

Request for Proposal for:
Physical Examinations and Cancer Screenings for Omaha Firefighters

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Buyer II

City of Omaha and Douglas County Purchasing Department

On behalf of the City of Omaha, the Douglas County Purchasing Agent is issuing this Request for Proposal for the purpose of selecting a qualified vendor to provide the services described herein. Each respondent is responsible for taking the necessary steps to ensure their submission is received and complete by the listed closing date and time. The City of Omaha is not responsible for technical difficulties and will not allow late submissions due to the same. All attachments must be completed and returned with proposal.



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I. STANDARD TERMS AND CONDITIONS

A. Requirement for Bid Bond

1. A bid bond or acceptable substitute is required in the amount listed in the Attributes section of the bid event.
2. The bid bond or acceptable substitute shall be made payable to the City of Omaha.
 - a) BID BOND: The surety company issuing the bid bond shall be licensed by the State of Nebraska and listed on the current edition of Circular 570 of the United States Department of the Treasury.
 - b) ACCEPTABLE SUBSTITUTES FOR A BID BOND: a certified check, an official bank check, or cashier's checks drawn on a national bank or a bank chartered under the laws of the state, payable to the City of Omaha, or lawful money of the United States, or a United States Government Bond (negotiable).
 - c) LETTERS OF CREDIT AND COMPANY CHECKS ARE NOT ACCEPTABLE SUBSTITUTES FOR A BID BOND AND MAY BE CAUSE FOR REJECTION OF BID.
3. A copy of the bid bond or acceptable substitute must be uploaded to the bid event's Response Attachment section.
4. The original document shall be mailed to City Clerk, 1819 Farnam Street LC-1, Omaha-Douglas Civic Center, Omaha, NE 68183 within seven (7) days of the bid closing date and time indicated.
5. Vendors should note if an acceptable substitute is submitted in lieu of a bid bond that the monies will be returned following City Council's approval of the contract award, which may be several months following bid opening.

6. The City shall have the right to retain the bid security of Vendors to whom an award is being considered until either:
 - a) An award is approved by City Council.
 - b) The specified time has elapsed so that the bids may be withdrawn.
 - c) All bids have been rejected.
7. Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, if the Vendor fails or refuses to enter into a contract on forms provided by the City.

B. Insurance

No certificate of insurance required.

C. Performance Bond

No performance bond is required.

D. Scope

1. These standard terms and conditions of the Request for Proposal (RFP) and acceptance apply in like force to this inquiry and to any subsequent contract resulting there from.

E. Payment

1. Payments to be made by the City of Omaha will be made by the responsible department.

F. Independent Price Determination

1. The vendor's signature on submitted proposal is a guarantee that the prices quoted have been arrived at without collusion with other eligible vendors and without effort to preclude the City of Omaha from obtaining the lowest possible competitive price.

G. Collusive Bidding

1. Vendor certifies that the prices in their proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
2. Unless otherwise required by law, the prices in this proposal have not been knowingly disclosed by the vendor prior to bid closing, directly or indirectly, to any other vendor or to any competitor.
3. No attempt has been made, or will be made, by the vendor to induce any person or firm to submit, or not to submit, a proposal for the purpose of restricting competition.

H. Anti-Lobbying Provision

1. During the period between the bid advertisement date and the contract award, Vendors, including their agents and representatives, shall not lobby or promote their bid with any elected officials, any member of the City of Omaha Board, or City staff except in the course of City sponsored inquiries, briefings, interviews, or presentations, unless requested by the City of Omaha

I. Alternate Terms and Conditions

1. The City of Omaha, at its sole discretion, may entertain alternative terms and conditions which deviate from the Request for Proposal requirements.
2. Alternative terms and conditions may be considered if overall contract performance would be improved but not compromised, and if they are in the best interest of the City of Omaha.

3. Alternative terms and conditions must be submitted with the proposal and must be clearly identified and detailed in such a way that allows such deviations to be fully evaluated.
4. Alternative terms and conditions are discouraged and unless explicitly accepted by the City of Omaha, are deemed to be rejected.

J. Unavailability of Funding

1. Due to possible future reductions including but not limited to the City of Omaha (City), State and/or Federal appropriations, The City cannot guarantee the continued availability of funding for this Agreement, notwithstanding the consideration stated in this Agreement.
2. In the event funds to finance this Agreement become unavailable either in full or in part due to such reduction in appropriations, the City may terminate the Agreement or reduce the consideration upon notice in writing to vendor.
3. The notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
4. The City shall be the final authority as to the availability of funds.
5. The effective date of such agreement termination or reduction in consideration shall be specified in the notice as the date of service of the notice or the actual effective date of City, State and/or Federal funding reduction, whichever is later.
6. That reduction shall not apply to payments made for services satisfactorily completed prior to the effective date.
7. In the event of a reduction of consideration, vendor may cancel this agreement as of the effective date of the proposed reduction upon the provision of advance written notice to the City.

K. Indemnification

1. By submitting a bid, the Vendor agrees to indemnify and hold harmless the City of Omaha, Nebraska, and the City of Omaha's elected officials, officers, employees, agents, attorneys, or representatives from and against all liability, actions, causes of action, suits, claims, losses, damages, deficiencies, judgments, liens, and expenses, including attorney's fees, in any way arising out of or resulting from the performance of the bid or contract that results in bodily injury, sickness, disease, death, or injury to or destruction of persons or property, including the loss of use resulting therefrom, to the Vendor and/or any party or parties and is caused by or arises out of in whole or in part the actions or omissions of the Vendor, any subcontractor, any person or entity directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, including negligent actions or omissions of the City of Omaha, its elected officials, officers, employees, agents, attorneys, or representatives.
2. However, this section will not require the Vendor to indemnify or hold harmless the City of Omaha for any losses, claims, damages, and expenses arising out of or resulting from the gross negligence or willful misconduct of the City of Omaha.
3. In any and all claims against the City of Omaha or any of its elected officials, officers, employees, agents, attorneys, or representatives by an employee of the Vendor, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph K.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation, or benefits

payable by or for the Vendor or any subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

L. Conflict of Interest

1. In the performance of this Agreement, Vendor will avoid all conflicts of interests or appearances of conflict of interest.
2. Vendor will report any conflict of interest immediately to the City of Omaha.
3. Vendor assures the City of Omaha that no City employee will have a financial or personal interest in this Agreement.
4. Vendor did not and will not provide any money or other benefit of any kind to any the City of Omaha employee in the procuring of, facilitation of, execution of, or during the duration of this Agreement.

M. Laws

1. The laws of the State of Nebraska shall govern the rights, obligations, and remedies of the parties under this Request for Proposal and any contract reached as a result of this process.
2. Vendor agrees to abide by all applicable local, state and federal laws and regulations, including those concerning the handling and disclosure of private and confidential information from individuals and corporations as to inventions, copyrights, patents and patent rights.
3. If there are any conflicts or inconsistencies between the Vendor's documents and the City of Omaha's, the City's documents shall control.

N. Non-Discrimination / Equal Employment Opportunity (EEO)

1. In accordance with the 42 U.S.C. § 12101, et seq., Title VII of the Civil Rights Act of 1964 as amended, the Nebraska Fair Employment Practice Act - Neb. Rev.

Stat. § 48-1122, and Omaha Municipal Code § 13-89, the vendor agrees that neither it nor any of its subcontractors shall discriminate, or permit discrimination, against any employee, or applicant for employment to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment because of the race, color, creed, religion, sex, marital status, sexual orientation, gender identity, national origin, age, political or religious opinions and affiliations, disability, military or veterans status of the employee or applicant.

2. None of the Parties shall, in the performance of this Agreement, discriminate or permit discrimination in violation of federal or state laws or local ordinances.
3. The City of Omaha provides equal opportunity for all Vendors and encourages minority businesses, women's businesses, and locally owned business enterprises to participate in our bidding process.

O. Drug Policy

1. The vendor certifies that the vendor maintains a drug-free workplace environment to ensure worker safety and workplace integrity.
2. The vendor agrees to provide a copy of its drug-free workplace policy at any time upon request by the City of Omaha.

P. E-Verify: New Employee Work Eligibility Status (Neb. Rev. Stat. §4-108-114)

1. The vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the state of Nebraska.
2. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and

Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

3. If the vendor is an individual or sole proprietorship, the following applies:
 - a) The vendor must complete the United States Citizenship Attestation Form:
https://das.nebraska.gov/materiel/docs/NE_DAS_Materiel_Purchasing-Attestation_Form.pdf.
 - b) If the vendor indicates on such attestation form that he or she is a qualified alien, the vendor agrees to provide the US Citizenship and Immigration Services documentation required to verify the vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
4. The vendor understands and agrees that lawful presence in the United States is required and the vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108

Q. Federal Debarment or Suspension

1. Vendor must state in their submitted proposal whether vendor or its principals have been debarred or suspended from Federal contracts.
2. Vendor certifies by submission of proposal that neither it nor its principals are presently debarred or suspended from participation in Federal contracts.
3. If during the term of the agreement the awarded vendor or any person engaged in performing this agreement becomes debarred or suspended such Party shall notify the City of Omaha immediately.

R. Assignment and Delegation

1. This Agreement is exclusive to the Parties and rights may not be assigned nor duties delegated by either Party except on prior written consent of the other.
2. Any attempted assignment or delegation without such approval shall be void and shall constitute a material breach of contract.
3. Any and all additional fees, charges, costs or expenses, which result from an approved assignment or delegation, shall be paid by the assigning/delegating Party.

S. Restriction Against Non-Compete and No-Hire Provisions

1. The vendor may not utilize non-compete agreements, hiring restrictions, or any other methods whatsoever designed to prevent continued employment/service delivery at the sites for vendor staff.
2. Vendor may not utilize non-compete agreements, hiring restrictions, or any other methods designed to prevent or restrict in any manner the ability of personnel to enter into any contractual or employment relationship with any person or organization, including the City of Omaha, which may provide services of the nature described in the contract to the City of Omaha at any time during the course of, or following the termination of, the contract or any part thereof.

T. Award and Negotiations

1. The resulting contract from this RFP will be awarded to the vendor who has been deemed responsible, responsive to the requirements outlined herein, received the highest-ranking scores, and whose services and/or products have been determined by the Selection Committee to be the most advantageous to the City of Omaha.

2. Such determination that identified the highest ranked proposer offering shall be based on the Selection Committee's resulting scores from the evaluation criteria set forth in the Project Description and Scope of Work along with vendor's performance in any oral interviews conducted.
3. The City of Omaha reserves the right to make an award based on the "written evaluation" without holding oral interviews, whereby, the scores from the "written evaluation" shall be the final ranking of the best qualified proposer.
4. In order to determine if the vendor has the experience, qualifications, resources, and necessary attributes to provide the quality workmanship, materials and management required by the specifications, the City of Omaha also reserves the right to seek additional information from vendor such as, but not limited to, additional oral interviews, demonstrations, written clarification, information, and research at various stages of the process for the Selection Committee to make a final decision. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the vendor.
5. All awards will be made in a manner deemed in the best interest of the City of Omaha
6. The successful vendor shall receive information from the City of Omaha and/or meet with the City of Omaha's Representative(s) to negotiate an initial detailed work plan, and finalize the scope of services and cost proposal.
7. If the City of Omaha is unable to arrive at an agreement with the top ranked proposer, the City retains the sole right to move on to negotiations with the second (and then third, etc.) ranked proposer.

8. Contract to be executed will be based on a Cost Proposal/Fee Schedule with a “not to exceed total” for total expenditures agreed upon in negotiations.

U. Termination

1. The City of Omaha may terminate the contract at any time if the vendor fails to carry out the terms or fails to make substantial progress toward the fulfillment of the contract obligations.
 - a) In such event, the City shall provide the vendor with thirty (30) days written notice of conditions which endanger contract performance.
 - b) If after such notice the vendor fails to remedy these conditions, the City may send a certified letter to the vendor for immediate cancellation of the contract.
 - c) In such event, the City would receive a pro-rated portion of the value of the performance bond depending on the value of the remaining portion of the contract
2. The contract may be terminated prior to the end of the contract period by mutual agreement of both parties by at least ninety (90) days written notice.
3. The City will give the vendor sixty (60) days' notice of termination of contract if appropriations cease.
4. The City may terminate the agreement for any reason upon 30 days' notice.

V. Non-Exclusive

1. Any agreements awarded shall be non-exclusive.
2. The City of Omaha reserves the right to enter into multiple agreements from this RFP.

W. Vendor's Representation

1. Vendor's electronic signature and proposal submittal represents that the vendor has read and understands the RFP documents, and the proposal has been made in accordance therewith.
2. Each vendor further represents that they have examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the RFP documents.

X. Form CC-1

1. All vendors awarded a City contract in the amount of \$50,000 or more must comply with the Contract Compliance Ordinance by having a current Contract Compliance Report (Form CC-1) on file with the Human Rights & Relations Department.
2. The Form CC-1 report shall be in effect for 24 months from the date received.
3. CC-1 questions: contact the Human Rights & Relations Department at (402) 444-5055.
4. Vendors are encouraged to check their current Form CC-1 status (search by company name): <https://humanrights.cityofomaha.org/cc-1-search>

Y. Taxes and Tax Exemption Certificate

1. The City is generally exempt from any taxes imposed by the state or federal government.
2. A Tax Exemption Certificate will be provided to the awarded vendor upon request.

II. PROCUREMENT PROCEDURES

A. General Information

1. The Request for Proposal (RFP) is designed to solicit proposals from qualified vendors which must meet all specifications, terms and conditions of this Request for Proposal.
2. Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered.
3. The vendor's proposal must be returned by the proposal closing date and time along with any other requirements as specified in the RFP in order to be considered for an award.
4. A proposal may not be altered after opening. The proposal must stay in effect throughout the term of the contract.
5. If, in the opinion of the City of Omaha, revisions or amendments will require substantive changes in proposals, the due date may be extended.
6. Prospective vendors are expected to carefully examine all documentation, schedules and requirements stipulated in this RFP and respond to each requirement in the format prescribed.
7. The vendor's signature shall be considered an offer on the part of the vendor. Such offer shall be deemed accepted upon issuance of a City of Omaha purchase orders, contract award notifications, or other contract documents appropriate to the work.
8. Vendor shall be responsible for all requirements and successful performance of the awarded contract.

9. The terms and conditions of the Request for Proposal (RFP) and acceptance apply in like force to this inquiry and to any subsequent contract resulting there from.

B. Communication with Staff

1. From the date the RFP is issued until a contract is executed, communication regarding this RFP between potential vendors and individuals employed by the City is prohibited.
2. Only communication submitted via the Questions tab in the bid event is permitted.
3. Once a determination is announced regarding the selection of a vendor, the vendor will be permitted to speak with the person(s) participating in contract negotiations.
4. Violation of these conditions may be considered sufficient cause to reject a vendor's proposal and/or selection irrespective of any other condition.
5. The following exceptions to these restrictions are permitted:
 - a) Contacts made pursuant to any pre-existing contracts or obligations.
 - b) City staff and/or vendor staff present at a Pre-Proposal Conference, if scheduled, when recognized by the City as staff facilitating the meeting for the purpose of addressing questions; and,
 - c) Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the City.

C. Proprietary Information

1. All information and data contained in the proposal becomes the property of the City of Omaha and becomes public information upon opening the proposal.

2. Any and all proprietary and/or copyrighted material must be submitted as a separate Response Attachment in the Bid Event and clearly state within the document which sections have been submitted as proprietary or have copyrighted materials.
3. The City of Omaha will not be held responsible for releasing electronic information that is not specifically marked as “PROPRIETARY” and uploaded as such via a Response Attachment within the bid event.
4. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska’s Public Record statutes. (Neb. Rev. Stat. §§ 84-712 through 84-712.09)
5. **Vendors may not mark their entire RFP as proprietary.**
6. Vendors must submit a cost proposal and it may not be marked as proprietary information.
7. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public.

D. Proposal Opening

1. Sealed proposals will be publicly opened in the City of Omaha Legislative Chambers (LC 4) on the closing date and time indicated.

E. Rejection of Proposals

1. The City of Omaha reserves the right to reject any or all proposals, wholly or in part and, at its discretion, may withdraw or amend this RFP at any time

2. The City reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal and do not improve the vendor's competitive position.
3. All awards will be made in a manner deemed in the best interest of the City of Omaha.

F. Proposal Evaluation

1. The City of Omaha will conduct a fair, impartial and comprehensive evaluation of all proposals in accordance with the criteria set forth below.
2. The criteria for determining a responsible vendor shall include but not be limited to:
 - a) The ability, capacity and skill of the vendor to deliver and implement the system or services that meets the requirements of this RFP;
 - b) The character, integrity, reputation, judgment, experience and efficiency of the vendor;
 - c) Whether the vendor can provide options that meet the specifications requested;
 - d) The quality of vendor's performance on prior contracts;
 - e) Such other information that may be secured and that has a bearing on the decision to award the contract; and
 - f) Cost.

G. Evaluation Committee

1. Proposals will be independently evaluated by members of the Evaluation Committee.

2. This Committee will consist of staff with the appropriate expertise to conduct such proposal evaluations.

H. Mandatory Requirements

1. The proposals will first be examined to determine if all mandatory requirements have been addressed to warrant further evaluation.
2. Proposals not meeting mandatory requirements will be excluded from further evaluation.

I. Technical Evaluation

1. All responses to this RFP that fulfill all mandatory requirements will be evaluated.
2. Areas that will be evaluated are listed in Section V. Proposal Sections and Instructions.

J. Reference Checks

1. Vendor must provide at least three (3) professional references.
2. The City of Omaha reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

K. Violation of Terms and Conditions

1. Violation of the terms and conditions contained in this RFP or any resultant contract at any time before or after the award shall be grounds for action by the City of Omaha, which may include, but is not limited to, the following:
 - a) Rejection of a vendor's proposal.

- b) Suspension of the vendor from further bidding with the City for the period of time relative to the seriousness of the violation, such period to be within the sole discretion of the City of Omaha.

L. Clarification of RFP Documents

1. Vendors shall promptly notify the Purchasing Department via a submission in the Bid Event's Questions tab of any ambiguity, inconsistency, or error that they may discover upon examination of the RFP documents.
2. Vendors desiring clarification or interpretation of the RFP documents shall make a written request via the Bid Event's Questions tab by the questions deadline posted for that bid.
3. Changes made to the RFP documents will be issued electronically via addenda.
4. Oral interpretations or changes to the RFP documents made in any manner other than written form will not be binding to the City of Omaha, and vendors shall not rely upon such interpretations or changes.
5. Material changes to the RFP specifications and/or scope of work will be provided **solely** through addendum posted on the Douglas County Purchasing Ion Wave eBidding website.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

A. Project Overview

In the year 2023 the Omaha Fire Department conducted a risk assessment with the primary objective of identifying the most significant exposures to the health and wellness of our firefighters. Findings showed that job related injury, chronic illness, and chronic adverse health impacts due to the nature of the firefighting profession negatively impacted the health and wellness of our firefighters. These exposures are not only costly to the taxpayers, healthcare system, police and fire pension system, and the firefighters and their families as well. Our firefighters have sworn an oath to serve the citizens of the City of Omaha. Since 2023 the Omaha Fire Department has worked systematically to improve firefighter health and safety. Firefighters receive medical exams upon hiring and intermittently thereafter. Unfortunately, these exams have not been compliant with the standards set forth by the National Fire Protection Association (NFPA), specifically NFPA1582. One of the primary goals of the Omaha Fire Department is to continue implementation of a NFPA 1582 focused wellness program consisting of annual physicals and wellness screenings, with a directed focus on cardiac and cancer screenings. Cardiovascular disease and cancer are two of the biggest killers of firefighters.

Over the past 6 years, there have been more than 160 cancer claims processed by Omaha Fire Health Care Trust. Since 2014 the Omaha Fire Department has mourned the loss of three of our members due to occupational related cancers. There have been many other members who have received a cancer diagnosis and have gone through or are currently undergoing cancer treatment. During the 2024 testing cycle a firefighter displayed adverse cardiac symptoms while undergoing a cardiac stress test. The findings

of that stress test resulted in the firefighter being immediately transported via medic unit to the emergency department and ultimately being diagnosed with a life-threatening cardiac condition that resulted in life-saving triple bypass surgery. During the 2026 testing cycle an abnormally high cardiac calcium CT score led a member to seek consultation with a cardiologist who recommended and performed successful bypass surgery. It is the intention of the Omaha Fire Department to create a template for a physical exam very similar to the examples included in the sample guidance from the International Association of Fire Chiefs (IAFC) and the NFPA. By utilizing the recommendations set forth in NFPA 1582, the City of Omaha intends to offer annual physical exams and wellness screenings to all sworn members of the Omaha Fire Department.

The long-term goal is to develop and implement a comprehensive wellness and fitness program. Building a baseline program for our firefighters that generates comparable results is a critical facet of the proposed program. It establishes a standard for firefighter health as well as a framework for firefighter health assessment. Early detection of an illness leads to more positive outcomes, healthier firefighters and a healthier workforce. A healthy workforce allows the Omaha Fire Department to maintain its full complement in a state of readiness for incident response therefore making the job safer. A healthy workforce reduces the long-term cost impact on the healthcare system, long term burdens on the pension system, and lessens the financial burden to the citizens of the City of Omaha.

The Omaha Fire Department will assign staff to assist with the scheduling of personnel, management and maintenance of this project. One aspect of the annual physicals and

wellness screenings will be the evaluation of patient medical changes over time. Omaha Fire Department medical directors will be utilized to evaluate variances and consult with affected individuals. Upon implementation, annual physicals and wellness screenings will have an established framework (NFPA 1582) and a tracking document will follow each firefighter throughout their career. These acknowledged benchmarks will conform to NFPA 1582, medical best practice, new technology, discovery and respected standards without regression.

B. Prime Vendor Responsibilities

1. The vendor will be required to assume responsibility for all contractual services offered in this proposal whether or not the vendor performs them.
2. The City of Omaha will consider the vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated contract.

C. Term

1. The agreement resulting from this RFP will be for a period of one (1) year. This Agreement may be extended, on the same terms and conditions for up to four (4) separate one-year terms, if The City of Omaha exercises the option to do so.

D. Tentative Schedule of Events

The City of Omaha expects to adhere to the tentative schedule shown below. However, it should be noted that some dates are approximate and subject to change.

ACTIVITY		DATE/TIME
1.	Evaluation Committee Review	1 week after bid closing date
2.	Interviews for selected firms if necessary	1 week after Evaluation Review
3.	Final recommended selection	1 week after interviews
4.	Final approval by City	1 month after final recommended
5.	Tentative contract award date	1 week after final approval by City

E. Scope of Services

Facility and/or provider requirements

- a) Capacity and staffing to process up to 690 physical exams/cancer screenings within the specified time frame not to exceed 180 days
- b) Capacity and staffing to complete physical exams, cancer screenings and consultations for up to 8 individuals per day
- c) Ability to provide the required components of these physical exams and cancer screenings as outlined by NFPA 1582
- d) Maintain firefighter medical information privately and securely
- e) Complete all exams, procedures and consultation at one location during one visit including all sample testing such as blood and urine analysis
- f) Facility/provider must be considered a Nebraska based Accountable Care Organization (ACO)
- g) Exam facility's physical location must be within the Omaha Fire Department response territory
- h) Provide an aggregate data package to the City of Omaha/Omaha Fire Department for review and identification of trends and overall personnel health. This

aggregate data will be anonymous and used by the department for personnel health and wellness improvements.

F. Summary of Required Activities

The following shall be priced cumulatively as a total for all tests per member.

Medical specifications

1. Questionnaires/written health screening

- a) A medical history questionnaire shall be completed by each member to provide baseline information with which to compare future medical concerns.
- b) An annual medical history questionnaire, which includes changes in health status and known occupational exposures since the previous annual evaluation, shall be completed by each member to provide follow-up information.
- c) Information on the questionnaire and interval concerns shall be reviewed with each member by the fire department physician or designated medical evaluator.
- d) Behavioral health screen
 - e) Include screening for PTSD, major depressive disorder, active suicidality, substance-use disorder (Patient mental health questionnaire such as PHQ-9) ii) Not intended to provide a diagnosis but to identify symptoms that might indicate a behavioral health risk and warrant further evaluation.

2. Physical exams/screenings

- a) Vital signs (Temp, pulse, respiratory rate, blood pressure, height, weight)
- b) Head, eyes, ears, nose, and throat
- c) Neck

The exam should include evaluation of major vessels, lymph nodes, endocrine structures (salivary and thyroid glands), physiologic functioning (e.g., swallowing, saliva production), assess for abnormal masses, gland enlargement, or suspicious skin lesions. Range of motion of the cervical spine should also be noted.

- d) Cardiovascular (Inspection, auscultation, percussion & palpation)
- e) Pulmonary (Inspection, auscultation, percussion & palpation)
- f) Gastrointestinal (Inspection, auscultation, percussion & palpation)
- g) Genitourinary (Hernia examination)
- h) Lymph nodes

Examination of organ systems must be supplemented w/ an evaluation of lymph nodes in the cervical, auxiliary & inguinal regions

- i) Neurological examination

Must include a general mental status evaluation and general assessment of the major cranial/peripheral nerves (motor, sensory, reflexes)

- j) Musculoskeletal examination

Includes an overall assessment of range of motion (ROM) of all joints.

- k) Skin examination including screening for skin cancers
- l) Pulmonary function test
 - i) Spirogram/Spirometry

(1) Pulmonary function testing (spirometry) shall be conducted annually to measure the member's forced vital capacity (FVC), forced expiratory volume in 1 second (FEV₁), and the absolute FEV₁/FVC ratio.

(2) The fire department medical director or other qualified medical evaluator shall compare spirometry results obtained during yearly evaluations with baseline and subsequent test results.

(3) FEV₁ and FVC results shall be expressed as the absolute value (liters or milliliters) and as percent predicted adjusted for gender, age, height, and ethnicity using NHANES III normative equations.

m) Stress EKG/ECG

i) A resting 12-lead ECG shall be performed annually.

ii) An aerobic/cardiopulmonary stress test shall be performed biennially or sooner if indicated by resting ECG. (Rotating basis with electron beam tomography heart scan)

iii) An electron beam tomography (EMT) heart CT scan shall be performed biennially or sooner if indicated by resting ECG. (Rotating basis with aerobic/cardiopulmonary ECG stress test).

iv) The fire department medical director or other qualified medical evaluator shall compare baseline and subsequent ECGs

- v) The fire department medical director or other qualified medical evaluator shall compare baseline and subsequent stress tests, when available, to identify clinically relevant changes.
- vi) With interpretation
- vii) With Vo2 value calculated for all participants for baseline documentation.

3. Lab tests and analysis

a) Blood tests

- i) At a minimum, laboratory service must provide these components in their automated chemistry panel (aka SMAC 20) & complete blood count (CBC) protocols
- ii) Blood tests shall be performed for all participants on an annual basis

- (1) CBC w/ differential, white blood cell count, RBC indices & morphology & platelet count
- (2) Electrolytes (Na, K, Cl, HCO₃ or CO₂)
- (3) Renal function (BUN, creatinine)
- (4) Glucose (if over 120 then HbA1c)
- (5) Liver function tests (SGPT/ALT, SGOT/AST, LDH direct & indirect bilirubin, alkaline phosphatase)
- (6) Total cholesterol, HDL-C, LDL-C, clinically useful lipid ratios (e.g., percent LDL) & triglycerides & total cholesterol/HDL ratio
- (7) C-reactive proteins

(8) Blood urea nitrogen, creatinine, sodium, potassium, carbon dioxide, total protein, albumin, calcium

b) Urinalysis

- i) Dip Stick – includes pH, Glucose, Ketones, Protein, Blood, and Bilirubin
- ii) Microscopic – includes WBC, RBC, WBC Casts, RBC Casts, and Crystals

4. Oncology screenings (note: some screenings may occur during physical exam)

a) Colon/Colorectal cancer screening

- i) Stool-based blood testing shall be conducted with the risks and benefits discussed with all participants. For colorectal screening w/ the use of “stool DNA” testing (i.e.; Cologuard), the provider is to supply a labeled by participant’s name stool testing kit to be returned prior to exam and consultation with the intention that results will be reviewed during consultation.

b) Prostate cancer screening

- i) Due to increased prostate cancer risk, the Provider shall discuss the risks and benefits of prostate cancer screening, including prostate-specific antigen (PSA) testing, with all male firefighters beginning at age 50 and annually thereafter.
- ii) For firefighters who are at a higher risk for prostate cancer (e.g., African-Americans or where one or more first-degree relatives have been diagnosed with prostate cancer at an early age), the physician shall discuss the risks and benefits of prostate cancer screening, including PSA testing, beginning at age 40 and annually thereafter.

- c) Lung cancer screening
- i) Low-dose computed tomography (LDCT) or equivalent shall be performed.
- d) Cervical cancer screening
- i) Female firefighters shall be provided screening/counseling on female reproductive cancers.
- e) Testicular cancer screening/counseling.
- i) A baseline examination shall be performed by the provider
- f) Bladder cancer screening
- i) Urine shall be evaluated for blood (hematuria)
- g) Oral cancer screening
- i) The entire mouth shall be examined for signs of oral and oropharyngeal cancers.
- h) Thyroid cancer screening
- i) Physical exam for palpable nodules shall be part of the annual physical examination.
- i) Skin cancer screening
- i) A physical exam of a member's skin shall be conducted for evidence of cancer.

5. Consultation

- a) In addition to the above exams and screenings that will require consultation(s) from the physician, the following items should also be addressed in consultation with the physician:

- Cancer & cardiovascular disease risk reduction

- Occupational stress awareness consultation
- Hormone imbalance awareness consultation
- Behavioral health screening
- Self-screening

Referrals for any indications discovered during the physical exam
and/or cancer screening

G. Summary of Optional Activities

The following tests should be priced independently, as a cost per test per member.

1. Vision test

- a) Assessment of vision must include evaluation of distance, near, peripheral, and color vision
- b) Evaluate for common visual disorders

2. Audiograms/audiology

- a) Hearing thresholds shall be assessed in each ear at each of the following frequencies: 500 Hz, 1000 Hz, 2000 Hz, 3000 Hz, 4000 Hz, 6000 Hz, 8000 Hz

3. Chest X-Ray/Radiograph

- a) Chest x-rays shall include an initial baseline and shall be repeated as determined by age, medical history and exposure risk or as medically indicated
- b) The fire department medical director or other qualified medical evaluator shall compare any chest radiographs with baseline and subsequent radiographs

- c) Every 5 years unless medically indicated

4. Immunization & infectious disease screening

- a) The following infectious disease immunizations or infectious disease screenings shall be provided, as indicated:

- 1) Tuberculosis Screen (Annual PPD)
- 2) Hepatitis C Virus Screen
- 3) Hepatitis B Virus Vaccine
- 4) Tetanus/Diphtheria Vaccine (Booster)
- 5) Measles, Mumps, Rubella Vaccine (MMR)
- 6) Measles Vaccine, Mumps Vaccine
- 7) Rubella Vaccine, Polio Vaccine, Hepatitis A Vaccine
- 8) Varicella Vaccine, Influenza Vaccine
- 9) HIV Screening (Required to be offered)

H. Additional Proposal Considerations

Initially the potential exists for 710 individuals to participate in this newly established NFPA 1582 directed wellness physical and cancer screening program. Future growth of the department may increase involvement. Participation in this program will be voluntary, though highly encouraged. In understanding that economies of scale exist, it is desired to have proposals submitted that adhere to tiers.

Below is an example of a tier:

Number of participants	Cost per participant
0-100	
100-200	
200-300	
300-400	
400-500	
500-600	
Over 600	

- This is to serve as an example. It is understood that the facility/provider may respond with a cost scale that more accurately captures that facility's capacity and operational costs. The intended goal of this endeavor is to establish an annual NFPA 1582 directed wellness physical and cancer screening program. The agreement resulting from this proposal will be a contract for a period of one (1) year with up to four (4) one-year extensions, at City of Omaha discretion. The vendor will be limited to 3% increase from year 1 to 2, 2% increase from year 2 to 3, and 1% increase from year 3 to 5.

IV. PROPOSAL SECTIONS AND INSTRUCTIONS

Vendors shall identify the following four (4) sections in their submitted proposal:

- A. Executive Summary
- B. Corporate Overview
- C. Technical Approach
- D. Cost Proposal

A. Executive Summary

1. The Executive Summary shall condense and highlight the contents of the solution being proposed by the vendor in such a way as to provide the Evaluation Committee with a broad understanding of the vendor's Technical Proposal.
2. Vendors must present their understanding of the issues being addressed by implementing a new system, the objectives and intended results of the project, and the scope of work.
3. Vendors shall summarize how their Technical Proposal meets the requirements of the Request for Proposal and why they are best qualified to perform the work required herein.

B. Corporate Overview

1. The Corporate Overview section of the Technical Proposal must consist of the following subdivisions:
 - a) **Vendor Identification and Information:** The vendor must provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the vendor is incorporated or otherwise organized to do business, year in which the vendor first organized to do business, whether the name and form of organization has

changed since first organized, and Federal Employer Identification Number or Social Security number.

- b) **Change in Ownership:** If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the vendor must describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded vendor will require notification to The City of Omaha.
- c) **Relationship with the City of Omaha:** The vendor shall describe any dealings with the City of Omaha over the previous three (3) years. If the organization, its predecessor, or any party named in the vendor's proposal response has contracted with the City, the vendor shall identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.
- d) **Vendors Employee Relations to the City of Omaha:** If any party named in the vendor's proposal response is or was an employee of the City of Omaha within the past twelve (12) months, identify the individual(s) by name, City department with whom employed, job title or position held with the City, and separation date. If no such relationship exists or has existed, so declare. If any employee of any department of the City is employed by the vendor or is subcontractor to the vendor, as of the due date for proposal submission, identify all such persons by name, position held with the vendor, and position held with the City (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the City, it is determined that a conflict of interest exists or may exist, the vendor may be

disqualified from further consideration in this proposal. If no such relationship exists, so declare.

- e) **Contract Performance:** It is mandatory that the vendor submit full details of all termination for default experienced during the past three (3) years, including the other party's name, address and telephone number. The response to this section must present the vendor's position on the matter. The City of Omaha will evaluate the facts and will score the vendor's proposal accordingly. If no such termination for default has been experienced by the vendor in the past three (3) years, so declare.
- f) **Summary of Vendor's Corporate Experience:** The vendor shall provide a summary matrix listing the vendor's previous projects similar to this Request for Proposal in size, scope and complexity, as this experience is likely to be considered in selecting a vendor. The City of Omaha will use no more than three (3) narrative project descriptions submitted by the vendor during its evaluation of the proposal. The vendor must provide a narrative description to highlight the similarities between their experience and this Request for Proposal. These descriptions must include:
- 1) The time period of the project;
 - 2) The scheduled and actual completion dates;
 - 3) The vendor's responsibilities;
 - 4) For reference purposes, a customer name (including the name of a contact person, a current telephone number, and e-mail address); and
 - 5) Each project description shall identify whether the work was performed as the Vendor (prime contractor) or as a subcontractor. If a vendor

performed as the prime contractor, the description must provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.

g) Vendors and subcontractors experience must be listed separately. Narrative descriptions submitted for subcontractors must be specifically identified as subcontractor projects

h) If the work was performed as a subcontractor, the narrative description shall identify the same information as requested for vendors above. In addition, subcontractors shall identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

i) Summary of Vendor's Proposed Approach:

1) The vendor must present a detailed description of its proposed approach to the management of the project.

2) The vendor must identify the specific professionals who will work on the City of Omaha project if their company is awarded the contract resulting from this RFP.

3) The names and titles of the team proposed for assignment to the City of Omaha project shall be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships.

4) The primary work assigned to each person should also be identified.

j) **Subcontractors:** If the vendor intends to subcontract any part of its performance hereunder, the vendor must provide:

1) Name, address and telephone number of the subcontractor(s);

- 2) Specific tasks for each subcontractor;
- 3) Percentage of performance hours intended for each subcontract; and,
- 4) Total percentage of subcontractor(s) performance hours.
- 5) The City of Omaha reserves the right to approve or disapprove subcontractors at the time of award and throughout the contract period and to require the vendor to replace subcontracts found to be unacceptable.
- 6) The vendor is totally responsible for adherence by the subcontractor(s) to all provisions of the contract

C. Technical Approach

1. The technical approach section of the Technical Proposal must consist of the following subsections:
 - g) Understanding of the scope of the project and the project requirements;
 - h) Specifications of units/services bid;
 - i) Technical considerations;
 - j) A timetable and a list of any methods, tools, or devices to assist the City in implementation
 - k) Vendors will provide a detailed project work plan; and
 - l) Deliverables and due dates.

D. Cost Proposal Requirements

1. This section describes the requirements to be addressed by vendors in preparing the Cost Proposal.
 - m) The vendor must submit its Cost Proposal as a Response Attachment within the bid event, which is separate from the Technical Proposal.

- n) The cost for planning, installation, labor, equipment, parts, etc. shall be included in the cost summary.
- o) Any maintenance or service agreement costs will be listed separately.
- p) The vendor must include details in the Cost Proposal supporting any and all costs. These details must include, at a minimum, detailed descriptions and/or specifications of the services to be provided, quantities, and timing and unit costs, if applicable.
- q) Any exception shall be clearly listed with an explanation.