p.m., Central Standard Time, on September 20, 2018.

**ANY PROPOSAL RECEIVED AFTER EXPIRATION OF
THE DEADLINE WILL BE IMMEDIATELY
DISQUALIFIED FROM CONSIDERATION, AND WILL BE
RETURNED UNOPENED TO THE PROPOSER.**

4.7 **Risk of Loss, Damage, Delay.** Proposer acknowledges and agrees to release and hold harmless the Section, its officers, members or ACOEM from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Proposal or failure to deliver the Proposal to the Section as outlined in this RFP.

4.8 **Ownership of Proposals.** All Proposals become the physical property of the Section upon receipt.

4.9 **Costs of Participation.** The Section specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims related to or arising out of the Proposers participation in this RFP process, including but not limited to costs incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the Proposal and the information relevant to the Proposal.

4.10 **Compliance with Applicable Laws, Regulations, Ordinances, Board of Directors Policies, Section Policies and Procedures.** By submitting a Proposal, the Proposer agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of ACOEM and the Private Practice Section.

SECTION FIVE
RFP PROCEDURES

5.1 **Rescission of Proposal.** A Proposal can be withdrawn from consideration at any time prior to expiration of the Deadline for Proposals, pursuant to a written request sent to the Section Contact in paragraph 4.5 of this RFP.

5.2 **Request for Clarification.** The Section reserves the right to request clarification of any information contained in a Proposal.

5.3 **Questions by Proposers.** The deadline for questions submitted by Proposers is September 20, 2018 by 4:00 pm Central time. The Section will accept no questions after this date.

5.4 **Addenda to the RFP.** Each Proposer will be provided with copies of Section-approved addenda, including amendments to the RFP. If and as necessary, as determined by the Section, Proposers will, in turn, be allowed time to revise or supply additional information in response to such addenda.

5.5 **Evaluation of Proposals.** The Section will review Proposals in accordance with the procedure and criteria set forth in this RFP. Proposals that are (i) incomplete, (ii) not properly signed, (iii) not in the required format, or (iv) otherwise non-compliant, in whole or in part, with any of the requirements set forth in this RFP may be disqualified by the Section.

SECTION SIX
PROPOSAL
CONTENTS

6.1 **Provision of Information.** Each Proposer must provide current, accurate, complete information about all of the following in support of its Proposal.

A. Business, Financial Information.

1. DBA name, state of corporate filings, tax identification number and registration number;
2. Name(s) of owner(s), partners or directors, as applicable;
3. Name, address, telephone number, email address and title of the person(s) whom the Section can contact about the Proposal;
4. Names, titles, and resumes of Proposer officials who will serve as primary Proposer contacts;
5. Length of time and years during which the Proposer has provided the Services contemplated by this RFP;
6. Online portfolio, including examples of work and sites completed;
7. List of three (3) references, for which the Proposer currently provides or has provided Services. The references shall include name, addresses and telephone numbers. We reserve the right to contact references if deemed necessary to receive contract award; and

B. Services, Plans, Reports, Billing.

1. Description of Services the Proposer is able to provide. Please note, the company will not reimburse any proposer the cost of responding or preparing the proposal;
2. Detailed Plan, with projected time lines and itemized costs, for provision of Services.
3. Sample project status updates or prototypical reports that would be furnished to the Section.
4. Billing procedures and processes utilized by the Proposer. Please include terms and conditions.

6.2 **Rates for Services.** Each Proposer must provide specific information about fees for all Products and Services.

SUBMITTED:

FIRM: _____

BY: _____

TITLE: _____

DATE: _____