

INVITATION TO BID

**STUDENT HEALTH SERVICES PROVIDER
FORMAL BID - PROJECT #23-009
SOLANO COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN that the Governing Board of the Solano Community College District (“District”) is inviting sealed bids for a Student Health Services Provider for the period of July 1, 2023 through June 30, 2026, with the ability to extend annually for two additional years.

Sealed bids are due by **2:00 PM on, Wednesday, February 22nd, 2023**

Please submit Bids to:

RFP 23-009 Student Health Services Provider
Solano Community College District
Susan Wheet, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

The Request for Proposal (RFP) documents are available on the Solano Community College website at <http://solano.edu/purchasing/rfp.php>

A **mandatory** pre-proposal meeting will be held on February 6, 2023 at 10:00 a.m. via Zoom. The purpose of this meeting is to answer questions and familiarize all prospective proposers with the proposal requirements. If you need additional information concerning this meeting or the proposal process, please contact Susan Wheet at Susan.Wheet@Solano.edu.

Technical questions must be submitted, in writing by no later than **2:00 p.m. on, Friday, February 3, 2023** to Susan Wheet via email at Susan.Wheet@Solano.edu. Questions or requests will be recorded and the answers provided to all Respondents during the mandatory pre-proposal meeting.

The District reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The District will award the contract based on a review and analysis of the proposal that determines which proposal best meets the needs of the District. Following the review and analysis of all responsive proposals, the District will make a recommendation to the Governing Board at its regular scheduled meeting.

**REQUEST FOR PROPOSAL
STUDENT HEALTH SERVICES PROVIDER
FORMAL BID - PROJECT #23-009**

Cover Page

CONTACT INFORMATION

RFP #23-009
Student Health Services Provider

By

Solano Community College District

ADDRESS ALL PROPOSALS TO:

RFP 23-009 Student Health Services Provider
Solano Community College District
Susan Wheat, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

Susan.Wheat@solano.edu

Phone: 707-864-7209

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INTRODUCTION

INTRODUCTION AND GENERAL OVERVIEW

The Solano Community College District (SCC) is inviting interested health services agencies to submit their proposals to operate the Student Health Center located on the Fairfield campus, 4000 Suisun Valley Road in Fairfield, CA for a three (3) year period from July 1, 2023, to June 30, 2026, with the ability to extend annually for two additional years

PURPOSE OF RFP

Solano College is a two-year higher education institution and is one of 116 colleges in the California Community College system. More than 10,000 full and part-time students are enrolled in day and evening classes each semester. The regular academic calendar runs approximately from the third week in August through the end of May. Summer school classes are offered Monday to Thursday and run from early June through the first week of August. Student Health services are also provided for the summer sessions. There are no residence halls on campus. The college employs 300 full-time faculty and staff and 270 part-time employees.

The District will consider renovations, which will improve service and/or make the operation more efficient. Renovations may be minor and/or cosmetic in nature or more significant. The proposals should specify the level of financial responsibility proposers is willing to commit towards any renovations.

The District intends to provide quality health services to its students. It should be understood that as an educational institution, the District feels its health services should contribute to its educational objectives.

The District expects proposers to present a complete program for the management of its health service and to include verifiable examples of successful programs. In addition to the services provided, proposals should include a COVID-19 quality assurance program, promotional programs, and décor ideas all in sufficient detail to allow the District to evaluate the intended operation from the standpoint of quality and service.

The District expects the Student Health Provider to begin full on-site operations at the start of Fall Semester, August 14, 2023.

INSTRUCTIONS TO PROPOSERS

No proposals shall receive consideration by the Solano Community College District (hereinafter "District") unless made in accordance with the following instructions:

1. Deadline for Receipt of Proposal: Proposals must be received by the Vice President, Finance and Administration, Administration Building, Solano Community College District, 4000 Suisun Valley Road, Suisun, CA 94534 **no later than 2:00 pm on February 22, 2023**. Proposals must be in an envelope marked "RFP 23-009 Student Health Services Provider."

Respondents shall submit one (1) paper copy and one (1) copy in digital format (e.g., CD, DVD, flash drive, etc.).

- a. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy."
- b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
- c. The sealed proposal envelopes must be marked legibly with the RFP number and title, and the District name and address, as shown in the following example:

RFP 23-009 Student Health Services Provider
Solano Community College District
Susan Wheet, VP of Finance and Administration
Finance and Administration, Building 600
4000 Suisun Valley Road
Fairfield, CA 94534

No telephone, email, or fax proposals will be considered.

It is each bidder's sole responsibility to ensure its bid is delivered timely and received at the location designated as specified. The District will not be responsible for errors in delivery under any circumstance. Any bid received at the designated location after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.

2. Pre-Proposal Conference: A mandatory pre-proposal zoom meeting will be held on February 6, 2023 at 10:00 a.m. by Zoom at

<https://solano-edu.zoom.us/j/84441917091?pwd=c0ZBZUhEbjRqVVZ3RS92YzVJVdTdYdz09>

The purpose of this meeting is to answer questions and familiarize all prospective proposers with the proposal requirements. Representation shall be limited to two (2) individuals from each firm. Due to the importance of all proposers having a clear understanding of the terms and conditions of this solicitation, **ATTENDANCE IS**

MANDATORY. Proposals will only be accepted from those proposers who are represented at the pre-proposal meeting. Attendance at the meeting will be noted by the representative's name as presented in the Zoom meeting.

3. Requests for Information: Any questions relative to the proposal should be directed to the Vice President of Finance and Administration, Susan Wheet, via email at susan.wheet@solano.edu no later than **2:00 p.m. on, Friday, February 3, 2023.**
4. Proposal Forms: Proposal must be submitted in the format shown in "Form of Proposal." Proposals in any other form will be considered informal and will be rejected. Conditional proposals will be not considered. Proposals should be clear and, if appropriate, properly indexed. Numbers should be stated in figures, typewritten, and the signatures of all individuals must be in long hand or digitally verified. The completed forms should be without alterations, or erasures. Proposals must be submitted with the proposer company's name and with authorized signature(s) in envelopes, clearly marked with the title (RFP 23-009 Student Health Services Provider) and closing date.
5. Execution of Forms: Each proposal must give the full business address of the proposer and must be signed by the proposer with his or her usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A proposer's failure to properly sign required forms might result in rejection of the proposal.
6. Withdrawal of Proposals: Proposals may be withdrawn by the proposers up to the time fixed for the opening of proposals but may not be withdrawn for a period of forty-five (45) days after the opening of proposals. A successful proposer shall not be relieved of the proposal submitted without the District's consent.
7. Addenda or Bulletins: Any addenda or bulletins issued during the proposal process shall form part of the specifications issued to proposers for the preparation of their proposals and shall constitute part of the Contract Documents.
8. Site Visit and Oral Presentation: District staff and students may visit sites of the proposer's current and previous Health Center sites. Proposers will be given at least twenty-four (24) hours notice of the visit. The proposers may be requested to give an oral presentation to the District staff and students at the site visit.
9. Basis of Award: Each proposer shall submit, as part of their proposal, complete specifications and detailed descriptions of the services and items they propose to supply under this contract. The District's decision as to the award of the contract will be based on the specific actions and qualifications of the proposer. Award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the District based on the evaluation factors set forth in the solicitation.

10. Award of Contract: The contract will be awarded within sixty (60) calendar days after opening proposals to the most responsive proposer subject to the approval of the Governing Board. The time for awarding the Contract may be extended by the District with the consent of the most responsive proposer.

11. Execution of Contract: The successful proposer shall, within ten (10) calendar days of notice of award of the contract, sign and deliver to the District the executed contract along with the certificates of insurance required by the Contract Documents. In the event the proposer to whom an award is made fails or refuses to execute within ten (10) calendar days from the date of receiving notification that the contract has been awarded to the proposer, the District may award the work to the next most responsive proposer or may reject all proposals and call for new proposals. The contract and other documents are subject to the approval of the District and its legal counsel.

SCHEDULE OF KEY EVENTS

1. Issue of Request for Proposal January 18, 2023
2. Technical Questions Due February 3, 2023, 2:00 p.m.
3. Mandatory pre-bid zoom meeting February 6, 2023, 10:00 a.m.
4. Bids must be received by..... 2:00 pm, February 22, 2023
5. Bids will be opened..... 2:01 pm, February 22, 2023
6. Proposal evaluation completed and short-list interviewsno later than March 10, 2023
7. Recommendation for Board approvalApril 5, 2023
8. Notification of Award.....April 6, 2023
9. Commencement of servicesJuly 1, 2023

PROPOSER QUALIFICATIONS

Proposals are being solicited from firms that are in the business of providing health services as listed in this Request for Proposal. Proposals shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of the proposal.

1. Evidence of the successful operation of a health service facility and provide a listing of those health service facilities currently operated in the United States with the names, addresses, and telephone numbers of responsible institutional representatives.

Complete statement illustrating organization, financial resources, and other resources sufficient to provide necessary backing to recruit personnel, establish and operate a health service operation in the magnitude described in these specifications.

EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

Patient/Student/Staff Satisfaction Methods

1. Formalized methods of evaluating patient/student/staff satisfaction continually.
2. Use regularized procedures to consider patient/student/staff input in daily operations.

Management Capabilities and Other Services

1. Demonstrated success in health clinics.
2. Use of promotional techniques to encourage patient/student/staff interest and patronage of health service.
3. Demonstrated ability to provide continuous quality service, including, but not limited to TB tests, flu shots, etc.

Company Qualifications, Management Personnel, Financial Stability

1. Evaluation by current and former clients in terms of program evaluation and qualifications
2. Credentials and background of unit management personnel and regional managers.
3. Available services of personnel trained in medical services and/or certified nursing technician.
4. Evaluation of the company's financial position and stability.
5. Demonstrated effectiveness in hiring a diverse staff.

Financial Proposal

1. The District is requesting two proposals at two different price ranges. One proposal should be priced in the range of \$110,000 to \$140,000. The other proposal should be priced between \$210,000 and \$240,000. Proposers may bid at one or both ranges.
2. Comprehensive evaluation of financial terms and conditions.
3. Ability to make and finance realistic renovations or other improvements to the health service area in addition to providing solid management and quality service at competitive prices to the surrounding community.

FORM OF PROPOSAL

The proposal should include the following information in the order specified. If the proposer fails to provide any of the following information, the District may, at its sole option, ask the proposer to provide the necessary information, evaluate the proposal without the missing information, or reject the proposal.

1. Complete the Proposal Certification on Page 14 of this RFP packet.
2. Proposers must complete the Proposed Student Health Services Budget Form (Attachments #1 Part A and Part B). Personnel Staff, Hours, and Salaries quoted will be incorporated into the contract.
3. Provide information concerning typical services you intend to propose for students.
4. Explain your company's proposal for determining the level of customer satisfaction and securing customer input. Be as specific as possible, citing successful programs at other institutions.
5. Outline your marketing and advertising plans and describe how it is tailored to the District's students, faculty and staff. Include samples of promotional material.
6. List of accounts (company names, key personnel, addresses, and phone numbers) where the proposer is providing health services similar to the one being proposed for the District. Please indicate the number of years at each location.
7. An organization chart showing the proposer's management team for handling District Student Health services, including identification of key personnel. Submit job descriptions for the proposed manager and other staff members.
8. How do you schedule breaks and lunches to assure adequate staffing during peak hours?
9. The company's affirmative action plan, report, or other document demonstrating success in hiring a diverse staff that represents the community being served.
10. Submit your most recent independent audit report and/or other evidence of financial stability.
11. Describe your firm's proposal for improvements and renovations of the health service area, any financial contribution to this effort your firm will make, and any District contribution or efforts toward those renovations.

SCOPE OF WORK AND SERVICES

1. STAFFING REQUIREMENTS; FINANCIAL AGREEMENTS; HOURS OF OPERATION

- A. The Proposer shall provide appropriate health and support staff for the administration and operation of the Student Health Center for Solano Community College, ("College"). The health and support staff will be employees of the Proposer. The College shall provide input in the selection of all staff selected by the Proposer. All staff of the proposer shall remain under the direction and supervision of the Proposer.
- B. Proposer will provide a Health Assistant (HA) for a minimum of 40 hours per week to provide clerical assistance and to perform information, reception, and medical record functions under the direction of the licensed health providers.
- C. Proposer shall be responsible for the evaluation of staff performance. College shall participate in the evaluation of the provider's staff in the development and operation of the Student Health Center.
- D. Daily operational hours of the Student Health Center shall be maintained at a minimum of 170 days (1,717 hours/year) to meet the needs of the College and the student population. The usual workweek may be a combination of day and evening hours. The schedule may provide for sameday and/or evening hours and outreach services at the Vacaville and Vallejo outreach centers or other community sites.

If additional Student Health Services hours are requested and approved in writing by the College, College will reimburse the Proposer for actual costs. The proposer will not be required to provide staffing coverage for illness or other leave. However, Proposer will make its best efforts to provide sufficient staff to maintain operations.

2. SCOPE OF STUDENT HEALTH SERVICES PROGRAM

- A. The Proposer shall assist the College Student Health Center in promoting an understanding of health and aid in developing sound health practices by fulfilling the following functions:
 - 1) Giving health counseling and guidance services to students. Licensed health staff, e.g., registered nurse, will assess minor health problems and compliance with treatments of minor acute illnesses and assist in providing health services or obtaining health care as needed.
 - 2) Providing first aid to students who present to Student Health Center and emergency response to other on-campus locations during normal Student Health Center hours of operation.
 - 3) Providing over the counter medication (i.e., for colds, hay fever, flu, headaches, stomach aches, etc.)
 - 4) Providing rest area for ill students
 - 5) Providing pregnancy counseling and birth information, including pregnancy testing

- 6) Providing and distributing health education materials supplied by many agencies through College Health Services.
- 7) Providing health education and counseling on medical problems such as diabetes, heart condition, epilepsy, orthopedic, counseling concerning family planning, pregnancy, sexually transmitted diseases, and nutrition, etc., advising on resources available in the community.
- 8) Performing common screening tests such as vision, hearing, blood pressure, and blood glucose.
- 9) Providing information and referral regarding communicable disease control, adult immunizations (there may be times a limited supply of immunizations are available and given based on need).
- 10) Provide TB skin testing, results, and referrals for students and staff at all sites
- 11) Provide flu vaccinations to students and staff at all sites
- 12) Obtaining and maintaining confidential health records of patients.
- 13) Providing virtual services to those students not on main campus
- 14) Providing information and/or workshops on drug abuse prevention and communicable diseases.
- 15) Creating Health Center news and announcements for campus newsletters
- 16) Setting up or operating (if possible) special health screening clinics.
- 17) Functioning as a liaison between College personnel and community health resources.
- 18) Providing health education resources to counselors, instructors, and students.
- 19) Providing communicable disease follow-up on tuberculosis, hepatitis, and other communicable disease reports in conjunction with the Solano County Department of Public Health.
- 20) Participating in orientation classes relating to health services for new students.
- 21) Attending appropriate health services/college meetings, as necessary.

3. SPACE, SUPPLIES, SUPPORT SERVICE, EQUIPMENT

- A. The College will provide suitable space, adequate lighting, telephone service, and furnishings and equipment to the Proposer's program staff.
- B. Confidential office space for the following is to be provided by the College (estimated square feet):
 - 1) Clerical/Records 120 sq. feet
 - 2) Nursing Office 100 sq. feet

- 3) Exam Room 100 sq. feet with sink
- 4) Storage 100 sq. feet
- C. The College will provide furniture and equipment for the Student Health Center. All furniture and equipment provided by the College shall remain the property of the College.
- D. The Proposer will provide medical and first aid supplies, instruments, drugs, and pharmacy supplies as budgeted in the Proposal.
- E. The Proposer will provide infectious waste disposal through a separate contract and include the costs for such service in the rates outlined in the Proposal.

4. OUTSIDE PATIENTS

Proposers may include a provision in their proposal to serve community patients who are not students or staff of the college. However, these members of the college community should be served as the highest priority of the proposer. If the proposal will include serving outside patients, please include a description of this structure in your proposal.

PROPOSAL CERTIFICATION

The undersigned certifies that our firm (check one) _____ IS or _____ IS NOT currently debarred, suspended or proposed for debarment by any federal or state entity. The undersigned agrees to notify the Solano Community College District of any change in this status, should one occur, until such time as an award has been made under this solicitation action.

In compliance with the Request for Proposals for Student Health Services and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such services in accordance with the specification/scope of work.

(Firm name)

(Street address)

(City, state, zip)

(Phone number)

(Fax number)

(E-mail address)

(FED ID #)

BY: _____
Signature

Name & Title

Date

Attachment 1 Part A
Student Health Services Budget Proposal 1 (\$110,000 to \$140,000)
FY 2023/24
(Beginning Fall 2023)

PERSONNEL:	# of HOURS	PRODUCTIVE STAFF HOUR RATE	TOTAL PRODUCTIVE EXPENSE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
TOTAL HOURS	_____	TOTAL PRODUCTIVE SALARIES	\$ _____
Services and Supplies:			
2151 Drugs/Pharmaceuticals		\$ _____	
2153 Medical/Dental Supplies		\$ _____	
2355 Mileage		\$ _____	
2176 CLIA Waiver Fees		\$ _____	
		TOTAL SERVICES AND SUPPLIES	\$ _____
		TOTAL BUDGET	\$ _____

- Calculation of total hours must include all instruction days and final exam days. For Example:

SEMESTER	TOTAL INSTRUCTIONAL/ FINALS DAYS IN SEMESTER	HOURS/DAY	HOURS/SEMESTER
Fall 2022	84	8	672
Spring 2022	84	8	672
		FY TOTAL HOURS	1344

- Total Productive Expense per staff hours must include salaries, benefits, and overhead costs.
- CLIA Waiver is required to conduct simple screening tests involving human specimens (e.g. blood, urine) and must be renewed every two (2) years. Only waived tests may be performed. Refer to CDC webpage <https://www.cdc.gov/labquality/waived-tests.html>
- Adjustments may be made between budget line items above, provided that any adjustment does not result in an increase to the Total Budget.

Attachment 1 Part B
Student Health Services Budget Proposal 2 (\$210,000 to \$440,000)
FY 2023/24
(Beginning Fall 2023)

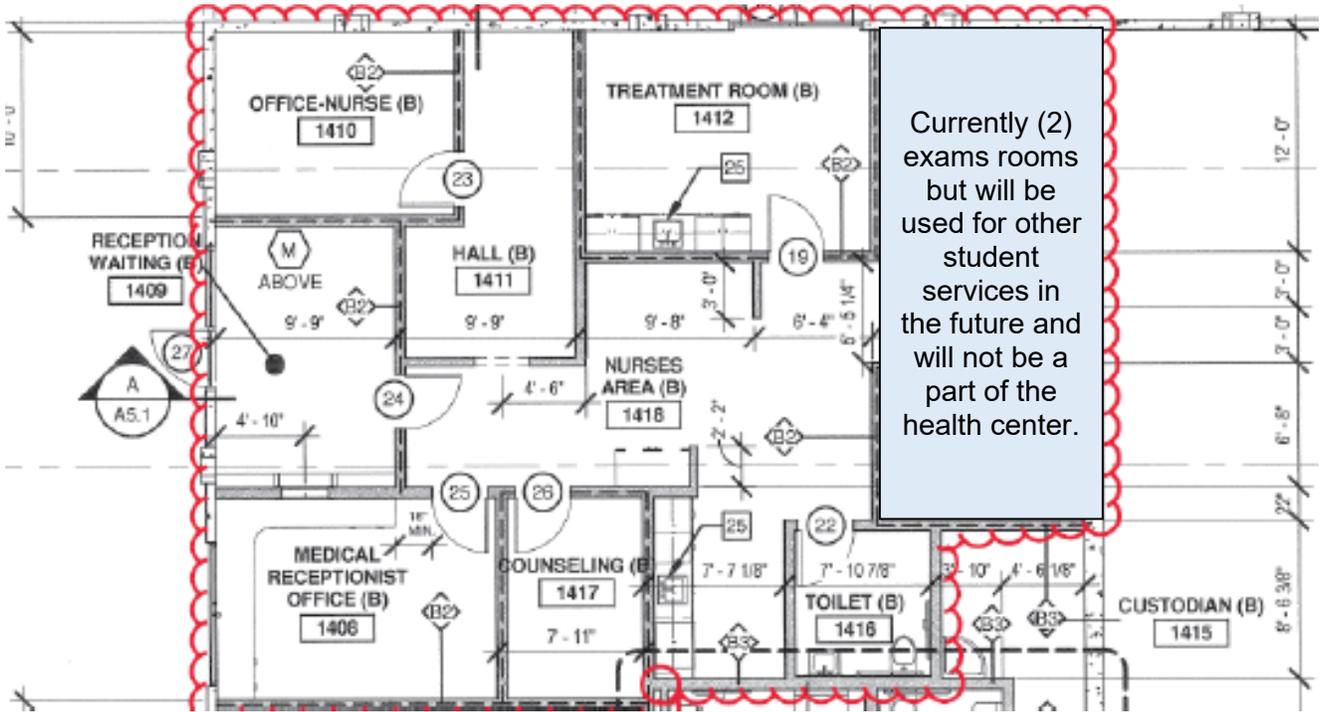
PERSONNEL:	# of HOURS	PRODUCTIVE STAFF HOUR RATE	TOTAL PRODUCTIVE EXPENSE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
TOTAL HOURS	_____	TOTAL PRODUCTIVE SALARIES	\$ _____
Services and Supplies:			
2151 Drugs/Pharmaceuticals		\$ _____	
2153 Medical/Dental Supplies		\$ _____	
2355 Mileage		\$ _____	
2176 CLIA Waiver Fees		\$ _____	
		TOTAL SERVICES AND SUPPLIES	\$ _____
		TOTAL BUDGET	\$ _____

- Calculation of total hours must include all instruction days and final exam days. For Example:

SEMESTER	TOTAL INSTRUCTIONAL/ FINALS DAYS IN SEMESTER	HOURS/DAY	HOURS/SEMESTER
Fall 2022	84	8	672
Spring 2022	84	8	672
		FY TOTAL HOURS	1344

- Total Productive Expense per staff hours must include salaries, benefits, and overhead costs.
- CLIA Waiver is required to conduct simple screening tests involving human specimens (e.g. blood, urine) and must be renewed every two (2) years. Only waived tests may be performed. Refer to CDC webpage <https://www.cdc.gov/labquality/waived-tests.html>
- Adjustments may be made between budget line items above, provided that any adjustment does not result in an increase to the Total Budget.

**Attachment 2
Floor Plan of the Health Center**



**EXHIBIT A- CERTIFICATION OF NON-DISCRIMINATION
TO BE EXECUTED BY FIRM AND SUBMITTED WITH PROPOSAL**

Proposer hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable Federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, _____.

FIRM _____
(Type or print complete legal name of Bidder)

BY _____
(Signature)

Name _____
(Type or print)

Title _____

**EXHIBIT B - NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY FIRM AND SUBMITTED WITH PROPOSAL**

_____, being first duly sworn, deposes and says that he or she is _____ of the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposed price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposed price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

FIRM _____
(Type or print complete legal name of Firm)

BY _____
(Signature)

Name _____
(Type or print)

Title _____

EXHIBIT C – ADDENDA ACKNOWLEDGMENT

Changes or corrections to the RFP will be issued via a numbered addendum format prior to the Proposal deadline (See Schedule of Key Events). Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____