

COUNTY OF MORRIS



REQUEST FOR PROPOSAL COMPREHENSIVE MEDICAL SERVICES FOR THE COUNTY OF MORRIS

CONTRACT NUMBER:

#P26-157

REQUESTING AGENCY:

Morris County

CONTACT PERSON:

Anthony Aponte, QPA
Office of Purchasing
Fax#: 973-829-0304

SUBMISSION DEADLINE:

November 5, 2026 at 11:00 AM

COMPANY NAME: _____

COMPANY CITY/TOWN: _____ STATE: _____

**COUNTY OF MORRIS
NOTICE OF RFP**

Separate sealed proposals will be opened by the Purchasing Agent of the County of Morris **on November 5, 2026, at 11:00 AM** Eastern Standard prevailing time in the Office of Purchasing, Room 517, 5th Floor, Administration & Records Building, Court Street, Morristown, New Jersey for the respective project as follows:

Comprehensive Medical Services for the County of Morris
RFP #P26-157

RFPs are available for downloading from <http://www.morriscountybidsystem.com/>, or may be picked up on or after **October 2, 2026** in the office of Purchasing at the above address during regular business hours. The County of Morris shall not be responsible for full or partial sets of Contract Documents, including addenda, obtained from any other source.

Proposals must be enclosed in a sealed envelope bearing the name and address of the Respondents, and the **RFP number and title** spelled out on the outermost packaging, addressed to the Purchasing Agent of the County of Morris.

Proposals shall be delivered either in person, by delivery or mail at the hour designated, **or previous thereto**, to:

Purchasing Agent
Morris County Administration & Records Building,
Purchasing Division, 5th Floor
PO Box 900
10 Court Street
Morristown, New Jersey, 07963 0900.

No proposals shall be accepted after the designated time, and Morris County will not assume responsibility for proposals forwarded by mail or delivery service, nor any other conveyance.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Proposal requests herein are solicited through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

The vendor shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Bidders/Respondents are encouraged to MAIL in bids and responses. If they must be hand delivered, the County of Morris Purchasing Office is located on the 5th floor of the Administration and Records Building, 10 Court Street, Morristown, New Jersey.

TABULATION SHEET: Available on Bidnet within 1 week AFTER close of bid. Award of contract by the Board of County Commissioners will be made within 60 days.

(1T 10/2/26)

**COUNTY OF MORRIS
GENERAL INSTRUCTIONS**

1. SUBMISSION OF PROPOSALS

- A. Sealed proposals shall be received in accordance with public advertisement as required by law, a copy of said notice being attached hereto and made a part of these specifications.
- B. Each RFP shall be submitted on the proposal forms attached, NOT DOUBLE SIDED, in a sealed envelope:
 - (1) addressed to the Purchasing Agent
 - (2) bearing the name and address of the Respondent on the outside
 - (3) clearly marked "SEALED RFP" with the RFP number and title noted.
- C. It is the Respondent's responsibility to see that proposals are presented to the Purchasing Agent on the hour and at the place designated. Proposals may be mailed; however, the County of Morris disclaims any responsibility for proposals forwarded by regular or express mail. If the RFP is sent by express mail, the designation in B. above must also appear on the outside of the express company envelope. Proposals received after the designated time and date will be returned unopened.
- D. The County reserves the right to postpone the date for presentation and opening of proposals and will give written notice of any such postponement to each prospective Respondent as required by law.

In the event Morris County Offices are **closed**, proposals will be accepted **on the next business day** that offices are opened, at the same location and the same time

E. Multiple Proposals Not Accepted

More than one RFP from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered for the same service/taxonomy.

Respondent must be an established concern in the business of providing the product/service proposal and must prove to the County Purchasing Agent's satisfaction, upon request, that he has adequate facilities to perform all requirements in event of award.

- F. All prices and amounts must be written in ink or preferably machine-printed. Proposals containing any conditions, omissions, unexplained erasures or alterations, items not called for in the RFP proposal form, attachments of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the owner in accordance with applicable law. Any changes, whiteouts, strikeouts, etc. in the RFP must be initialed in ink by the person signing the document.

2. QUOTATIONS, PROPOSALS AND FORMS

- A. The County of Morris is exempt from any local, state or federal sales, use or excise tax. The County will not pay service charges such as interest and late fees. The County or any of its offices and divisions will not complete credit applications as a result of contract(s) resulting from award based on these specifications.
- B. Proposals must be signed in ink by the respondent; all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the respondent in ink. Unit prices and totals are to be inserted in spaces provided.
- C. Failure to sign and give all information in the Proposal may result in the Proposal being rejected.
- D. Estimated Quantities: The right is reserved to decrease or increase the quantities specified in the specifications pursuant to Statute.
- E. Any respondent may withdraw his proposal at any time before the time set for receipt of proposals.

F. All forms shall be completed and attached to the proposal. RESPONDENT IS ALERTED TO THE CHECK LIST PAGE.

3. INTERPRETATIONS AND QUESTIONS

- A. The respondent understands and agrees that its Proposal is submitted on the basis of the specifications prepared by the County. The respondent accepts the obligation to become familiar with these specifications.
- B. Respondents are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by respondents should be promptly reported in writing to the Purchasing Agent. In the event the respondent fails to notify the County of such ambiguities, errors or omissions, the respondent shall be bound by the Proposal.
- C. No oral interpretation of the meaning of the specifications will be made to any respondent. Every request for an interpretation shall be in writing, addressed to the Purchasing Agent via email at mcpurchasing@co.morris.nj.us or via fax to (973) 829-0304. In order to be given consideration, written requests for interpretation must be received **at least ten (10) days prior** to the date fixed for the opening of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications and will be distributed to all prospective respondents of written addenda to the specifications, and will be distributed to all prospective respondents, pursuant to N.J.S.A. 40A: 11-13. All addenda so issued shall become part of the contract documents and shall be acknowledged by the respondent in the Proposal. The County's interpretations or corrections thereof shall be final.

4. AWARD OF CONTRACT

- A. The Morris County Board of County Commissioners shall award a contract or reject proposals within sixty (60) days, except that the proposals of any Respondents who consent thereto may, at the request of the County, be held for consideration for such longer period as may be agreed.
- B. The County reserves the right to accept or reject any or all proposals, to waive identified irregularities and technicalities, and to award in whole or in part to the lowest responsible respondent, if it is in the best interest of the County to do so. Without limiting the generality of the foregoing, any proposal which is incomplete, obscure, or irregular may be rejected.
- C. The County further reserves the right to award a contract to the most responsible respondent meeting the specifications in the awarding authorities' opinion and is in the best interest of the County.
- D. Should the respondent to whom the contract is awarded, fail to enter into a contract, the County may then, at its option, accept the second best responsible respondent.
- E. The effective period of this contract will be twenty-four (24) months; January 1, 2027 through December 31, 2028, with an option to extend for an additional twelve-month period, not to exceed a total of three years. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the County reserves the right to cancel this contract.
- F. Government entities are not private business/consumer clients; therefore, separate company agreements are not honored. Terms of the specifications prevail unless otherwise noted by the vendor as exceptions.
- G. The form of contract which shall be signed by the successful respondent shall be that as furnished by County Counsel, a copy of which is on file with the Morris County Purchasing Division and may be inspected upon request.

5. NEW JERSEY ANTI-DISCRIMINATION

The contract for this Proposal shall require that the contractor agrees nor to discriminate in employment and agrees to abide by all anti-discrimination laws including but not limited to N.J.S.A. 10:2-1 as included in this document.

6. MANDATORY AFFIRMATIVE ACTION CERTIFICATION

No firm may be issued a contract unless it complies with the affirmative action provision of N.J.S.A. 10:5-31 et seq. and N.J.S.A. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and audit unit (Division) and provided below. The contract will include the language included as Exhibit A in this specification.

A. Goods, Professional Services and General Service Contracts

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approved letter must be provided by the vendor to the Public Agency and the Division. This approval letter is valid for one year from the date of issuance.
2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public agency as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.
3. The successful respondent shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, state of NJ" and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulation.

7. WORKER AND COMMUNITY RIGHT TO KNOW ACT

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34: 51 et seq., and N.J.A.C 5:89-5 et seq.). All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (N.J.A.C. 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, [Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)], RIN 1218-AC20, Hazard Communication. Further, all applicable documentation must be furnished.

8. STATEMENT OF OWNERSHIP DISCLOSURE

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the Proposal or accompanying the Proposal of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County of Morris a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the Proposal. Failure to comply requires mandatory rejection of the bid/proposal.

9. ACQUISITION, MERGE, SALE AND/OR TRANSFER OF BUSINESS, ETC.

It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

10. **INSURANCE REQUIREMENTS**

The Contractor, prior to commencing work, shall provide at his own cost and expense, the following insurance to the County of Morris with insurance companies licensed to provide insurance in the State of New Jersey. The Contractor will ensure that policies are underwritten by companies with a current A.M. Best rating of A- with a Financial Size Category of VII or better. Insurance shall be evidenced by Certificates and/or Policies as determined and approved by the County of Morris, Division of Risk Management. Each Certificate or Policy shall require that thirty (30) days prior to cancellation or material change in the policies, notice thereof shall be given to the Purchasing Agent, County of Morris, by registered mail, return receipt requested and for all of the following stated insurance policies. All such notices shall name the Contractor and identify the contract number. The Contractor shall submit an updated Certificate of Insurance to demonstrate continued renewal of insurance. During any period when the required insurance is not in effect, the County of Morris may suspend the work. The County may refuse to make payments due under this contract or any other contracts with the County until the required insurance coverage is in effect. The County may use monies withheld to renew the insurance for the periods and amounts referred to above.

A. ☒ Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the respondent covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$500,000.00.

B. General Liability Insurance

☒ The Contractor shall provide Comprehensive General Liability insurance with a combined single limit of \$1,000,000/\$2,000,000 aggregate for bodily injury and property damage. A "claims made" policy is not acceptable.

☐ The Contractor shall provide Comprehensive General Liability insurance with a combined single limit of \$1,000,000/\$3,000,000 aggregate for bodily injury and property damage. A "claims made" policy is not acceptable.

C. ☒ Professional Liability (where appropriate) The Contractor shall provide a copy of a certificate verifying coverage of professional liability insurance applicable to services to be rendered under this agreement with limits of \$1,000,000/\$3,000,000.

D. ☐ Owners Contractors Protective Liability

The Contractor shall provide Owners Contractor Protective Liability Insurance with a limit of \$1,000,000.00 for General Work for the sole protection of the County of Morris. The County of Morris must be named as the first insured on this policy.

E. ☒ Automobile Liability Insurance

Automobile liability insurance, with a combined single limit of liability per occurrence of \$1,000,000 for bodily injury, property damage. This insurance shall include bodily injury and property damage with the following coverage, for owned automobiles, hired automobiles and non-owned automobiles.

F. ☒ "ADDITIONAL INSURED"

All Certificates of Insurance shall state that the County of Morris is carried as "an additional insured" for the purposes of the contract, and shall include **Form CG 20100704 & CG20370704** attached, or their equivalent, as determined solely by the Morris County Risk Manager.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the OWNER as an additional insured.

11. **INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless, the County of Morris, the Board of County Commissioners, their Employees, Agents, Representatives and Servants (collectively the "County") from and against any and all losses, penalties, claims, damages, settlements, judgments, verdicts, costs, charges, professional fees (including attorneys' fees and other expenses or liabilities including, but not limited to, the investigation and defense of any claims, arising out of or resulting from the performance of the Contractor's work or the completed operations provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable (including a claim by an employee of the Contractor) regardless of whether it is caused in part by a party indemnified hereunder, and (c) is caused in whole or in part by the Contractor's breach of any term evidencing an agreement between the Contractor and the County of Morris or anyone directly or indirectly employed by the Contractor for whose acts the Contractor may be liable.

In any and all claims against the County of Morris, the Board of County Commissioners, their Employees, Agents and Servants, by any employees of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under workers compensation acts, disability benefit acts or other employee benefit acts.

12. PAYMENT

Payment will be made after a properly executed County of Morris voucher has been received and formally approved on the voucher list by the Board of County Commissioners of the County of Morris at its subsequent regular meeting. The voucher will be certified correct by the department/division head who received the goods or services.

13. TERMINATION

If, through any cause, the successful Respondent shall fail to fulfill in a timely and proper manner any of the obligations under this contract or if the Contractor shall violate any of the requirements of this contract, the County shall thereupon have the right to terminate this contract by giving sixty (60) days written notice to the Contractor of such termination and specifying the effective date of termination. Such termination shall relieve the County of any obligation for balances to the Contractor of any sum or sums set forth in the contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor and the County may withhold any payments to the Contractor for the purpose of compensation until such time as the exact amount of the damage due the County from the Contractor is determined.

In case of default by the respondent, the County reserves the right to purchase services on the open market and hold the respondent responsible for any losses resulting from the respondent's default.

The Contractor agrees to indemnify and hold the County harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the County under this provision.

Each fiscal year payment obligation of the County is conditioned upon the availability of funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the County hereunder, whether in whole or in part, the County at the end of any particular fiscal year may terminate such services. The County will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the County to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third-party contractor.

14. Vendor's literature and/or pricing sheets will not be accepted in lieu of completing the proposal blank(s) set forth in these specifications.

15. Respondents shall not write in margins or alter the official content or requirements of the County Proposal documents.

16. OWNERSHIP OF MATERIAL

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000 or newer.

Reasonable efforts will be taken by Morris County to keep information of a confidential or proprietary nature confidential during and after the procurement process as permitted by law, when such information is properly identified by the Proposer.

17. Respondent should be aware of the following statutes that represent "Truth in Contracting" laws:

1. N.J.S.A 2C:21-34. et seq. governs false claims and representations by respondent. It is a serious crime for the respondent to knowingly submit a false claim and/or knowingly make material misrepresentation.
2. N.J.S.A. 2C:27-10 provides that a public servant commits a crime if said public servant solicits or receives a benefit directly or indirectly, for an official act performed or to be performed by a public servant, which is a violation of official duty.
3. N.J.S.A 2C: 27-11 provides that a respondent commits a crime if said person, directly or indirectly, confers or agrees any benefit not allowed by law to a public servant.
4. Respondent should consult the statutes or legal counsel for further information.

18. N.J. BUSINESS REGISTRATION PROGRAM

Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

19. "PAY TO PLAY" – NOTICE OF DISCLOSURE REQUIREMENT – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

1. Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
2. Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
3. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.
4. If you have any questions, please contact ELEC at: 1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700.

20. NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS

Public funds may be used to pay only for goods delivered or services rendered. County of Morris will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

21. FIRM FIXED CONTRACT

This is a firm fixed contract, prices firm, FOB County locations. No price escalation. The vendor shall void the contract and permit the County to solicit open market pricing should any price increase or surcharge be imposed.

22. W-9

Successful respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

23. PUBLIC EMERGENCY

In the event of a Public Emergency declared at the Local, State or Federal Level, if the County of Morris opts to extend terms and conditions of this Proposal, the contractor agrees to extend the terms and conditions of this Proposal, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the County may solicit the goods and/or services from any respondent on this contract.

24. SOURCE OF SPECIFICATIONS PACKAGES

Official County of Morris Proposal packages for routine goods and services are available from www.morriscountybidsystem.com at no cost to the vendor, or may be picked up at the Morris County Administration & Records Building, Purchasing Division, Room 517, 5th Floor, PO Box 900, Morristown, New Jersey, 07963 0900.

Potential respondents are cautioned that they are submitting this RFP at their own risk if a third party supplied the specifications that may or may not be complete. The County of Morris is not responsible for third party supplied specifications

25. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

P.L. 2021, c.4, and P.L. 2022, c. 3, prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

26. Respondent understands that the specifications herein are incorporated into and are fully part of any contract as may be awarded as result of this proposal submittal.

27. HIPAA § Compliance with Federal HIPAA Law

The Respondent acknowledges its duty to become familiar with and comply, to the extent applicable, with all requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. §§ 1320 *et seq.* and implementing regulations including 45 CFR Parts 160 and 164. This obligation includes: As necessary, adhering to the privacy and security requirements for protected health information and medical records under Federal HIPAA and State MCMRA and making the transmission of all electronic information compatible with the Federal HIPAA requirements; and providing good management practices regarding all health information and medical records. Protected Health Information as defined in the HIPAA regulations at 45 CFR 160.103 and 164.501, as amended from time to time, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual, or to the past, present, or future payment for the provision of healthcare to an individual. The definition excluded certain education records as well as employment records held by a covered entity in its role as employer.

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY
CG 20 10**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART SCHEDULE

Name of Additional Insured Person (s) Or Organization (s):	Locations of Covered Operations
COUNTY OF MORRIS PO BOX 900 MORRISTOWN, NJ 07963	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II — **Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf; in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insured’s, the following additional exclusions apply:

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization other than another Contractor or Subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY
CG 20 37**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/ COMPLETED OPERATIONS LIABILITY COVERAGE PART**

Name of Additional Insured Person (s) Or Organization (s):	Location and Description of Completed Operations
COUNTY OF MORRIS PO BOX 900 MORRISTOWN, NJ 07963	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II — **Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury” or “property damage” caused, in whole or in part, by “your work” at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the “products-completed operations hazard”.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

COUNTY OF MORRIS CHECKLIST FOR PROPOSAL SUBMISSION

Required With Proposal		Read, Signed & Submitted Respondents Initial
A.	FAILURE TO SUBMIT ANY OF THESE ITEMS IS <u>MANDATORY</u> CAUSE FOR REJECTION OF PROPOSAL:	
☒	RFP Proposal Form / Signature Pages	_____
☒	Statement of Ownership Disclosure	_____
☒	Acknowledgement of Receipt of Addenda	_____
B.	MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED:	
☒	Non-Collusion Affidavit	_____
☒	Required Evidence EEO/Affirmative Action Regulations Questionnaire	_____
☒	Business Registration Certificate – (Preferred with response, but effective at contract award)	_____
☒	W9 (Preferred with response, but prior to contract award)	_____
☒	License(s) or Certification(s) Required by the Specifications	_____
☒	Americans With Disability Act of 1990 Language (Preferred with response but prior to award of contract)	_____
☒	NJ Anti-Discrimination Provisions (Preferred with response but prior to award of contract)	_____
☒	Disclosure of Investment Activities in Iran (Preferred with response, but prior to contract award)	_____
☒	Certification Of Non-Involvement in Prohibited Activities in Russia or Belarus (Preferred with response, but prior to contract award)	_____

RESPONDENTS, please provide:

- One (1) unbound original proposal (clearly marked “ORIGINAL”)
- Three (3) bound copies
- One (1) digital copy (USB flash drive or CD) in PDF format

Respondent Signature: _____

NOTE: IMPORTANT: REQUIRED FORMS HEREIN SHALL **NOT** BE SUBMITTED DOUBLE SIDED.

REQUEST FOR PROPOSAL
RFP #P23-152
COMPREHENSIVE MEDICAL SERVICES FOR THE COUNTY OF MORRIS

DATE: _____

TO THE COUNTY OF MORRIS

The undersigned has read and fully understands the requirements and scope of work herein and promises to provide the requested Services in accordance with the specifications listed within this document.

A contract for the above-mentioned RFP/RFQ may be issued to the respondent based on the Evaluation Criteria, considering price and other factors, as determined to be in the best interest of the County of Morris.

	Cost	Written Cost
Grand Total, carried forward from Page 46	\$	

Respondent understands that the specifications herein are incorporated into and fully part of any contract as may be awarded as result of this proposal submittal.

(Corporation)
The undersigned is a (Partnership) under the laws of the State of _____ having its
(Individual)
Principal office at _____

Company

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Morris is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

COUNTY OF MORRIS

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

	ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
Respondent MUST acknowledge EACH addenda by number, date, and initial acknowledgment	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

OR

Bidder Acknowledges That **No Addenda** Were Issued _____

Acknowledged for: _____
(Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

STANDARD BID DOCUMENT REFERENCE						
Name of Form	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	P.L. 2012, c.25 and P.L. 2021, c.4 prohibits the awarding of State and local public contracts for goods and services with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Prior to contract award, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List").					

The Certification form requires the insertion of contracting unit identification information which should be filled in (in italics on the form) prior to its use.

Disclosure of Investment Activities in Iran

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, and P.L. 2021, c.4, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.



I certify, pursuant to Public Law 2012, c. 25, and P.L. 2021, c.4 that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

*I acknowledge that the **County of Morris** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **County** to notify the **County** in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **County of Morris** and that the **County** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		Title	
Signature		Date	

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency or local unit for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor’s Authorized Representative	Date
Print Name and Title of Vendor’s Authorized Representative	Vendor’s FEIN
Vendor’s Name	Vendor’s Phone Number
Vendor’s Address (Street Address)	Vendor’s Fax Number
Vendor’s Address (City/State/Zip Code)	Vendor’s Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

**COUNTY OF MORRIS
NON-COLLUSION AFFIDAVIT**

State of New Jersey
County of _____

SS:

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____, of full age, being duly
sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the respondent making this Proposal for the RFP

entitled _____, and that I executed the said proposal with
(title of proposal)

full authority to do so; that said respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full

knowledge that the _____ relies upon the truth of
(name of contracting unit)

the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.
(name of firm)

Subscribed and sworn to before me this day, _____, 2____:

Signature of affiant

Type or print name of affiant

Notary public of

My Commission expires _____

(Seal)

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful respondents are required to submit evidence of appropriate affirmative action compliance to the County of Morris and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County of Morris files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County of Morris, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County of Morris and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes ☐ No ☐

If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County of Morris as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes ☐ No ☐

If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County of Morris. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

(REVISED 4/10)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27-1.1 et seq.
GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as abolished by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

COUNTY OF MORRIS
New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, the County of Morris is prohibited from entering into a contract with an entity unless the respondent/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or proposal shall provide proof of business registration to the respondent, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

COUNTY OF MORRIS

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The Contractor and the Owner do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Signature

Type or print name

COUNTY OF MORRIS
NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Signature

Type or print name

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SCOPE OF WORK



INVITATION TO SUBMIT PROPOSAL
Comprehensive Medical Services

The intent of these specifications from the County of Morris is to solicit proposals from occupational medical professionals, licensed to practice in the State of New Jersey, to provide post offer physical examinations, designated laboratory testing, and all other comprehensive medical services as described herein, to the employees of the County of Morris. The Contractor shall provide all services within an appropriate office environment and centrally located in Morris County.

PLEASE NOTE, the Scope of Services is comprised of Category 1 services and Category 2 services.

Respondents to this RFP have the option to provide proposals for:

- a. Both Category 1 and Category 2 together; or**
- b. Either Category 1 or Category 2 separately.**

The County of Morris reserves the right to award the contract for all services, Category 1 and Category 2 to one respondent or to award to different respondents for each category.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et seq.

Consultants will be selected by a committee on an evaluation of the most advantageous technical proposal, price, and other factors. Proposals will be evaluated on the basis of the following criteria:

1. Professional/Personnel qualifications, availability and experience.
2. Prior experience and familiarity providing similar services.
3. Management Approach/Organization.
4. Cost criteria
5. Interview/Site Visit (Optional at the County's discretion)

The Committee will recommend the award of the contract to the Morris County Board of County Commissioners (contract recommendation) based upon the above criteria.

OVERVIEW

The County of Morris is soliciting proposals from occupational medical professionals, licensed to practice in the State of New Jersey, to provide post offer physical examinations, designated laboratory testing and all other tasks and responsibilities as described herein, to the County of Morris. The Contractor shall provide all services within an appropriate office environment and centrally located in Morris County. The location of the facility will be a consideration as the County seeks to contract with an offer or who is easily accessible for most County employees.

SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until a proposer is selected and the selection is announced by the procurement officer, **proposers may not communicate with any county staff, commissioners or officials regarding this procurement.** Any unauthorized contact may disqualify the proposer from further consideration.

Contact information for the single point of contact is as follows:

E-mail Address: mcpurchasing@co.morris.nj.us

REQUIRED REVIEW

Review RFP. Proposers should carefully review all instructions, mandatory requirements, specifications, standard terms and conditions set out in this RFP and promptly notify the procurement officer identified above in writing, fax or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP. This should include any terms or requirements within the RFP that either preclude the proposer from responding to the RFP or add unnecessary cost. This notification must be accompanied by an explanation and suggested modification and be received by the deadline for receipt of written, faxed or e-mailed inquiries set forth below. The County will make any final determination of changes to the RFP.

Form of Questions. Proposers with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing via e-mail to the procurement officer as referenced above. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

County Response. The County will provide an official written answer to all questions received. The response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding. Proposers must acknowledge any addendum with their RFP response.

GENERAL REQUIREMENTS

Acceptance of Standard Terms and Conditions/Contract. By submitting a response to this RFP, proposer agrees to acceptance of the standard terms and conditions as set out in this proposal for additions or exceptions to the standard terms and conditions including any necessary licenses, or any added provisions must be submitted to the procurement officer referenced above by the date for receipt of written/e-mailed questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the proposer's ability to respond to the RFP or perform the contract. Any material exceptions requested and granted to the standard terms and conditions language will be addressed in any formal written addendum issued for this RFP and will apply to all proposers submitting a response to this RFP. The County will make any final determination of changes to the standard terms and conditions.

Resulting Contract. This RFP and any addenda, the proposer's RFP response, including any amendments and any clarification question responses, shall be included in any resulting contract. The County's contract contains the contract terms and conditions which will form the basis of any contract between the County and the highest scoring proposer. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract, along with any attachments prepared by the County, will govern in the same order of precedence as listed in the contract.

Mandatory Requirements. To be eligible for consideration, a proposer *must* meet the intent of all mandatory requirements. The County will determine whether a proposer's RFP response complies with the intent of the requirements. RFP responses that do not meet the full intent of all requirements listed in this RFP may be subject to rejection during the evaluation process.

Understanding of Specifications and Requirements. By submitting a response to this RFP, proposer agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

Prime Consultant/Sub-Consultant. The highest scoring proposer will be the prime consultant if a contract is awarded and shall be responsible, in total, for all work of any sub-consultant. All sub-consultants, if any, must be listed in the proposal. The County reserves the right to approve all sub-consultants. The Consultant shall be responsible to the County for the acts and omissions of all sub-consultants or agents and of persons directly or indirectly employed by such sub-consultants, and for the acts and omissions of persons employed directly by the Consultant. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationships between any sub-consultant and the County.

Proposer's Signature. The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The proposer's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude the County of Morris from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

Offer in Effect for 60 Days. A proposal may not be modified, withdrawn or canceled by the proposer for a 60-day period following the deadline for proposal submission as defined in the Schedule of Events and proposer so agrees in submitting the proposal.

SUBMITTING A PROPOSAL

Copies Required and Deadline for Receipt of Proposals. Proposers must submit one (1) unbound original proposal, three (3) bound copies and one (1) electronic CD or USB flash drive copy in PDF format to the County. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the RFP “**Comprehensive Medical Services**”.

Forward proposals to:	County of Morris, Purchasing Agent P.O. Box 900 10 Court Street, 5 th Floor, Room 517 Administration and Records Building Morristown, New Jersey 07963-0900
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LATE PROPOSALS

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the proposer’s sole risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and will be returned to the proposer at the expense of the proposer or destroyed if requested.

COST OF PREPARING A PROPOSAL

County Not Responsible for Preparation Costs. The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the County are entirely the responsibility of the proposer. The County is not liable for any expense incurred by the proposer in the preparation and presentation of their proposal or any other costs incurred by the proposer prior to execution of a contract.

All Timely Submitted Materials Become County Property. All materials submitted in response to this RFP become the property of the County and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the County and proposer resulting from this RFP process.

RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

Public Information. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing after the time for receipt of proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) any company financial information requested by the County to determine vendor responsibility, unless prior written consent has been given by the proposer and (4) other constitutional protections, or not subject to disclosure according to OPRA guidelines.

CLASSIFICATION AND EVALUATION OF PROPOSALS

Evaluation of Proposals. The evaluation committee will evaluate the proposals and recommend whether to award the contract to the highest scoring proposer or, if necessary, to seek discussion in order to determine the highest scoring proposer. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the County may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the County.

Completeness of Proposals. Selection and award will be based on the proposer's proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by proposers outside the formal response or subsequent discussion may not be considered.

Opportunity for Discussion and/or Oral Presentation/Product Demonstration. After receipt of all proposals and prior to the determination of the award, the County may initiate discussions with one or more proposers should clarification be necessary. Proposers may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, proposers should be prepared to send qualified personnel to Morris County to discuss technical and contractual aspects of the proposal. Oral presentations/demonstrations, if requested, shall be at the proposer's expense.

Evaluation Committee Recommendation for Contract Award. The evaluation committee will provide a written recommendation for contract award to the procurement officer that contains the scores, justification and rationale for its decision. The procurement officer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring in the evaluation committee's recommendation.

COUNTY'S RIGHTS RESERVED

While the County has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such action would be in its best interest, the County, in its sole discretion, reserves the right to cancel or terminate this RFP; reject any or all proposals received in response to this RFP; waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal; not award if it is in the best interest of the County not to proceed with contract execution; or if awarded, terminate any contract if the County determines adequate funds are not available.

PROPOSER INFORMATIONAL REQUIREMENTS

In determining the capabilities of a proposer to perform the services specified herein, the following informational requirements shall be met by the proposer. The response "(Proposer's Name) understands and will comply" may not be appropriate for this section. **(Note: Each item shall be thoroughly addressed)**

References. Proposer shall provide a minimum of three (3) references that are using services of the type proposed in this RFP. The references may include government agencies where the proposer, preferably within the last three years, has successfully completed contracts of this type. At a minimum, the proposer shall provide the entity's name, the location where the services were provided, contact person(s), contact's position, contact's telephone number, a complete description of the service type, dates the services were provided, and cost of services. These references may be contacted to verify proposer's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the proposer to perform the conditions of the contract.

Resumes/Company Profile and Experience. Proposer shall specify how long the individual/company submitting the proposal has been in the business of providing services similar to those requested in this RFP and under what company name. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract.

Detail and Supporting Documentation

Provide sufficient detail, information, supporting documentation or examples of the following:

- Name of Individual assigned primary responsibility for the project.
- Names, addresses and telephone numbers of anticipated sub-consultants.
- Firm's experience with governmental agencies: Federal, State, County and Local.
- Detail experience in administering similar projects. Explain the extent of your experience, how each element is addressed and whether the service is done in-house or contracted out.
- Describe how your firm ensures good communication with clients (client report mechanisms, etc.). Please enclose samples.

The following headings and request for details listed in this section establish proposal requirements reiterated in the evaluation criteria in Section 6.

General Abilities/Method of Providing Services. Proposer should provide a description of the work plan and the methods to be used that will convincingly demonstrate to the County what the proposer intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished.

- The Consultant should have experience in all aspects of administering similar projects. Consultant and staff must be familiar with Federal and State statutes, regulations and procedures.
- The Consultant must have the ability to work with government agencies at various levels, Federal, State, and Local. History of good working relationships with government agencies is helpful.

Evaluation Components

Non-Traditional Responses

The consultant may need to provide non-traditional approaches to ensure project completion. Have you won any county, regional or national citations or received letters of commendation for creative solutions to similar problems? If so, please list most recent ones and provide details regarding each.

Provide examples of effective non-standard or creative responses to client problems. Describe how they were developed and why they are considered most effective.

Access

Ability to respond promptly/immediately to requests from the County for consultation or assistance as needed. One or more consultant personnel should be available for discussions and review within twenty-four (24) hours of a request.

Your Turn

Please tell us anything you think is unique or important about your firm as it relates to this proposal. Include

advantage, skill, or expertise you can provide specific to the project.

EVALUATION CRITERIA

An evaluation committee will review all proposals to determine if they satisfy the RFP requirements and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

Evaluation Procedure

The evaluation committee will evaluate the proposals and determine whether to award the contract to the best proposal or to seek discussions before awarding a contract. Selection and award will be based on the consultant's proposal and other items outlined in this RFP. Responses must be complete and address all the criteria listed. Information or materials presented by consultants outside the formal response or subsequent discussion will not be considered.

Evaluation Criteria

Proposals submitted must meet or exceed the professional, administrative and financial qualifications set forth in this section and shall incorporate the information requested below. In addition to the information required as described below, Respondents may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information

When submitting a proposal, responding companies must address all of the services currently being provided by the County Division of Medical Services. Please see the following attachments to this Request for Proposal for further information:

- A. Program Criteria
- B. Scope of Services
- C. Staffing Levels and Cost Proposal sheet
- D. Occupational Health Screening Form

The evaluation committee will review and evaluate the offers according to the following criteria:

◇ ***Professional/Personnel Qualifications***

Proposal shall document industry and/or program experience; document prior experience performing work similar in size and scope to those described herein. Provide a record of reliability of timely delivery and within the contract budget. Detail the availability and experience of key personnel who will be part of the medical team. Provide a proposed organizational structure, identifying the lead physician and all applicable personnel. Include certifications.

◇ ***Prior Experience and Familiarity***

Expertise of the firm shall be demonstrated by past contract successes providing three (3) recent assignments for agencies with similar services. The respondent will be evaluated on knowledge, prior collaboration and successful completion of projects/services similar to that requested in this RFP. Document experience in an entity of this size and scope of care.

◇ ***Management Approach/Organization***

Proposals shall be evaluated for general compliance and responsiveness to the County's needs and requests issued in the RFP. Detail the methodology used to deliver the services requested in meeting the proposal requirements. Proposal shall demonstrate a clear understanding of the scope of work and objectives. Respondents are free to discuss any innovative alternatives, technology and techniques that enhance the program, simplify the process, or in other ways benefit the County of Morris.

◇ ***Cost Criteria***

Price and its component charges, fees, etc. shall be adequately explained and documented. Proposal submitted shall include a total overall fee for the contract year, with separate breakdowns for staff salaries, vaccinations and all other incidental costs.

◇ ***Interview/Site Visit***

An interview with that and site visit shall be scheduled with each respondent and their team at the County's discretion. The interview shall take place at respondent's proposed site from which Medical Services shall operate. Personnel that will be interacting with the employee shall be present for introduction. Criteria to be considered shall include, but not limited to, proximity to Morris County employees, cleanliness of facility, online and web-based user-friendly appointment scheduling and information abilities.

ATTACHMENT A

A. PROGRAM CRITERIA

Respondents shall meet the following criteria:

1. Its program must address all of the services currently provided by the County Division of Medical Services as identified in Attachment B, together with all required and relevant administrative and record-keeping duties.
2. Its program must be staffed solely through licensed, certified, and professionally trained medical personnel. At least one attending physician must be Board Certified and available at all times.
3. Respondents must work under the supervision of, and report directly to, the Director of Employee Resources. Its program must provide for complete and accurate records of care and these must be submitted on a monthly basis to the Director of Employee Resources.
4. Respondents must agree to maintain an open and cooperative relationship with the administration and staff of the County of Morris.
5. Respondents must provide a program of continuing education to maintain the professional certification of its staff.
6. Respondents must carry out a medical care program with written objectives, policies, and procedures which can be objectively audited and reviewed. Provide samples with proposal.
7. Respondents must assure provision of humane and appropriately discreet services to all Morris County employees.
8. Respondents shall be responsible for obtaining and maintaining all necessary licenses and permits at the company's expense.
9. The successful company shall comply with all federal, state, county and municipal laws, codes, and regulations, in providing high quality comprehensive medical services.
10. Respondents must affirm that it is capable of commencing operations by January 1, 2027, if awarded the contract.
11. Respondents must demonstrate a proven track record for recruiting qualified medical staff.
12. Respondents must demonstrate the presence and availability of adequate supervisory and support staff at its supervising headquarters.
13. Respondents must maintain medical records within a HIPAA compliant secure electronic records management system pursuant to applicable state and Federal laws.

14. **HIPAA § Compliance with Federal HIPAA Law**

The Contractor acknowledges its duty to become familiar with and comply, to the extent applicable, with all requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. §§ 1320 *et seq.* and implementing regulations including 45 CFR Parts 160 and 164. This obligation includes:

As necessary, adhering to the privacy and security requirements for protected health information and medical records under federal HIPAA and State MCMRA and making the transmission of all electronic information compatible with the federal HIPAA requirements; and providing good management practices regarding all health information and medical records.

Protected Health Information as defined in the HIPAA regulations at 45 CFR 160.103 and 164.501, as amended from time to time, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual, or to the past, present, or future payment for the provision of healthcare to an individual.

The definition excluded certain education records as well as employment records held by a covered entity in its role as employer.

15. **REQUIRED TEST DEFINITIONS**

- a) 5-Panel Urine Test - includes testing for THC, Opiates, PCP, Cocaine, and Amphetamines
- b) Chem. 24 w/Lipid Panel -

ATTACHMENT B

B. SCOPE OF SERVICES

The scope of work encompasses the following tasks and responsibilities, Category 1 and Category 2. Tasks and responsibilities listed under each area of service are not meant to be all inclusive but rather provide a detailed scope of our needs. All estimates are approximate.

CATEGORY 1 – GENERAL COUNTY SERVICES

1. **Post-Offer Physicals/ Pre-Academy and Academy Physicals** – The following tests shall be performed: vision test, hearing test, blood pressure and pulse, collection of urine specimen for drug screening, and urinalysis.

The physical includes a nurse's complete evaluation and review of test results and health profile by the physician.

The following tests may also be required, depending upon job description: EKG, spirometry, blood work, PPD skin test, Stereo Optical Vision test, and CDL Exam. It is estimated that 400 post-offer physicals will be performed during the initial contract period.

2. **Hepatitis B Vaccinations** – Three-shot series as deemed necessary for those employees whose job descriptions indicate risk. One to two months after completing the vaccination series, a 'Hepatitis B' titer is drawn to confirm immunity. It is estimated that approximately 175 employees may need to be vaccinated during the initial contract period. This service is subject to the availability of vaccine at the aforementioned agreed upon unit price for a three shot series. In the event of a future price increase by the Contractor's supplier, both the County and the Contractor must agree to any price increase. Failure to agree would void this portion of the agreement.

3. **Non-Job Related/Medical Clearance** – This comprises an evaluation and clearance for return to work after an employee has missed five (5) consecutive days of work due to medical leave. There are however a few departments that request an evaluation and clearance when an employee has missed less than (5) consecutive days of work. The evaluation may be performed by a physician or nurse, depending upon the reason for the medical absence. It is estimated that 250 Non-Job-Related Medical Clearance evaluations will be performed during the initial contract period.

All disability cases, Family Leave cases, donated leave, ADA requests, etc. are reviewed for approval by the physician, which includes extensions for a previous disability, consultations with private physicians, and evaluations by the physician when necessary.

Additionally, on occasion the County may request a Fitness For Duty medical evaluation to be conducted by Medical Services.

4. **OSHA Respiratory Screening** – This screening meets the OSHA standards to be performed by a nurse, as well as Confidential Health Questionnaire for all employees at risk for occupational respiratory diseases who would be required to wear a respirator while executing a job that mandates a respirator as protection. Upon review of the Confidential Health Questionnaire, the nurse/physician may require a further medical evaluation.

- A. The employees at risk include, but are not limited to, employees in the Park Commission, Road, Bridge, and Shade Tree Departments, Mosquito Control Division, Buildings and Grounds Department, Motor Service Center (MSC), Corrections (Jail), Sheriff's Office, Prosecutor's Office, Emergency Management, Public Health and Medical Examiner's Office. Also included for OSHA screening are Sheriff's Emergency Response Team. It is estimated that 350 OSHA screenings will be performed during the initial contract period.

5. **Other Follow-Up Visits**

These include:

- a. Reading of a PPD skin test performed by a nurse.
- b. Administration of a second PPD skin test performed by a nurse.
- c. Re-evaluation of an employee for hire by a physician.

6. **Employee Assistance Program**

Evaluation – This consists of the physician's evaluation of an employee with an alcohol, drug, anger management, or psychological problem, which affects his or her job performance. The physician in collaboration with the Director of Personnel and Department Director/Supervisor shall determine whether referral of the employee for additional counseling is appropriate.

Referral – The physician will become knowledgeable about the local community resources within the county to ensure that appropriate linkages are available. These will be provided to the employee at the time any referrals are made. Wherever possible, referrals will be made within the employee's private health insurance.

7. **Mantoux Testing** – Nursing hours are required for annual Mantoux testing of all law enforcement officers, onsite, at the Correctional Facility, Prosecutor's Office, and the Sheriff's Office. Those tested also included Emergency Management, Medical Examiner, Public Health and Youth Facilities. It is estimated that 600 Mantoux tests will be performed during the contract period. These hours shall be included in the contract at the same rate submitted for nursing hours at the Medical Services site.
8. **Commercial Driver's License Physical Examinations** – This includes a complete medical examination, vision and hearing test, and alcohol and drug screening for new employees who will be driving County vehicles which require a CDL license. In addition, these employees are subject to random urine drug screenings. A Medical Review Officer reviews all test results. It is estimated that approximately 40 CDL physical exams and 200 random drug screenings will be performed during the initial contract period.

As a recipient of Federal Transit Authority (FTA) funds, the County of Morris must ensure compliance with federal mandates under the Department of Transportation, 49 CFR Parts 40: Procedures for Transportation Workplace Drug Testing Programs and 49 CFR Part 655: Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

As such, the County must provide drug and alcohol testing to both NJ Department of Transportation (DOT) and Non-DOT testing for all employees in safety-sensitive positions. The County of Morris is required to provide NJ Transit with the total number of drug and alcohol tests on an annual basis.

Record keeping for these tests requires that the Medical Review Officer maintain two separate accounts

with the laboratory so that DOT and Non-DOT testing is separated for reporting purposes. The Third-Party Administrator is responsible for providing the Office of Risk Management with the appropriate documentation on any and all drug and alcohol testing as it is conducted. Aggregate summary data will be furnished upon request to fulfill the reporting requirements as necessary.

The Third Party Administrator must provide the following:

- Third Party Administrator report annually
- Medical Review Officer Summary report annually
- Separate Laboratory reports bi-annually for the DOT and Non-DOT accounts.

10. **PEOSHA Blood Borne Pathogen Program** – The review of the Occupational Health Screening Form (Attachment D) by the physician/nurse during the post-offer physical or, when an employee changes job duties, will determine if they are deemed at risk for exposure to blood borne pathogens.

The physician/nurse will discuss and schedule the administration of the Hepatitis B series vaccine and advise them that they are required to attend training prior to receiving the series. The physician/nurse will also notify the supervisor who arranges the training.

11. **SERT (Sheriff's Emergency Response Team)** – Medical evaluations shall be performed for all new members of SERT in addition to annual medical evaluations for existing members. It is estimated that 30 to 40 medical evaluations will be performed annually.

12. **Morris County Office of Emergency Management Special Operation Group/EMS** – Medical evaluations shall be performed for all new members that are participating in the SOG/EMS function in addition to annual medical evaluations for existing members. It is estimated that fifteen (15) to thirty-five (35) evaluations will be performed annually.

The above evaluations shall consist of a Physical Exam, Pulmonary Function Test (Spirometry), EKG, Urinalysis, Urine Drug Test (for new members only), Hearing Test (Full Audiometry), OSHA Respiratory Questionnaire review and respirator clearance.

13. **Hazardous Materials Response Team** – Medical surveillance Examinations to all personnel assigned to the County's Hazardous Material Response Team. The frequency and content of the examinations shall be in compliance with the Medical Surveillance section of OSHA 29CFR 1910.120.

14. **Miscellaneous Office Administration** – This includes telephone communications, appointment scheduling, filing, typing of all office related correspondence, and maintaining a database in Microsoft Access to track employee records for OSHA respiratory screenings, CDL physical exams, Hepatitis B vaccinations, etc.

15. **Additional Requirements in the Future** – Additional state or federally mandated programs or various medical related programs/needs as deemed vital and/or necessary by the County of Morris County shall be instituted and implemented in a timely and efficient manner. The County reserves the right to request the health provider to perform additional services, which are within their capabilities for any other agency of the County during such time that an active contract exists.

LOCATION OF SERVICES – The Contractor shall provide all services within an appropriate office environment and centrally located in Morris County. The location of the facility will be a consideration as the

County seeks to contract with a Contractor who is easily accessible for most County employees.

TRANSITION – At the termination of this agreement, should a different contractor be selected to provide these services, a coordination team may be formed to plan and manage those actions required to achieve a smooth, efficient and orderly transition and provision of services from the current to the subsequent service provider. This team will consist of competent representatives, as determined by the County, the Contractor, and the subsequent contractor. Contractor shall participate and cooperate with the County and subsequent Contractor to transition these services to minimize the frequency and duration of any preventable service interruptions and costs.

CATEGORY 2 – LAW & PUBLIC SAFETY SERVICES

Services specified within this Category are primarily intended for law & public Safety personnel, including but not limited to, the Office of Emergency Management, the Sheriff's Emergency Response Team (SERT), the OEM Special Operations Group (SOG), and Emergency Medical Services (EMS).

Law and Public Safety - Medical Director – Approximately 300 Hours

Definitions

The physician responsible for the medical oversight of the operations of a basic life support ambulance service that provides emergency response. The specific criteria required of a medical director are set forth at N.J.A.C. 8:40-6.15.

"Basic life support ambulance service" or "BLS ambulance service" means an entity that is validly licensed by the Department to provide pre-hospital basic life support care and/or BLS inter-facility transfers.

"Basic life support ambulance" or "BLS ambulance" means an emergency medical services vehicle that is validly licensed by the Department and operated in accordance with the standards set forth in this chapter.

"Emergency medical services" or "EMS" means a system for the provision of emergency care and transportation of persons who are sick or injured and in need of immediate medical care.

1. Office of Emergency Management Ambulance Services

Each BLS ambulance service that provides emergency response shall utilize the services of a Medical Advisor according to NJ Administrative Code 8:40-6.15. The individual requirements of the Medical Advisor for this program shall be expanded to include the following:

- A. The Medical Director shall be responsible for all medical matters that affect the program, its personnel and its vehicles.
- B. The qualifications necessary to serve as the Medical Director shall be as follows:
 1. Physician status; the Medical Director shall be a physician who is licensed by the New Jersey State Board of Medical Examiners to practice medicine.
 2. Possession of CPR and ACLS certifications;
 3. Possession of PALS or APLS certification;
 4. Successful completion of the Advanced Trauma Life Support course to the standards of the American College of Surgeons; and
 5. Current experience in the provision of emergency care.
- C. Medical Director services shall include providing medical direction, as per the NJ Administrative Code 8:40-6.15 for ambulance services providing emergency response.
- D. The Medical Director shall be responsible for providing medical consultation (as needed), as

well as medical quality assurance oversight regarding the administration of BLS services by the provider's crewmembers.

1. Medical quality assurance oversight shall include, but is not limited to, review of Epinephrine Auto-Injector use, Narcan, Aspirin, Nitroglycerine administration, Continuous Positive Airway Pressure (CPAP) device, as well as interpretation of treatment protocols and documentation standards.
- E. Physicians who are board certified in emergency medicine need not have completed the course in Advanced Trauma Life Support, PALS, ACLS & CPR.
- F. The Medical Director shall be responsible for determining the competency of each crewmember that are performing under the basic life support program's authority.
- G. The Medical Director shall be responsible for developing protocols and criteria for crewmembers to follow in the absence of the medical director or designee.
- H. The Medical Director shall be responsible for reviewing, approving and participating in educational and training programs, both required by the NJDOH-OEMS or identified by the service.
- I. The Medical Director and/or designee(s) will participate in the Special Operations Group training and practical exercises, guiding the team in best medical practices.
- J. The Medical Director or designee will participate in SERT tryouts where the SOG team assesses vital signs prior to the physical agility testing.
- K. The Medical Director must have the ability to consult with County Medical Services on county employees when necessary.
- L. The Medical Director must obtain/ maintain the appropriate medical professional liability insurance.

2. Communications Division, Department of Law and Public Safety

As the County of Morris utilizes the Medical Priority Dispatch System (MPDS) to process emergency calls for the sick and injured (EMD), Telecommunicators may be required to provide Pre-Arrival instructions (PAIs) and determine the need for Advance Life Support (ALS) assignment.

As such, local medical control has the duty to approve certain procedures, responses and special definitions contained in the MPDS. Therefore, a physician with knowledge of current emergency medical practices and EMD, shall serve as Medical Director for an EMD agency such as ours. The primary functions of the EMD Physician Medical Director are:

- Selection of Protocols, Review and Approval;
- Approval of certain Pre-Arrival Instructions;
- Approval of Aspirin Administration;
- Approval of Stroke Treatment Time Window;
- Special Definition Development and Approval;
- Response Level Assignments ALS or BLS Approval;

- Continuing Dispatcher Education (CDE) Consultant;
- Dispatch Review/Steering Committee participation;
- Periodically review EMD compliance data;
- Periodically review continuing dispatch process;
- Periodically review and update Response Level Assignments for all MPDS determine codes.

3. **Additional Requirements in the Future** – Additional state or federally mandated programs or various medical related programs/needs as deemed vital and/or necessary by the County of Morris County shall be instituted and implemented in a timely and efficient manner. The County reserves the right to request the health provider to perform additional services, which are within their capabilities for any other agency of the County during such time that an active contract exists.
4. **Significant Incident Responsibilities**-In the event of a significant incident involving exposure to an infectious disease or other serious public health threat, the Medical Director shall be then designated by the Director of Law and Public Safety to provide medical direction for Law and Public Safety, under the auspices of the Office of Emergency Management. At such time when this designation is made, the Medical Director shall be available 24 hours per day, 365 days a year. It is anticipated that the Medical Director will provide up to thirty-six (36) hours of physician services. Pricing for hours provided in excess of the thirty-six (36) shall be delineated in the proposal. The Medical Director shall write prescriptions and standing orders for administration of Prophylaxis as indicated in treatment protocols. These prescriptions will be written for the bulk purchase and administration of drugs, vaccinations, and or other preventative measures by a municipality, a group of municipalities or the County to deal with a specific incident involving a group of healthy people being exposed to a public health threat. No prescriptions will be written for the treatment of a single individual (i.e. an infectious disease source who would already be undergoing treatment with his/her own physician). Standing orders will be based upon guidance from the Morris County Office of Health Management, with consultation from the New Jersey Department of Health and Human Services (NJDHSS).

LOCATION OF SERVICES - The Contractor shall provide all services within an appropriate office environment and centrally located in Morris County. The location of the facility will be a consideration as the County seeks to contract with a Contractor who is easily accessible for most County employees.

TRANSITION - At the termination of this agreement, should a different contractor be selected to provide these services, a coordination team may be formed to plan and manage those actions required to achieve a smooth, efficient and orderly transition and provision of services from the current to the subsequent service provider. This team will consist of competent representatives, as determined by the County, the Contractor, and the subsequent contractor. Contractor shall participate and cooperate with the County and subsequent Contractor to transition these services to minimize the frequency and duration of any preventable service interruptions and costs.

ATTACHMENT C
COST PROPOSAL SHEET

CATEGORY 1 SECTION 1 STAFFING

A fixed monthly fee will be paid to the contractor for all staff hours for Category 1. Staff shall be available a minimum of 5 days a week during business hours.

COMBINATION OF STAFF OR SIMILAR TITLES LISTED BELOW TO COMPLETE THE WORK

Staff Member **(52 weeks) = Yearly Total**

- a) Registered Nurse
- b) Physician
- c) Physician's Assistant
- d) Nurse Practitioner
- e) Nurse
- f) Clerical Support

Flat Fee \$ _____

a) SERT Member Evaluation Flat Fee \$ _____

b) SOG/EMS Member Evaluation Flat Fee \$ _____

Subtotal Section I \$ _____

CATEGORY 1- SECTION II – FLAT FEE SERVICES

Per-Year Rate

a) Temporary Nursing Services (125.0 Hours per year) Flat Fee \$ _____

b) Medical Director – Category 1 Flat Fee \$ _____

Subtotal Section II \$ _____

TOTAL CATEGORY 1 \$ _____

CATEGORY 2 ITEMS

a) Law & Public Safety Medical Director -Category 2 Flat Fee \$ _____

b) Additional Hours (Significant Incident) Hourly Rate \$ _____

(Above 36 hours – 36 hours and below is included in flat fee)

TOTAL CATEGORY 2 \$ _____

CATEGORY 1 – SECTION III - RATES/FEE PROPOSAL (OTHER COSTS)

Service	Est. Qty./Units Needed	Rate Per Unit	Extended Total
a) 5-Panel Urine Test (Incl. Lab & Medical Review Officer (MRO) Service)	450	\$ _____ per test	= \$ _____
b) Night Physicals (include total rate for required staff)		\$ _____ /per hr.	= \$ _____
c) Hepatitis Vaccinations (3 shot series)	125	\$ _____ /series	= \$ _____
d) Hepatitis B Titer:	200	\$ _____ /Per Titer	= \$ _____
e) Mantoux Test (one step only/excludes nursing)	600	\$ _____ /Per test	= \$ _____
f) Medical Waste Disposal		\$ _____ Flat fee	= \$ _____
g) 12 Lead EKG	145	\$ _____ /test	= \$ _____
h) Chest x-ray 2 views	30	\$ _____ /exam	= \$ _____
i) CBC w/Diff	60	\$ _____ /test	= \$ _____
j) Chem. 24 w/Lipid Panel	65	\$ _____ /test	= \$ _____
k) Spirometry	150	\$ _____ /test	= \$ _____
l) Tetanus/Diphtheria Vaccine	20	\$ _____ /test	= \$ _____
m) Urinalysis (Dipstick)	450	\$ _____ /test	= \$ _____
n) Breath Alcohol Test	195	\$ _____ /test	= \$ _____
o) Urine Pregnancy Test	1	\$ _____ / test	= \$ _____
p) 24 Hour Urine (HAZMAT ONLY)	20	\$ _____ /test	= \$ _____
q) RBC Cholinesterase (HAZMAT ONLY)	20	\$ _____ /test	= \$ _____
r) Other Items ▪		\$ _____ / ____	= \$ _____

Other items ▪ not identified above may be explained below.

SUBTOTAL CATEGORY 1* (sections I, II, and III) \$ _____

SUBTOTAL CATEGORY 2 \$ _____

GRAND TOTAL - PROPOSAL AMOUNT (CATEGORIES 1* and 2) \$ _____

Proposer Initials: _____

(grand total written amount)

Carry forward GRAND TOTAL to Page 13

The undersigned has read and fully understood the specifications and scope of work and promises to provide the same for Morris County at the above rates and fees for the duration of the contract.

Authorized signature: _____ Date: _____

Print Name: _____ Title: _____

REQUEST FOR PROPOSAL EVALUATION GRID

RFP # P26-157

COMPREHENSIVE MEDICAL SERVICES FOR THE COUNTY OF MORRIS

Name of Vendor: _____

EVALUATION CATEGORY	MAXIMUM POINTS	REVIEWER'S POINTS
1) Professional/Personnel Qualifications		
2) Prior Experience and Familiarity		
3) Management Approach/Organization		
4) Cost Criteria		
5) Interview/Site Visit (at County's discretion)		
TOTAL SCORE		

ADDITIONAL COMMENTS:

Evaluator: _____
(Initials)

Date of Evaluation: _____

Evaluation Process

An evaluation committee will review all proposals to determine if they satisfy the Proposal requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

Evaluation Criteria

The criteria considered in the evaluation of each proposal are listed below. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select a vendor most advantageous to Morris County.

1. Professional/Personnel Qualifications

Proposal shall document industry and/or program experience. Demonstrate availability and experience of key personnel working on the project. The respondent shall demonstrate experience in performing similar services. Demonstrate availability and experience of key personnel working on the project; identify Project Manager.

2. Understanding of Project Scope

Proposal shall demonstrate a clear understanding of scope of work and objectives. Proposal shall be complete and responsive to specific proposal requirements. Demonstrate a good technical approach and work program. Consultant's expanded discussion of the project's scope of work along with any innovative alternatives, technology and techniques.

3. Prior Experience and Familiarity

Expertise of the vendor shall be demonstrated by past contract successes providing three (3) references of recent projects with government agencies. The respondent will be evaluated on knowledge, experience of the Project Manager, prior collaboration and successful completion of projects/services similar to that requested in this RFP.

4. Cost/Fee for Service

Price and its component charges, fees, etc. shall be adequately explained and documented. Proposal shall identify sufficient stability and resources to meet obligations.

5. Interview / Site Visit (at County's discretion)

Proof that the facility is sufficient for our needs, as well as located in a reasonable location to provide the required services.

OCCUPATIONAL SCREENING FORM

DIVISION/DEPT.: _____ EMPLOYEE NAME: _____

DEPT. HEAD SIGNATURE: _____

NEWHIRE: ☐ TRANSFER ☐ PROMOTION: ☐ DATE OF HIRE: _____

JOB TITLE: _____ PROPOSED TITLE: _____

*THIS FORM IS TO ACCOMPANY ANY NEW HIRE OR CURRENT EMPLOYEE TO THEIR MEDICAL EXAM. WHERE NOTED MEDICAL SERVICES WILL PROVIDE THE REQUIRED ADDITIONAL EXAM/TESTS.

DEPT. _____ MEDICAL SERVICES _____

YES NO DRIVING COUNTY VEHICLE:

If the employee is to drive a County vehicle at any time Medical Services will give the employee a complete vision test, and a Supplemental Driving Information form shall be completed by the Dept. head and will be forwarded to RISK MANAGEMENT.

☐☐

YES NO COMMERCIAL DRIVERS LICENSE:

If the employee is being hired in a position that requires a CDL, the required dmgt test must be given.

☐☐

YES NO SELF-CONTAINED BREATHING APPARATUS:

If the duties involve use of any type of mask or self-contained breathing apparatus, a spirometry test must be given and results reported to RISK MANAGEMENT.

☐☐

YES NO LOCK OUT/TAG OUT:

Any employee who will be working with an energized piece of equipment other than a motor vehicle will be required to go through special training. Therefore, RISK MANAGEMENT must be notified to provide for the proper training.

☐☐

YES NO HEPATITIS B EXPOSURE:

If the employee will be at risk of occupational exposure to blood or other potentially infectious materials, they may be at risk of acquiring the Hepatitis B Virus infection. Therefore, the employee will be required to attend training on the Hepatitis B Vaccination and offered the series of Vaccinations.

YES NO PPD SKIN TEST (TUBERCULOSIS EXPOSURE):

If the employee will be at risk to occupational exposure to Tuberculosis. Required annual testing will be available to all employees who work in titles and facilities with occupational Exposure to Tuberculosis

☐☐

MEDICAL SERVICES: _____

Signature

DATE: _____

*UPON COMPLETION BY MEDICAL SERVICES A COPY MUST BE FORWARDED TO RISK MANAGEMENT