



Request for Proposal Number RFP-2023-036

Onsite Health Clinics

Issued: May 25, 2023

Response Due Date: July 10, 2023, 5:00 PM CDT

<https://county.milwaukee.gov/EN/Admin-Services/Bids-and-RFPs>

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SECTION 1-RFP SUMMARY SHEET

Request for Proposal Title:	Onsite Health Clinics
Request for Proposal Number:	RFP-2023-036
RFP Issuing Office:	Procurement Division <i>on behalf of</i> Milwaukee County Human Resources Department
RFP Issue Date:	May 25, 2023
Pre-Proposal Conference:	June 14, 2023, 11:00AM-12:00PM Microsoft Teams: Click here to join the meeting
Deadline for Receipt of Questions:	June 21, 2023 5:00 PM CDT
RFP Proposal Receipt Deadline:	July 10, 2023 5:00 PM CDT
Service Start Date:	On or before January 1, 2024
Bonfire Portal:	https://countymilwaukee.bonfirehub.com/projects/96137/details
Bonfire Technical Support:	https://bonfirehub.zendesk.com/hc or support@gobonfire.com
RFP Administrator:	Sara Torres Email: sara.torres@milwaukeecountywi.gov

Except as otherwise set forth in this RFP, no one may contact any person at Milwaukee County except the RFP Administrator, without the RFP Administrator’s written consent. Any such unauthorized contact can be grounds for disqualification from consideration under this RFP.

SECTION 2- GENERAL INFORMATION

Milwaukee County (“County”) is soliciting professional services from qualified, experienced companies that can operate three onsite health clinics in Milwaukee County to serve Milwaukee County employees.

The contract will have an initial term of one (1) year commencing on or before January 1, 2024, with two additional one-year renewal options thereafter, subject to the availability of funding, and upon the mutual agreement of the parties and County Board approval.

About Milwaukee County

Milwaukee County is governed by an elected County Executive and an 18-member elected County Board of Supervisors. Other County elected officials include a Register of Deeds, Treasurer, Comptroller, County Clerk, and Sheriff, who in conjunction with administration provide a full range of associated governmental services, including but not limited to law enforcement, highways, courts, corrections, official record keeping, parks and recreation, international airport operations, jail and juvenile detention, public assistance programs, and a world-famous zoo. Milwaukee County employs approximately 3,500 employees and operates 24/7, with many of its employees working rotating schedules.

Introduction to the Procurement Division

The Procurement Division of the Department of Administrative Services is responsible for purchasing or contracting for supplies, materials, equipment, and contractual services needed by County departments, agencies, and institutions. Procurement is authorized to develop standards, prepare specifications, sign and issue contracts and purchase orders, issue requests for proposals, and assist the Facilities Management Division of the Department of Administrative Services in the sale of surplus or obsolete supplies, materials, or equipment.

Introduction to the Human Resources Department

The Department of Human Resources recruits, hires and retains a culturally competent and diverse workforce to meet the needs of Milwaukee County. The department serves as a gateway for employees to have a rewarding career with Milwaukee County by providing equal access to employment opportunities, a comprehensive compensation package and an engaging work environment that promotes racial equity, collegiality, professional growth and career advancement.

Racial Equity

In May of 2019 Milwaukee County became the first jurisdiction in the Country to declare racism a public health crisis. As a governmental body, Milwaukee County recognizes its power to make change at a systemic level, Milwaukee County passed an ordinance (Code of Ordinances - Chapter 108, Achieving Racial & Health Equity) that commits itself to identify and address policies, practices, and power structures that, whether intentionally or unintentionally, that work in favor of white people and create barriers for Black, Brown, Indigenous people, and people of color (BIPOC).

- The ordinance ensures racial equity is a top priority of Milwaukee County government and remains larger than any one government leader.

- The institutionalization of racial equity in the County's mission, vision, values, and services are of the utmost priority.
- Racism has been, is, and will continue to be, a public health crisis until race is no longer a predictor of quality or length of life in Milwaukee County.
- The vision of the County is "By achieving racial equity, Milwaukee County is the healthiest county in Wisconsin."
- Equity involves trying to understand and give people what they need to enjoy full, healthy lives.
- Milwaukee County has a county-wide goal to improve equitable service delivery and develop an organizational culture of equity.

In support of this vision, the County requests that vendor partners agree to collaborate with the County in achieving racial equity for our constituents and commit to improving racial equity within Milwaukee County.

SECTION 3 – PROGRAM INFORMATION

Milwaukee County is home to more than 950,000 residents and is the hub of the 37th largest regional economy in the United States. Our vision is by achieving racial equity, Milwaukee will be the Healthiest County in Wisconsin. Recognizing that many of our employees live, work, and play in Milwaukee County, we are working to build policies, practices and a culture that ensures race no longer predicts health outcomes and outcomes for everyone to improve.

The objective is to open three (3) onsite health clinics in Milwaukee County to support our overall vision. By implementing onsite health clinics, Milwaukee County employees will receive healthcare at select Milwaukee County locations with the following goals in mind: Improved employee access to healthcare services, enhance employee productivity, reduce lost time and absence from work, improve overall health and wellbeing, and impact medical spend.

The prospective onsite health clinics will be located in the following Milwaukee County buildings:

- Milwaukee County Courthouse
- Vel Phillips Youth and Family Justice Center
- Wilson Senior Center

Having onsite health clinics at three highly trafficked County facilities for employees will:

- Bridge the gap for health equity at the County.
- Eliminate the most common barriers of accessing health care, including but not limited to; transportation, childcare, and ability to take time off to go to the doctor.
- Improve employees' use of preventive screenings, immunizations, and services that they might not otherwise receive. If employees are receiving these recommended services, they're less likely to fall ill, to miss work or to make others at work sick.

There are approximately 2,338 employees who may be eligible to receive services at the onsite health clinics.

Minimum Requirements

To qualify for this opportunity, the Proposer must:

1. Be licensed in the State of Wisconsin to provide medical services.
2. Assume the legal liability for their actions and inactions regarding the clinics.
3. Demonstrate at least ten (10) years' experience providing employee and dependent health and wellness services.
4. Demonstrate at least five (5) years' experience in operating onsite health clinics.
5. Agree, if awarded, to enter a Contract with the County and comply with all terms and conditions required by state or local law, regulation, or ordinance; and agree that any subcontractors used to provide services will be contracted directly with the Proposer and that Proposer will be wholly responsible for the subcontracted vendor in performance of responsibilities under any awarded Contract.

Scope of Services

Onsite Health Clinic Services

The Proposer selected as a result of this RFP will provide services including, but are not necessarily limited to, the following:

Primary Care Medical Services:

1. Conduct periodic comprehensive physical examinations.
2. Provide follow up care for abnormal screening results.
3. Provide medical services for acute conditions.
4. Provide medical services for chronic conditions.
5. Provide follow up medical care for acute and chronic conditions.
6. Provide medical care for urgent conditions.

Ancillary Medical Services:

1. Provide laboratory specimen collection.
2. Refer radiology services through a convenient and cost-effective in-network provider.

Medication Management:

1. Dispense common acute medications, or as an alternative, provide the filling of medications at a pharmacy convenient to the Milwaukee County employees and dependents.
2. Manage medication usage for Milwaukee County employees and dependents with chronic medical conditions.
3. Interface with prescribing physicians to improve generic and formulary compliance
4. Interact with Milwaukee County employees/employee dependents to improve medication Adherence.

Health Management Services:

1. Conduct biometric screenings for health risk assessments.
2. Conduct periodic screenings in areas such as skin cancer, hypertension, vision, and hearing.
3. Act as a health advocate for employees through the promotion of programs and plan management initiatives (i.e. disease management, wellness programs).

Facilities and Staffing:

1. Manage and operate three clinics in Milwaukee County.
2. Secure all necessary clinic provider licenses.
3. Manage, furnish, and equip each clinic facility.
4. Facilities are to include limited medication dispensing and laboratory services.
5. Provide flexible hours of operation to meet the needs of Milwaukee County employees.
6. Clinic staff are to be either contracted by or employees of the Proposer.
7. Staffed with any one of the following providers: certified physician, physician's assistant, or nurse practitioner.
8. Staff members are to be able to identify and act on gaps in medical and medication care.
9. Clinic staff to contact Milwaukee County employees following medical encounters to discuss compliance and conditions.
10. System in place to follow best practices and evidence-based medicine guidelines.

Electronic Interface Capabilities:

1. Utilize electronic medical records that are accessible at the Milwaukee County onsite medical clinic.
2. Ability to accept Milwaukee County employee eligibility electronically.
3. Availability of online appointment scheduling option.
4. Have ePrescribing capabilities.

Network Referrals:

1. Identify, and when appropriate, utilize a high-performance provider network for care not available at the clinic.
2. Identify, and when appropriate, utilize high-performance facilities.

Milwaukee County Responsibilities for Onsite Health Clinics

Milwaukee County will be provide the following:

1. Build-out of clinic spaces at County facilities. Appendix A for the concept design and address for each clinic.
2. Access to facilities (ie badges, keycards / fobs, security, and parking at Vel Phillips and Wilson Senior Center.)
3. Internet access
4. Prescription medication, other than the common acute medication provided at the onsite health clinics, will be paid by the Milwaukee County Employees' Health Care Plan.

SECTION 4 - RFP TERMS AND CONDITIONS

PRE-PROPOSAL MEETING

A pre-proposal conference will be held electronically at a date and time as provided on the Information Summary Sheet. The purpose of this meeting will be to discuss with prospective

proposers the work to be performed and to allow them to ask questions arising from their review of the RFP. The pre-proposal meeting is for information only. Any answers furnished will not be official until verified in writing by RFP Administrator. Answers that change or substantially clarify the RFP will be affirmed in writing and posted on the Bonfire portal via an addendum. The pre-proposal meeting will be the proposers' only opportunity to personally address questions concerning this RFP. Milwaukee County encourages attendance and participation at the pre-proposal conference of prime subcontractors.

During the pre-proposal conference, attendees may request clarification of any section of the RFP and ask any other questions deemed relevant relating to the RFP.

Proposers are encouraged to submit written questions via e-mail or via RFP's project board on the Bonfire portal for possible response at the pre-proposal conference to the RFP Administrator (date and time provided in the Information Summary Sheet) to enable Milwaukee County to formulate oral responses provided at the conference. No oral or written responses will be given prior to the pre-proposal conference. Again, any responses provided to questions during the pre-proposal conference and site inspections will be considered drafts, and therefore will be non-binding.

Remarks and explanations at the conference shall not qualify the terms of the solicitation; and terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing. Milwaukee County at its sole discretion reserves the right to answer or not answer questions submitted to by deadlines.

QUESTIONS

Proposers may submit questions and requests for clarification regarding this RFP. All questions regarding this RFP shall be made in writing, citing the RFP title and RFP number, and shall be submitted via e-mail or via the RFP's project board on the Bonfire website to the RFP Administrator. **Questions may not be submitted via telephone.**

Questions sent to anyone other than the RFP Administrator will not be considered.

All questions must be submitted by the specified deadline as identified on the Information Summary Sheet. Milwaukee County will not respond to any questions received after this date and time. Responses to all questions and inquiries received by the RFP Administrator will be posted on the RFP's project board on the Bonfire website as identified in the Information Summary Sheet. It is the responsibility of Proposers to check the Bonfire site for any and all information such as questions and answers or related documents posted during the RFP process.

This RFP is issued by the Milwaukee County Human Resources Department. The RFP Administrator assigned to this RFP, along with contact information, is noted. The RFP Administrator is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

Communication initiated by a proposer to any County employee or representative evaluating or considering the proposals, prior to the time of any award is prohibited unless at the explicit direction of the RFP Administrator and any such unauthorized communication may constitute grounds for rejection or elimination of a proposal from further consideration, at the sole discretion of the RFP Administrator. **However, for assistance related to filling out of the Targeted Business Enterprise forms or the certifying of Targeted Business Enterprise firms, proposers may contact the Certification Compliance Administrator at (414) 278-4851 or OEIcompliance@milwakeecountywi.gov.**

All Proposers should use this written document, its attachments, and any amendments as the sole basis for responding.

PROPOSER NOTIFICATION REQUIREMENT AND AMENDMENT ACKNOWLEDGEMENT

Should any proposer discover any significant ambiguity, error, omission, or other deficiency in the RFP document, they must immediately notify the RFP Administrator in writing, via email, prior to the submission of the proposal. The failure of a proposer to notify the RFP Administrator of any such matter prior to submission of its proposal

constitutes a waiver of appeal or administrative review rights based upon any such ambiguity, error, omission, or other deficiency in the RFP document.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the RFP's Project Board on the Bonfire website; it is the responsibility of prospective vendors to check the website for any amendments prior to the RFP submission date. All amendments are acknowledged by your submission of the Sworn Statement of Proposer form.

If the Proposer fails to monitor the web site for any changes or modifications to the RFP, such failure will not relieve the Proposer of its obligation to fulfill the requirements as posted.

FIRM COMMITMENT, AVAILABILITY, PROPOSAL VALIDITY

Proposers shall maintain their availability of service and proposed price as set forth in their proposals. Proposers are expected to perform planning and implementation activities prior to commencement of a contract.

NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS

No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

No Milwaukee County employee, officer or agent shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved.

Milwaukee County Specific Requirements: No person(s) with a personal financial interest in the approval or denial of a contract or proposal being considered by a county department or with an agency funded and regulated by a county department, shall make a campaign contribution to any county elected official who has approval authority over that contract or proposal during its consideration. Contract or proposal consideration shall begin when a contract or proposal is submitted directly to a county department or to an agency funded or regulated by a county department until the contract or proposal has reached final disposition, including adoption, county executive action, proceedings on veto (if necessary) or departmental approval.

CODE OF ETHICS

Proposers shall strictly adhere to Chapter 9 of the Milwaukee County Code of General Ordinances Code of Ethics, with particular attention to Subsection 9.05(2)(I):

"No campaign contributions to county officials with approval authority: No person(s) with a personal financial interest in the approval or denial of a contract or proposal being considered by a county department or with an agency funded and regulated by a county department, shall make

a campaign contribution to any county elected official who has approval authority over that contract or proposal during its consideration. Contract or proposal consideration shall begin when a contract or proposal is submitted directly to a county department or to an agency funded or regulated by a county department until the contract or proposal has reached final disposition, including adoption, county executive action, proceedings on veto (if necessary) or departmental approval. This provision does not apply to those items covered by section 9.14 unless an acceptance by an elected official would conflict with this section. The language in subsection 9.05(2)(l) shall be included in all Requests for Proposals and bid documents.”

ERRORS, OMISSIONS, MINOR IRREGULARITIES AND RETAINED RIGHTS

All information in this RFP, including any addenda, has been developed from the best available sources; however, Milwaukee County does not make any representation, warranty or guarantee as to its accuracy. Should proposer discover any significant ambiguity, error, omission, or other deficiency in the RFP document, they must immediately notify the RFP Administrator in writing, via email, prior to the submission of the proposal. The failure of a proposer to notify the RFP Administrator of any such matter prior to submission of its proposal constitutes a waiver of appeal or administrative review rights based upon any such ambiguity, error, omission, or other deficiency in the RFP document. Milwaukee County reserved the right to waive minor irregularities in proposals. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Proposer an advantage or benefit not afforded by other Proposers. Milwaukee County may waive any requirements that are not material. Milwaukee County may make an award under the RFP in whole or in part and change any scheduled dates. Milwaukee County reserves the right to use ideas presented in reply to this RFP notwithstanding selection or rejection of proposals. Milwaukee County reserves the right to make changes to and/or withdraw this RFP at any time.

PROPOSAL ACCEPTANCE, REJECTION, CANCELLATION, AND WITHDRAWAL

Each proposal is submitted with the understanding that it is subject to negotiation at the option of Milwaukee County. However, Milwaukee County reserves the right to make an award on the basis of the original proposal, without negotiation with any proposer.

Milwaukee County reserves the right to negotiate with any proposer(s) within the scope of the RFP in the best interests of Milwaukee County. Milwaukee County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a proposer’s compliance with the requirements of the solicitation. Milwaukee County may use information obtained through site visits, management interviews and County’s investigation of a proposer’s qualifications, experience, ability or financial standing, and any material or information submitted by the proposer in response to a request for clarifying information in the course of evaluation and/or selection under this RFP.

Upon acceptance in writing by Milwaukee County of the final offer to furnish any and all of the services described herein, and upon receipt of any required federal, state, and local government approvals, the parties shall promptly execute the final contract documents. The written contract shall bind the proposer to furnish and deliver all services as specified herein in accordance with conditions of said accepted proposal and this RFP as negotiated.

Milwaukee County reserves the right to accept or reject any and all proposals submitted or cancel this RFP in whole or in part if such acceptance, rejection, or cancellation is in the best interest of Milwaukee County. Prior to the date and time set forth as the Proposal Receipt Deadline, proposals

may be modified or withdrawn by the proposer's authorized representative. After the proposal deadline, proposals may not be modified or withdrawn without the consent of Milwaukee County.

CONTRACT TERMS AND FUNDING

The Professional Service Agreement ("PSA") attached as *Attachment 5a*, substantially in the form contained herein, is expected to be agreed to by the Proposer as part of contract negotiations. Exceptions must be explicitly noted in the proposal using the checklist forms provided in *Attachment 5-Exceptions*. Lack of exceptions listed on the checklist forms shall be considered acceptance of all the terms and conditions as presented in this PSA. The County may not accept any or all Proposer exceptions.

All proposers are notified that Milwaukee County reserves the right to delete or modify any task from the Scope of Services at any time during the course of the RFP process. All proposers are notified that contracts are contingent upon Federal, State, and local appropriations.

Any final contract structure resulting from this RFP may be subject to negotiation and the required approval by Milwaukee County.

Continuance of the contract beyond the limits of funds available shall be contingent upon appropriations of the necessary funds and the termination of any contract resulting from this RFP by lack of appropriations shall be without penalty.

TARGETED BUSINESS ENTERPRISE PARTICIPATION

The Office of Economic Inclusion (OEI), a Division of the Department of Administrative Services, is responsible for monitoring and enforcing Milwaukee County Targeted Business Enterprise (TBE) participation for inclusion of small or disadvantaged businesses. TBE firms include Disadvantaged Business Enterprise (DBE) firms certified under the Wisconsin Unified Certification Program following Federal regulations, Women Business Enterprise (WBE) and Minority Business Enterprise (MBE) certifications from the State of Wisconsin Department of Administration (DOA), Small Business Enterprise (SBE) firms certified by Milwaukee County, and SBE firms meeting Small Business Administration (SBA) size standards and listed in the System for Award Management (SAM) directory.

There is no Targeted Business Enterprise (TBE) goal assigned to the Onsite Health Clinics, however, Proposers are encouraged to strive to include TBEs or report their status as TBE self-performing primes. In recognition of our commitment to supplier diversity, this RFP will allocate additional points (50 bonus points) to proposals submitted that include the utilization of TBE firms, incentivizing their participation and fostering a more inclusive procurement process.

If the Proposer is a TBE Self-Performing prime, or finds a TBE partner, the *Attachment 3-Targeted Business Enterprise* should be filled out showing evidence of TBE certification in order to receive the 50 bonus points.

Following are the links to Directories for firms eligible for credit:

Business Type	Directory
<p align="center">Disadvantaged Business Enterprise “DBE”</p>	<p align="center">http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx</p>
<p align="center">Minority Owned Business “MBE”</p>	<p align="center">http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program</p>
<p align="center">Women Owned Business “WBE”</p>	<p align="center">http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program</p>
<p align="center">Milwaukee County Small Business Enterprise “MC SBE”</p>	<p align="center">https://mke.diversitycompliance.com/Default.aspx</p>
<p align="center">Federal Small Business Enterprise “SBE”</p>	<p align="center">https://www.sam.gov/portal/SAM#1</p>

EEOC COMPLIANCE

All proposers shall complete and submit an Equal Employment Opportunity Commission (EEOC) Compliance Certificate (*Attachment 2 – EEOC Compliance*).

INSURANCE AND INDEMNITY

All proposers must agree to the terms set forth on the “Insurance and Indemnity Acknowledgement” form (*Attachment 6*). This form outlines required insurance requirements for the Contractor related to this acquisition and the Proposer’s ability and commitment to provide.

RESPONSIBLE CONTRACTOR POLICY

The County of Milwaukee recognizes that superior service requires service contractors hire well-trained and dedicated staff and to treat workers fairly and to abide by applicable labor laws, thus assuring the availability of a qualified staff and avoiding labor disruption and costly employee turnover. The County of Milwaukee supports the development of a healthy business environment. Therefore, the County of Milwaukee maintains the following requirements. Contractors shall abide by all applicable local, state, and federal laws. Contractors shall at all times maintain safe and healthful working conditions and abide by all applicable wage and hour regulations and prohibitions against child labor. Contractors’ working conditions shall conform to the standards set by the Federal OSHA. Contractors shall, on request, provide to the County a report on their compliance. The County recognizes the right of an employee to self-organization and the right to form, join or assist labor organizations to bargain collectively through representatives of their own choosing, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection and, conversely, the right of such employees to refrain from any or

all such activities. All proposers shall provide working conditions for services of a similar character in a similar locality in which the services are performed.

FALSE INFORMATION

If the County determines that a Proposer purposefully or willfully submitted false information in response to this RFP or any other Milwaukee County RFP, the Proposer may not be considered for an award pursuant to this RFP or any other Milwaukee County RFP, and any resulting agreement that may have been executed may be immediately terminated.

SECTION 5- PREPARING AND SUBMITTING A PROPOSAL

GENERAL INSTRUCTIONS

In an effort to ensure the most efficient and economical service, the County utilizes Competitive Negotiation, or the Request for Proposal (RFP) process to procure professional services. This process bases the contract award on an evaluation of the Proposer's work history, technical experience, ability, resources, and other pertinent factors of the Proposer in conjunction with the total cost proposal.

INCURRED EXPENSES

Milwaukee County shall not be responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement. This includes any legal fees for work performed or representation by proposer's legal counsel during any and all phases of the RFP process, any appeal or administrative review process, and prior to final approval of a contract award.

SUBMITTING A PROPOSAL

Please follow these instructions to submit via the Bonfire Public Portal.

1. Prepare your submission materials:

Proposers must read and ensure they understand the requirements and expectations of the following documents. Documents listed below include Proposer's legal obligations that will become part of the Contract with the winning Proposer. Failure to read and understand these documents does not excuse a Proposer from compliance with the requirements as described in the documents.

Questions about the contents of any of these documents should be directed to the RFP Administrator.

Document Name	Type	# Files Permitted	Requirement
Preliminary Evaluation Questionnaire (Bonfire Template Q-19HY)	Questionnaire: Excel (.xls)	1	Required Questionnaire is located in the "Requested Information" section
Technical Proposal	File Type: PDF (.pdf)	1	Required
Price Proposal	File Type: PDF (.pdf)	1	Required
Attachment 1- Proprietary Information Disclosure Form	File Type: PDF (.pdf)	1	Required
Redacted Proposal	File Type: PDF (.pdf)	Multiple	REQUIRED IF: Proprietary Information Identified in Attachment 1.
Attachment 2- EEOC Compliance Form	File Type: PDF (.pdf)	1	Required
Attachment 3- Targeted Business Enterprise Forms	File Type: PDF (.pdf)	Multiple	Optional
Attachment 4- Sworn Statement of Proposer	File Type: PDF (.pdf)	1	Required
Attachment 5-Exceptions	File Type: PDF (.pdf)	1	Required
Additional Information-For supplemental documentation (exhibits, attachments etc.)	File Type: PDF (.pdf)	Multiple	Optional for supplemental documentation
Attachment 6- Insurance and Indemnity Acknowledgement	File Type: PDF (.pdf)	1	Required
Attachment 7-Vendor Information Sheet	File Type: PDF (.pdf)	1	Required
Attachment 8-Conflict of Interest	File Type: PDF (.pdf)	1	Required
Attachment 9-Certification regarding Debarment and Suspension	File Type: PDF (.pdf)	1	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at: <https://countymilwaukee.bonfirehub.com/projects/96137>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time at **5:00 PM CDT on July 10, 2023**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt from Bonfire with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Milwaukee County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for Bonfire technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>

The Vendor Discussion period for this opportunity starts May 25, 2023. The Vendor Discussion period for this opportunity ends June 21, 2023, 5:00 PM CDT. You will not be able to send messages after this time.

PRELIMINARY EVALUATION

Submitted proposals will be reviewed to determine if mandatory submission requirements are met. Failure to meet mandatory submission requirements will result in rejection of the proposal. Proposals that do not comply with submittal instructions established in this document and/or that do not include the required information will be rejected as non-responsive. The Proposer assumes responsibility for meeting submission requirements and addressing all necessary technical and operational issues to meet the objectives of the RFP.

PROPOSAL SCORING

An Evaluation Committee will be established by Milwaukee County to evaluate all responsive proposals and to make a recommendation. A proposer may not contact any member of an evaluation committee except at the RFP Administrator's direction. Reference the "[Questions](#)" section for additional information.

These proposals will be reviewed by an evaluation committee and scored against the criteria outlined in this RFP.

Technical Proposal scoring: The Evaluation Committee shall conduct its evaluation of the technical merit of all proposer's responsive proposals. The process involves applying the evaluation criteria and the associated weighting as outlined in the RFP to assess each vendor's proposal. The criteria that will be used by the Evaluation Committee for the technical evaluation of this RFP are outlined below.

Cost Proposal scoring: Cost is one of the evaluation categories listed below and will be a defined percentage of the total RFP evaluation. Calculation of points to be awarded to most favorable and each subsequent proposal will use the most favorable dollar proposed amount as a constant numerator and the dollar amount of the proposer being scored as the denominator. The result then is multiplied by the total number of points provided in the cost section of the RFP. The most favorable cost proposal will receive the maximum number of points available for the cost category. Other cost proposals will receive prorated scores based on the proportion that the costs of the proposals vary from the most favorable cost proposal.

The evaluation committee's scoring will be tabulated, and proposals ranked based on the total numerical scores, comprising the sum of both technical and cost scoring.

Oral presentations may be requested by Milwaukee County of the highest scoring proposer(s). The evaluation panel may engage in consensus scoring at any point during the evaluation process and may adjust any proposer's scores upward or downward based on oral presentations in the panel's sole discretion. Milwaukee County may request Best and Final Offers from any or all Proposers. Best and Final Offers are a supplement to the original offer. Milwaukee County reserves the right to make an offer based on the original submitted proposal.

Following final evaluation, the Committee will make a recommendation to Milwaukee County's Department of Administrative Services as to whose proposal is determined to provide the best value to Milwaukee County. The award may be made to the proposal with a higher technical ranking even if its price proposal is not the lowest.

The award of the contract, if made, shall be with an organization whose proposal provides the best value to Milwaukee County. Milwaukee County reserves the right to reject any and all proposals received if they deem appropriate and may modify, cancel, or re-publish the RFP at any time prior to a contract being awarded up to and through final action of the County Board of Supervisors and the County Executive, and/or Milwaukee County administration.

RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The County reserves the right to reject any and all proposals.

EXCEPTIONS

Review the RFP in its entirety and indicate any exceptions you are taking to requirements defined in the RFP. If exceptions are taken beyond exceptions related to the PSC, note them on *Attachment 5 - Exceptions* by citing the paragraph involved and the exception taken. Alternative language is subject to negotiation and/or approval. Any and all exceptions must be stated in your proposal. The County reserves the sole right to accept or reject any exceptions.

INTENT TO AWARD

An Intent to Award will be issued and all proposers will be notified. Milwaukee County reserves the right to negotiate with the selected proposer, at their options, regarding the terms of a contract and other issues to be incorporated into the contract.

In the event that a successful agreement cannot be executed, Milwaukee County reserves the right to proceed with contract negotiations with the other responsive, qualified bidders to provide service.

Prior to execution of any final agreement, the Department of Administrative Services shall make a recommendation of award and request approval of the County Executive and the County Board of Supervisors, if required. An agreement will only be fully executed following final approval by the County Board of Supervisors and County Executive, as and if required for Milwaukee County.

INFORMATION RELEASE

All materials submitted become the property of Milwaukee County. Any restriction on the use of data contained within a request must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Milwaukee County Ordinances, State of Wisconsin procurement regulations, and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a Request for Proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation and innovations become the property of Milwaukee County.

Milwaukee County may, at any time during the procurement process, request and/or require additional disclosures, acknowledgments, and/or warranties, relating to, without limitation, confidentiality, EEOC compliance, collusion, disbarment, and/or conflict of interest.

Any materials submitted by the applicant in response to this Request for Proposal that the applicant considers confidential and proprietary information and which proposer believes qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats, or material which can be kept confidential under the Wisconsin public record law, must be identified on the Designation of Confidential and Proprietary Information form (Attachment 1 – Proprietary Information Disclosure). If the proposer so designates any such information as confidential, it must upload a version of its proposal with all such identified information redacted. Confidential information must be labeled as such. Cost (pricing) always becomes public information and therefore cannot be kept confidential. Any other requests for confidentiality MUST be justified in writing on the form provided and included in the bid submitted. Milwaukee County has the sole right to determine whether designations made by a proposer qualify as trade secrets under the Wisconsin public records law.

APPEAL

Protests and appeals related to this RFP after issuance of an "Intent to Award" are subject to the provisions of the Milwaukee County Code of General Ordinances, Chapter 110. The appeal process information is available at http://www.municode.com/Library/WI/Milwaukee_County.

Appellants must provide Notice of Intent to Protest in accordance with this section and MCCO Chapter 32. Protests must be made in writing. Protest documents should be as specific as possible and, at minimum, must identify deviations from published criteria, County Ordinances, County Board Resolutions, rules, or other procedures that the appellant alleges were violated during the procurement process.

The written Notice of Intent to Protest must be filed with the contacts below and received no later than five (5) working days after the Notice of Intent to Award is issued. No Protest may be filed outside of this timeframe.

Regina Flores, Procurement Director
Milwaukee County Department of Administrative Services
633 West Wisconsin Avenue, Suite 901
Milwaukee, WI 53203
Regina.Flores@MilwaukeeCountyWI.gov

With a copy to

Sara Torres
Sara.Torres@MilwaukeeCountyWI.gov

The decision of the Procurement Director regarding any Protest is binding. A Proposer may challenge the decision of the Director per the process in Section 110 of the Milwaukee County Code of Ordinances.

Milwaukee County may proceed to contract with the Proposer selected, even if an appeal is still pending, if it is in the best interest of the County to do so.

SECTION 6 - TECHNICAL PROPOSAL RESPONSE

Technical proposals shall convey an understanding of the scope of services required. **Technical proposals shall not contain any reference to price.** Through its proposal, the proposer offers a solution to the objectives, problem, or need specified in the RFP, and defines how it intends to meet or exceed the RFP requirements.

The proposer's responses will be used in the evaluation of the proposal.

Guidelines:

- List the questions, in the order as outlined in the RFP, and provide your responses under the text of each question. This will help ensure that all questions are answered and make it easier for the evaluation team to review.
- Proposers who require additional space should feel free to upload related and labeled documents in the "Additional Information" section on Bonfire.
- Responses should be brief and direct and address all subset questions. Please do not reference any pre-printed materials as your response to a question.
- Responses should reflect your programs, organization, and administrative systems as they currently exist.
- Proposers must not reference costs from the Cost Proposal in the Technical Proposal Response.

A. Business Background and Customer Base

1. Provide a brief description of your organization including history, business philosophy, and management structure.
2. Provide a copy of your organization's State of Wisconsin license to provide medical services.

3. Describe your organization's experience related to the services to be provided in response to this RFP, with specific emphasis on the operation of an employee health clinic, and disease management/lifestyle programs. Please include specific information regarding:
 - a. Your organization's minimum of ten (10) years' experience providing employee and dependent health and wellness services.
 - b. Your organization's minimum of five (5) years' experience in operating onsite health clinics.
 - c. The current, full-service, onsite clinics, which you manage (number of clinics, locations, public vs. private, those of comparable size to Milwaukee County, etc.).
4. Describe your organization's experience working with client organizations ("clients") that are self-insured. What difficulties have you encountered working with clients that are self-insured? What insights or cautions would you share?
5. Disclose all conflicts of interest that currently exist or that may exist in the future pertaining to all referrals, labs, X-Rays, specialists, pharmaceuticals, or any outside service provider.
6. Describe any business/provider relationships your organization has in the Milwaukee County area that would be beneficial for Milwaukee County to leverage for the clinical/economic benefit of its member population.
7. Demonstrate how your organization will undertake the legal liability for your actions and inactions.
8. Please provide the total number of clients who have terminated your services/contract for employer sponsored health center services over the past 5 years and the reasons for termination.
9. Describe any litigation, pending or in the past, arising from the performance of your organization's clinic/wellness center operations.

B. Health Clinic Model

1. Describe the check-in process for patients, including web or mobile possibilities or other electronic means such as an onsite welcome tablet containing integrated forms and documents.
2. Describe the systems in place to verify eligibility of employees using the onsite health clinic.
3. Based on the information provided, please provide your proposed staffing model including hours of operation, staffing, number of exam rooms, etc.
4. Please provide the minimum facility footprint/space recommendations if the clinic includes patient exam rooms, phlebotomy lab, and prescription dispensing capabilities. What security features are required for the prescription dispensary?
5. Include a suggested floorplan based on all of the amenities listed in question four (4). Also include a list of all furniture and equipment that you will provide for the space.
6. Describe how medical equipment and clinic supplies are provided and how Milwaukee County will be charged for such operating items.
7. Provide a list of primary care services that you propose to perform.
8. What is your recommended length of time for appointment slots?
9. Describe the process an employee would follow for scheduling an appointment.
10. At what age will dependent care begin?
11. Describe your patient scheduling model and how you propose to handle same day and walk in appointments (if at all).

12. How do you balance providing services for scheduled appointments and walk-in patients at the same time? What is the typical wait-time for patients who have a scheduled appointment?
13. List your account management team. Who will be responsible for the Milwaukee County account? Who will be the day-to-day contact? Where are these individuals located? Provide a brief description of their onsite clinic experience and years with your organization.
14. How will you work with Milwaukee County and/or its broker to report utilization?

C. Medical Services

1. Describe the emergency medical services you are able to provide.
2. Identify all vaccinations for communicable diseases you are able to provide.
3. Describe the mental and behavioral health services you are able to provide.
4. Describe any virtual health services or after-hours care, such as a 24-hour nurse line, video conferencing, etc.
5. Describe your ability to provide the following:
 - i. Acute care, symptom treatment, and management.
 - ii. Minor surgical procedures, including suturing.
 - iii. Emergency response plans to address injuries or illnesses that are acute and pose an immediate risk to a patient's life or long-term health.
6. Describe your approach to handling patient referrals. How will you determine what physicians to refer patients to for specialty services? How do you ensure that you do not refer patients out of network? What is your process for following up on results with patients?
7. Describe the types of injuries that can be treated at the clinic. Describe the types of injuries that would not be treated and referred elsewhere.
8. How do you handle injuries that need other special assessments that are not available at the clinic? Example: MRI's, etc.
9. List the diagnostic lab tests you would perform at the clinic. Describe your process of how and where lab tests are analyzed. What is the typical turnaround time for processing labs? Where is the lab company located?
10. Do you provide after-hours access to care providers? If so, please describe the types of care providers and whether they have access to your Electronic Medical Records (EMR)? Is this offering included or at an additional cost? If so, please describe the additional cost in the sealed cost proposal.
11. Do you currently have telemedicine capabilities for your onsite clinics? If yes, please describe.
12. What is your grievance process for patients who have concerns with their medical care?
13. Describe procedures for handling biohazard waste and who bears responsibility for disposal.

D. Pharmacy Services

1. Describe your process for managing the inventory of onsite medications.
2. Describe the extent to which your clinic would be able to dispense any prescription medication. What class and type of drugs will you offer?
3. Is prescription medication provided as a pass-through cost to the employee? If not, what is the markup for the prescription?

4. Describe the estimated savings that can be anticipated as a result of dispensing medication onsite versus members obtaining their medications from an in- network retail pharmacy?
5. Are there any supply and/or prescription rebates? If so, please explain.
6. Do you supply patient information sheets on the dispensed medications? Do you provide live counseling by the dispensing provider?
7. Describe how dispensed medications are checked against the patient's medical information for allergy interactions, drug-food interactions, drug-drug interactions, and duplication in therapy by an EMR medication module.
8. Are dispensed medications trackable by lot number for patient level recalls?
9. Are prescriptions written for off-site filling at retail pharmacies checked by the EMR's medication module for allergy interactions, drug-food interactions, drug- drug interactions, and duplication in therapy prior to handing the patient the prescription?
10. Do you have a corporate pharmacist available to work with providers on medication issues and to counsel patients on their medication utilization?

E. Staffing

1. What role, if any, would you want Milwaukee County to play in selecting clinic staff?
2. List the minimum qualifications you propose for each position in your staffing model, including licenses, certifications, and experience.
3. How do you propose to handle the custodial and cleaning needs of the clinic?
4. What is the process for evaluating the effectiveness of your staff? How are patient complaints considered and what input would Milwaukee County have in the evaluation process?
5. How do you handle replacing health center staff should there be a termination? How does an employee termination affect the continuation of services to patients?
6. How do you provide coverage when health center staff members are sick or on vacation? Do you use temporary agencies for this staffing?
7. Does your staffing model include time built in for documentation and administrative time for clinical staff? If so, what percentage of time is spent on patient care versus documentation and administrative time? For example, if a health center is staffed for 40 hours a week, how much patient care time is allowed for in the schedule?

F. Occupational Medicine

1. Please list any certified resources you have to provide guidance with workers' compensation and occupational health services?
2. What is the intake process for employees with occupational injuries?
3. How do you determine whether an injury happened at work?
4. Can you provide a certified CDL exam in the clinic including drug panel?
5. Do you provide DOT physicals for bus drivers?
6. Do you perform employee split drug tests?
7. Are you able to provide the following drug testing per State Drug Free Workplace requirements?

DOT Panel

- Amphetamines, Cocaine, Opiates, Marijuana, Phencyclidine, 6MAM, MDA Analogues
- SAP Coordination Services & MRO Services are to be included in cost per test.
- 5 Panel

- Amphetamines, Cocaine, Opiates, Marijuana, Phencyclidine
- SAP Coordination Services & MRO Services are to be included in cost per test.

10 Panel

- Amphetamines, Cocaine, Opiates, Marijuana, Phencyclidine Barbiturates, Benzodiazepines, Propoxyphene, Methadone, Methaqualone
- SAP Coordination Services & MRO Services are to be included in cost per test.

9 Panel with SynOpiates

- Amphetamines, Cocaine, Opiates, Marijuana, Phencyclidine Barbiturates, Benzodiazepines, Propoxyphene, Methadone Oxycodone & Hydrocodone
- SAP Coordination Services & MRO Services are to be included in cost per test.

**EBT Alcohol Testing
StatSwab Saliva Kits (per kit)**

G. Chronic Disease Management Services and Wellness

1. Describe, step-by-step, your disease management program starting with how you identify individuals with high-risk health conditions.
2. Is the clinic's medical provider part of the disease management process? Why or why not?
3. How do you encourage participation in disease management programs?
4. Describe reports available for the employer and participant in helping manage chronic disease. Provide a sample report.
5. Do you provide onsite wellness educational programs (i.e. health coaching, tobacco cessation, weight management, etc.)? Describe the services you provide with the wellness programs. How will you support an already established wellness program?
6. What kinds of immunizations will be available?
7. Describe the Health Risk Assessment (HRA) tool your organization offers. Attach a sample.
8. Describe the biometric screening, full venipuncture or finger stick, and what tests are carried out? Please provide a sample report a patient would receive following a biometric screening. Are follow up appointments scheduled to go over the results with the patients?
9. Can you identify the high-risk categories of the employee population based on the HRA and biometric data results?
10. What is the turnaround time for providing reports to patients? Are reports provided electronically or in paper format?

H. Technology

1. Which Electronic Medical Record (EMR) do you use? Is it proprietary?
2. Describe how the system provides patient access to health records, including labs, tests, vaccines and medications, and integrated tracking of biometric and fitness results from personal devices.
3. Describe your online scheduling capabilities for patients.
4. Describe your telephonic scheduling capabilities, such as a toll-free line, after health center hours? If so, please indicate what hours it is available.

5. Does your technology prompt or send reminders for scheduled appointments? If so, please describe.
6. Is mobile technology available for access to scheduling, personal medical records, etc.? If so, please describe.
7. Describe any server or network system requirements necessary to implement your clinic.

I. Data Management, Data Access, Patient Care and Management Documentation Compliance

Below are lists of anticipated required fields. Data exchange must be conducted in a HIPAA-compliant manner. Please explain how you comply with the following:

1. Appointment/Encounter Records: This file would contain details about clinic visits.

- Patient First and Last Name
- Patient Date of Birth
- Patient Gender
- Last Four Numbers of Social Security Number
- Relationship to Employee (i.e., employee, spouse, child)
- Date of Appointment
- Reason for Appointment
- Conditions Being Treated (preferably, if you use them, IDC 10 codes)
- Services Provided (preferably, if you use them, CPT codes)
- If you use CPT, we require code and description.
- Attending Clinician ID (for example, UPIN)

2. Biometric and Lab Screening: This file would contain detailed results of biometric screening.

- Patient First and Last Name
- Patient Date of Birth
- Patient Gender
- Last Four Numbers of Social Security Number
- Relationship to Employee (i.e., employee, spouse, child)
- Date of Measurement
- Metric Name: For all tests conducted, including, but not limited to:
- Height, Weight, Waist Circumference
- Blood Pressure
 - a. Systolic
 - b. Diastolic
- Total Cholesterol, HDL, LDL, Triglycerides
- A1C
- GFR
- Creatinine
- Hematocrit
- Hemoglobin
- Fasting Glucose
- Metric Value

- Metric Value Description (i.e., “Feet”, “Pounds”)

3. Medications dispensed:

- Patient First and Last Name
- Patient Date of Birth
- Patient Gender
- Last Four Numbers of Social Security Number
- Relationship to Employee (i.e., employee, spouse, child)
- Date Dispensed
- Medication Name
- Strength
- Form (tablet, capsule, etc.)
- Quantity
- Days Supply
- Ingredient Cost
- Member Cost Share (if any)
- Dispensing Fees (if any)
- NDC code, if available
 - If you use NDC, we require code and description
- Prescribing Clinician ID

4. How does your organization comply with HIPAA?

5. Do you have the ability to send data to a third-party data analytics company as requested by Milwaukee County? (Provide more detail for any fields that you may not be able to produce)

- Appointment/Encounter Records? Yes/No
- Biometric data and Lab Screening results? Yes/No
- Medications Dispensed? Yes/No

6. What data reporting, aggregation and analytics do you offer your clinic clients? Is this service included in the management fee? Please describe.

7. Do you have the capability to provide an aggregate report to the employer for both HRA and biometric data? Yes/No. Please provide a sample, label the document “1.7 Data Management.”

8. Describe your EMR System? Was the EMR designed in-house or is it third party vendor?

9. Can the EMR data be sent to outside healthcare providers? Is there any additional cost associated with sending the EMR data?

10. Does/can your EMR interface with the Milwaukee County Health Information Exchange?

11. Does your EMR have the capability to interface with the Company’s medical insurance carrier?

12. What practices do you have in place to protect the confidentiality of individual information when electronically transferring or storing information?

13. Have your network security systems ever been breached? If so, describe the situation.

J. Implementation and Communication Strategy

Milwaukee County is not requiring its plan participants to use the health clinic although it is understood that the success of the clinic is directly linked to its use by its employees and their dependents on Milwaukee County’s insurance.

1. How long would it take to open the clinic once the Intent to Contract is awarded? Attach an implementation timetable. Include specific activities and responsible parties.
2. For health center opening, describe how you would ensure successful utilization of the health center? What role does Milwaukee County play in this?
3. Post health center opening describe your marketing plan philosophy with specific examples of collateral formats (i.e., email, poster, flyer), distribution methods and recommended frequency. Is there an additional cost for these services? If so, please also reflect this within the cost proposal document.
4. Provide samples of promotional material you would use to encourage use of the clinic.
5. Can your website be linked to Milwaukee County's website(s)?

K. Measurement Tools and Results

1. How would you propose measuring the outcomes and success of the overall health clinic/wellness program? Specifically, how would you track the following:
 - a. Primary Care/Disease Management Program Outcomes
 - b. Clinic Utilization
 - c. Participant Satisfaction Survey – include frequency

L. Changes in Cost of Care

1. Describe your standard management reports and provide capabilities for custom reports with associated costs. Provide examples of the reports that you would provide.
2. What predictive modeling tools do you incorporate into your data analysis?
3. How do you measure ROI? Describe your methodology.
4. Are you willing to guarantee a return on investment? If so, describe the fees you will put at risk and the criteria you would propose to measure your attainment of the objectives.

M. Accounting and Billing

1. Describe your billing process. Include a sample of your billing, label it "*M. 1. Billing Process*"
2. Describe internal procedures that will be in place to make sure Milwaukee County is billed correctly.
3. How often are participant numbers adjusted to calculate management fees?
4. Describe any special considerations with respect to billing or payment of fees and expenses that your organization offers that you believe would differentiate it from other proposers and make your organization's services more cost effective for Milwaukee County. (Actual pricing to be included in the cost proposal only)
5. Describe any services that may be provided at an additional charge to the standard pricing structure. (Actual pricing included in the cost proposal only)
6. How do you ensure that all costs, commissions, and fees associated with running your clinic are completely transparent?

N. Commitment to Racial Equity

1. What does racial equity mean to your organization, and how have you advanced racial equity in the work you do? Please provide specific examples.

2. Please explain your understanding of Milwaukee County’s vision to achieve racial equity. How will the services your company provides to Milwaukee County and its employees contribute toward the County’s vision? What commitments will you make to the vision, and how will you implement them?

SECTION 7- PRICE PROPOSAL RESPONSE

Complete the price proposal response (life of contract) as set forth in Exhibit 1 below. Pricing must be comprehensive for the proposed services, and must be inclusive of all costs including travel, materials, equipment, ongoing costs, and termination costs, if any. Milwaukee County will not reimburse on a monthly per employee per month fee (PEPM) model.

Exhibit 1

Cost Type	Cost Details	Total dollar amount
Total Start-up Costs	Provide the expense categories and the corresponding dollar amounts included in the start-up costs. (Ex: examination tables, medical instruments, furniture)	
Yearly Management fee	Provide the expense categories and the corresponding dollar amounts included in the fee	
Hourly Clinic Service rate (Fixed pricing)	Provide position types (i.e. Medical Assistant, APNP etc.), FTE/PTE hours, wages/salaries, benefits etc.	

Provide a brief narrative in support of your price proposal. The narrative should clarify how you arrived at your costs and how the proposed costs correspond to the statements made in your Technical Proposal.

SECTION 8 - EVALUATION CRITERIA

The evaluation panel will use the following criteria to evaluate each RFP response. The chart outlines the point values, out of a total of 1,050 points, that are allocated to each category for evaluation. The criteria will be applied to both the technical and cost information submitted by each proposer.

Technical Proposal = 850 Points

Item	Criteria Description	Points
A	Business Background and Customer Base	100
B	Health Clinic Model	75
C	Medical Services	75
D	Pharmacy Services	50
E	Staffing	50
F	Occupational Medicine	25
G	Chronic Disease Management Services and Wellness	75
H	Technology	50

I	Data Management, Data Access, Patient Care, and Management Documentation Compliance	50
J	Implementation and Communications Strategy	50
K	Measurement Tools and Results	75
L	Changes in Cost of Care	50
M	Accounting and Billing	50
N	Commitment to Racial Equity	25
	TBE Participation Bonus	50

Price Proposal = 200 Points

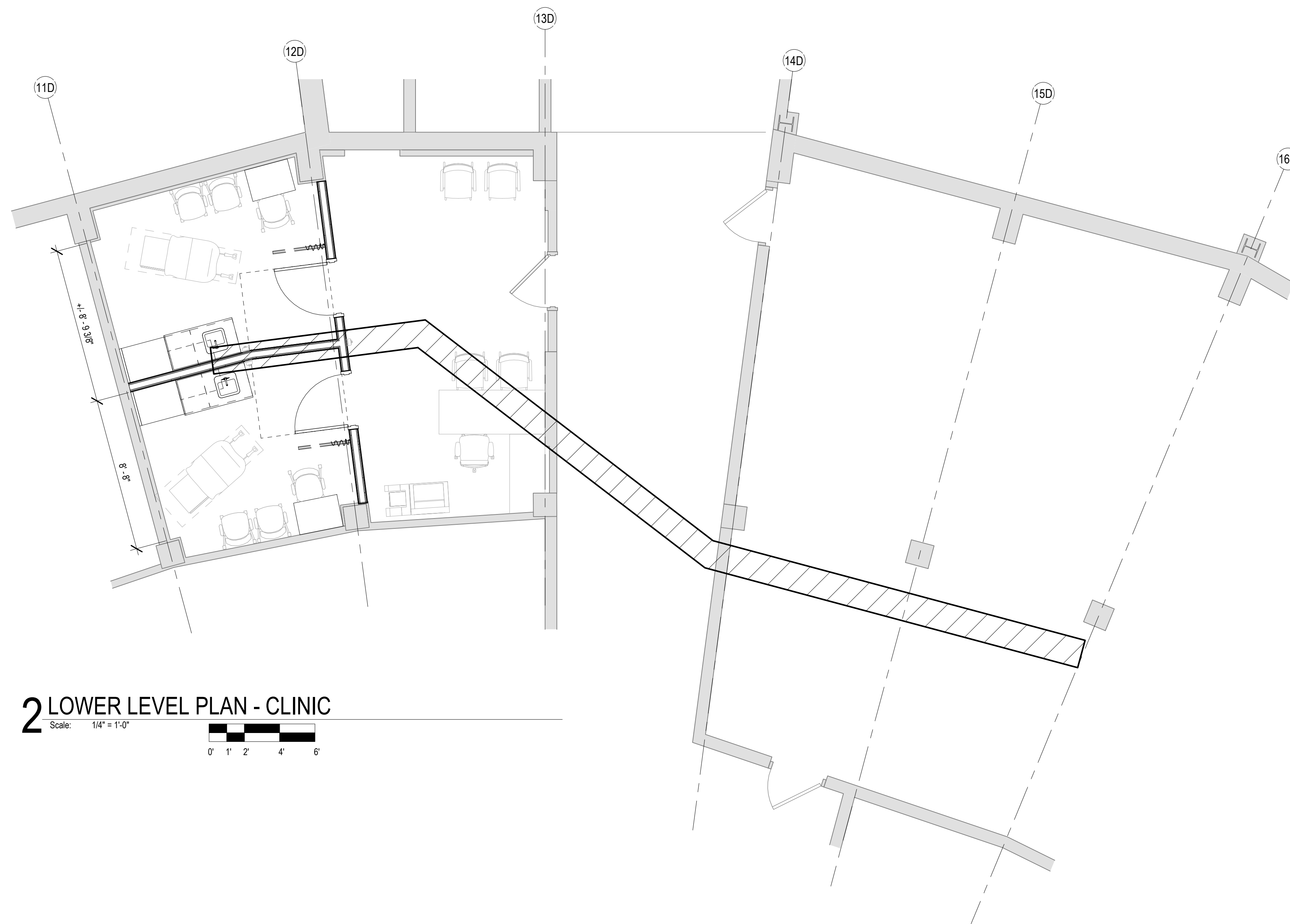
Pricing is evaluated with the highest scores assigned to the lowest price.

Criteria Description	Points
Total Start-up Costs	25
Yearly Management fee	25
Hourly Clinic Service rate	150

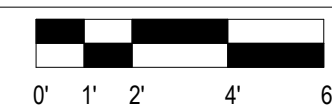
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Appendix A

Conceptual Designs for the Onsite Health Clinics



2 LOWER LEVEL PLAN - CLINIC
Scale: 1/4" = 1'-0"



Vel Phillips Youth and Family Justice Center
10201 West Watertown Plank Road,
Milwaukee, WI 53226
Floor Level: Basement

GENERAL FLOOR PLAN NOTES TO CONTRACTOR

- THIS DRAWING IS FURTHER SUPPORTED BY INFORMATION CONTAINED IN THE SPECIFICATION MANUAL.
- THE CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION, AUDIO-VISUAL, AND SECURITY DRAWINGS ARE SUPPLEMENTARY TO THE ARCHITECTURAL DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE THE INFORMATION CONTAINED IN ALL THE DRAWINGS BEFORE THE INSTALLATION OF ALL WORK.
- DO NOT SCALE DRAWINGS. CONTRACTOR TO VERIFY ALL CONDITIONS AND DIMENSIONS AT THE JOB SITE PRIOR TO COMMENCING CONSTRUCTION.
- FLOOR ELEVATIONS ARE TO THE TOP OF THE SUB-FLOOR MATERIAL UNLESS OTHERWISE NOTED.
- CONTRACTORS SHALL JOINTLY PROVIDE AND INSTALL ALL STIFFENERS, BRACING, BACKING PLATES, WALL BLOCKING AND SUPPORTING BRACKETS REQUIRED FOR THE INSTALLATION OF CASEWORK, TOILET ACCESSORIES, PARTITIONS, MILLWORK, AND ALL WORK MOUNTED OR SUSPENDED BY ALL TRADES.

NEW WORK PLAN LEGEND

- EXISTING, TO REMAIN
- MASONRY PARTITION, SEE PARTITION TYPES FOR DETAILS
- STUD PARTITION, SEE PARTITION TYPES FOR DETAILS

NEW WORK PLAN KEY NOTES

SEE PROJECT GENERAL CONDITIONS, GENERAL INFORMATION ON SHEET A001 AND SELECTIVE DEMOLITION, CUTTING AND PATCHING SPECIFICATIONS THAT ARE USED IN ASSOCIATION WITH THESE NOTES.

NEW WORK PLAN KEY NOTES APPLY TO ALL NEW WORK DRAWINGS AND MAY NOT BE USED ON EVERY SHEET.

GENERAL DEMOLITION NOTES TO CONTRACTOR

- DRAWINGS WERE PREPARED BASED ON AVAILABLE EXISTING BUILDING DOCUMENTATION. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS, AND DIMENSIONS TO SATISFY EXECUTION OF WORK. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY.
- EXISTING WALLS, DOORS, FRAMES, ETC. THAT ARE SCHEDULED TO BE REMOVED ARE SHOWN BY HEAVY DASHED LINE TYPES. SEE DEMOLITION KEY NOTES FOR SPECIFIC INSTRUCTIONS.
- EXISTING WALLS, DOORS, FRAMES, ETC. THAT ARE SCHEDULED TO REMAIN ARE SHOWN HALF-TONE AND ARE TO BE PROTECTED FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION. ANY SUCH EXISTING CONDITIONS WHICH ARE DAMAGED OR BECOME UNSTABLE DUE TO OTHER DEMOLITION SHALL BE REPLACED AT NO COST TO THE OWNER, WITH NEW CONSTRUCTION TO MATCH.
- REMOVAL OF ALL HAZARDOUS MATERIALS IS THE SOLE RESPONSIBILITY OF THE OWNER. THE EXISTING BUILDING IS ASSUMED TO NOT CONTAIN SUCH MATERIALS. SHOULD ANY MATERIAL BE FOUND, OR IS SUSPECTED TO CONTAIN HAZARDOUS MATERIAL, THE CONTRACTOR SHOULD STOP WORK IMMEDIATELY AND NOTIFY OWNER AND ARCHITECT.
- SEE MEPPF DRAWINGS AND SPECIFICATIONS FOR ELECTRICAL, PLUMBING, FIRE PROTECTION AND HVAC REMOVAL. THESE SYSTEMS ARE SHOWN FOR COORDINATION PURPOSES ONLY.
- COORDINATE ALL ITEMS TO BE SALVAGED AND TURN OVER TO OWNER.

DEMOLITION PLAN LEGEND

- EXISTING, TO BE DEMOLISHED
- EXISTING, TO REMAIN

DEMOLITION PLAN KEY NOTES

SEE PROJECT GENERAL CONDITIONS, GENERAL INFORMATION ON SHEET A001 AND SELECTIVE DEMOLITION, CUTTING AND PATCHING SPECIFICATIONS THAT ARE USED IN ASSOCIATION WITH THESE NOTES.

DEMOLITION PLAN KEY NOTES APPLY TO ALL NEW WORK DRAWINGS AND MAY NOT BE USED ON EVERY SHEET.

GENERAL REFLECTED CEILING PLAN NOTES TO CONTRACTOR

- THIS PLAN SHALL BE USED TO ESTABLISH THE LOCATIONS OF THE MAJOR CEILING PENETRATIONS INCLUDING: LIGHTING, HVAC, ACCESS PANEL, SPRINKLERS, SPEAKERS, ETC. SEE MEPPF DRAWINGS FOR MORE SPECIFIC INFORMATION REGARDING EACH DISCIPLINE. IF CONFLICTS ARE DISCOVERED REGARDING LOCATION OF CEILING PENETRATIONS, CONTACT ARCHITECT FOR FURTHER INFORMATION.
- ALL DEVICES SHOWN IN CEILING TILE SHALL BE LOCATED IN THE CENTER OF THAT TILE UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS TO CEILING FIXTURES ARE TO CENTER OF FIXTURE UNLESS NOTED OTHERWISE.

REFLECTED CEILING PLAN KEY

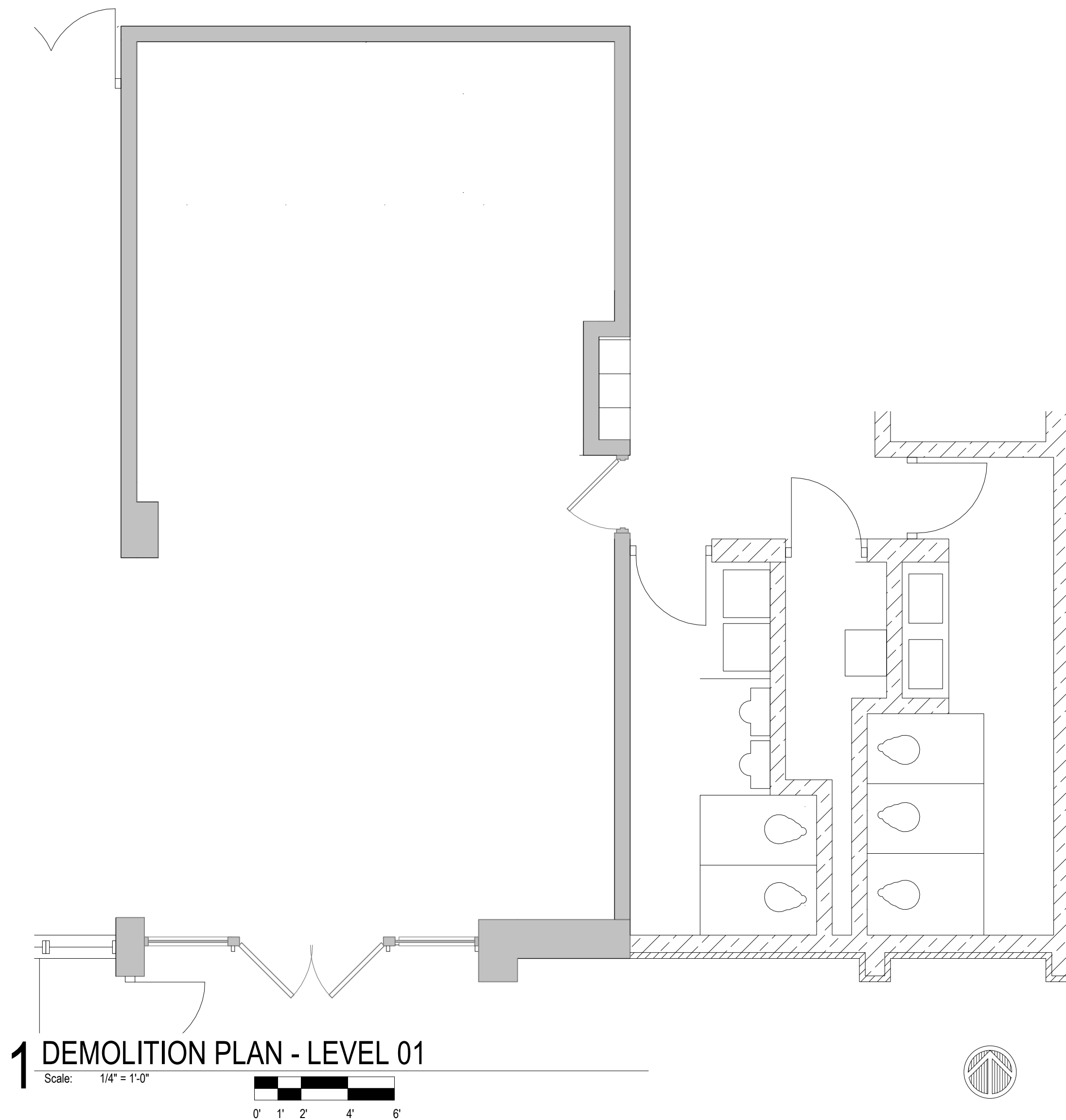
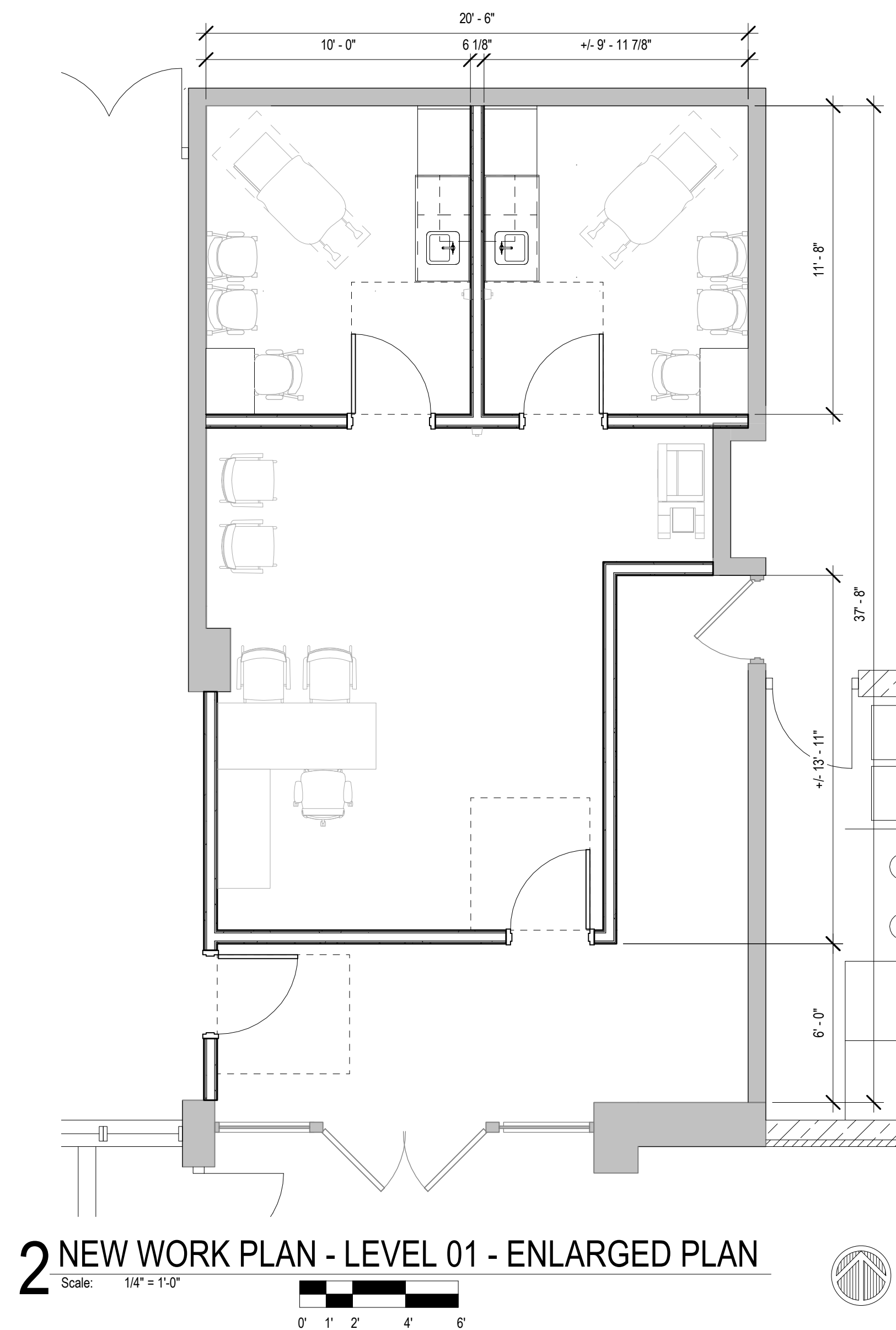
NOT ALL SYMBOLS MAY BE USED.

○	ROUND RECESSED DOWNLIGHT FIXTURE REFER TO ELECTRICAL DRAWINGS	⊗	EXIT SIGN
—	LINEAR PENDANT LIGHT REFER TO ELECTRICAL DRAWING	⊠	SUPPLY MECH DIFFUSER REFER TO MECHANICAL DRAWINGS
▬	2X4 LIGHT FIXTURE REFER TO ELECTRICAL DRAWINGS	⊠	MECH RETURN DIFFUSER REFER TO MECHANICAL DRAWINGS
GWB	GYPSUM BOARD ON METAL FRAMING REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION	⊠	MECH EXHAUST REFER TO MECHANICAL DRAWINGS
GWB-S	GYPSUM BOARD WITH SECURITY WIRE MESH ON METAL FRAMING, REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION	AP	ACCESS PANEL
APC-1	ACOUSTIC PANEL CEILING 2X2' GRID REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION		
CB	CEMENT BOARD ON GALV. METAL FRAMING REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION		
CB-S	CEMENT BOARD WITH SECURITY WIRE MESH ON METAL FRAMING, REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION		
SMC-1	DETENTION SECURITY METAL CEILING (METAL PAN ACOUSTIC CEILING W/ 2'X2' GRID); REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION		
SMC-2	DETENTION SECURITY METAL CEILING (METAL PLANK ACOUSTIC PANEL 2' WIDE); REFER TO ROOM FINISH SCHEDULE AND SPECIFICATIONS FOR MORE INFORMATION		
ETS	EXPOSED TO STRUCTURE SEE ROOM FINISH SCHEDULE		

NOT FOR CONSTRUCTION
THESE DRAWINGS ARE RELEASED FOR DESIGN DEVELOPMENT PURPOSES ONLY. THEY ARE NOT TO BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION PURPOSES.



Wilson Senior Center
 2601 West Howard Avenue, Milwaukee, WI 53221
 Floor Level: 1st Floor



- GENERAL DEMOLITION NOTES TO CONTRACTOR**
- DRAWINGS WERE PREPARED BASED ON AVAILABLE EXISTING BUILDING DOCUMENTATION. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS, AND DIMENSIONS TO SATISFY EXECUTION OF WORK. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY.
 - EXISTING WALLS, DOORS, FRAMES, ETC. THAT ARE SCHEDULED TO BE REMOVED ARE SHOWN BY HEAVY DASHED LINE TYPES. SEE DEMOLITION KEY NOTES FOR SPECIFIC INSTRUCTIONS.
 - EXISTING WALLS, DOORS, FRAMES, ETC. THAT ARE SCHEDULED TO REMAIN ARE SHOWN HALF-TONE AND ARE TO BE PROTECTED FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION. ANY SUCH EXISTING CONDITIONS WHICH ARE DAMAGED OR BECOME UNSTABLE DUE TO OTHER DEMOLITION SHALL BE REPLACED AT NO COST TO THE OWNER, WITH NEW CONSTRUCTION TO MATCH.
 - REMOVAL OF ALL HAZARDOUS MATERIALS IS THE SOLE RESPONSIBILITY OF THE OWNER. THE EXISTING BUILDING IS ASSUMED TO NOT CONTAIN SUCH MATERIALS. SHOULD ANY MATERIAL BE FOUND, OR IS SUSPECTED TO CONTAIN HAZARDOUS MATERIAL, THE CONTRACTOR SHOULD STOP WORK IMMEDIATELY AND NOTIFY OWNER AND ARCHITECT.
 - SEE MEPPF DRAWINGS AND SPECIFICATIONS FOR ELECTRICAL, PLUMBING, FIRE PROTECTION AND HVAC REMOVAL. THESE SYSTEMS ARE SHOWN FOR COORDINATION PURPOSES ONLY.
 - COORDINATE ALL ITEMS TO BE SALVAGED AND TURN OVER TO OWNER.
 - REMOVE ALL EXISTING FURNITURE IN WORK AREA. CONFIRM WITH OWNER FURNITURE TO BE SALVAGED AND REUSED. LABEL AND STORE IN OWNER APPROVED AREA FOR REUSE.

DEMOLITION PLAN LEGEND

---	EXISTING, TO BE REMOVED
—	EXISTING, TO REMAIN

DEMOLITION PLAN KEY NOTES

SEE PROJECT GENERAL CONDITIONS, GENERAL INFORMATION ON SHEET A001 AND SELECTIVE DEMOLITION, CUTTING AND PATCHING SPECIFICATIONS THAT ARE USED IN ASSOCIATION WITH THESE NOTES.

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 - CONTRACTORS SHALL JOINTLY PROVIDE AND INSTALL ALL STIFFENERS, BRACING, BACKING PLATES, WALL BLOCKING AND SUPPORTING BRACKETS REQUIRED FOR THE INSTALLATION OF CASEWORK, TOILET ACCESSORIES, PARTITIONS, MILLWORK, AND ALL WORK MOUNTED OR SUSPENDED BY ALL TRADES.
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NEW WORK PLAN LEGEND

—	EXISTING, TO REMAIN
---	MASONRY PARTITION. SEE PARTITION TYPES FOR DETAILS
---	STUD PARTITION. SEE PARTITION TYPES FOR DETAILS

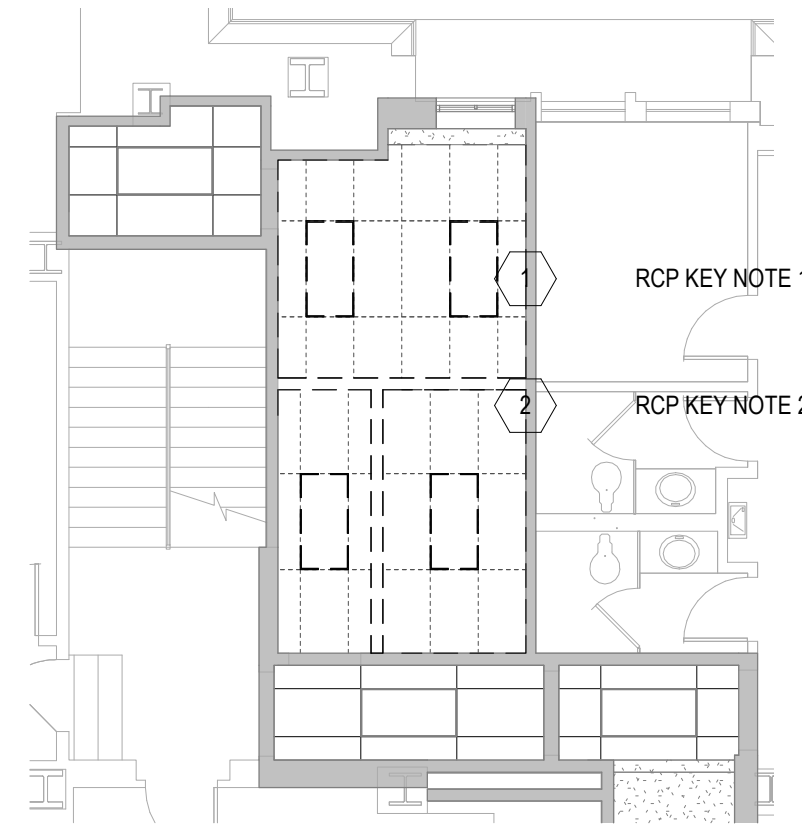
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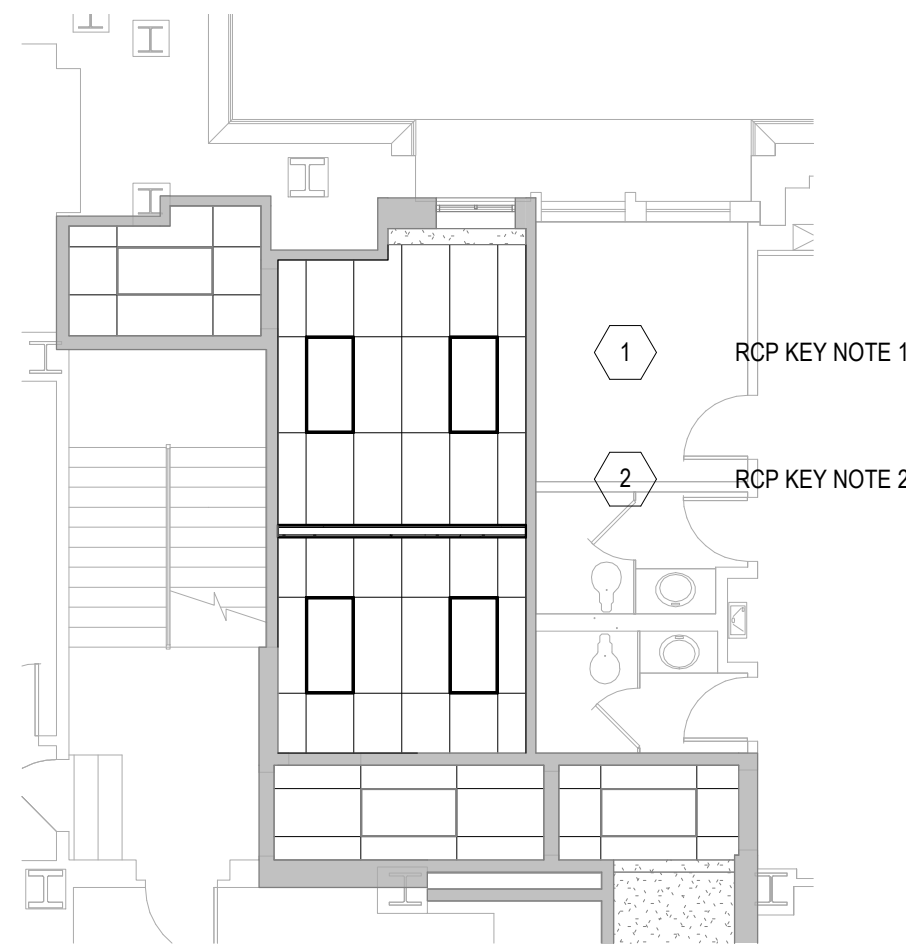
NEW WORK PLAN KEY NOTES APPLY TO ALL NEW WORK DRAWINGS AND MAY NOT BE USED ON EVERY SHEET.

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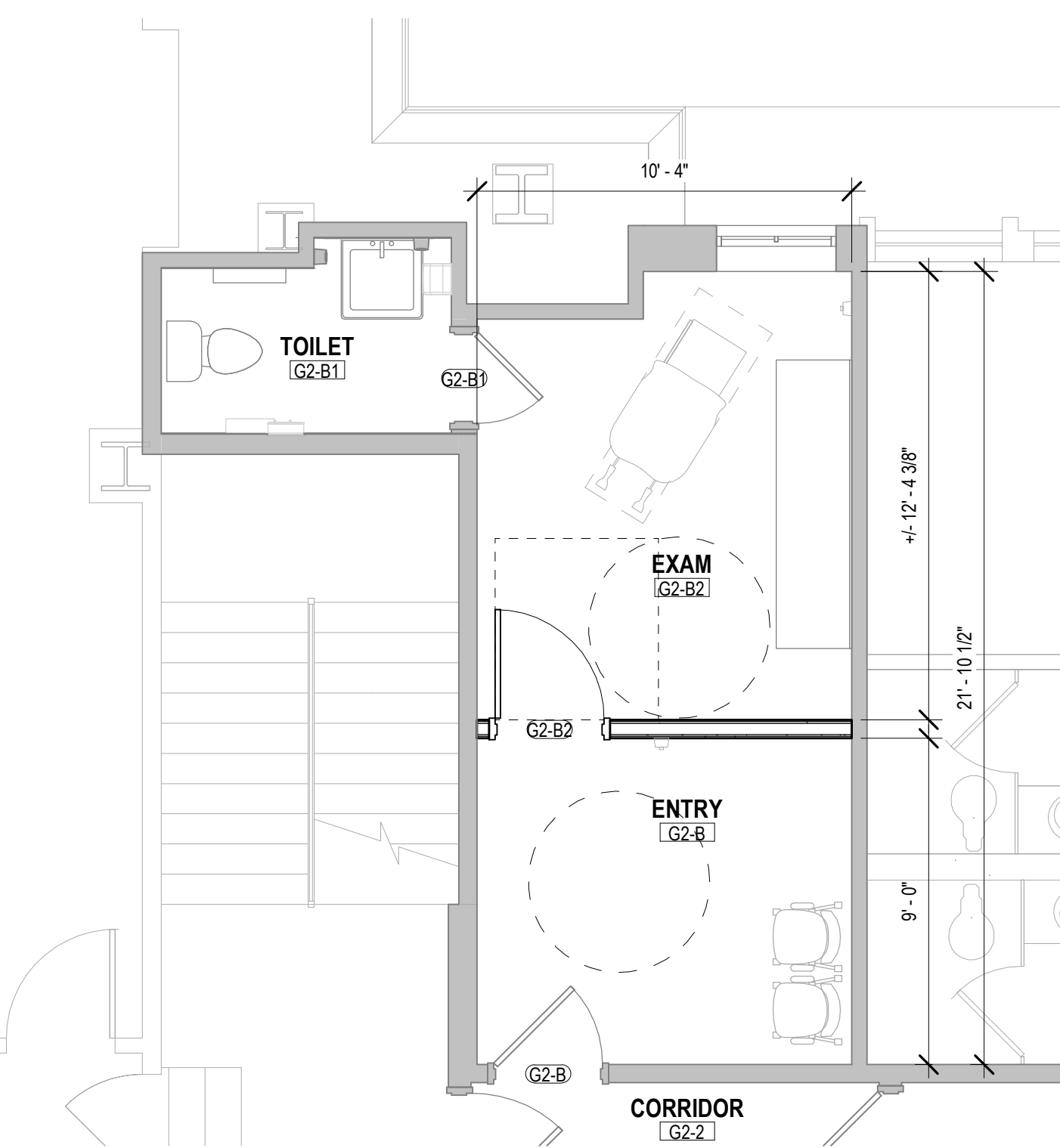




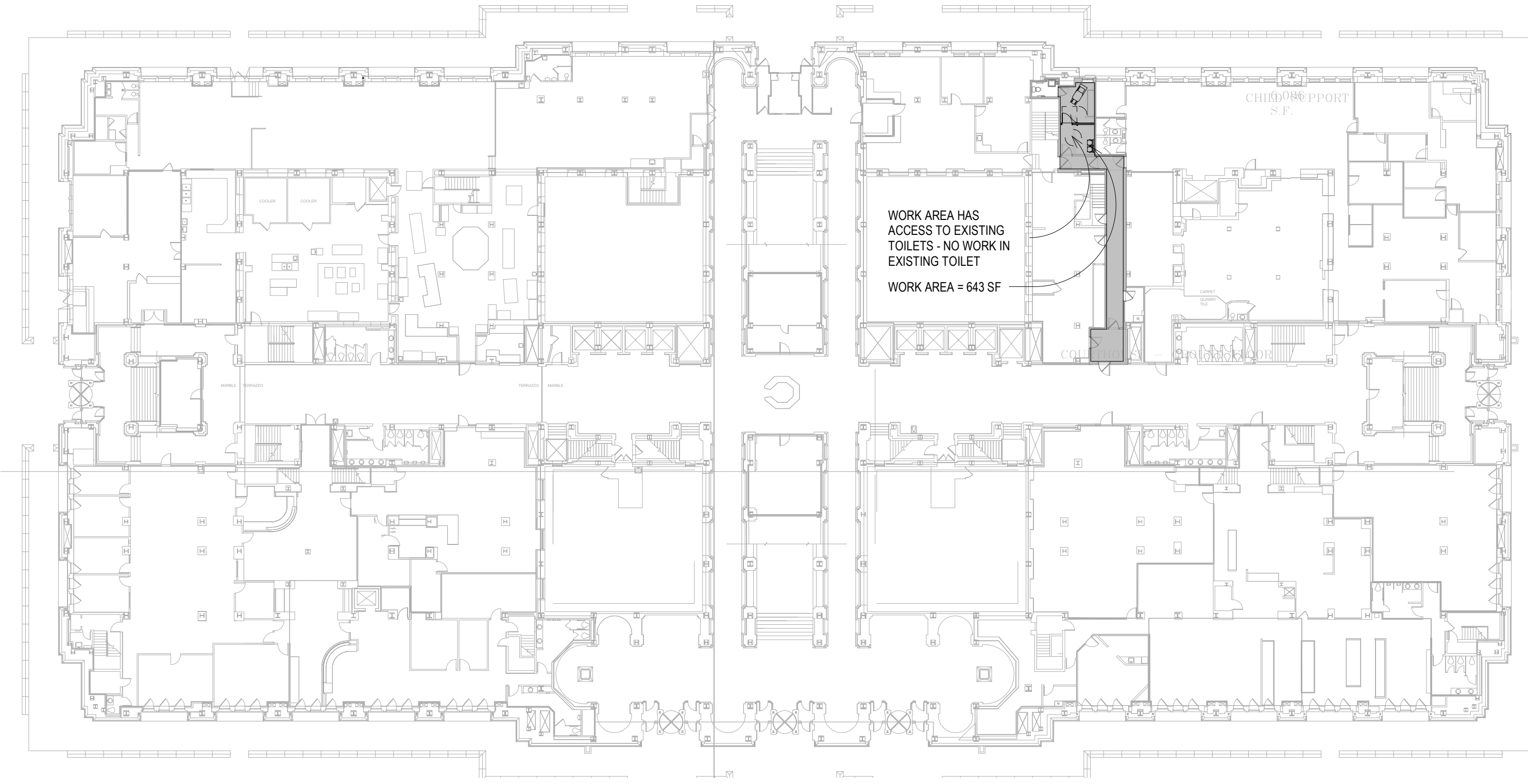
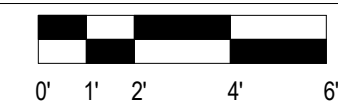
6 DEMOLITION REFLECTED CEILING PLAN - LEVEL 01
Scale: 1/8" = 1'-0"



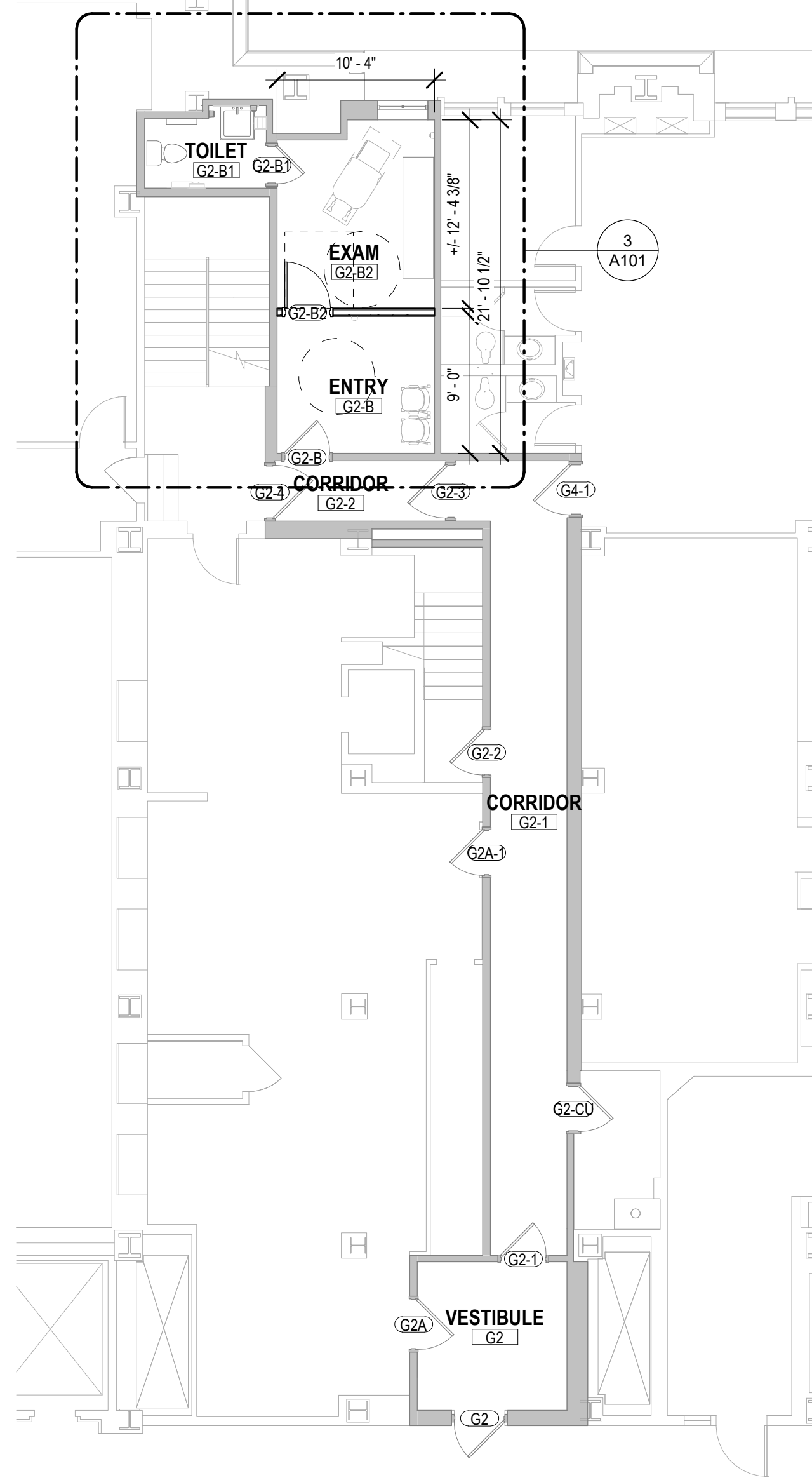
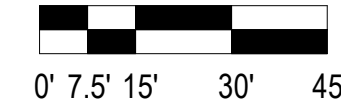
5 REFLECTED CEILING PLAN - LEVEL 01
Scale: 1/8" = 1'-0"



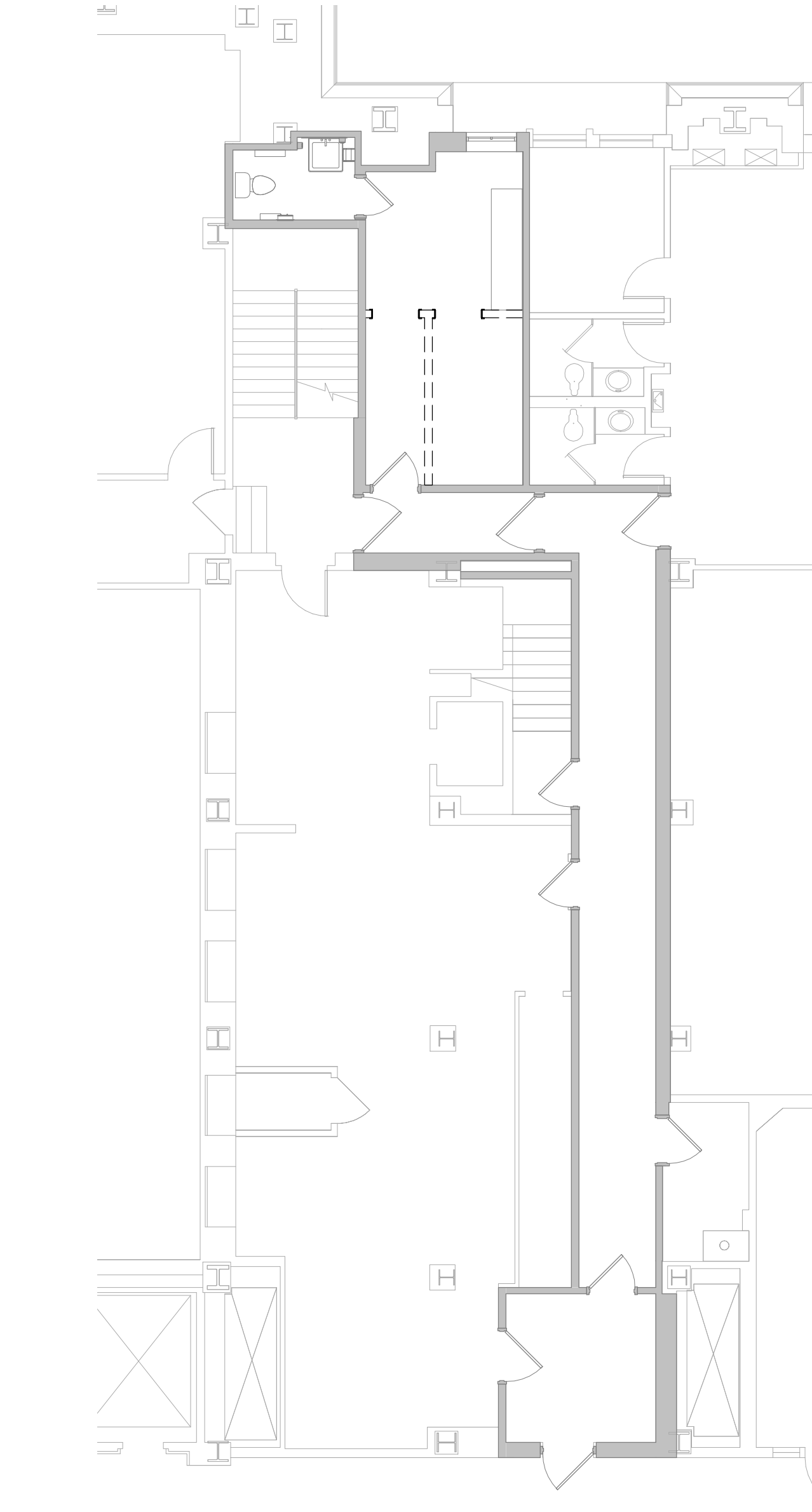
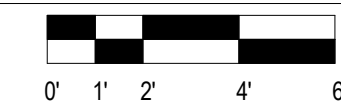
3 NEW WORK PLAN - LEVEL 01 - ENLARGED PLAN
Scale: 1/4" = 1'-0"



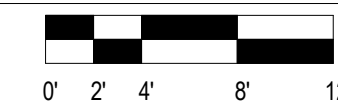
4 LIFE SAFETY PLAN - LEVEL 01.
Scale: 1" = 30'-0"



2 NEW WORK PLAN - LEVEL 01
Scale: 1/8" = 1'-0"



1 DEMOLITION PLAN - LEVEL 01
Scale: 1/8" = 1'-0"



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- EXISTING, TO BE REMOVED
- EXISTING, TO REMAIN

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Milwaukee County Courthouse 901
North 9th Street
Milwaukee, WI 53233
Floor Level: Ground Floor

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