

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES

Request for Proposals
USDC Physical Therapy Services
RFP# DHHS26139

Purpose: The purpose of this request for proposals ("RFP") is for the Utah Department of Health and Human Services ("DHHS", the conducting procurement unit) to enter into a five-year contract with a single qualified Offeror to provide physical therapy services at the Utah State Developmental Center. A description of the services is in the Scope of Work ("SOW") posted with this RFP.

PART 1: RFP REQUIREMENTS AND SUBMISSION INSTRUCTIONS

Submitting Proposals: Proposals must be submitted electronically through Utah Public Procurement Place ("U3P") by the close date and time published on U3P. Proposals not submitted through U3P will not be considered. Any exceptions to the content of this RFP, including the specifications and minimum requirements, must be addressed prior to the Q&A Submission Close Date. A proposal may be modified or withdrawn prior to the established closing date and time. All materials submitted with Offeror proposals become the property of the State. The solicitation number for this RFP is DHHS26139. The Offeror should refer to this number on all proposals, correspondence, and documentation relating to this RFP.

Cost Proposal: The cost proposal will be evaluated independently from the technical proposal and must be submitted on a separate page or document than the technical proposal. Offerors must not include costs or pricing data in their responses to the mandatory minimum requirements or the technical criteria. Offeror must upload and submit a completed cost proposal form, or its response will be considered non-responsive and the proposal will be rejected. Failure to submit cost or pricing data separately may result in the proposal being deemed non-responsive and ineligible for contract award.

Mandatory Minimum Requirements: The mandatory minimum requirements are non-negotiable, objective criteria that must be met for a proposal to be considered responsive. If at any time it is determined that a proposal does not meet these requirements, the proposal will be deemed non-responsive and disqualified. Offerors must demonstrate the ability to meet or exceed the mandatory minimum requirements by providing a response to each requirement. The mandatory minimum requirements are:

1. Current Physical Therapy license, and a Physical Therapy Assistant license (if a Physical Therapy Assistant will also be providing services) from the Utah Division of Occupational and Professional Licensing.
2. At least three years of professional experience working with individuals who have developmental and cognitive disabilities and possible behavioral and physical issues.
3. Current registration with the Utah Department of Commerce, Division of Corporations and Commercial Code.

Document Submission: Submit the documents listed on the Document Submission Checklist form.

Terms: Exceptions to the published terms and conditions are discouraged. If the Offeror requests exceptions to the terms, the request must be submitted with the Offeror's Proposal. Exceptions

submitted after the closing date and time will not be considered. Offerors may not submit requests for exceptions by referencing a website. If negotiations are required, the Offeror must provide documents in Microsoft Word format with redline editing. An award resulting from this RFP is subject to successful negotiation of contract terms (if required). DHHS may reject any exceptions and may deem any proposal with exceptions as non-responsive if agreement cannot be reached with the Offeror.

Protected Information: Any Offeror requesting that a record be protected must include with the proposal a completed Claim of Business Confidentiality form (<https://purchasing.utah.gov/wp-content/uploads/confidentialityclaimform.doc>) including a redacted copy of the proposal for public release that is clearly labeled “REDACTED COPY FOR PUBLIC RELEASE”. An entire proposal cannot be identified as confidential and if submitted as such, will be considered non-responsive unless the Offeror removes the designation.

Question and Answer Period: The Question and Answer (“Q&A”) period closes on the date and time stated in U3P. All questions must be submitted through U3P during the Q&A period. Answers from DHHS will be posted on U3P. Questions regarding any ambiguity, inconsistency, confusing requirements or documents, scope exception, excessively restrictive requirement, or other errors in this RFP must be raised during the Q&A period. Exceptions or additions to terms may, but are not required to be, addressed during the Q&A period. Questions are encouraged. An answered question may modify requirements. It is the responsibility of Offerors to submit their proposals as required by this RFP, including any requirements contained in an answered question. Exceptions taken by an Offeror to the scope or content of this RFP that have not been addressed during the Q&A period may result in the Offeror being rejected.

Addenda: Offerors are encouraged to check U3P for addenda. Any modification to this RFP will be made by addendum published on U3P. Addenda to this RFP may change the SOW, the schedule, the qualification requirements, the criteria, or other requirements of this RFP.

Discussions: Discussions may be conducted with Offerors who submit proposals determined to be reasonably susceptible of being selected for award but proposals may be accepted without discussions.

Best and Final Offers: Best and final offers may be allowed, as provided in Utah Code 63G-6a-707.5, from responsible Offerors who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in this RFP.

Restrictions on Communications: Offerors shall direct all communications regarding this RFP to the Procurement Officer overseeing the RFP. Offerors are prohibited from communicating about this RFP with the conducting procurement unit’s staff, evaluation committee members, or other associated individuals until a contract is awarded and the award is published. Failure to comply with this requirement may result in the Offeror’s disqualification.

Costs: All costs incurred by an Offeror in the preparation and submission of a proposal, including any costs incurred during interviews, oral presentations, and/or product demonstrations are the responsibility of the Offeror and will not be reimbursed.

Eligibility Limitation: Contracted support coordinators are ineligible to submit proposals (unless the support coordinator contract will be terminated).

PART 2: PROPOSAL EVALUATION & AWARD

Stage 1: Initial Review: The conducting procurement unit will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements will be eliminated from further consideration and will not proceed to Stage 2.

Stage 2: Technical Proposal Evaluation: Responsive proposals will be evaluated by an evaluation committee against the evaluation criteria stated on the score sheet. Proposals that achieve any minimum score thresholds stated on the score sheet will proceed to the final stage, Cost Proposal Evaluation. Offerors with a score of less than the minimum required technical points will be deemed non-responsive and ineligible for further consideration. The evaluation score sheet states the relative weight that will be given to each evaluation criteria. The evaluation committee will tally the final scores for criteria other than cost to arrive at a consensus score by the following method: an average of the individual scores.

Final Stage: Cost Proposal Evaluation: The Offeror(s) with the lowest total cost will receive 100% of the total cost points. All other Offerors will receive a portion of the total cost points based on what percentage higher their total cost is than the total lowest cost. An Offeror whose total cost is more than double (200%) the lowest proposed price (from proposals that have made it to this stage) will receive no points. The formula to compute points is: $\text{Cost Points} \times (2 - \text{Proposed Price} / \text{Lowest Proposed Price})$.

Interviews and Presentations: Interviews and presentations may be held at the option of DHHS. If held, DHHS will set a date and time for the interviews or presentations and notify eligible Offerors of the procedures. Offerors invited to interviews or presentations shall be limited to those Offerors meeting the minimum requirements and any minimum technical score thresholds specified in the RFP. Representations made by an Offeror during interviews or presentations will be documented and become an addendum to the Offeror's proposal. Representations must be consistent with the Offeror's original proposal and may only be used for purposes of clarifying or filling in gaps in the Offeror's proposal. Interviews and presentations will be at the Offeror's expense.

Award of Contract: After the evaluation and final scoring of proposals is complete, DHHS will award the contract(s) as soon as practicable, and subject to the requirements of Utah Code Section 63G-6a-708, to the eligible responsive and responsible Offeror(s), subject to Utah Code Section 63G-6a-709(2), provided the RFP is not canceled in accordance with Utah Code Section 63G-6a-709(2)(b).

Service Selection: The award of a contract under this RFP is not a guarantee that the Offeror will be requested to provide any services.

PART 3: GENERAL TERMS

Costs: All costs incurred by an Offeror in the preparation and submission of a proposal are the responsibility of the Offeror and will not be reimbursed.

Service Changes: The State may negotiate service elements during the term of the contract.

Debarment: By submitting a proposal the Offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the Offeror cannot certify this statement, attach a written explanation for review by DHHS.

Utah Tax Liens: By submitting a proposal, the Offeror certifies that it does not have any outstanding tax liens in the State of Utah which would prevent it from responding to this RFP pursuant to UCA § 63G-6a-905 or, if it does, it will notify the procurement officer for this solicitation.

Governing Law: All purchases made under this RFP are subject to the Utah Procurement Code and the applicable State of Utah Administrative Code. By submitting a proposal, the Offeror warrants that it and the procurement items purchased under this RFP comply fully with all applicable federal and state laws and regulations, including applicable licensure and certification requirements.