A13-01591

Contract Routing Control Sheet
Human Resources
Contact: Tammy Dickens Phone: 2365
Expense Contract

Tracking#: 6154 **Date Submitted:** 6/12/2013 **Date Needed:** 7/9/2013
Date Started: 7/1/2013 **Est End Date:** 6/30/2016
Contract#: 2013-5336 **Change Order#:** **Lease#:** **Bid#:**
Coliseum#: **NCDOT#:** **Resolution#:**
Requisition#: **Email For Pickup:** ☐ **Rush:** ☐

Description: Contracted physicians services with Dr. Mary Hunt. This is an estimate amount. Will add funds as needed.

Comments: Three year contract with possible 2 year extension.

Vendor: Moses Cone Health System
Vendor#: 17805
Location: OCC
200 E Northwood St
Suite 101
Greensboro, NC 27401

Account #	CBR	Amount
684-1004-03.5428		$25,000.00
	Total:	**$25,000.00**

Signatures

☑ Dept Director	Reviewed By:		Date: 6/12/13
☑ Finance	Reviewed By:		Date: JUN 14 AM 9:57
☑ Accounting	Reviewed By:		Date: 6-14-13
☑ Attorney	Reviewed By:		Date: 6-19-13
☑ Deputy City Manager	Reviewed By:		Date: 6/20/13
☐ Mayor	Reviewed By:		Date:
☑ City Clerk	Attested By:		Date: 6/21/13
☐ Purchasing	Reviewed By:		Date:
☑ CCD	Reviewed By:		Date:

RECEIVED
JUN 21 2013
Legislative Department

RECEIVED
JUN 20 2013
City Manager's Office

6154

REQUEST FOR PROPOSALS

City of Greensboro Contract Physician Provider (FY 2013-14)

Introduction/Purpose
The City of Greensboro (City) is seeking the services from a qualified and experienced Contract Physician Provider (CPP) to manage the care of the city's employees and oversee the medical aspects of its medical clinic and staff. The Contract Physician Provider will work directly with the City's Medical Services Staff and report to the Safety & Health Manager.

Background
The City has a self-insured worker's compensation program. The City is a full service employer that includes a number of staff, operating and legislative departments. The total number of benefited employees is 2850. Seasonal or casual employees number approximately 700.

The City Medical Clinic staff consists of a Physician Assistant, Occupational Health Nurse, Medical Assistant and Office Manager. The City of Greensboro administers comprehensive pre-employment physicals to benefit-eligible employees. Additionally, the Medical Services Division provides urgent medical treatment of job-related injuries & illnesses. Complementing the medical services section is a Safety Division with qualified safety managers skilled in accident prevention, OSHA compliance, etc.

Proposal Requirements
The City is seeking a Contract Physician Provider and affiliated urgent care clinic with the following minimum qualifications. The CPP:

1. Shall have current NC medical licensure and DEA registration.
2. Must be a MD or DO and shall be a graduate of an accredited medical school and residency program.
3. Must have prior experience in emergency, occupational, orthopedic medicine, or family practice.
4. Must retain and show proof of adequate malpractice insurance coverage.
5. Must have the capability to work with other providers of services that may augment/supplement or replace services provided by the CPP.
6. Should have a current medical practice and preferably have office hours available on evenings and weekends to serve City employees with urgent care and workers' compensation injuries.
7. Must be willing and able to actively supervise the City PA as required by the NC Medical Board.
8. Should have familiarity with workers' compensation laws and rules pertaining to medical evaluation and treatment.
9. Will have an understanding of OSHA, DOT/CDL, NFPA, EEO/AA and other federal requirements.
10. Must be Medical Review Officer (MRO) certified or eligible for certification.

Proposal Procedures
If an award is made to perform the services described in their proposal; the CPP selected to provide such services would be, retained by the City through a written contract. All responses or questions concerning this RFP should be directed to Matt Schweitzer, Safety Manager 401 Patton Ave, Greensboro, NC 27406. Phone (336) 373-2167 fax (336) 373 2587. E-mail matthew.schweitzer@greensboro-nc.gov

Each part of the proposal should be clearly labeled and tabbed for easy reference.

Interested parties shall submit four (4) copies of their CPP proposal and CPP Charges (see appendix C) in a sealed envelope to:

City of Greensboro – CPP Bid
Human Resources Department
401 Patton Ave
Greensboro, NC 27406
Attn: Matt Schweitzer, Safety Manager

Proposals must be received by 5 p.m. on May 29, 2013. An extension may be offered if requested by this date. Proposals received after this time or at any other location will not be accepted.

Proposals will be prepared and presented at no cost to the City.

Procedures under this RFP require confidential submissions. Each envelope must be sealed and clearly marked **"RFP No. 05-08 Contract Physician Provider" and should include the Medical Services Agreement (Appendix A) and the CPP Charges (Appendix C).**

Selection Process

Proposal Review:
A committee of Human Resource personnel will review the proposals. They will rate the proposals according to how well they match the needs of the City.

Interview:
Following the evaluation of the proposals, one or more CPP may be invited to participate in the final selection process interview. The final selection process may include submission of additional information and/or participation in an oral interview/demonstration.

The Contract Award:
The Review Committee and the City Safety and Health Manager will determine the most advantageous proposal after taking into consideration the evaluation of the technical proposal together with the consideration of prices and subsequent interviews.

Other Information

As reflected in this RFP the contract award will not be based solely on price, but a combination of factors as determined to be the in the best interest in the City. After evaluating the proposal and discussing them further with the finalists the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

The RFP does not commit the City to award a contract.

The City reserves the right to:

- Waive informalities and irregularities in the proposals received.
- Accept or reject any or all proposals
- To modify or cancel in part or its entirety of the RFP.
- To award the contract in the manner deemed in the best interest of the City.
- To reject any and all proposal as non-responsive if the proposal fails to include any requested information.

Proposals may be held open for a period of ninety (90) days after the proposal submission date unless an award is made sooner or the time for the award is extended by mutual consent of all parties concerned.

Award, payment, and performance obligations shall depend on the availability and appropriation of funds. Award of a contract is subject to the approval of the City of Greensboro City Council.

The Contract Period

The initial contract period shall be from July 1, 2013 through June 30, 2014, with the option to renew for two (2) additional (1) one-year periods, with the mutual agreement between the CPP and the City.

Selection Criteria

Price will not be the only criteria upon which the City makes its selection of its CPP. The following criteria will also apply:

- Meets the minimum requirements
- Understanding of the work required by the City
- Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by the City as outlined in the Employee Health Services Agreement (Appendix A).
- Conformance to the specification of the Requests for Proposal and the completeness of responses;
- Experience and quality of service to clients as reported by CPP and by references in providing coverage to clients.
- Exceptional medical case management to include, but not limited to timely decisions on fitness-for-duty, correspondence to client departments, accurate & complete charting.
- Familiarity with local medical providers and specialists
- Any optional contract terms that may benefit the City

The above criteria will be applied to all submitted proposals to help select the best CPP for the City.

The City is not required to follow any specified procedure in selecting the CPP. The City will be the sole judge of whether or not a proposal meets the criteria of Request for Proposal, and its decision shall be final. The City shall be the sole judge of whether or not a particular proposal meets the needs of the City and its decision shall be final.

Timeline	Date
Issue RFP	May 22 2013
Proposal due date	May 29, 2013
Complete proposal evaluation	May 31, 2013
Interview proposal finalists	June 4, 2013
Begin service	July 1, 2013

Scope of Work

The CPP will be expected to provide the services as outlined by the Employee Health Services Directive.

Appendices

Appendix A: Medical Services Agreement
Appendix B: Employee Health Services Directive
Appendix C: CPP Charges

Appendix A

Medical Services Agreement

This agreement is entered into between the City of Greensboro, and The Contract Physician Provider. The effective date of this agreement is July 1, 2013 and is renewable for two additional years effective July 1, of succeeding years upon the agreement of both parties.

The Contract Physician Provider shall have on staff physicians who are fully accredited and licensed in the State of North Carolina. The contract physician provider shall maintain at its own expense the necessary professional liability insurance in an amount of $1 million which will also cover the City of Greensboro and shall provide a certificate of such to the City of Greensboro annually and upon the City of Greensboro's request. The Contract Physician Provider shall provide guidance and medical direction to the City Medical Services Staff, which shall be under the administrative supervision of the Manager of Health and Safety and the Human Resources Director. In this role, The Contract Physician Provider will advise on physical standards for employment, medical policies, and procedures, as well as activities, which should be undertaken as part of protocol and comprehensive employer-sponsored medical services programs.

The Contract Physician Provider's contracted physicians in conjunction with the City's Physician Assistant (PA), City nurse, and the Health and Safety Manager shall determine the standing orders and operational procedures for Medical Services. These orders and procedures shall include, but are not limited to non-prescription medications, which the PA and nurse may provide for City employees. The PA and nurse may direct and refer employees for occupational/non-occupational injuries and illnesses. The standing orders and procedures will be reviewed on a yearly basis if either party to this agreement deems such a review should be necessary.

The Contract Physician Provider shall provide medical consultation, advice and overall supervision to the PA and nurse for occupational/non-occupational injuries and illnesses, which are not covered by the standard orders and operational procedures. This consultation and advice may involve recommendations for treatment, referral to specialists or direct treatment by The Contract Physician Provider at its site.

Both parties agree that whenever feasible occupational treatment and/or follow-ups will be seen in the City Medical Services Clinic by Contract Physician provider physicians during scheduled hours on site. When an employee is seen at the Urgent Care site, the charge will be no more than the normal fee schedule which shall be an addendum to this contract. Both parties agree that this fee schedule may be renegotiated on an annual basis, effective with the contract renewal, or at other times as deemed acceptable for both parties.

The Contract Physician Provider agrees that for occupational injuries/illnesses a conservative course of treatment, within the parameters of sound medical practice, will be followed whenever possible. The Contract Physician Provider will to the best of its ability, ensure that this conservative course of treatment will be followed when referring patients to outside specialist. The Contract Physician Provider agrees to review courses of treatment provided by other physicians when requested by the City PA and nurse and to consult with other physicians about treatment when necessary.

The Contract Physician Provider shall be responsible for having a fully licensed and accredited physician on emergency call and will assist, when requested, in finding on-site coverage if unavailable. Payment for on-site coverage services handled by a physician other than the one associated with The Contract Physician Provider will be handled directly between the City Medical Services and the other physician.

The Contract Physician Provider shall make their services directly available to the City at least four (4) hours on-site per week, on Tuesday and Thursday with mutually agreeable hours as designated by the Contract Physician Provider and the City Medical Services. The Contract Physician Provider will provide four (4) additional hours each month, generally the last Wednesday or such other hours as may be mutually agreeable to by both parties. On-site services shall include, but are not limited to, screening and pre-employment or periodic physicals for City employees, treatment and follow up of occupational injuries/illnesses, referral for illnesses/injuries, medical consultations, review of laboratory data, bloodborne pathogen reports, and other medical reports as needed, and advice to the City PA and nurse. In addition, The Contract Physician Provider shall be paid for an average of one (1) additional hour per week to cover expenses for telephone consultations, correspondence, etc. connected with the provision of services included in this agreement.

In addition to the regularly scheduled hours, The Contract Physician Provider agrees to be available for additional scheduled hours when sufficient notice is provided by City Medical Services. The City agrees to pay The Contract Physician Provider for the additional hour for the agreed upon hourly rate for the term of this agreement.

In consideration for the services provided by The Contract Physician Provider, the City agrees to pay the sum of $ 160 per hour for four (4) hours per week and for additional hours of service as needed per week. These payments will be made on a monthly basis upon receipt of a bill from The Contract Physician Provider. These amounts will be reviewed each year by the Human Resources Director, Manager of Health and Safety, and the Medical Services Staff to determine the adequacy of services rendered and fees paid. This review will be discussed with the Physicians at least thirty (30) days prior to the renewal date of the agreement.

The contract physician provider agrees that in the performance of these services that it will not discriminate in its hiring, employment, and contracting practices with reference to age, sex, race, color, religion, national origin, handicap or disability.

The contract physician provider without the written approval of the City shall not assign this agreement.

This agreement is governed by the law of the State of North Carolina.

This agreement may be terminated upon sixty (60) days written notice by either party given to the other party.

The Contract Physician by

Signature Mary R. Hunt

Print Mary R. Hunt

Witness_____

CITY OF GREENSBORO

Signature Connie Hammond

Print Connie Hammond

Witness_____

Appendix B

EMPLOYEE HEALTH SERVICES

Office Hours: Monday – Friday 7:00 a.m. – 5:00 p.m.
Clinic Hours: Monday – Friday 7:00 – 11:30 and 1:00 – 4:30
Physician Hours: 4 hours/week as needed Tuesday & Thursday ~~9:00 – 11:00 am~~ 8:15 – 10:15

SERVICES TO BE RENDERED

- Fitness-for-duty evaluations
- Return-to-work evaluations
- Workers' Compensation Injuries
- Pre-Placement Physicals
- Allergy/Vaccine program
- Police/Fire Academy Physicals
- Drug Free Workplace Program
- DOT/CDL Substance Surveillance Program
- Fire Exit Exams
- HAZMAT Team
- OSHA-Mandated Surveillance Programs
- EAP/SAP Referral Program

I. Job Related Injuries/Illness

A. Shall use City Physician for general injuries when appropriate treatment is not available at the City clinic
   1. Special needs such as eye injuries will be sent directly to an ophthalmologist depending on type of injuries
   2. Whenever possible all follow-up visits on comp cases treated by City Physician shall be seen at a scheduled time in the clinic either by the PA or physician as indicated instead of his office

B. Referrals from City Physician to Specialist
   1. When an employee requests/required to be seen by someone other than the City Physician and will be referred as appropriate

II. Physician Time at Clinic

A. The City Physician's time at the clinic shall be utilized for: (4 hours per week)
   1. Scheduled pre-employment exams
   2. Scheduled follow-up comp cases
   3. walk-in comp injuries for initial evaluation
   4. Cosign progress notes, verbal orders, etc.
   5. consultations, FFD, RTW evaluations
   6. Medical staff in-service and training as appropriate
   7. MRO Services

III. Standing Orders for Nurse

A. Certain treatments may be done in the clinic by the nurse when written standing orders are used
   1. Triage treatment of all trauma unless physician's care needed
   2. Triage treatment of local allergic reactions
   3. Treatment of bee stings without anaphylaxis
   4. Treatment of minor burns
   5. Suture removal/dressing changes
   6. Treatment of minor heat and cold injuries
   7. Treatment of poison ivy (uncomplicated)
   8. Treatment of minor strains and sprains
   9. Treatment of eye injuries: non-penetrating foreign bodies, trash, etc., chemical splash prior to seeing physician/PA

All of the above have self-limiting treatment modalities before physician referral is necessary. Decisions are made by nursing assessment and completely within the scope of nursing practice.

IV. Other Services

1. Sampling of prescription pharmaceuticals
2. Administration of personal medication

3. Blood pressure monitoring and education classes
4. Evaluation and treatment of ill employees with referral if needed
5. Health counseling
6. Immunizations/Vaccinations
7. Provide service to MMOB twice weekly
8. Central record keeping

V. Health Promotion and Education

1. Provide medical support for Public Safety physical fitness
2. Provide special exams to selected employees –Police, Firemen and others as needed
3. Promote Wellness initiatives on collaboration with The Wellness Division
4. Periodic offsite screenings

City Physician – Physician Assistant Team

SCOPE OF PRACTICE: Physician assistants perform medical acts, tasks or functions with physician supervision. The physician assistant performs those duties and responsibilities, including the prescribing and dispensing of drugs and medical devices that are delegated by their supervising physician(s).

The physician assistant shall be considered the agents of their supervising physicians in the performance of all practice-related activities, including but not limited to, the ordering of diagnostic, therapeutic and other medical services.

The duties and responsibilities of the physician assistant will be in compliance with applicable regulations governing their specific practice as a physician assistant (PA) and within the guidelines of the NC Medical Board bylaws, rules and regulations and city policy.

The PA will manage the care of patients seeking treatment for minor injuries and illness in the City Clinic. The physician who assumes primary responsibility for the PA will not always be physically present when this care is provided. Physicians serving as a primary MD may not supervise more than two PAs.

PA charts will be reviewed and signed by one of the responsible physicians within the required time frame.

GENERAL DUTIES:

History and Physical Exam
Initiation of diagnostic studies
Interpretation of results
Repair of simple lacerations with no nerve or tendon involvement
Incision and drainage of an abscess
Sterile dressings
Patient teaching
Order medications per formulary as established for the clinic
Prescribe therapeutic treatments and procedures
Issue prescriptions for medications

Sample of complaints to be treated by PA:

Abscesses/Boils
Diarrhea/Nausea
Vomiting
Localized allergic reaction
Urticaria rashes of duration > 2 hours
Ambulatory back pain with or without trauma
Chronic back pain syndrome without new injury
Burns < 5% of BSA
Sunburn
Chest Pain
Dental Pain
Diabetes with minor complaints not involving systemic symptoms
Ear complaints: minor injury, aches, cellulites, lacerations, foreign body, drainage
Eye complaints: non-penetrating
Fractures/Extremity trauma without deformity or neurovascular deficit
Genitourinary complaints
Head Injury: Simple contusions, hematomas without neuro changes, lacerations
Headache associated with low grade fever, sinusitis, sore throat or chronic pain
Hemorrhoids
Lacerations/abrasions
Nose bleeds due to minor injury or inactive bleeding
Rash
Respiratory Complaints: URI symptoms, cough, minimal wheezing

Appendix C

Contracted Physician Provider Charges

Provider Service Rates	Implementation Fee	First Year	Second Year	Third Year
Clinic Hours up to 2.5 hours	N/A	160/hr	163/hr	167/hr
Overtime 2.5 or more hours	N/A			
Telephone Consultation/term	N/A			
MRO Test Fee or CME (Provided by City)	N/A	(up to $500)	(up to $500)	(up to $500)

City of Greensboro
Contract Signature Authorization Sheet
Human Resources

Vendor: Moses Cone Health System

Tracking number: 6,154

Contract Number:

Change Order Number:

Service, Item or Project Description:

Contracted physicians services with Dr. Mary Hunt. This is an estimate amount. Will add funds as needed.

Signatures

☑ _____ Date: 6/12/13

Department Head Recommendation/Authorization

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

☑ _____ Date: 6-14-13

Deputy Finance Officer

☑ _____ Date: 6-19-13

City Attorney: Approved as to form

☑ _____ Date: 6/20/13

~~Assistant~~ Deputy **City Manager: Authorized**

☐ _____ Date: _____

Mayor: Executed

☑ _____ Date: JUN 21 2013

City Clerk: Attested