

Request for Proposal Onsite Wellness Center

*Transylvania County, N.C.
City of Brevard, NC*

Prepared by:

Mark III Brokerage, Inc.

April 20, 2023

**Transylvania County Wellness Center Request for Proposals
April 20, 2023**

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If you have any questions concerning this request for proposal, contact:

Makenzie Correll
Mark III Brokerage
Charlotte, NC 28211
Phone Number: (980) 521-4527
Email Address: makenzie@markiiiieb.com

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| Introduction |
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To improve the overall health of the employees of Transylvania County, the County implemented a wellness clinic in 2013. From the beginning the clinic has offered employees the opportunity to be seen by a physician during traditional work hours, have basic medical care, labs drawn, annual screenings to earn incentives and other services as well.

The current clinic provider will be stepping down September 1, 2023 and Transylvania County is requesting proposals for a new provider starting September 1, 2023.

The wellness center provider is expected to address basic level primary care, including routine medical care and health screenings. The advantages of a County sponsored Wellness Center are seen as follows:

1. A low-cost access point for employees and dependents to gain basic medical care.
2. No appointment times will be required and access to basic care should be faster than a traditional physician office setting.
3. The Wellness Center staff will be able to perform a myriad of services, such as:
 - a. Deliver basic medical care.
 - b. Assist employees by advising and guiding employees with chronic disease states, including management of diabetes and high blood pressure.
 - c. Refer patients to their primary care physician when appropriate.
4. Assist in educating the membership in proper healthy lifestyles.
5. Reduce costs for basic medical care.
6. While the goal of a Wellness Center is to provide a convenient place for employees to visit for many of their routine health needs, it is not intended to replace the member's relationship with their primary care physician.

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RFP Timeline:

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| Clinic RFP advertised | April 10- 20, 2023 |
| Clinic RFP open for response | April 20, 2023 |
| Questions due | May 2, 2023 |
| RFP submission deadline | May 15, 2023 |
| Review of proposals | May 16 – 26, 2023 |
| Interviews of selected vendors | May 30 – June 6, 2023 |
| Contract signed | July 2023 |

There will be an optional pre-bid meeting and facility tour at 101 South Broad Street Brevard, NC 28712 at 1:00pm on April 25th.

Questions will be due on May 2nd at 5:00pm via email to Jennifer.galloway@transylvaniacounty.org

Requests for proposals must be received by Jennifer Galloway at the address shown above for a formal bid opening in the Transylvania County Commissioners' Multi-Purpose Chambers no later than 10:00 AM EST per Verizon Cellular Clock, May 15th, 2023.

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| Utilization |
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There are currently 670 members eligible to use the wellness Center – Employees (365), spouses, retirees (20), and children 12 and older from Transylvania County.

There are currently estimated around 120 members eligible to use the wellness center from the City of Brevard.

Average monthly usage of appointments over the last 5 years:

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| 2018 | 169 |
| 2019 | 157 |
| 2020 | 122 |
| 2021 | 130 |
| 2022 | 123 |

Annual Screenings:

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- Transylvania County employees schedule annual screenings during their birth month annually.
- City of Brevard: during same part of the year (over a month or two)

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| Requirements |
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1. The Provider shall be a licensed medical doctor authorized to practice in the State of North Carolina and be in good standing in all respects with appropriate licensing agencies and medical boards.
2. The Provider shall staff the Wellness Center at a minimum of a Nurse Practitioner credentialed in the State of North Carolina, and in good standing in all respects with appropriate licensing agencies and medical boards.
3. The Provider shall provide to the County verification of licensure and authorization to practice in the State of North Carolina.
4. The chosen Medical Provider will staff the Wellness Center five days per week (MWF 8am to 12pm– 1pm to 4pm and T, TH 8am-12pm) average of 29 hours per week including a lunch hour, to accept employees of Transylvania County and City of Brevard for basic medical care. Excluding holidays recognized by the county.
5. The Medical Provider must cover the costs of providing the staff. This includes, but not limited to salaries, FUTA, FICA, unemployment insurance taxes, employee benefits, licensing fees, and liability insurance for the staff.
6. The County and the Provider will agree that the Provider is an independent contractor and shall not represent itself as an agent or employee of the County, for any purpose in the performance of the Provider’s duties.
7. The Provider shall be responsible for payment of all federal, state, and local taxes as well as business license fees arising out of the Provider’s activities in accordance with this Contract.

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8. For the purpose of the contract, the Provider shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act.
9. The Provider shall maintain, at its expense, professional liability insurance in the minimum amount of \$3,000,000/\$3,000,000, to cover the Provider's performance under this contract.
10. The Provider shall comply with County policies regarding non-discrimination, workplace safety, telephone use, computer use, and substance abuse.
11. The Provider will obtain CLIA waiver for the laboratory testing and certification for urine and drug screens. Records for urine and drug screening done for employment purposes only will be stored with the Provider and will be shared with the County Human Resources Director.
12. Medical records that originate from the practice of the Wellness Center will belong to the County/City. Such records will be maintained by the Provider in accordance with Federal and State client confidentiality requirements. The Provider will undertake appropriate procedures to safeguard confidential information. Confidential records shall be stored in a locked filing cabinet. To the extent that the Provider believes that a written consent from the patient is needed to permit the Provider to provide the County with information, records, or other documents, the Provider agrees to secure such written consent.
13. The Provider will ensure that the medical records of the employees are maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
14. Family and Medical Leave (FMLA) records for the Transylvania County/City of Brevard employees will be shared with the County/City Human Resources Directors, in accordance with applicable law.

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15. Immunization records for work-related Hepatitis B vaccinations and tests of County/City employees shall be shared with the County/City Human Resources Director.
16. Pre-employment drug screen testing completed in the clinic and test results of county employees shall be shared with the County/City Human Resources Director.
17. The Provider shall provide the County/City, as requested, with data and statistical information about the patients for the purpose of study and future program planning. Such data shall exclude patient names and identifying information. (Utilization reports, cost avoidance, monthly charges, aggregate annual biometric reports, etc.)
18. The term of the contract will be from September 1, 2023 – June 30, 2024. The contract may be extended for additional periods, not to exceed three years.

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| Services to be Delivered by the Provider |
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The Provider will perform the following functions:

1. Provide primary care for all eligible employees, spouses, retirees, and dependents 12 years and older.
2. Give preventive health care education.
3. Administer routine physicals.
4. Administer first aid.
5. Provide pre-employment drug screenings.
6. Administer allergy shots that are sent over from employee physicians.
7. Provide wellness checks.

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8. Provide Annual Health Risk Assessment and take the necessary biometric measurements, including glucose, A1C, cholesterol, blood pressure, body weight, height, weight, waist circumference.
9. Provide lab services.
10. Provide telehealth visits.
11. Monitor and work to improve employees with chronic health conditions.
12. Provide assistance and support with employee wellness planning for programs and educational events.

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| Responsibilities of the County |
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1. The County will provide the location for the Wellness Center and will be responsible for all utilities, operation supplies, and telephone service.
 - a. Exam Rooms
 - b. Lab
 - c. Restrooms
 - d. Computers
2. The County/City will provide the Provider with copies of pertinent County/City rules, regulations, and standards.
3. The County/City will be responsible for maintaining appropriate property and liability insurance on the Wellness Center facility.

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| Miscellaneous/Questions |
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1. Clearly outline the services that will be provided and outline the costs of the services you will provide.
 - a. Staffing

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- b. Lab fees
 - c. Management fees
 - d. Startup costs
2. You are encouraged to build upon your response in a fashion that improves the care of the members and make suggestions that haven't been considered.
 3. With a start date of September 1, 2023, please give a timeline to go live September 1, 2023.
 4. Please explain the process for migrating the data from the previous vendor to your system and how long will the process take. Are there any additional fees expected to be incurred?
 5. Would members have access to other locations or clinics you operate?

Deviation from Specifications Form

Please Check One:

Our proposal adheres to all items specified in the Request for Proposal. If chosen as the vendor, we will agree to abide by the terms of our response to this RFP.

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() Our proposal adheres to all items specified in the Request for Proposal, except as detailed below. If chosen as the vendor, we will agree to abide by the terms of our response to this RFP.

Signed by: _____

Company Name: _____

Name and Title: _____

Date: _____