



**REQUEST FOR PROPOSAL
FOR PODIATRY SERVICES
DIVISION OF HEALTH SERVICES
AUGUST 25, 2010**

BASIS OF THE PROJECT

Saint Louis County Department of Health (DOH) provides Podiatry services for ambulatory care patients at the following locations:

- a. South County Health Center, 4580 S. Lindbergh Blvd, St. Louis, Mo. 63127
- b. North Central Community Health Center, 4000 Jennings Station Road, St. Louis, MO 63121

The scope of this proposal presents the necessary qualifications that a Podiatry contractor must meet.

The preferred starting date of this contract is January 1, 2011 for a twelve (12)-month term ending December 31, 2011, with options to extend for two (2) additional, one (1)-year terms. Potential contractors may provide alternate starting dates for consideration.

All work and services will be performed during the hours agreed upon by DOH and the contractors(s).

General Conditions and Requirements

Scope of services for this professional services contract shall include the complete management of operations for Podiatry services for the Saint Louis County Department of Health including the following:

1. Provide outpatient Podiatry care and services to treat bone, muscle, and joint disorders affecting the feet within their specialty to DOH patients.

2. Treat conditions such as corns, calluses, ingrown nails, tumors, shortened tendons, bunions, cysts, and abscesses by surgical methods.
3. Advise patients about treatments and foot care techniques necessary for prevention of future problems.
4. Correct deformities by means of plaster casts and strapping.
5. Diagnose diseases and deformities of the foot using medical histories, physical examinations, x-rays, and laboratory test results and make referrals as deemed necessary.
6. Refer patients to physicians when symptoms are indicative of systemic disorders, such as arthritis or diabetes, are observed in feet and legs.
7. Provide appropriate documentation of records in the electronic health record (EHR) according to each patient treated, including the diagnosis of illness, recommendation, treatment and medications prescribed.
8. Contractor is responsible for assuring staff competency in the EHR including system upgrades.
9. Provide medical leadership to nursing and support personnel employed by DOH at the health centers with respect to the needs of any podiatry patients at the health centers.
10. Podiatry contractor shall provide consultative services to the staff and the Management team of DOH.
11. Contractor will testify, relative to services rendered under the terms of the contract, in response to a subpoena properly issued from any court and may be available to represent DOH as an expert witness.
12. Contractor must agree to maintain all aspects of the Health Insurance Portability and Accountability Act (HIPAA).
13. The contractor must fully cooperate with audits initiated by DOH and other regulatory agencies.
14. Coverage must be provided in the absence of the regularly scheduled Podiatrist or arrangements made with the DOH Management team.

Qualified Professionals

It is the responsibility of the contractor to assure the work and services to be performed under the terms of the contract shall be provided solely by the podiatrist(s) who shall possess a current and valid license to practice podiatry in the State of Missouri registered with the Bureau of Narcotics and Dangerous Drugs and with the Drug Enforcement Administration and be certified or board eligible in podiatry. Contractor must hold and furnish evidence of all licensure and insurance legally required in the State of Missouri to conduct podiatry services.

Health Center Locations and Podiatry Needs

The work and services to be performed under the terms of this contract shall be performed at DOH Health Centers. Assignments shall be made after consultation with the Director of the Division of Research and Medical Services.

Position is for an estimated four (4) hours of service every other week at South County Health Center, 4580 S. Lindbergh, St. Louis, MO 63127 and eight (8) hours per week at North Central Community Health Center, 4000 Jennings Station Road, St. Louis, MO 63121. Contractor should be open to flexible hours including week day and evenings. All work and services provided for herein shall be performed during hours agreed upon after consultation with DOH's Director of the Division of Research and Medical Services.

County Insurance Requirements

The successful bidder agrees to carry the following insurance coverage during the period of this contract and will provide Saint Louis County Government, Purchasing Division, with Certificates of Insurance on all required coverage prior to commencement of the work under this contract.

Podiatry Professional Liability

Contractor shall furnish to County a Certificate of Insurance evidencing the Podiatry Professional Liability covers each Podiatrist performing services under this contract in the amount of one million (\$1,000,000.00) per medical incident, three million (\$3,000,000.00) per medical aggregate. The insurance coverage under such certificates shall be retroactive to the earlier of the date of this agreement or the commencement of the contractor work on this project. The contractor shall cause the same to remain in effect on the contract period of two (2) years after termination of this contract.

Commercial General Liability

Contractor agrees to maintain a standard ISO version of Commercial General Liability Policy Form, or its equivalent, providing limits of not less than two million (\$2,000,000.00) per occurrence to include Bodily Injury, Property Damage, Premise/Operations, Products and Completed Operations, Contractual Liability.

Saint Louis County shall be endorsed on the contractor policy as additional named insured.

Contractor agrees to defend, indemnify and hold harmless the County, its elected and appointed officials, employees and volunteers from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omission of the contractor, subcontractor, agents, servants or employees.

Term of the Contract and Payment Conditions

The term of the contract resulting from this solicitation shall be a period of time commencing on January 1, 2011 and terminating on December 31, 2011.

Within ten (10) to fourteen (14)-business days following the receipt of an accurate invoice, payment will be forwarded to the podiatry contractor. Electronic transmission can be negotiated if the contractor is interested with payment received within four (4)-days. Contractor shall invoice on a semi-monthly basis.

Invoices shall include the following:

- 1) Name and address of contractor
- 2) The month for which services are being invoiced
- 3) Itemization of services performed
- 4) Total amount due
- 5) Federal tax ID number

Contractor shall submit invoice to:

Accounts Payable
Saint Louis County Department of Health
111 S. Meramec, Lower
Clayton, Missouri 63105

Invoices will be submitted in a manner approved by DOH.

Submission Requirements

Contractors are required to submit the following items as a response to the request for proposal. Five (5) bound copies and an electronic copy of the proposal are due to County by 5:00 p.m., Friday, September 17, 2010

1. Letter of interest signed by a principal of the firm
2. Qualifications statement
3. List of current clients or collaborations
4. Description of related experience and client references
5. History of firm related experience
6. Other qualifications for consideration
7. Proposal for service that meets County requirements
8. Three (3) references of current customers

Evaluation Criteria

Proposals will be evaluated by a committee and assigned points based on prioritized criteria.

- Hourly fee for podiatry for consultation, assessment and treatment services
- General reputation
- General experience

All proposals submitted become the property of Saint Louis County and will be considered a statement of commitment by the applicant.

Miscellaneous Information

All questions concerning this request for proposal must be in writing and can be either mailed or e-mailed to:

Lynne Jones
Health Services Administrator
Saint Louis County Department of Health
111 South Meramec Avenue – 3rd floor Administration
Clayton, MO 63105
e-mail ljones@stlouisco.com

All questions must be submitted in writing by 5:00 PM on Wednesday, September 8, 2010. The complete list of questions and their answers will be released via the internet. The link will be provided to all bidders when the questions and answers are posted. Please assure e-mail information is provided

when submitting questions in the event further clarification is needed on your question.

From the issue date of this RFP until a contractor is selected, selection is announced, and contract signed, bidders are NOT allowed to contact any DOH staff regarding the RFP or contract, except those specified in this RFP. Contact between contractors and Lynne Jones is restricted to e-mailed or written questions concerning this proposal. Questions must be submitted in writing and will be addressed in writing.

Please submit proposals to:
St. Louis County Department of Health
Lynne Jones, Health Services Administrator
111 S. Meramec, 3rd floor
Clayton, Missouri 63105