

COUNTY OF CURRY

Request for Proposal

**Medical Services
for the
Clovis Health Clinic**

Request for Proposal No. 2013/14 – 03

Proposals Submitted by:

**Friday, November 15, 2013
1:30 p.m.**

Sealed Proposals Submitted to:

**Curry County Administration
700 N. Main Street, Suite 10
Clovis, NM 88101
Attn: Purchasing Department**

**Proposals must be submitted in a sealed
envelope that is clearly marked**

“RFP No. 2013/14-03 – Do Not Open”

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The Curry County Board of Commissioners is requesting competitive sealed proposals for the providing of medical services for the Clovis Health Clinic, located at 1521 West 13th Street in Clovis, New Mexico. All potential medical service providers are encouraged to read this Request for Proposal carefully, especially the mandatory requirements.

The purpose of this Request for Proposal (RFP) is for Curry County to enter into an agreement with a health care provider to operate the Clovis Health Clinic. This request is for a health care provider to administer primary health care services at the Clovis Location. The health care provider must have all of the appropriate licenses in order to operate the clinic. It is the desire of Curry County to have a full-time clinic, if the provider cannot provide a full-time clinic, the provider must state the hours of operation in the proposal.

B. TERM OF CONTRACT

The term of the contract is anticipated to be from January 2, 2014 to December 31, 2016 with the option to renew the contract for an additional two (2) year period, not to exceed a total of four years. The County shall have the option to renew the existing contract or to request new proposals for services.

C. QUALIFICATIONS AND SCOPE OF WORK

The selected offeror will provide medical and dental services primarily to the residents of Clovis, New Mexico and the surrounding area. The successful proposal will demonstrate an outstanding record of performance in operating public health care clinics in an area with a population of approximately 45,000. The proposal will also offer a plan for staffing the clinic and it may offer a financial benefit to the taxpayers of Curry County, in the form of a lease/management agreement to operate the clinic which could be in the form of an exchange of services for the fair market rental value of the property as an example. The health care provider will be required to furnish all of the appropriate equipment and operational supplies that are necessary to render the patient services mentioned in this RFP and the submitted proposal. The selection will be based upon the qualifications and experience of the proposer. The health care provider must be licensed in New Mexico to conduct business and must maintain all necessary licenses and permits required by Federal and State rules and regulations. A minimum of five years experience in operating clinics of this type is required. In addition, the proposal must contain proof of malpractice, workers compensation and general liability insurance.

The County prefers the clinic to offer services for forty (40) hours per week, however if the provider cannot provide a full-time clinic, the provider must state the hours of operation in the proposal.

Medical services should include, but not be limited to:

1. Acute medical services for prenatal, pediatric, adolescent, adult and geriatric patients, including upper respiratory infections, urinary tract infections, etc.
2. Chronic medical services, such as hypertension, diabetes, arthritis, etc.
3. Minor emergency medical services, such as lacerations, fractures, sprains, strains, etc.
4. Pediatric care, including upper respiratory infections, urinary tract infections, ear infections, asthma, etc.
5. Radiology referral services, including diagnostic imaging.
6. Gynecology services, including annual pap and pelvic examinations; and, breast and cervical cancer screening.
7. Preventative services such as immunizations, routine physicals, pap smears and well child care.
8. Dental services such as cleanings, x-rays, and other general dentistry services as needed.

E. PROPOSAL CONTENTS

Proposals must include the following and should not exceed fifteen (15) pages:

1. Qualifications and experience of the health care provider and the proposed staff in the field of medicine. Please include a list of the personnel that will be working in the clinic along with the qualifications and experience of each person. This should include a minimum of one nurse practitioner with the appropriate supporting staff.
2. Experience with public health care clinic operations and certifications located in an area with a population of approximately 45,000. This should include a detailed listing of the type of experience the offerer has in operating a clinic during normal business hours.
3. Past record of performance, including the capacity and capability to perform the necessary services.
4. Monetary considerations – Medical charges to patients and lease/operational options proposed for the benefit of the taxpayers of Curry County. This should include a complete business plan including financial data necessary to successfully run the clinic.
5. Plan for operating the clinic and services to be provided, including proposed normal business hours and any and all emergency hours.

F. REQUIREMENTS FOR PROPOSAL

1. Submit seven (7) original proposals.
2. Proposals shall not exceed Fifteen (15) pages in length.

G. EVALUATION CRITERIA

- | | |
|---|------------------|
| 1. Qualifications and experience of firm and staff | 20 points |
| 2. Experience with public care health clinic operations including the operational plan and services to be provided | 40 points |
| 3. Feasibility of the business plan to operate a successful clinic in the area. Does their plan fit with the needs of the patients within the county. | 20 points |
| 4. Monetary considerations to patients and Curry County. Is the plan realistic to provide success to the Offeror and County to sustain the clinic and services needed. | 20 points |

H. LICENSE REQUIREMENTS

The health care provider will be required to have all licenses, as required by law, which are necessary to fulfill the obligations as outlined in this request for proposal.

I. EQUIPMENT AND SUPPLIES

The health care provider will be required to furnish all of the appropriate equipment and operational supplies that are necessary to render the patient services mentioned in this RFP and the submitted proposal with the exception of any and all equipment, including an UltraSound Machine, which is owned by Curry County and left in the facility.

J. NOTICE

The Procurement Code 13-1-21 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

K. ORAL PRESENTATIONS

After evaluating the proposals received in response to this Request for Proposal (RFP), the Selection Committee may invite up to two (2) of the highest ranking respondents for oral interviews. Should your firm be invited to an interview, questions will be directed to your proposed medical team. At a minimum, the medical team manager and a firm executive must be in attendance. The proposed medical team will be expected to respond to questions from the Evaluation Committee. The firm that is selected as the top firm by the Evaluation Committee may be required to make a presentation to the Board of County Commissioners.

L. MONETARY CONSIDERATIONS

Pursuant to New Mexico State law, Curry County must lease all of its property at fair market rent. In lieu of payment to the County, in part of in total, the lessee (health care provider) may provide services and/or pay certain expenses that are of value to the County. The fair market rent of the Clovis Health Clinic has not been determined at this time. It is expected that the lessee will repair and maintain the clinic, provide liability insurance, pay for the utilities and provide medical services to the citizens of Curry County during the term of the lease agreement. The value of such costs and services must equal or exceed the fair market rent. If they do not, then a monetary lease payment must be made in order that a fair market rent is remunerated to the County.

M. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP outlines and describes the major events of the selection process and specifies some general requirements.

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|--|---|
| 1. Issue RFP
Issue Date: | County of Curry
October 18, 2013 |
| 2. Submission of Proposal
Submission Deadline: | Potential Firm to Curry County
November 15, 2013 at 1:30 p.m. |
| 3. Proposal Evaluation | Evaluation Committee |
| 4. Notice of Selection | County of Curry, Purchasing Agent |
| 5. Contract Negotiations | County of Curry and Selected Firm |

N. QUESTIONS

Any questions concerning this Request for Proposal (RFP) and the procurement process should be directed to Lee Ann Hutchins, Finance Director/Purchasing Agent for Curry County at (575)763-6016. Any questions regarding the technical aspects of this RFP, including the operations of the clinic, should be directed to Lance A. Pyle, County Manager at (575)763-6016.

Bids must be submitted to Curry County Administration, 700 N. Main Street, Suite 10, Clovis, NM 88101, Attn: Purchasing Department in a sealed envelope clearly marked, "RFP No. 2013/14-03 - DO NOT OPEN".

FIRM CONTACT INFORMATION

Firm Submitting Bid: _____

Address: _____

Telephone: _____ Fax: _____

Email address: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

PROJECT DATA

PROJECT : LA CASA FAMILY HEALTH CENTER
 LOCATION : CURRY COUNTY - CLOVIS, NEW MEXICO
 PER 2006 INTERNATIONAL BUILDING CODE

1. OCCUPANCY CLASSIFICATION: (CHAPTER 3)
 SEC. 304 BUSINESS - GROUP 'B'
 304.1 CLINIC - OUT PATIENT

3. TYPES OF CONSTRUCTION: (EXISTING - CONSTRUCTION TYPE)
 PREVIOUSLY CLASSIFIED - UBC 94 TYPE V/A

BUILDING ELEMENT (EXISTING)	FIRE RESISTANCE RATING REQUIRED (HOURS)
BEARING WALLS - EXTERIOR	N
BEARING WALLS - INTERIOR	N
NONBEARING WALLS - EXTERIOR	N
STRUCTURAL FRAME	N
PARTITIONS - PERMANENT	N
SHAFT ENCLOSURES	1
FLOOR CONSTRUCTION	1
ROOF CONSTRUCTION	N

3. TYPES OF CONSTRUCTION (CHAPTER 6) (NEW ADDITION - CONSTRUCTION TYPE FIRE PROTECTION CH. 6 SEC. 602.5 - TYPE V.B; PER TABLE 601 BUILDING ELEMENT (NEW)	FIRE RESISTANCE RATING REQUIRED (HOURS)
STRUCTURAL FRAME	0
BEARING WALLS - EXTERIOR	0
INTERIOR	0
NONBEARING WALLS	0
PARTITIONS - PERMANENT	0
FLOOR CONSTRUCTION	0
ROOF CONSTRUCTION	0

4. AUTOMATIC FIRE SUPPRESSION
 NO (PER SECT. 903 - NOT REQ'D)

5. ALLOWABLE BUILDING HEIGHT AND BUILDING AREAS (SFT) (CHAPTER 5, TABLE 503)
 OCCUPANCY: B 4P
 BASIC ALLOWABLE HEIGHT: 2
 STORIES: 2
 AREA: 9,000 SF / STORY

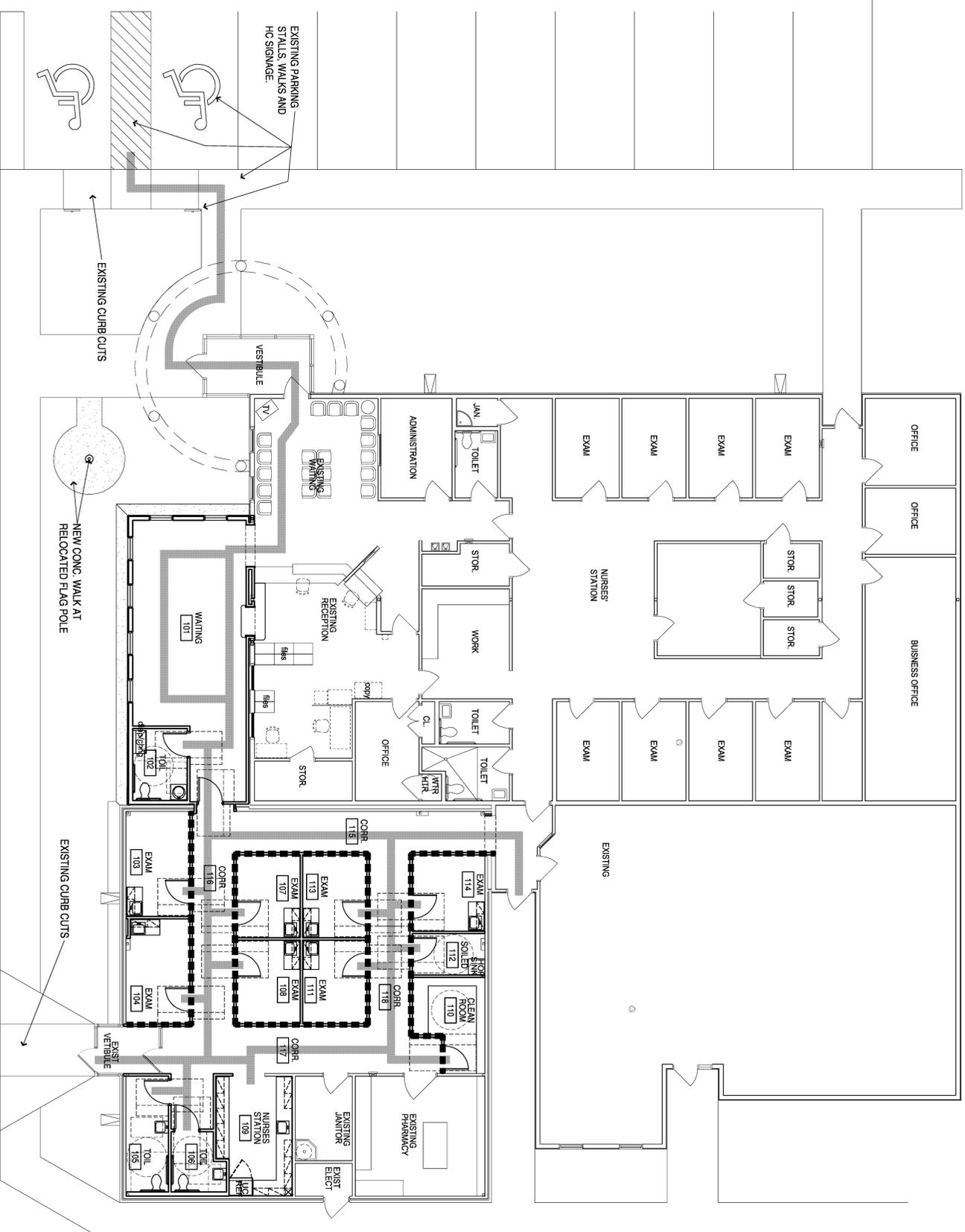
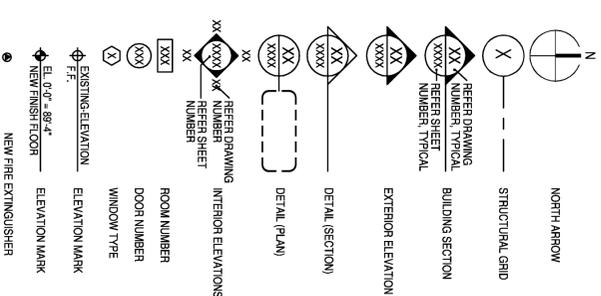
6. ACTUAL BUILDING AREAS (SF)

OCC. GROUP	EXIST. AREA	NEW CONSTR. AREA	TOTAL AREA
B	7,588	564	8,152

7. MEANS OF EGRESS REQUIREMENTS (CHAPTER 10)
 TABLE 1004.1.1 (FEB AREA / OCCUPANT)
 CLINIC = 100 GROSS
 TOT OCC LD = 22

8. FIRE EXTINGUISHERS: (SECTION 906.1)
 MIN. RATED SINGLE EXTINGUISHER - 2-A (RATED)
 1/3000 S.F. / FLOOR AREA - 75 MAX. TRAVEL DISTANCE

REFERENCE SYMBOLS



WALL TO DECK RATING LEGEND

1 HR WALL CONSTRUCTION, (20 MIN. DRS. & FRAMES)
 UL NO U419 AT STUD CONSTR.

ALL OTHER WALLS ARE NON-RATED WALLS TO 6' ABOVE THE CEILING

NOTES:

- REFER TO WALL TERMINATION DETAILS ON SHEET A111 - BRACE ALL WALLS TO STRUCT ABOVE AS NOTED, PARTITION TYPE NOTES SHEET A401
- REFER TO WALL TYPE INFO FOR WALL CONSTR AND RATED ASSEMBLY, UL NOS., PER SHT A401, TYP..

OCC./EGRESS LEGEND:

EXTERIOR EGRESS

- 3'-0" DOOR (33.2" CLR) AT .15'/PERSON

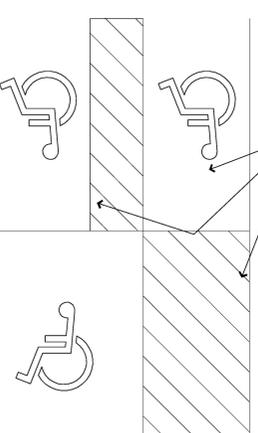
CODE ANALYSIS

PATH OF ACCESSIBLE ROUTE

1/8" = 1'-0"
 PATH OF ACCESSIBLE ROUTE
 MANEUVERING CLEARANCES AT DOORS

EXISTING PARKING SPACES ON SITE : 34
 EXISTING ACCESSIBLE PARKING SPACES REQUIRED : 2
 EXISTING ACCESSIBLE PARKING SPACES PROVIDED : 5

EXISTING PARKING STALLS, WALKS AND HC SIGNAGE



ADDITIONS AND RENOVATIONS TO
LA CASA FAMILY HEALTH CENTERS # 6415
 1521 W. 13 th St.
 Clovis, New Mexico 88101



500 S Taylor St.
 Lobby #01254
 Suite 750
 Amarillo, TX 79101-2447
 806 376-8199
 fax 376-8189
 dps@dpdesign.org



ENGINEER

PROJECT

DRAWN BY
 REVIEWED BY
 DATE FEB. 6, 2009
 PROJECT NO. 08-0408
 DRAWING NAME
 CODE ANALYSIS
 SHEET

SHEET NO.

G101

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