

**THE SCHOOL BOARD
OF POLK COUNTY**

**REQUEST FOR PROPOSALS
FOR
MOBILE ON-SITE HEALTH
SCREENINGS**

RFP 095-PSC-0608

**DEADLINE FOR RECEIPT OF PROPOSALS
3:00 P.M., TUESDAY, MAY 20, 2008**

REQUEST FOR PROPOSALS FOR MOBILE ON-SITE HEALTH SCREENINGS

THE SCHOOL BOARD OF POLK COUNTY

The School Board of Polk County is seeking competitive proposals for mobile on-site health screenings.

1. GENERAL INFORMATION AND PROJECT SCOPE

The Polk County School Board (hereinafter referred to as the “Board”) announces that **On Site Health Screenings** will be required by the School District. The provider of such services will furnish mobile screening vehicle(s), promotional and registration materials, professional and promotional staff, quality assurance and quarterly reports. It is the intention of the Board to enter into an agreement with an organization that will provide on-site screenings, laboratory and diagnostic service and reporting, and education as follows:

Breast Screening: 4-view screening mammography, a clinical breast exam by a Registered Nurse (RN), Advanced Registered Nurse Practitioner (ARNP) or Physician Assistant (PA) and education on monthly self-breast examinations. Films read by board-certified radiologists and results sent to participant and designated physician.

Prostate Screening: Screening includes Prostatic Specific Antigen (PSA) blood test, a digital rectal exam (DRE), and simultaneous fecal occult screening provided by a Medical Doctor (MD), ARNP or PA. Results are mailed to participant and designated physician. Note: All DREs will include simultaneous fecal occult screening.

Fecal Occult Screening: Screening includes fecal occult blood testing (self test) and education on colorectal cancer. Results are mailed to participant and designated physician.

Skin Screening: Screening includes prevention counseling, skin self-examination instruction, and a total-body visual examination by an MD, ARNP, or PA. Results are given to the participant at the time of examination. Abnormal results are mailed to designated physician.

Osteoporosis Screening: Screening includes prevention counseling, educational materials, and a screening test performed with an ultrasound densitometer. Results are given to participant at the time of the examination.

Proposed Services: It is the Board’s intention to offer cancer and osteoporosis screenings to all employees and retirees on an annual basis (August through July) at approximately 160 schools, ancillary sites, warehouses, and administrative offices/worksites. Flexible scheduling based on work location entails starting screenings between 6:00 AM and 8:30 AM. In addition, the Board offers its annual Health Fair on a Saturday at a centralized location in the county. Participation in screenings does not require meeting guidelines established by the American Cancer Society and/or National Osteoporosis Foundation.

GENERAL INFORMATION (CONT'D)

The employee population includes approximately 9,558 females and 2,645 males (12,203 total) with approximately the following demographics:

Age	Under 39	40-49	50-59	60+
Female	3,099	2,355	2,824	1,280
Male	892	558	756	439
Total	3,991	2,913	3,580	1,719

Screenings performed during the most recent completed year include:

Breast	Prostate	Hemocult	Skin	Osteoporosis
1371	141	265	1149	867

The selected organization will also be responsible for working with school personnel to facilitate the marketing and enrollment process at each work site. In conjunction with the Board Wellness Program, the organization will develop an annual screening schedule that includes all work locations. The organization will compile monthly management reports of screening totals with percentages of normal/abnormal results.

The Board is self-insured and offers a Preferred Provider Plan to active employees and their eligible dependents. Board retirees are allowed to continue participation on the plan. In addition, retirees over age 65 are offered a Medicare supplemental plan. The Board currently utilizes Blue Cross/Blue Shield as an Administrative Services Organization. Screening services, lab and diagnostic service and reporting are covered under the Board's self-insurance plan.

Reporting: The District will require a monthly aggregate report of all screenings in Excel or Word format. The summary should include the number of work/school sites visited, a breakdown of specific screenings offered, the number of participants for each screening, and a count of the abnormal screenings or referrals in each of the screening categories.

SCHOOL BOARD OF POLK COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)

REQUIRED RESPONSE FORM

**TITLE: REQUEST FOR PROPOSAL (RFP) FOR MOBILE ON-SITE HEALTH
SCREENINGS**

RFP NUMBER: 095-PSC-0608
Anti-Collusion Statement/Public Domain

I, the undersigned proposer have not divulged, discussed, or compared this proposal with any other proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

Proposal Certification

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the contents of Pages 1 through 14 inclusive of this Request for Proposal, and all Attachments and the contents of any Addendum released hereto.

PROPOSER (firm name): _____

STREET ADDRESS: _____

CITY & STATE: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE: _____ DATE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

TELEPHONE: _____ FAX: _____ TOLL FREE: _____

INTERNET E-MAIL ADDRESS: _____

PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

*****NOTE:** Entries must be completed in ink or typewritten. **An original manual signature is required.*****

2. PROPOSAL INSTRUCTIONS/DEADLINE

The deadline for receipt of complete proposals is no later than 3:00 p.m., Tuesday, May 20, 2008.

Proposals are due in **an original and three copies** in a sealed container marked "Proposal for On-Site Health Screenings, RFP #095-PSC-0608."

Proposals should be mailed to: Purchasing Director, School Board of Polk County, Post Office Box 391, Bartow, FL 33831-0391, or delivered to the Purchasing Director at 1915 South Floral Avenue, Bartow, Florida 33830-7124. **E-MAILED AND FAXED PROPOSALS WILL NOT BE ACCEPTED.**

All times stated in this document refer to District local time. The normal office hours for the District are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except District holidays. The official clock for the purpose of receiving proposals is located in the Purchasing Office. All proposals must be date and time stamped by the official clock.

Proposals will be opened in the Purchasing Office after the proposal receipt deadline, but only the names of respondents will be read at that time. Any proposal received in Purchasing after the deadline will be date and time stamped and will not be opened. It is the responsibility of proposers to assure their proposals are properly received at the correct location before the deadline.

3. ANTICIPATED TIMETABLE FOR RFP PROCESS

The following are dates that were set at the beginning of the RFP process for key events. Some of these dates may change as conditions dictate.

DATE	EVENT
April 23	District notification of on-line availability of RFP
May 6	Deadline for written questions at 5:00 pm
May 8	Addendum with answers to questions posted on-line
May 20	Deadline for receipt of proposals at 3:00 pm
May 27	Posting of recommendations to the School Board
June 10	Board decision pertaining to award of contract(s)

4. WITHDRAWAL OF PROPOSAL

Any proposal may be withdrawn until the date and time set for the opening of the RFP. Any response not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, or until one of the proposals has been selected by the District.

5. RFP TRANSMITTAL

Whether this Request for Proposals is transmitted to proposers in one entire package, or in separate components, with or without subsequent Addendums, each recipient is responsible for assuring that other parties to whom the document(s) are subsequently transmitted receive all documentation.

For example, no one (primary or secondary recipients) who is expected to respond to the RFP should be without the Table of Contents, the General Information section, the section for Information To Be Included In The Submitted Proposal, etc.

Failure of any proposer to respond, based on less information than provided herein, or failure to respond to relevant proposal questions could put the proposer at a competitive disadvantage.

Costs of preparation of a response to this Request for Proposal are solely those of the proposer, and the District assumes no responsibility for any such costs incurred by the proposer.

6. CHANGES TO THE RFP

The District may modify this Request for Proposals at any time prior to the proposal due date by issuance of a written addendum. Addenda shall be numbered consecutively and initiated by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. Addenda will not be mailed. All addenda will be posted to the same web site as is this RFP, <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>. It shall be the responsibility of the proposers to be sure they obtain all addenda.

7. WAIVER/REJECTION OF PROPOSALS

All reasonably responsive proposals will be considered. However, the District reserves the right to waive formalities or informalities in proposals, to reject, with or without cause, any or all proposals or portions of proposals, to negotiate or not negotiate, or to interview or not interview individual proposers, or to accept any proposal(s) or portions of proposals deemed to be in the best interest(s) of the District.

8. CLARIFICATION TO DISTRICT

The District reserves the right to request clarification of information submitted and to request additional information if necessary.

9. NONCONFIDENTIALITY OF PROPOSALS

The District does not warrant the confidentiality of proposals submitted in response to this Request for Proposals. All proposals are subject to Florida's public records law and must be open to viewing by anyone who requests to see them.

Proposers requiring confidentiality should consult with their legal counsel regarding any material in their proposals that the proposers believe should not be public record. The District assumes no obligation or responsibility for asserting legal arguments on behalf of potential proposers.

10. CONTRACT EFFECTIVE DATE, TERM

The contract resulting from this RFP shall contain the controlling language pertaining to the contract period. Contracts shall be proposed for an initial term of one year. Guarantees beyond one year (preferably for two, three or more years) are welcome, so be explicit about any such offerings. The Board reserves the option to extend the contract period provided the vendor is in mutual agreement. District renewal for the second and subsequent years will in part be dependent upon acceptability of cost, service, funding, etc.

11. FUNDING OUT/TERMINATION/CANCELLATION

Florida School Laws prohibit School Districts from creating obligations in anticipation of budgeted revenues from one fiscal year to another without year to year extension provisions in the agreements.

It is necessary that fiscal funding out provisions be included in all proposals in which the terms are for periods longer than one year.

Therefore, the following funding out provision is an integral part of this proposal and must be agreed to by all proposers:

The District may, during the contract period, terminate or discontinue the services covered in this proposal at the end of the District's then current fiscal year upon 90 days prior written notice to the successful proposer.

12. CONTRACT FOR SERVICES, SAMPLE CONTRACTS, COVERAGE WORDINGS

The District expects to enter into a contract which will include provisions, among others, addressing matters such as contract costs, contract modifications, contract termination and disputes.

It is requested that sample contracts be provided with proposals.

13. DEFAULT

In the event that the awarded proposer(s) should breach their contract, the District reserves the right to seek remedies in law and/or in equity.

14. NOTICE OF TERMINATION, RENEWAL, INCREASE

The District shall be given at least 120 days notice of cancellation or nonrenewal of the contract.

If the District shall be required to provide advance notice to the proposer of cancellation or nonrenewal the required notice should not exceed 30 days.

Changes in cost shall occur no more frequently than on the anniversary date of the contract, unless directly related to changes in service. Such changes shall be submitted in writing and will not take effect until approved by the Board.

15. ADDITIONAL INFORMATION

To respond to inquiries of proposers at a single time, to answer questions about this Request for Proposals and to furnish needed information, all interested proposers may submit written questions addressed to the District. Telephone inquiries will not be accepted, nor will answers be provided by telephone. Questions may be submitted by facsimile to (863) 534-0802. However, it is the sole responsibility of the proposer, at its own risk, to assure that written questions, however submitted, are received by Tuesday, May 6, 2008 at 5:00 pm. Questions received after 5:00 pm on May 6 will not be addressed. Written questions must be addressed to Purchasing Director, School Board of Polk County, P.O. Box 391, Bartow Florida 33831-0391 or 1915 South Floral Avenue, Bartow, Florida 33830-7124, or he may be faxed at (863) 534-0802.

Final responses to all questions timely received will be posted by the Board on the web site for this RFP, <http://www.polk-l.net/community/doingbusinesswithus/purchasing/default.htm>, on or about May 8, 2008.

16. LEGAL REQUIREMENTS

It shall be the responsibility of the proposer to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the proposer(s) will in no way be a cause for relief from responsibility.

17. RFP AND RESPONSE ARE PART OF CONTRACT

The requirements appearing in this RFP will become part of the contract(s) with the selected proposer(s). The contract(s) between the parties will consist of the RFP including attachments and attenda, the successful proposal, negotiated terms and the written contract.

18. JOINT PROPOSAL

In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the prime vendor. If offering a joint proposal, the prime vendor must include the name and address of all parties of the joint proposal. The prime vendor shall comply with all bonding and insurance requirements, execute any contract, and have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable.

The prime vendor's responsibilities shall include, but not be limited to, performing overall contract administration, presiding over other proposers participating or present at District meetings, oversight of preparation of reports and presentations, and filing any notices of protest and final protest as described herein.

The prime vendor shall also prepare and present a consolidated invoice(s) for services performed. The District shall issue only one check for each consolidated invoice to the prime vendor for services performed. The prime vendor shall remain responsible for performing services associated with response to this RFP.

19. SUBCONTRACTING

Where proposers do not have the "in-house" capability to perform work desired in the Request for Proposals, subcontracting may be permitted with prior knowledge and approval of the District. The District must be assured and agree that any proposed subcontractor(s) can perform the work to the desired quality and in a timely manner. Therefore, the name of any intended subcontractor(s) should be identified in the proposal.

20. EVALUATION OF PROPOSALS

An Evaluation Committee of the District will evaluate the proposals, will discuss such proposals in conjunction with appropriate District staff and others, and will rank the proposals. Purchasing Department staff will serve as a non-voting committee member. In the District's evaluation of proposals by its Committee, several items shall be considered, including but not limited to:

- Cost - Although cost will be a major consideration in evaluating proposals, it will not be the only consideration.
- Experience and Qualifications of the proposer and staff.
- Approach to the Project/Service including Communication Plan - The overall ability to meet the District's needs.
- Overall Proposal

The order in which these items are listed does not necessarily reflect their order of importance.

The Evaluation Committee reserves the right to negotiate further terms and conditions with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.

In conjunction with the Purchasing Department, the Evaluation Committee will submit its recommendation to the Superintendent of Schools, who will recommend to the School Board the award or rejection of any and/or all proposals. The School Board will award or reject any or all proposals.

21. POSTING OF RFP AWARD RECOMMENDATION

RFP recommended awards will be posted for review by interested parties at the School District of Polk County office, 1915 South Floral Avenue, Bartow, Florida, on or about May 27, 2008.

22. DISPUTES

Any person who may be adversely affected by an intended decision with respect to the award may protest such decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the District. Failure to follow the requirements of the bid protest procedures established by the District shall constitute a waiver of all protest rights.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

23. SUCCESSFUL PROPOSER HOLD HARMLESS/PAY ON BEHALF

It is expected that the successful proposer(s) will agree to hold harmless and pay on behalf of the District for any liability and/or legal costs arising out of any claims and litigation related to the services and benefits provided, including any actions that may arise from allegations regarding any acts, errors or omissions related to the or service or benefits provided, excluding the District's sole negligence.

Awarded proposers shall, in addition to the any other obligation to hold harmless/pay on behalf of the School Board of Polk County and to the fullest extent permitted by law, protect, defend, hold harmless and pay on behalf the District, it's Board, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged;

- A. Bodily injury, sickness, disease or death, personal injury or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; or
- B. Violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or
- C. Liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

The obligations hereunder shall not be subject to any limitation on the amount or type of damages. Compensation or benefits payable by or for the contractor of any subcontractor under workers compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.

Any costs or expenses, including attorney's fees, incurred by the School Board of Polk County to enforce this agreement shall be borne by the contractor.

Awardee recognizes the broad nature of this hold harmless and pay on behalf article, and voluntarily makes this covenant and expressly acknowledges the receipt of \$10 payable upon receipt of first invoice and other good and valuable consideration provided by the District in accordance with the laws of the State of Florida. This article will survive the termination of this contract.

24. INSURANCE REQUIREMENTS

Proposers shall procure and maintain at their sole expense insurance of the types and in minimum amounts stated below:

INSURANCE	LIMITS
<u>Worker's Compensation</u> Florida Statutory Coverage/ Employers' Liability	Statutory Limits/ \$500,000 each accident
<u>Commercial General Liability</u> Premises-Operations: Contractual Liability	\$1,000,000 each occurrence \$2,000,000 annual aggregate combined single limit, for bodily injury & property damage
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

The Board shall be named as additional insured under the Commercial General Liability insurance. Such insurance shall be primary to any and all other insurance or self-insurance maintained by the District. All insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the Board. Prior to commencing any contracted services, certificates evidencing the maintenance of said insurance shall be furnished to the District.

25. AUTHORIZED OFFER

The person making the proposal submission should be authorized to make a valid offer that may be accepted by the District to form a valid and binding contract.

If the person making the submission is not authorized to make a submission that can be bound by the District's acceptance, such person should also obtain the signature of an authorized representative of the submitting firm, that may result in a bound contract upon District acceptance.

Proposals should be typed or written in ink, signatures should be manually signed in ink, and any corrections should be typed or in ink and initialed.

26. CONFLICT OF INTEREST

The award of contract is subject to the provisions of Chapter 112, Florida Statutes. All submitters must disclose with their submission the name of any officer, director, or agent who is also an employee of the District. Further, all submitters must disclose the name of any employee of the District who owns, directly or indirectly, an interest of five per cent or more in the submitter's firm or any of its branches.

27. DISCRIMINATORY VENDOR LIST

Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any

goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.

28. PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST

Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not make a submission on a contract to provide services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

29. DRUG-FREE WORKPLACE STATEMENT

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the District, a submission received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

30. EX PARTE COMMUNICATION

Please note that to assure proper and fair evaluation of proposals, after proposals are received the District prohibits ex parte communication initiated by the submitter to District members and discourages ex parte communication initiated by the submitter to any District official or employee evaluating or considering the proposals prior to the time a decision has been made.

Communication between a submitter and the District will be initiated by the appropriate District official, employee or designated consultant in order to obtain information or clarification needed to develop a proper and accurate evaluation of the submission. Ex parte

communication may be grounds for disqualifying the offending submitter from consideration or award of the contract then in evaluation or any future contract.

31. LOBBYING

Proposers are hereby advised that lobbying is not permitted with any District personnel or District members related to or involved with this RFP. All oral or written inquiries must be directed through the District Purchasing Department.

Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a District member or District personnel on the award of a contract.

Any proposer or any individuals that lobby on behalf of a proposer will be taking action that will result in rejection/disqualification of said proposal.

32. NO COLLUSION CLAUSE

By submitting a response to this RFP, the submitter certifies that the submitter has not divulged to, discussed or compared his/her competitive submission with other submitters and has not colluded with any other submitters or parties to this competitive submission. Also, the submitter certifies, and in the case of a joint competitive submission each party thereto certifies as to its own organization, that in connection with the competitive submission:

- Any prices and/or cost data submitted were arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other submitter or competitor;
- Any prices and/or cost data quoted for this competitive submission have not been knowingly disclosed by the competitive submitter and will not knowingly be disclosed by the submitter, directly or indirectly to any other submitter or to any competitor, prior to the scheduled award of the contract;
- No attempt has been made or will be made by the submitter to induce any other person or firm to submit or not to submit a competitive submission for the purpose of restricting competition.

33. NON-WARRANTY OF SPECIFICATIONS

Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures to risk and verification of all information herein shall rest solely with the submitters. Neither the District nor its representatives shall be responsible for any error or omission in this RFP, nor for the failure on the part of the submitter(s) to determine the full extent of the exposures.

34. INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL:

- 34.1** In order to maintain comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Include all information in your proposal. It is required that 3 copies of the proposal be submitted along with the original proposal.
- 34.2 Table of Contents** - Include a clear identification of the material by section name and by page number.
- 34.3 Letter of Transmittal** - Limit to one or two pages including:
1. Briefly state the understanding of the proposer regarding the work to be done.
 2. Make a positive commitment to perform the work within an estimated time period.
- 34.4 Required Response Form** - Complete and submit the Required Response Form, (page 3 of this RFP) with all required information completed and all signatures as specified.
- 34.5 Experience and Qualifications of the Proposer:**
1. State the location of the facility from which the services are to be provided.
 2. Describe the mobile health screening service capability of the facility, including the numbers and classifications of skilled personnel capable of performing the required services.
 3. Describe the experience of the above mentioned facility in providing the mobile health screening services requested in this RFP.
 4. Indicate the length of time that the proposer has provided the services described in 2 & 3 above.
 5. Identify the medical facilities where the laboratory and diagnostic services and reporting will be performed.
 6. Indicate the year, make, model and description of the vehicle(s) to be used in providing the required mobile health screening services.
 7. Provide documentation (i.e. survey, report and accreditation) from any accrediting agency on your mammography equipment utilized on your mobile unit.

8. Provide references from at least three of the largest agencies where similar services to those described in this RFP have been performed. Please include references from School Districts if applicable. Please include agency name, contact persons' name, address, phone number and dates of contract tenure.
9. Provide a list of all current contracts where similar services to those described in this RFP are being performed. Please include agency name, contact persons' name, address, phone number and dates of contract tenure.
10. Provide a list of any contracts where similar services to those described in this RFP have been performed that have been terminated in the last three years and provide reason for termination. Please include agency name, contact persons' name, address, phone number and dates of contract tenure.
11. Provide copies of independent patient satisfaction survey reports (e.g., Press Ganey, Gallup) conducted on screening participants where similar services to those described in this RFP have been performed. Please include total possible responses with response rate.

34.6 Experience and Qualifications of the Proposer's Staff:

1. Please identify the team (including the specific role that each team member will have in the project) that will be responsible for providing the required services. Please include resumes for each medical director, practitioner, manager, supervisor and/or other key personnel to include the following:
 - a. Formal education.
 - b. Describe medical/health related experience.
 - c. Describe experience in providing similar services as those requested in this RFP; including position held (i.e. director, manager, supervisor, nurse, technician, etc.).
 - d. Professional recognition, such as certificates, awards, etc.
2. Identify the specific individual who would serve the District on a day-to-day basis as the primary point of contact and be responsible for the services of the proposer. The individual identified shall be readily available to accomplish, among other things, the following:
 - a. Respond to telephone and other inquiries
 - b. Attend meetings
 - c. Schedule services
 - d. Resolve problems/concerns
 - e. Promote screenings at schools/worksites

34.7 Approach to the Project

Clearly describe the approach that the proposer will use in providing the services described in section one (1) of this RFP including the estimated time-lines for each phase of work and the estimated date the comprehensive services will begin. Please indicate all services that you are proposing, including the specific screenings requested in this RFP. Indicate all project deliverables to be provided.

34.8 Communication

In addition, please provide the following information and answers to the following questions:

1. Provide a proposed communication plan for introducing and promoting screenings; reference the ongoing communication process.
2. Can web-based technology be implemented to facilitate screening registration?
3. Can your website be linked with the Polk County School's website?
4. How will your company follow-up with abnormal results?

34.9 Cost of Services

Please submit your cost proposal to include all costs associated with this project. Include specific prices for each screening (breast, prostate, hemocult, skin and osteoporosis). Please include any/all other pricing associated with the services, lab, diagnostics, reports, etc., to be provided. Include the minimum number of participants required at each site to provide such screenings.

34.10 Additional Data

Since data not specifically requested is not to be included in the foregoing proposal sections, give any additional information considered essential to the proposal in this section. If there is no additional information to present, state in this section "There is no additional information that we wish to present."