

# **County of San Mateo**

## **REQUEST FOR PROPOSAL (RFP) FOR PRE-PLACEMENT AND OSHA MANDATED PHYSICAL EXAMINATION**



Department of Human Resources  
Risk Management Division  
455 County Center  
5<sup>th</sup> Floor  
Redwood City, CA 94063-1663

Contact person: Scott Johnson  
Risk Manager  
(650) 363-4387

Proposals must be submitted and received by  
4:00 pm on November 1, 2010

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Proposals must be submitted to:

**Scott Johnson, Risk Manager  
County of San Mateo  
455 County Center, 5th Floor  
Redwood City, California 94063**

**by 4:00 p.m.  
Monday, November 1, 2010**

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME.

This Request for Proposals (RFP) is not a commitment or contract of any kind. The County of San Mateo reserves the right to pursue any and/or all ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the applicants and shall not be reimbursed. The County reserves the right to reject any and all proposals. The County reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interests of the County.

Government Code Sections 6550 et. seq., the “Public Records Act” defines a public record as any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

The County of San Mateo cannot represent or guarantee that any information submitted in response to this RFP will be confidential. If the County receives a request for any document submitted in response to this request, it will not assert any privileges that may exist on behalf of the person or business entity submitting the proposal. It is the responsibility of the person or business entity submitting the proposal to assert any applicable privileges or reasons why the document should not be produced.

# Table of Contents

|                                                              | Page |
|--------------------------------------------------------------|------|
| Section I: General Information and Schedule of Events        | 1    |
| Section II: General Terms and Conditions                     | 4    |
| Section III: General Requirements and Service Specifications | 9    |
| Section IV: Proposal Submission Requirements                 | 16   |
| Section IV: Evaluation Criteria                              | 18   |

## **Section I:**

### **General Information and Schedule of Events**

#### **A. Introduction**

##### Purpose

The purpose of this RFP is to solicit proposals, select a contractor and award a contract to manage a comprehensive physical examination program for County Departments.

The County retains the right to accept or reject any or all proposals submitted. Further, while every effort has been made to ensure the information presented in this Request for Proposal is accurate and thorough, the County assumes no liability for any unintentional errors or omissions in this document.

##### Service Providers

The County welcomes proposals from all qualified service providers. The County may, in its sole discretion, enter into contracts with multiple qualified providers or may reject all proposals and not award a contract at this time.

##### Contact with County Employees

As of the issuance date of this RFP and continuing until the final submission date for proposals, all County personnel are specifically directed not to hold meetings, conferences or technical discussions with any applicant for the purposes of responding to this RFP. Any applicant found to be acting any way contrary to this directive shall be disqualified from entering into any contract that may result from this RFP.

#### **B. General Information on the County**

San Mateo County is located on the San Francisco Peninsula between the City and County of San Francisco and Santa Clara and Santa Cruz Counties. The Pacific Ocean forms its western boundary and San Francisco Bay its eastern boundary. It is one of 58 California counties and one of the nine counties in the San Francisco Bay Area.

San Mateo County has approximately 5,700 full time employees with an annual budget of approximately \$1.6 billion. The County provides a wide variety of services which are administratively organized into five areas: administration and fiscal, community services, children, youth & family services, criminal justice, and

health services. The primary purpose of the organization is to ensure the health, safety and welfare of the community while safeguarding the County's natural resources.

A five-member elected Board of Supervisors serves as the governing body of the County, establishing policy and exercising legislative authority. A County Manager, appointed by the Board, serves as the chief executive officer of the County and is responsible for the County's day-to-day operations. The Office of Public Safety Communications is part of Community Services and is overseen by the Deputy County Manager of Community Services.

The County of San Mateo is mandated by Federal and State standards to provide certain occupational safety and health monitoring of employees. The various mandates are specifically under state regulation Title 8, Section 5144 regarding Respiratory Protection, Section 5099 regarding Hearing Conservation, Section 5192 for Hazardous Materials, Title 22, Section 72535 for Healthcare Workers, 49 CFR Sections 391.41 for DMV physicals, and the DOT Drug and Alcohol Testing Program.

Both employee and employer share in the responsibility of assuring and maintaining safe and healthful working conditions. As such, the County has an effective occupational health and safety program that identifies, minimizes, and eliminates worker risk to the most reasonable and cost-effective extent possible.

**C. General Information on the Human Resources Department**

The Human Resources Department is made up of eight divisions, including Risk Management. The Risk Management Division is composed of a Risk Manager, Risk Management Analyst, Safety Officer, Workers' Compensation Coordinator, Occupational Health Nurse, and a Liability Coordinator.

The healthcare provider will work primarily with the Occupational Health Nurse and the Workers' Compensation Coordinator, but may also work with the Risk Manager, the Safety Officer, and the Director of Human Resources on an as-needed basis.

**D. Scope of RFP**

This RFP contains the County's requirements for Occupational Health Services, the format in which information is to be submitted, and the requirements that must be met to be eligible for consideration.

**E. Key Action Events and Dates**

Listed below are the target dates for the events to occur. All target dates are predicated on the issue date of the RFP. The County reserves the right to change these dates.

| <b>EVENT</b>                                   | <b>TARGET DATE</b>     |
|------------------------------------------------|------------------------|
| 1. Send RFP to potential contractors           | 9/29/10                |
| 3. Last date for questions to be submitted     | 10/19/10               |
| 4. Answers to all questions published          | 10/25/10               |
| 5. Last date to submit proposals               | 11/1/10                |
| 6. Review and selection process                | 11/02/10-11/08/10      |
| 6. Selection of proposal                       | 11/08/10               |
| 7. Review/Approval by the Board of Supervisors | November/December 2010 |
| 8. Contract begins                             | 01/01/11               |

## **Section II:**

### **General Terms and Conditions**

#### **A. Proposal Requirements and Conditions**

##### **1. RFP Requirements**

If a proposer fails to satisfy any of the requirements identified in this RFP, the proposal may be considered non-responsive and the proposal may be rejected.

##### **2. Invitation for Proposal Documents**

This RFP constitutes part of each proposal and includes the explanation of the County's needs, which must be met.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, he/she shall immediately notify the County of such error in writing and request modification or clarification of the document. Modifications will be made by addenda issued pursuant to Paragraph 3, Addenda, below. Clarifications will be given by written notice to all parties who have been furnished an RFP for proposal purposes, without divulging the source of the request for same. Insofar as practical, the County will give such notices to other interested parties, but the County shall not be responsible therefore.

If a proposer fails to notify the County of an error in the RFP prior to the date fixed for submission, he/she shall propose at his/her own risk, and if he/she is awarded the contract, he/she shall not be entitled to additional compensation or time by reason of the error or its later correction.

##### **3. Addenda**

The County may modify the RFP prior to the fixed date for submission of proposals by issuance of an addendum to all parties provided the original RFP.

##### **4. Proposal Clarification and Questions/Answers**

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, s/he shall immediately direct any inquiries/requests for clarification to Scott Johnson, Risk Manager, in writing or by e-mail at [sjohnsonr@co.sanmateo.ca.us](mailto:sjohnsonr@co.sanmateo.ca.us). Any clarifications and/or modifications to

the RFP will be posted and distributed in the manner set forth herein for “questions and answers.”

The County will publish both the questions and the answers on its website and distribute them to all recipients who have requested a copy of the proposer questions/County answers. If you would like to receive a copy of the proposer questions/County answers, please contact Scott Johnson, Risk Manager in writing or by e-mail at [sjohnson@co.sanmateo.ca.us](mailto:sjohnson@co.sanmateo.ca.us).

In no event will a question be answered to one proposer without publishing the answer for all others who have requested to receive the list of questions and answers. If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, and communicated as set forth above.

5. **Submission of Proposals**

a) **Preparation**

Each proposer shall prepare a proposal on company letterhead, which addresses all the requirements and specifications in Section III in the same order as they are listed. Each proposer shall submit one original proposal and four (4) complete duplicate proposals.

Each proposal shall also follow the additional requirements of Section III. H.

b) **Contractor's Costs**

Costs for developing proposals are entirely the responsibility of the proposer and shall not be chargeable to the County of San Mateo.

c) **Information Designated as Confidential**

It is the responsibility of proposers to identify information in their proposals that they consider confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in strict confidence. All other information will be considered public.

In the event any information is considered confidential and any person makes a request for disclosure of such information, the County shall notify the bidder submitting such information that such a request has been made.

Unless the proposer immediately agrees to assume the defense of such request and pay all costs associated therewith (including any attorney's fees, which might be awarded to the prevailing party), the County shall have no further obligation to the bidder to retain the information as confidential. Further, the proposer shall expressly agree to indemnify the County against any costs resulting from non-disclosure of the information.

d) Delivery of Proposals

- 1) Address or deliver proposals to:  
Scott Johnson  
County of San Mateo  
455 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Phone (650) 363-4387
  - 2) Proposals must be received not later than 4:00 P.M. on November 1, 2010. All copies of the proposal must be under sealed cover, plainly identified as a proposal for Third Party Administrator. Proposals not submitted under sealed cover may be rejected. Proposals submitted under improperly marked covers may be rejected.
  - 3) Proposals transmitted via e-mail, facsimile, or any other electronic means shall not be considered.
- e) All proposals must be signed with the firm name, and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

5. Rejected Proposals

The County may reject any or all proposals. The County's waiver of an immaterial deviation in the bid shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications if he/she is awarded the contract.

6. Evaluation Process

The County will put each proposal through a process of evaluation to determine the proposer's responsiveness to County's needs. The evaluation will be based on formal written proposals, as submitted by proposers.

a) RFP Opening

Proposals must be received by 4:00 P.M. on the scheduled date and place of RFP submittal. However, there will be no public reading. All proposals will remain confidential until after the contract is awarded.

b) RFP Evaluation Check

Each proposal will be checked for the presence of required material and information in conformance with the submittal requirements of the RFP. These submittal requirements are obligatory and failure to fully comply may deem the proposal non-responsive.

c) Acceptance of Proposals

The County reserves the right to accept other than the lowest price and to negotiate with proposer on a fair and equal basis when the best interests of the County are served by so doing.

d) Collusion Affidavit

By submitting a proposal, each proposer certifies that it is not the result of collusion or any other activity, which would tend to directly or indirectly influence the process.

e) Evaluation

During the evaluation, validation, and selection process, the County may require the presence of a proposer's representative for answering specific questions, orally and/or in writing. The County may also require one or more site visits of the proposer's offices by County representatives.

7. **Errors or Changes in the Proposal**

If errors are found in a proposal, the County may reject the proposal; however, the County may, in its sole discretion, correct arithmetic and/or transposition errors. The proposer will be informed of the errors and corrections.

If an item is described in the narrative and omitted from the cost data, the proposal will be interpreted to mean that the item will be provided by the

proposer at no cost. If this is a significant item, the proposer will be notified.

Clarification of and changes in proposals prior to contract award are permissible provided that each proposer is treated fairly and equally.

8. Disposition

All materials submitted in response to this RFP will become the property of the County.

9. Alteration or Variation of Terms

It is mutually understood and agreed that no alternation or variation of the terms of this RFP shall be valid unless made or confirmed in writing and signed by the County and proposer selected, and that no oral understandings or agreements not incorporated herein, and no alternations or variations of the terms hereof unless made or confirmed in writing between said parties hereto shall be binding.

10. **Assignability**

A contract is not assignable by proposer either in whole or in part. The contract shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

11. **Acceptance of Proposals**

For the services requested, the County will execute a contract upon approval by the Board of Supervisors. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California. All the terms, conditions and technical specifications stated in the RFP shall be construed to be a condition of the contract.

## **Section III:**

### **General Requirements and Service Specifications**

#### **A. General Requirements**

##### **1. Contract Period**

The contract period shall be for a three-year period by mutual consent of both parties. The County also encourages and will review proposals that contain two additional 1-year options, each to be exercised at the sole option of the County.

##### **2. Financial Condition and References**

Each proposer contractor shall submit with their RFP response five client references, including company name, mailing address, contact person name and phone number. Financial records, in the form of a completed statement of financial condition, which should consist of a independently audited income statement and balance sheet from your last complete fiscal year; your Dunn-Bradstreet rating if available and a not to exceed three-page executive summary on the history of your firm touching upon pertinent financial, managerial and technical aspects of your firm, may be required to assist the County in making a final determination.

##### **3. County's Standard Contract**

The County's standard contract is attached and is hereby incorporated by reference as Addendum No. 1., and its Equal Benefits compliance form is attached as Addendum No. 2. Please indicate in specific detail any terms or partial terms that are unacceptable to you. For each indicated term or partial term, indicate why the term or partial term is not acceptable, and provide alternative wording that you would suggest replace the same. The County may or may not agree to this language, and identification of terms deemed unacceptable may result in a lower RFP rating score, and or disqualification.

## B. Service Specifications

The County of San Mateo seeks to continue its comprehensive, cost-effective, and ongoing physical examination program that is managed through the Risk Management Division. The County will contract with one service provider for all services requested in this document.

### 1. Mandated Services

Qualified applicants will have a **board-certified Occupational Medicine physician** responsible for the program. All physical examinations will be conducted by an M.D.

In addition to Pre-Placement examinations, the five types of other needed examinations are Department of Motor Vehicles (DMV), Hearing Conservation, Respiratory Protection, Hazardous Materials, and Asbestos Worker Examinations.

PRE-PLACEMENT EXAMINATIONS: These examinations are conducted after a job offer has been made to an applicant but prior to actual hire to determine an applicant's ability to perform the essential functions of a job and if accommodation is necessary and/or feasible.

Examinations are done on physical exam groups II through IV with the groupings based on the physical demands of the job. The groups are defined in the following manner:

- Group I does not have a physical exam requirement because the positions in this group are of a light physical nature.
- Group II includes jobs of moderate physical demands that are often performed in the field. Also, unexpected situations and changing environments may be encountered such as with laboratory technicians, public health nurses, and hazardous materials specialists. Approximately 389 positions fall into this category.
- Group III includes heavy physical labor positions that require frequent stooping, bending, twisting, and heavy lifting. The jobs could be either indoor or outdoor and include mail clerk driver, airport attendant, road maintenance worker, and carpenter. Approximately 893

positions fall into this category.

- Group IV is specific to those classifications for safety members including deputy sheriff, correctional officer, sheriff's sergeant, district attorney inspector, volunteer firefighter, and juvenile group supervisor. Approximately 576 positions fall into this category.

DMV EXAMINATIONS: These are required to be done every two years to maintain Class A and B licenses. There are presently 178 employees within the County who are required to have the examination.

Department of Transportation (DOT) Drug and Alcohol Testing Program regulations apply to approximately 100 of these employees.

HEARING CONSERVATION: Examinations are done at the time of hire to provide a baseline of the employee's ability to hear, annually, and when an employee leaves, to determine any changes in the employee's hearing capacity.

There are presently 268 employees who qualify under the program for the examination.

RESPIRATORY PROTECTION: These examinations are done upon hire to provide a baseline to determine the employee's ability to use respiratory protective equipment. Annual training and testing is done to assure appropriate use of respiratory protective equipment and to monitor the employee's continued physical suitability for respirator wear. When an employee leaves County employment, exit testing is done to assure no change in health from the previous examination.

There are presently 330 employees in the respiratory protection program.

ASBESTOS WORKER EXAMINATIONS: These examinations are conducted on upon hire to provide a baseline and to determine the employee's ability to use respiratory protective equipment, then on a periodic basis, and upon leaving County employment

There are approximately 82 employees who may also qualify for an asbestos examination.

HAZARDOUS MATERIALS: These examinations are done when an employee is hired to provide a baseline, annually, and after a potential exposure to a hazardous substance which may exceed regulatory limits and when an employee leaves to assure no change in health from time of hire.

There are presently 28 employees who qualify under the program for the examination.

VOLUNTEER FIREFIGHTER EXAMINATIONS: These examinations are done when a volunteer is accepted to provide a baseline and to assure the volunteer's ability to perform the demands of firefighting. Examinations are then done every three years and upon leaving the volunteer fire company. There are approximately 50 volunteer firefighters.

**The total employee count for all examinations other than pre-placement is approximately 480. Many employees qualify for more than one type of examination such as stationary engineers who qualify for both hearing conservation and asbestos because of the types of exposures they face on the job.**

As part of the on-going employee training conducted by the County, the contractor may be expected to provide on-site two-step TB testing and Hepatitis B vaccinations throughout the County, on varying shifts, for identified groups.

Additional or expanded services at additional cost to the County may be added by mutual consent of the parties.

The contractor will be responsible for working with individual department coordinators in scheduling the physical examinations. There are currently 30 department personnel/payroll specialists who act as coordinators and facilitate the scheduling function for the employees within their particular departments. The department coordinator will be responsible for providing to the contractor all necessary information to perform the examination such as the person's name, job classification, and social security number, as well as the type of examination, billing information, and contact information.

The contractor will be expected to comply with all reporting and documentation requirements as set forth in Federal and State regulations. In addition, the Contractor will be expected to submit monthly reports as well as an annual report that includes an executive summary and an aggregate report of the above mentioned evaluation activities.

### BILLING

Monthly billing will be submitted to the County no later than the 15<sup>th</sup> of the following month.

Bills will be **itemized** by department and by month. For each employee seen for that department, the bill will include date of service, name of employee, description of each service provided, charge for each service,

and a subtotal for that employee. Total monthly charges by department must appear on each summary bill.

**2. Additional Suggested Services**

In addition to the listed above, the County would consider proposals that suggest additional services that the proposer has reason to believe would benefit the County. Please detail such services, if any here.

**C. Pricing**

Please provide a detailed explanation of the cost to be charged to the County for all services. The explanation should indicate administrative and management support and staff allocations showing the specific salary allocation. The proposer's cost factor and profit factor should be shown in arriving at the required service fee.

Proposals that offer additional preferred services or additional suggested services, in addition to the mandatory services, all as listed above, should separately detail any additional cost.

Proposals that agree to provide two additional one-year options at the County's sole option, should likewise provide a detailed explanation of the cost to be charged if either or both said option years are exercised.

**D. Records Retention and Accessibility**

Records must be retained by the contractor for 30 years past the employee's date of termination. Records must be easily accessible to designated County staff. Annual and periodic medical records review of the employees in the special-purpose physical examinations program will be conducted by the County's Occupational Health Nurse or other designated personnel. Upon termination of the contract, the County, at its own expense, has the right to copy all medical records prepared under this contract.

**E. Sample Forms to be Used**

Samples of each form used by the contractor including physical examination, release of information, audiogram, pulmonary function testing, medical surveillance questionnaires, report of examination/clearance form, and consent for drug and alcohol testing.

**F. Firm's Experience**

Please provide a summary of relevant experience and qualifications of the firm.

**G. Overall Approach and Philosophy**

1. Provide a definition of the healthcare organizations' role, responsibilities and activities.
2. Explain your customer service philosophy, what have you done to improve customer service and how do you plan to monitor customer satisfaction.
3. Provide copies of published program information.
4. What performance measures would you suggest as the best means to track quality of performance of the services contained in this RFP?

**H. Acceptance of Conditions**

Provide a statement affirming acceptance of the terms and conditions contained in the RFP, unless otherwise specified in the proposal.

**I. Additional Data**

Please provide any additional data the proposer deems essential to the evaluation of the proposal.

**J. Miscellaneous Requirements of Proposals**

All proposals shall be firm offers, and will be so considered by the County. Proposals shall be considered valid offers for a period of ninety (90) days following the close of the RFP on November 1, 2010.

Proposers are urged to adhere to the specified content and sequence of information used in this RFP. Materials and data not specifically requested for evaluation should appear under the Section III.I. "Additional Data," and not be interwoven throughout each section.

**1. Cover Letter**

One page cover letter, which includes the address and phone number of the person or persons to be used for contact and who is authorized to represent the proposer.

**2. Table of Contents**

An index of material included in the proposal.

**3. Program Implementation Schedule**

For each type of examination, please provide the following:

- a. Overall strategy and methodology, including suggested changes if any, to the physical examination series as outlined in Addendum No. 3.
- b. General plan of approach including estimated timetables for implementation of the program.
- c. Time required for each examination and average wait time to schedule exam.

**4. A complete list of personnel, including physicians, who will be assigned to this project**

For each person on this list the following information must be provided:

- a. Experience (including years of experience completing occupational health evaluations), years of overall medical/clinical experience, education, clinical certifications, specialization/board certification of physicians, and tenure with the firm (if applicable).
- b. Who is the person who will be overseeing the County account and what is the work schedule?

## **Section IV:**

### **Proposal Submission Requirements**

#### **A. General**

The proposal shall be used to determine the applicant's capability of rendering the services to be provided. The failure of an applicant to fully comply with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the County. The County reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a successful contractor, if any. The County reserves the right to waive any requirements of this RFP when it determines waiving a requirement is in the best interest of the County. The proposer is to include contact information, including principle contacts and officers, main and local business address, tax identification number, voice and fax phone numbers and email address.

#### **B. Program Narrative**

1. Service Description – Describe the overall services you intend to provide and include timeline
2. Staffing – Describe proposed staff and their duties including disciplines and degrees, as appropriate. Describe training and experience of staff.
3. Organizational Background – Describe your agency's history, mission, programs, and services provided; administrative structure; and experience providing similar services. Attach an organizational chart.
4. Project Costs - Each proposal must include a detailed explanation of the cost to be charged to the County for consulting services. The narrative should indicate administrative and management support and staff allocations showing the specific salary allocation.

#### **C. Proposal Format**

All proposals should be typewritten; have consecutively numbered pages; including any exhibits, charts or other attachments; and be securely bound. The applicant must sign proposal. Submit one (1) original and six (6) copies. Proposals should include and be presented in the following order:

1. Cover Memo

One page cover letter which includes the address, tax identification number, voice and fax phone numbers, and email address of the person or persons to be used for contact and who is authorized to represent the proposer.

2. Program Narrative (as itemized above: Service Description, Staffing, Organizational Background, Project Costs)

3. Listing of Business References

Include references recently familiar with the quality and reliability of your work.

Proposals must be received by the final filing date and may be rejected if received after 4:00 p.m., Monday, November 1, 2010.

## **Section IV:**

### **Evaluation Criteria**

#### **A. Evaluation Criteria**

All proposals received will be evaluated by a County RFP Review Committee composed of representatives of the Department of Human Resources and of other departments. Proposals will be evaluated based on the criteria below. Proposals will be screened and a finalist or group of finalists selected for additional review, that may include an interview and/or audit. The most qualified individual or firm will be recommended to the Board of Supervisors for approval.

Ultimate acceptance or rejection of the recommended proposal, and execution of a contractual agreement thereto, is the independent sole legal prerogative of the County, notwithstanding any recommendations made by the County RFP Review Committee. All responses to this Request for Proposal become the exclusive property of the County. Any and all costs incurred by the RFP respondents in the preparation of proposals are entirely the responsibility of the respondent.

To be evaluated, a proposal should adhere to the format for proposals detailed in Section IV – Proposal Submission Requirements. The criteria used as a guideline in the evaluation shall include, but not be limited to, the following:

1. Prior experience, qualifications of medical and clinical personnel including resumes, C.V.'s and certifications for audio, pulmonary and breath alcohol testing, and demonstrated competence, including technical ability, in establishing comparable programs.
2. Proposed workplan, timeframes, and approach/methodology to completing the contract.
3. Cost and ability to complete the work within acceptable time periods.
4. Demonstrated ability to work effectively with elected officials, management, employees and employee organization.
5. Demonstrated ability to communicate effectively in non-technical, easily understood language both verbally and concise written form.
6. Working familiarity within the environment context of local governmental systems.

7. References from clients.
8. Servicing location or locations within San Mateo County.
9. Customer Service philosophy.
10. Overall effectiveness of response to the RFP and acceptance of County contract forms.

Proposals will be screened and a group of one or more finalists will be elevated for additional review. Additional review might include one or more panel interviews and/or site visits. The most qualified individual or firm will be elevated for negotiation of final contract terms. The County reserves the right to elevate other firms, based on its needs, the level of cooperation displayed by proposers, including negotiation of contract terms, at any time and without notice.

Ultimate acceptance or rejection of the recommended proposal, and execution of a contract agreement thereto, is the independent sole legal prerogative of the County, notwithstanding any recommendations made by the County RFP Review Committee.

**B. Local Preference**

All other factors being substantially equal, preference will be given to vendors located within San Mateo County.

## **ADDENDUM NO. 3 - PHYSICAL EXAMINATION COMPONENTS**

## **PRE- PLACEMENT EXAMINATIONS**

### **Group II-III**

- Physical Examination

Complete Medical History including review of Systems, Occupational, Family, and Smoking History

Physical Examination, with emphasis on the orthopedic examination for Group III "heavy lifting"

- Urinalysis (Chemical Analysis/Dipstick)
- Visual Acuity
- Hepatitis A Vaccine Series (for workers exposed to sewage)
- Hepatitis B Vaccine Series or Hepatitis Antibody (for workers covered under the Bloodborne Pathogen Standard)
- PPD (selected employees covered under TB Surveillance Program)
- Audiogram, including questionnaire (selected employees covered under the Hearing Conservation Program)
- For healthcare workers: Rubella Titer, Rubeola Titer, and Varicella Titer
- MMR (for healthcare workers not immune to Rubella or Rubeola)

## Group IV

- Physical Examination  
Complete Medical History including review of systems, Occupational, Family, and Smoking History  
Physical Examination, with emphasis on the Respiratory and Cardiovascular Systems
- Urinalysis (Chemical Analysis/Dipstick)
- Visual Acuity

- For all employees covered under POST, advanced color testing to meet requirements.

Please specify methodology proposed.

- CBC
- Lipid Panel
- SMAC (Chemistry Panel) which includes GGTP
- Hepatitis B Vaccine Series or Hepatitis Antibody (for workers covered under the Bloodborne Pathogen Standard)
- PPD
- Chest X-ray (only if positive PPD), including interpretation  
Quote for PA only and PA and LAT
- Audiogram, including questionnaire
- Spirometry, including interpretation
- EKG (over age 40 ) including interpretation (12 lead)
  - **EKG on all Correctional Officers and Deputy Sheriffs**
- Stress Treadmill Test (over age 50) and at physician's discretion may be ordered for any applicant in this group with two or more risk factors, i.e. male, smoker, diabetic, hypertension, high lipids, sedentary, or others as identified by physician.

## **DMV EXAMINATIONS**

- **Physical Examination**

Utilizing DMV form DL-51, perform examination, vision check including color and peripheral vision, dipstick /chemical Urinalysis, and all other required testing.

Perform limited Audiogram as required on the DL-51 form if employee fails “whisper test”. Complete form and card and give original and a copy to the employee. Maintain a copy of the form at the facility.

## **HEARING CONSERVATION**

- Audiogram, including questionnaire

After obtaining baseline Audiogram on hire, conduct annual Audiograms, comparing results to prior testing. Report changes in accordance with regulations. Perform exit Audiograms, comparing results to prior Audiograms. Report changes, if required by regulations or County procedures.

All testing will be administered by CAOHC certified technicians, in a annually calibrated audio booth and reviewed by physicians board-certified in Occupational Medicine.

## **MEDICAL SURVEILLANCE FOR ASBESTOS**

### **Pre-Placement Baseline**

- Asbestos Questionnaire, initial, reviewed to ensure completeness
- Complete Medical History including review of symptoms, family history, smoking history, and occupational history
- Complete Physical Examination with emphasis on Respiratory, Cardiovascular, and Gastrointestinal systems, and vision
- Chest X-ray, PA, Lateral, and Oblique Views with B-reading
- Spirometry (w/ comparison to prior results, if available)
- Rectal Exam if over 45 years
- Stool for Occult Blood X 3
- Counseling

Need to stop smoking (50 times increased risk of lung cancer in those exposed to both cigarettes and asbestos)

Need for appropriate respiratory protection in work practices

Good health measures to decrease risks of cancer and to increase cardiopulmonary tone  
(exercise, diet, weight, etc)

- Medical Clearance for Respirator Use

## **Periodic Examinations for Asbestos**

(provided at least annually, depending on clinical findings)

- Asbestos Questionnaire, periodic, reviewed to ensure completeness
- Complete updated Medical History including review of symptoms, family history, smoking history, and occupational history
- Complete Physical Examination with emphasis on Respiratory, Cardiovascular, and Gastrointestinal systems, and Vision
- Annual PA Lateral chest film – every three years oblique films with B-reading
- Spirometry with comparison to previous results
- Rectal Exam if over 45 years
- Stool for Occult Blood X 3
- Counseling

Need to stop smoking (50 times increased risk of lung cancer in those exposed to both cigarettes and Asbestos)

Need for appropriate respiratory protection in work practices

Good health measures to decrease risks of cancer and to increase cardiopulmonary tone

(exercise, diet, weight, etc)

- Medical Clearance for Respirator Use

## **Termination Examinations**

Employer shall provide a medical examination at the termination of employment for any employee who has been exposed to airborne concentrations of Asbestos at or above the action level and/or excursion limit.

Periodic Surveillance Examination 30 calendar days before or after the date of termination

Physician's Written Opinion

- Asbestos Questionnaire, periodic, reviewed to ensure completeness
- Complete updated Medical History including review of symptoms, family history, smoking history, and occupational history
- Complete Physical Examination with emphasis on Respiratory, Cardiovascular, and Gastrointestinal systems, and Vision
- PA lateral chest film, oblique films with B reading
- Spirometry with comparison to previous results
- Rectal Exam if over 45 years
- Stool for Occult Blood X 3
- Counseling

Need to stop smoking (50 times increased risk of lung cancer in those exposed to both cigarettes and Asbestos)

Need for appropriate respiratory protection in work practices

Good health measures to decrease risks of cancer and to increase cardiopulmonary tone  
(exercise, diet, weight, etc)

- Physician's Written Opinion

## **HAZARDOUS MATERIALS**

### **Medical Evaluation- Baseline, and Termination**

- Complete Medical History including review of symptoms, family history, smoking history, and occupational history
- Complete physical examination with emphasis on Respiratory, Cardiovascular, Gastrointestinal, Hematologic, Neurologic, and Renal systems and attention to teeth, gums, and blood pressure
- Physician's Examination with follow-up for review, if needed
- Asbestos Questionnaire
- Pesticide Surveillance Questionnaire
- Visual Acuity
- Tonometry
- Urinalysis (Chemical/Dipstick)
- CBC
- SMAC (Chemistry Panel) which includes kidney and liver functions and GGTP
- Cholinesterase, RBC
- Blood Lead
- Zinc Protoporphyrins (ZPP)
- Chest X-ray, PA, LAT, and Obliques w/ B-reading, baseline and on termination
- Audiogram
- Spirometry
- EKG including interpretation (12 lead)
- Stress Treadmill Test, including interpretation, for employees with positive EKG's
- Stool for Occult Blood X 3
- PPD

## **RESPIRATOR FITNESS EXAMINATIONS**

The following suggested medical evaluations are based on recommendations from the National Institute of Occupational Safety and Health (NIOSH) and the American National Standards Institute (ANSI), to satisfy OSHA regulations. Specific components may vary with patient's age, medical history, or clinical findings.

**All examinations will include a medical clearance for the employee to wear a respirator, if qualified, reviewed by the board-certified Occupational Medicine physician.**

### **Medical Evaluation- Baseline and Termination**

- Complete Medical History including review of symptoms, family history, smoking history, and occupational history
- Complete Physical Examination with emphasis on Respiratory and Cardiovascular Systems, including vision
- Respirator Questionnaire
- Spirometry
- Depending on age and clinical findings-Chest x-ray, PA and Lateral Views, w/ interpretation
- EKG, w/ interpretation (12 lead)

## **Firefighter Physical Examinations**

Medical Examination and Screening – Pre-Placement and Every Three Years

Designed to meet the requirements of NFPA 1001 Standard for Firefighter Professional Qualifications, 1987 Edition

- Complete Medical History including review of systems, family and smoking history
- Complete Occupational History
- Asbestos Questionnaire
- Complete Physical Examination with emphasis on the respiratory system, cardiovascular system and the gastrointestinal systems including chemical urinalysis and visual acuity
- Complete DOT Physical (DL-51) at time of physical exam
- Medical clearance for respirator including Respirator Questionnaire and Pulmonary Function Test (Spirometry)
- Hemocult
- EKG, 12 lead with interpretation by Cardiologist; stress treadmill at baseline and every three years after age 40 or as based on physician's discretion
- Audiometry
- Complete Blood Count (CBC with Differential)
- Chemistry Panel – Comprehensive
- Lipid Panel, fasting
- PPD Skin Test, Chest x-ray, PA and Lateral for Positive PPD
- DT (Tetanus) updated, if needed
- Hepatitis B Vaccine Series or Hepatitis Antibody

## **ATTACHMENT B- CONTRACT BILLING EXAMPLE**