



ALASKA RAILROAD CORPORATION
327 W. Ship Creek Ave.
Anchorage, AK 99501
Phone 907-265-4470
Fax 907-265-2439
HUMPHREYC@AKRR.COM

March 21, 2024

RFP 24-30-211507

MEDICAL SERVICES – ANCHORAGE

Response Requested,

This form must be completed and returned to ensure receipt of future addenda or additional information. Email this form to: Humphreyc@akrr.com. All addenda will be forwarded to the contact listed below.

Firms that have not returned this cover sheet will not be informed of addendums and will only be alerted to addendums by checking with the ARRC procurement officer or by checking ARRC’s internet site: www.alaskarailroad.com, select Suppliers and then Solicitations. Offerors must acknowledge the receipt of all issued addendums in their proposal submittal.

Company _____

Address _____

Contact _____

Phone _____

Fax _____

Email _____

Website: www.alaskarailroad.com



Alaska Railroad Corporation
327 W. Ship Creek Avenue, Anchorage, AK 99501
P.O. Box 107500, Anchorage, AK 99510-7500
Telephone 907.265.4470
humphreyc@akrr.com

March 21, 2024

REQUEST FOR PROPOSALS

The Alaska Railroad Corporation (ARRC) is soliciting proposals from interested offerors for the following:

RFP 24-30-211507 MEDICAL SERVICES ANCORAGE

Sealed proposals must be received by ARRC no later than 3:00 p.m AST on April 11, 2024 at:

Alaska Railroad Corporation
Attn: Candice Humphrey
327 W. Ship Creek Avenue
Anchorage, AK 99501

One (1) original and one electronic copy of the proposal must be submitted. Electronic copies should be upload to the following location: <https://www.dropbox.com/request/qusZRwZjLB2ue40HNm6H>
The sealed envelope or package used in submitting a proposal shall be clearly marked with the following information:

1. Proposer's Name
2. RFP number 24-30-211507
3. Date and Time Scheduled for Receipt of Proposals:
4. Sealed Proposal: Medical Services

Proposals received after the time and date set forth above shall be rejected. All proposals submitted in response to this solicitation must be signed by an individual with the legal authority to submit the offer on behalf of the company.

The ARRC may award a contract resulting from this solicitation to the responsible offeror whose offer conforming to this solicitation will be most advantageous to the ARRC.

ARRC may reject any or all offers if such action is in the best interest of ARRC, and waives informalities and minor irregularities in offers received. ARRC may award a contract on the basis of initial offers without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint. Any contract resulting from this solicitation shall incorporate the Standard Terms and Conditions contained in this solicitation package.

This RFP is not to be construed as a commitment of any kind nor does it commit ARRC to pay for any cost incurred in the submission of an offer or for any other cost incurred prior to the execution of a formal contract

Protests

Per ARRC Procurement Rule **1800.2**

A protest based on alleged improprieties or ambiguities in a solicitation must be filed at least 10 days before the due date of the bid or proposal, unless a later protest due date is specifically allowed in the solicitation. If a solicitation is made with a shortened public notice period and the protest is based on alleged improprieties or ambiguities in the solicitation, the protest must be filed before the due date of the bid or proposal.

The protest of an invitation to bid or a request for proposals in which a pre-bid or pre-proposal conference is held within 12 days of the due date must be filed before the due date of the bid or proposal if the protest is based on alleged improprieties or ambiguities in the solicitation. A protest based upon alleged improprieties in an award of a contract or a proposed award of a contract must be filed within 10 days after a notice of intent to award a contract is issued by the procurement officer.

ARRC Disadvantaged Business Enterprise (DBE) Program: ARRC is an equal opportunity corporation that encourages the participation of DBEs as prime contractors and subcontractors on its contracts funded in whole or in part by the Federal Transit Administration (FTA) or the Federal Highway Administration (FHWA). The ARRC has a race neutral DBE Program and does not set DBE goals on individual solicitations. Nonetheless, the ARRC aspires to achieve an overall DBE participation of 4.0% in federal fiscal years 2022-2024 on contracts funded by agencies within the U.S. Department of Transportation. If this contract is funded in whole or in part by funds from the FTA or the FHWA, it is imperative that you consult the Federal Terms and Conditions portion of this solicitation



The Alaska Railroad is a member of Green Star (<http://www.greenstarinc.org/>). ARRC earned an initial Green Star Award in 1994 and a Green Star Air Quality Award in 2007. The Alaska Railroad considers Green Star membership to be a positive business attribute, and regards a Green Star award as a tangible sign of an organization's commitment to environmental stewardship and continual improvement within its operations.

Please direct all responses and/or questions concerning this Request for Proposals to Candice Humphrey, Alaska Railroad Corporation, Supply Management, 327 Ship Creek Avenue, Anchorage, AK 99501, telephone number (907) 265-4470, cell number (907) 502-0007, email humphreyc@akrr.com.

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- EXHIBIT A ALASKA RAILROAD CORPORATION PHYSICAL EXAMINATION POLICY #64-4
- EXHIBIT B PRESCRIPTION REVIEW FORM
- EXHIBIT C SAMPLE PHYSICAL ABILITY TEST
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SECTION A

BACKGROUND INFORMATION

The Alaska Railroad Corporation (ARRC) is seeking proposals from health care clinics to provide medical services in Anchorage.

The Alaska Railroad Corporation is a full-service railroad providing passenger and freight services within Alaska. ARRC operates and maintains over 650 miles of track, serving communities from the ports of Seward and Whittier in South Central Alaska, north to Fairbanks in the Interior.

The State of Alaska purchased the Alaska Railroad from the Federal Government in 1985. ARRC is a public corporation formed pursuant to AS 42.40 and is an instrumentality of the State within the Department of Commerce, Community and Economic Development, but operates similar to a private business or governmental enterprise activity. ARRC generates revenue through freight train service from Seward to Fairbanks-North Pole, real estate holdings, and year-round passenger service. Significant infrastructure and equipment investments are funded with grants from various Federal agencies. The Railroad is governed by a seven-member Board of Directors appointed by the Governor of Alaska. The corporation is headquartered in Anchorage, with work stations in Anchorage, Wasilla, Fairbanks, Healy, Denali National Park, Nenana, Seward and Whittier. Employees also work from various temporary locations along the "Railbelt," and there is a two-person office in Seattle Washington.

Approximately 650 employees are employed on a year-round basis with an additional 100 seasonal summer hires. During the spring months, seasonal hiring creates a heavy demand for pre-employment physical examinations and physical ability testing.

You can learn more about the Alaska Railroad Corporation by visiting alaskarailroad.com.

SECTION B

SCOPE OF SERVICES

Physical Examination Services

Background Information

The work performed by Alaska Railroad employees varies in its physical demands from office work to heavy manual labor. It is the policy of the ARRC that current and prospective employees receive physical examinations that are job-related and justified by business necessity to ensure that no employee or applicant's ability to perform essential job functions is impaired by a medical condition. Physical examinations are performed in Anchorage and Fairbanks.

ARRC Policy and Procedure 64-4, Physical Examination Policy, (Exhibit A) outlines the various types of physical examinations and physical ability tests (Exhibit C) that are conducted to ensure that employees and/or applicants are capable of performing their essential job functions.

As different positions require different levels of physical exertion and ability, the ARRC has grouped positions into three different classes: Class A, Class B and Class D. The different classes are explained in Exhibit A of the Physical Examination Policy, and Appendix B of the policy outlines the different examination protocols associated with each class.

Listed below is information regarding the types of physical examinations and the number of examinations conducted during the last three (3) years in Anchorage.

| Anchorage Exams | 2020 | 2021 | 2022 |
|--|-------------|-------------|-------------|
| Pre-employment | 54 | 69 | 60 |
| Fit-for-duty | 1 | 1 | 1 |
| OSHA respiratory medical clearance | 14 | 15 | 12 |
| DOT physical for a CDL medical certificate | 36 | 55 | 37 |
| Vision and hearing acuity | 37 | 67 | 36 |
| Periodic exam | 0 | 0 | 0 |
| Hepatitis B shot | 5 | 6 | 7 |
| Hazwoper exam | 1 | 3 | 1 |
| Prescription review | 54 | 52 | 61 |
| Physical Ability Testing | 55 | 69 | 60 |

The Contractor agrees to provide medical services to Alaska Railroad Corporation (ARRC) personnel in accordance with the scope of work provided herein. Such medical services shall include, but will not be limited to:

- Pre-employment physical examinations
- Administer physical ability tests (PATs) in compliance with medical standards for specific job functions, Americans with Disabilities Act (ADA) regulations, and Equal Employment Opportunity Commission (EEOC) guidelines. This includes testing PATs up to and including 100 lbs. PATs are sometimes referred to as Human Performance Evaluations (HPEs).
- Lab work (for pre-employment and periodic physical exams)
 - ✓ blood panel, to include comprehensive metabolic panel, lipid panel, and complete blood count
 - ✓ urinalysis specific gravity dip stick
- Prescription review ((Exhibit B) to determine if an employee is safe to work while taking a legal prescription)
- DOT medical exams for commercial driver's license (CDL) medical certificates
- OSHA respiratory medical evaluation exams and bi-annual monitoring
- Hepatitis B shots
- Hearing conservation audiograms
- Visual acuity and color vision per 49 Code of Federal Regulations CFR § 240.121 and § 242.117
- Annual Hazwoper exams
- Periodic physical examinations
- Board certified Occupational and Environmental Medical physician to act in the capacity of a Corporate medical advisor relative to hiring new employees, return-to-work cases, and medical removal from the job due to safety concerns or any other medically based assessments
- Fit-for-duty exams
- Flu shots for employees and family members
- Scheduled on-site services, such as a flu shot clinic in Anchorage

The standards, requirements, scope and depth of exams, quality control and availability issues are identical for exams done either in Anchorage and Fairbanks. The Contractor and all Subcontractors shall maintain files, for the results of exams of applicants and employees done at the request and under contract with the ARRC, separately from regular patient medical files. These files shall be the property of the ARRC, but will always be maintained by the Contractor.

The Contractor may be asked to provide consultation for the review of illness and injury cases including those in which convalescence appears unusually prolonged. The goal is:

1. The earliest possible return to work of the employee that ensures the health, safety and welfare of the employee, the ARRC and the public or,
2. Appropriate restrictions and/or recommendations regarding an employee's medically related problem and his/her suitability to return to work. The role of the Contractor will include the communication with the employee's personal physician(s) to obtain relevant information and to work toward an acceptable solution.

The ARRC's expectations with respect to the Contractor's performance are as follows:

1. The Contractor will provide medical exam appointments to the ARRC within two days of receiving the phone or email request from the ARRC's Human Resources Department.

2. The Contractor will maintain its facilities, lab, and sound booth (hearing conservation audiograms) to an acceptable professional quality industry standard.
3. The medical release signed by the ARRC employee or applicant authorizes the Contractor to discuss, frankly and openly, with a Human Resources representative, the medical issues at hand impacting the individual's ability to perform the duties of the position.
4. The Contractor will determine the employee's/applicant's ability (or inability) to perform the duties of the position based on position descriptions and physical requirements of the job.
5. Once the medical examination and necessary tests are completed, the Contractor will note the results on an ARRC Fitness for Duty Form (Exhibit E) with one of the following determinations:
 - a. Released
 - b. Not Released
 - c. Released with restrictions
 - d. Released with recommendations
6. If the Contractor determines that the employee/applicant cannot perform the duties of the position, the Contractor will state the reason(s) why and will outline exactly what types of duties and physical activities the employee/applicant can perform.
7. ARRC's Human Resources Department will provide information to the Contractor regarding the duties, functions, and physical requirements of ARRC positions.
8. The Contractor will be knowledgeable of and understand the most current version of pertinent federal regulations, which control the manner in which the ARRC conducts business, ensuring that all sub-contractors also understand and abide by the necessary federal regulations (i.e. 49 CFR Part 240, 49 CFR Part 242, 49 CFR Part 391, 29 CFR Part 1910).
9. Facsimile or secure email confirmation of results of physical examinations will be sent to the Human Resources Department within three working days from the date of the physical exam. The Contractor will fax or secure email prescription review results to the ARRC within ½ day of receiving the request.
10. The Contractor shall provide periodic health examinations, which may include laboratory tests, required by governmental agencies for employees in certain occupations or in jobs involving identified workplace health hazards (including PCB and asbestos removal). These examinations are required by such governmental agencies as:
 - Occupational Safety and Health Administration (OSHA – Federal and State)
 - U. S. Department of Transportation (DOT)
 - Federal Railroad Administration (FRA)
 - Federal Motor Carrier Safety Administration (FMCSA)

The frequency and scope of these examinations will be in accordance with the regulations of these agencies. In most cases, the policy of the ARRC regarding frequency and scope will meet the requirements of these agencies. For those positions which require unique or more frequent examinations and/or testing, specific guidelines will be followed in accordance with ARRC requirements.

11. The Contractor will review the ARRC's current Medical History Form (Exhibit D), as well as in an on-going basis to ensure state-of-the-art assessment protocol is being utilized. OEM shall be able to identify appropriate follow-up questions to positive answers to more fully explore medical condition.

12. The Contractor will review the current physician's release/recommendations form (Fitness for Duty Form - Exhibit E) and ensure it adequately addresses the need to communicate the physician's recommendations regarding the applicant's/employee's physical capabilities to perform the essential functions of the job.
13. The Contractor will recommend ways to streamline the process for the scheduling of medical office visits for testing needs as well as efficient transfer of information.
14. The Contractor will receive the ARRC physical examination records from any predecessor contractor and maintain them during the period of performance. The Contractor will arrange to have the ARRC physical examination records transferred to any successor contractor at the end of the period of performance. All ARRC medical files shall be retained by the successor of this contract and any subsequent successors. The ARRC records retention schedule states that these medical records will be maintained indefinitely.
15. The Contractor will make photocopies of medical exam results at the request of the Alaska Railroad employee.

SECTION C

PROPOSAL INFORMATION, CONDITIONS & INSTRUCTIONS

1. Pre-Submission Proposal Inquires

Proposers shall promptly notify ARRC of any ambiguity, inconsistency, conflict, or error which they may discover upon examination of the solicitation documents. Verbal inquiries regarding this RFP are not permitted. All inquiries must be made in writing and received at ARRC's offices prior to January 15, 2024 and the written inquiries must be submitted as follows:

Candice Humphrey
humphreyc@akrr.com
Alaska Railroad Corporation
327 W. Ship Creek Avenue,
Anchorage, AK 99501

ARRC will respond to all or part of the written inquiries received through the issuance of a written Addendum to the RFP, if in the opinion of ARRC, such information is deemed necessary to submit proposals or if the lack of it would be prejudicial to other prospective proposers. Oral and all other non-written responses, interpretations and clarifications shall not be legally effective or binding. Any Proposer who attempts to use or uses any means or method other than those set forth above to communicate with ARRC or any director, officer, employee or agent thereof, regarding this RFP shall be subject to disqualification.

2. Proposal Submission Deadline

Sealed proposals must be received by ARRC no later than at:

Alaska Railroad Corporation
327 W. Ship Creek Avenue
Anchorage, AK 99501

One (1) original and three (3) copies of each proposal must be submitted. The sealed envelope or package used in submitting a proposal shall be clearly marked with the following information:

1. Proposer's Name
2. RFP number
3. Date and Time Scheduled for Receipt of Proposals:
4. Sealed Proposal: Medical Services

Proposals received after the time and date set forth above shall be rejected. All proposals submitted in response to this solicitation must be signed by an individual with the legal authority to submit the offer on behalf of the company.

3. Proposal Open and Subject to Acceptance

All proposals shall remain open and subject to acceptance by ARRC for ninety (90) days after the deadline for proposal submission.

4. Proposal Opening

Proposals will be opened privately at ARRC's convenience on or after the proposal due date.

5. Reserved Rights

In addition to other rights in this RFP, ARRC reserves, holds and may exercise at its sole discretion, the following rights and options:

- (a) To supplement, amend, or otherwise modify or cancel this RFP with or without substitution of another RFP.
- (b) To issue additional or subsequent solicitations for proposals.
- (c) To conduct investigations of the Proposers and their proposals.
- (d) To clarify the information provided pursuant to this RFP.
- (e) To request additional evidence or documentation to support the information included in any proposal.
- (f) To reject any and all proposals, or parts thereof, and/or to waive any informality or informalities in any of the proposals or the proposal process for the RFP, if such rejection or waiver is deemed in the best interest of ARRC.
- (g) To award a contract or contracts resulting from this solicitation to the responsible Proposer whose proposal conforming to this solicitation will be most advantageous to ARRC.
- (h) To negotiate any rate/fee offered by a Proposer. ARRC shall have the sole right to make the final rate/fee offer during contract negotiations. If the selected Proposer does not accept ARRC's final offer, ARRC may, in its sole discretion, reject the proposal and start negotiations with the next highest ranked Proposer.
- (i) If an award is made and, prior to entering into a contract, subsequent information indicates that such award was not in the best interest of ARRC, ARRC may rescind the award without prior notice to proposers and either award to another proposer or reject all proposals or cancel the RFP.
- (k) To terminate the contractor at any point in the evaluation process or after award if the approved personnel become unavailable, are switched off project by the firm, or the qualifications are generally found to be inadequate. All personnel reassignments to and from the project will be approved by ARRC.

6. Proposal Costs

Each Proposer shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its proposal, and ARRC shall have no responsibility or liability whatsoever for any such costs and expenses. Neither ARRC nor any of its directors, officers, employees or authorized agents shall be liable for any claims or damages resulting from the solicitation or collection of proposals. By submitting a proposal, Proposer expressly waives (i) any claim(s) for such costs and expenses, and (ii) any other related claims or damages.

7. Taxes

Pursuant to AS 42.40.910, ARRC is exempt from all forms of state or local sales, property and other taxes. Accordingly, any Proposer who submits a proposal shall not include any such tax in any of its proposal prices or in any calculation thereof.

8. Proposal Format

Interested firms shall submit one (1) original proposal and three (3) copies, containing a statement of qualifications and a concise narrative that fully addresses each evaluation criteria. Proposals shall have a maximum of thirty (30) pages, exclusive of résumés and exhibits. A signed cover letter of a maximum two (2) pages should introduce the proposed firm, summarize the main qualifications of the firm, and include any other information the Contractor deems will emphasize the Contractor's ability to successfully perform the services required and demonstrate why selection of Contractor would be advantageous to ARRC. A limited number of larger (11x17) sheets are acceptable for graphics or charts. The page limit excludes cover sheets, cover letter, table of contents, forms required by ARRC, résumés or other attachments required herein.

Important Instructions: To be considered responsive, Proposers must submit the Questionnaire in Section G. Pricing shall be submitted in a separate envelope labeled "Pricing" (no copies required).

9. Capacity to Perform

Any Proposer considered for award as a result of this solicitation may be required to make assurance to the Contract Administrator concerning the Proposer's capacity and capability to perform. Previous contracts of a like nature, financial solvency, and other information may be requested of the considered Proposer. Failure to provide assurances requested in a timely manner may be cause for rejection of the Proposal.

10. Costs

Other direct costs (ODC) on contracts incurred shall be billed at cost. Any travel and travel related expenses shall be billed at cost with coach airfare only, no first class or business class. Lodging and meal expenses must be reasonable. ARRC will not pay for alcohol, valet parking or other expenses it considers to be exorbitant.

11. Purchase Obligation

ARRC and responding firms expressly acknowledge and agree that ARRC has made no express or implied promises to expend any dollar amounts with respect to the services addressed by this RFP. By submitting a proposal in response to this RFP, each firm acknowledges and agrees that the provisions of this RFP, and/or any communication, statement, act or omission by representatives of ARRC (including consultants) in the selection process, shall not vest any right, privilege, or right of action in any Proposer.

12. Exceptions to Terms, Conditions and Specifications

Any contract resulting from this solicitation shall incorporate the General Terms and Conditions contained in this solicitation package. Each Proposer shall indicate all exceptions to terms, conditions, and specifications of this solicitation individually in its proposal. Exceptions received or placed after the proposal submission date will be considered as counter offers and as such will render the entire proposal non-responsive.

13. Public Information

All submitted proposals will be considered confidential until notice of intent to award is issued. After notice of intent to award is issued, all proposals will become public information.

14. Qualifications of Proposers

Proposers will be evaluated by ARRC based upon their experience in performing the services requested, financial stability, appropriate personnel, responsiveness, technical knowledge and general organization. ARRC reserves the right to take any actions it deems necessary to determine if Proposers have the ability to perform the services outlined in the Scope of Work in a satisfactory manner. Such actions will include an evaluation of the Proposer's qualifications and references prior to Contract Award. Proposers may be disqualified, and their Proposals rejected, for any reason deemed appropriate by ARRC including, but not limited to, the following:

- (a) Evidence of collusion between a Proposer and any other Proposer(s).
- (b) An unsatisfactory performance record on prior projects for ARRC, or any other organization.
- (c) The appearance of financial instability (in the opinion of ARRC) and/or evidence that Proposer may not be financially able to complete the work required by the Scope of Work in a satisfactory manner.
- (d) If Proposer has failed to complete one or more public contracts in the past.
- (e) If Proposer has been convicted of a crime arising from previous public contracts.
- (f) If Proposer is not authorized to perform work in the State of Alaska.

15. References

Provide a representative list of clients including addresses, contact names and phone numbers. In case of a business entity client, provide the name of an individual familiar with the nature of your services to the entity.

16. Clients

How many businesses of similar size and scope have begun using your firm's services in the past three years? How many clients have stopped using your firm's services in the past three years? Why?

17. Conflict of Interest

Disclose any information that may pose an actual conflict of interest in providing these services or give the appearance of a conflict of interest.

Please provide any other relevant information that may assist ARRC in the selection process.

18. Contract Period

The ARRC anticipates awarding a contract for one year with the possibility of four one-year extensions subject to acceptance by both parties.

SECTION D

PROPOSAL FORMAT AND CONTENT

Alaska Railroad Corporation (ARRC) is requesting proposals from interested firms qualified to perform the work described in the Scope of Services. This is intended to be an unbiased evaluation. ARRC reserves the right to withdraw this RFP, reject any and all proposals, advertise for new proposals, or accomplish the work by other means, including issuing only some of the tasks defined in the Scope of Services above, that ARRC in its sole discretion, determines to be in its best interest. ARRC may request additional information from any firm to make a proposal responsive to this RFP or otherwise obtain clarification or additional information that ARRC, in its sole discretion, deems necessary to analyze and compare proposals.

Proposals must be complete as to the requested information.

Failure to follow this format in a proposal or failure to include complete information as requested will result in a lower score and may result in rejection of the proposal. At a minimum your proposal shall address the following in order to be considered responsive:

1. Methodology and Approach 30%

- a. Describe your understanding of the Scope of Services and make a positive commitment to perform the work within the timeliness guidelines specified.
- b. Describe your office location, layout, and staffing levels.
- c. Describe your plan to meet the scheduling and availability needs of the ARRC.
- d. What is your availability for consultation with the ARRC Human Resources Compliance Administrator?
- e. Do you have other clients of similar size and scope with physical exam testing program requirements? If so, how many clients?
- f. Describe your training plan for new staff members, including physicians, nurses, and office personnel.
- g. Describe your quality control procedures.
- h. Provide a sample copy of your monthly billing format.
- i. Describe your medical record management and retention program for both paper and electronic media.
- j. Describe your capability to administer physical ability tests that measure an applicant's ability to perform the physical components of the prospective job. Please note, some of our physical ability tests require testing of up to and including 100 lbs.

2. Qualifications of the Firm 25%

- a. Provide a transmittal letter with general information on your firm and its experience, including the year it was founded, the number of years your firm has been providing medical services, and any other lines of business or affiliated entities.
- b. Describe your ownership structure, including parent, affiliated or subsidiary company, and business partners.

- c. Describe your experience pertinent to this engagement, particularly within the public sector, or transportation and railroad industries.
- d. Identify and describe the location of the office(s) that would provide the medical services on this project.
- e. Describe your experience making medical determinations with safety-sensitive employees.
- f. Describe how you would conduct Prescription Review and the steps involved in determining if an employee is safe to work when taking prescriptions.
- g. Describe how your firm keeps current with changing federal regulations and laws, such as Federal Railroad Administration (FRA), OSHA, Federal Motor Carrier Safety Administration (FMCSA), Health Insurance Portability and Accountability Act (HIPAA), and Patient Protection and Affordable Care Act (PPACA).
- h. Provide an organizational chart showing all key personnel, identifying their area of expertise and their roles and relationships and how they will interact with ARRC personnel and among themselves.

3. Proposed Key Personnel 20%

- a. Identify and describe the pertinent experience of the proposed physicians, nurses, the office manager, and other individuals who would be involved in performing the work associated with this contract. Provide complete details on the functions to be performed by these persons and how their activities would be directed and coordinated. Include résumés of all key persons to be involved in this project. For each person involved, describe his/her:
 - i. Education, expertise and experience.
 - ii. On-going training.
 - iii. Expertise with occupational medicine, including respirator evaluation and exposures to hazardous materials
- b. Identify the key contact person (account manager) for the ARRC engagement and describe his/her availability to work with the ARRC.
- c. Are your physicians qualified to administer examinations for CDL medical cards?
- d. Do you have individuals on staff who are qualified to administer physical ability tests?
- e. Do you have a Board certified Occupational and Environmental Medicine (OEM) physician on-staff?

4. Fee Proposal 25%

Section E, Fee Schedule shall be included in Offeror's response. For purposes of determining low cost, the cost page shall be totaled in the aggregate; therefore, it is important to fill in all of the costs requested. The Firm with the lowest cost in the aggregate shall receive 15%; the other offers following suit shall be calculated on a percentage basis and ranked accordingly.

Section E

Fee Schedule

An Offeror's failure to provide the information requested in this Section shall be cause for rejection of the offer on the basis of non-responsiveness. The Fee Schedule shall be signed by a representative of the firm that has the authority to obligate the firm into a binding contract.

| Description | Price per each- Anchorage |
|--|---------------------------|
| 1. Pre-employment physical examinations: | |
| a. Medical History and Physical Examination | \$_____ |
| b. Hearing Conservation Audiogram | \$_____ |
| c. Visual Acuity | \$_____ |
| d. Color Vision | \$_____ |
| e. Blood Panel (CMP, lipid panel, CBC) | \$_____ |
| f. Urinalysis specific gravity dip stick | \$_____ |
| 1. Exam Total | \$_____ |
| 2. Periodic physical examinations, | |
| a. Medical History and Physical Examination | \$_____ |
| b. Hearing Conservation Audiogram | \$_____ |
| c. Visual Acuity | \$_____ |
| d. Color Vision | \$_____ |
| e. Blood Panel (CMP, lipid panel, CBC) | \$_____ |
| f. Urinalysis specific gravity dip stick | \$_____ |
| 3. Exam Total | \$_____ |
| 3. Fit-for-duty physical examinations | \$_____ |
| 4. Physical Ability Tests | \$_____ |
| 5. Prescription Review (via faxed/email request) | \$_____ |
| 6. Commercial driver's license (CDL) medical exams | \$_____ |
| 7. Pulmonary function test | \$_____ |
| 8. Respiratory evaluation exams and bi-annual monitoring | \$_____ |
| 9. Hearing Conservation Audiograms, | \$_____ |
| 10. Hepatitis B shots, | \$_____ |
| 11. Visual acuity and color vision, | \$_____ \$_____ |

- | | | |
|--|--------------|--------------|
| 12. Annual Hazwoper Exams | \$ _____ | \$ _____ |
| 13. Consultation | \$ _____/hr. | \$ _____/hr. |
| 14. Medical surveillance of hazardous waste exposures. | \$ _____ | \$ _____ |
| 15. Photocopying of medical records | \$ _____ | \$ _____ |

NAME AND ADDRESS:

COMPANY NAME

SIGNATURE BY AND FOR THE OFFERER

COMPANY ADDRESS

PRINTED NAME

DATE OF OFFER

CONTACT PHONE NUMBER

CONTACT EMAIL

SECTION F

SELECTION PROCESS AND EVALUATION CRITERIA

The selection of a firm to perform the requested services will be made by an ARRC appointed committee which will evaluate the proposals in accordance with the evaluation criteria specified herein and establish a ranking. Proposals will be evaluated on the basis of advantages and disadvantages to ARRC using the criteria described in this Section.

ARRC reserves the right to select the top ranked firm based solely on the scoring of the written proposals and to enter directly into negotiations with said firm. However, at its sole discretion, ARRC may require the highest ranked firms to make an oral presentation to the evaluation committee. In this event, oral presentations will be scheduled at ARRC's Board Room located at 327 West Ship Creek Avenue, Anchorage, Alaska. The selected firms will have an opportunity to summarize the information provided in their written proposals, expand on their capabilities, experience and proposed approach and work plan and answer questions from the selection committee. It is important that the primary individuals servicing the contract are present for this presentation. Scores obtained in the initial phase will not carry over to the presentation phase. Upon completion of the oral presentations, the evaluation committee will review the material presented and determine a ranking order for the firms interviewed.

EVALUATION CRITERIA

| DESCRIPTION | WEIGHT |
|-----------------------------------|--------------|
| Methodology and Approach | 30 % |
| Qualifications of the Firm | 25 % |
| Proposed Key Personnel | 20 % |
| Fee Proposal | 25 % |
| Total Score | 100 % |

Contract Award

Once the committee has established a ranking, ARRC will begin negotiations with the highest ranked firm. If an agreement cannot be reached on contract terms, negotiations will be terminated, and negotiations will be conducted with the next highest ranked firm, until an agreement is reached, or until ARRC exercises its right to cancel the solicitation.