



## **Request for Proposals**

### **EMPLOYEE HEALTH SCREENINGS/COACHING**

**Proposals Will Be Received Until  
12:00 Noon, Friday, January 4, 2019**

in

**City/County Purchasing Department  
City Hall Suite 324  
101 North Main Street  
Winston-Salem, NC 27102**

### **ADVERTISEMENT FOR BIDS**

Sealed proposals endorsed **Employee Health Screenings/Coaching** to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. **until 12:00 Noon, Friday, January 4, 2019**. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates  
Purchasing Director

**This document IS NOT the complete proposal.** To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

## INSTRUCTIONS TO PROPOSERS

### INTRODUCTION:

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

### RFP Response Submission

**All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and four (4) printed copies marked Forsyth County Employee Health Screenings/Coaching.** In addition to the five (5) paper copies, **please include one (1) electronic copy of your proposal in PDF format** on flash drive, CD, or other electronic media containing only the information included in the hard copy version of the proposal and clearly labeled with the Company Name and RFP name. Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Friday, January 4, 2019. Late proposals will not be considered. Submittals will not be accepted by fax or electronic mail.**

The County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the County or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The County reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other County employee or Forsyth County elected official regarding this Request for Quotations. Any such outside contact may result in disqualification from the request for proposal process.

### Proposer Questions and Inquiries

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Thursday, December 20, 2018**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (**Email is preferred**), Fax: (336) 727-2443. The County will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to known potential bidders.

► All proposals should include a signed acknowledgement of any addendums issued.

The County reserves the right to hold proposals open for a period of ninety days (90) days after due date before making awards.

## **Request for Proposal for Health Screening/HRA/Health Coaching Services for Forsyth County Government**

### **INTRODUCTION**

#### **A. Purpose**

The purpose of this Request for Proposals (RFP) is to solicit offers from qualified wellness vendors to provide health screening, health risk assessment, and health coaching to Forsyth County in support of the County's wellness program.

#### **B. Background**

Approximately 1900 full time employees, 250 retirees and their spouses (if applicable) from Forsyth County (herein known as the County) will be encouraged by premium differential insurance discount to participate in the health screening/health risk assessment/health coaching program.

#### **C. Scope of Work**

##### **1. Timetable for project**

Forsyth County's preliminary timetable for conducting employee health screenings is April 22-May 3, 2018.

##### **2. Appointment Scheduling**

The County requires the vendor to handle scheduling for health screenings/health coach coaching appointments and provide a telephone number for employee assistance on scheduling. In addition, the vendor shall provide reminder phone calls and/or emails prior to screenings appointments.

##### **3. Health Screenings**

- A. Prior to the health screening event, vendor will provide to the County general marketing/promotional employee communication materials.
- B. For the past several years, over 70% of Forsyth County's employees have participated in the health screening program.
- C. Vendor will provide manpower, equipment and supplies to perform **fasting standard health screenings** for the following factors: Total cholesterol, HDL, LDL, triglycerides, A1C glucose testing, blood pressure, and BMI (Body Mass Index) height/weight and waist circumference.
- D. Health screenings will measure cholesterol and glucose levels by finger stick blood draw method. Vendors must be CLIA (Clinical Laboratory Improvement Act) certified in order to submit a proposal.



Moderate risk health employees: two (2) times per year

Note: County may select preferred risk levels and number of sessions.

- C. Health coaching sessions will be conducted with the employee at an on-site county location(s). The employee will not be required to use leave time to participate in health coaching.
- D. Each health coaching will last no longer than 30 minutes.
- E. As stated under the scheduling section, vendor will provide scheduler to allow employees to schedule appointments and will provide a reminder phone call or email a minimum of one day prior to appointment.
- F. Vendor shall provide to County their health coaching protocol for improving employee health. Examples of this protocol could be the following:
  - 1. Review health risk factors and recent medical activity (weight, blood pressure, recent lab results and medical visits)
  - 2. Develop and monitor short and long range health goals
  - 3. Assess recent health behavior & stages of changes (nutrition, physical activity, tobacco use, stress level, etc.)
- G. Vendor shall track participation levels of the health coaching program and inform the county of non-participation in a timely manner to be determined prior to the start of coaching.
- H. Working with the county, incentives will be used to encourage positive employee participation in the health coaching program.
- I. Health Coaches must be a Registered Nurse, Health Educator or Nutritionist.
- J. A sample of the Health Coaching Report/Communication shall be reviewed by the County prior to distribution to the employees.
- K. Vendor shall provide to the county the cost per hour or the cost per employee to perform health coaching.

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## GENERAL INSTRUCTIONS

### A. Forsyth County Contact Person

Jerry Bates, Purchasing Director

### B. Oral Communications

Any oral communications by Forsyth County's Contact Person(s) or designee concerning this RFP is not binding and shall in no way modify the RFP or the obligations of Forsyth County, Proposer or Contractor.

### C. Changes to RFP

If it is necessary to make material changes to the RFP, Forsyth County will e-mail written RFP addenda to all recipients of record of the original RFP. Recipients of record are those parties that obtained a copy of the RFP directly from Forsyth County. It shall be the responsibility of the Proposer to inquire of Forsyth County as to any addenda issued.

This maybe done by contacting Jerry Bates via e-mail: [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (**Email is preferred**) or phone (336) 747-6939 prior to the proposal-submittal deadline. All addenda issued shall become part of the RFP.

#### **D. Exceptions/Deviations**

Any exceptions to or deviations from the requirements set forth in this RFP, including the terms and conditions contained in the Standard Agreement, must be declared in the proposal submitted by the Proposer. If vendor has an alternate proposal it feels would better serve Forsyth County's wellness needs, the County welcomes the creativity but such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations," as instructed below in section IV.

#### **E. Authorization to Do Business**

The Proposer must be authorized to do business in the State of North Carolina and, if applicable, in the local jurisdiction in which it is located or where the work will be performed. If a Proposer is a sole proprietorship or partnership, the Proposer should furnish with its proposal a copy of a current business license issued in North Carolina. If the Proposer is a corporation, it must be approved by the North Carolina Secretary of State to do business in North Carolina and should furnish with its proposal acceptable documentation issued by the Secretary of State.

#### **F. Pre-Contractual Expenses**

Forsyth County shall not be liable for pre-contractual expenses incurred by the Proposer in the preparation of its proposal and Proposers shall not include any such expenses in their offers. Pre-contractual expenses are defined as expenses incurred by the Proposer to: (1) prepare and submit its offer to Forsyth County; (2) negotiate with Forsyth County on any matters related to this RFP; and (3) any other expenses incurred by the Proposer prior to the date of award, if any.

Issuance of this RFP and receipt of proposals does not commit Forsyth County to award a contract. Forsyth County reserves the right to postpone the award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer simultaneously, or to cancel all or part of this RFP.

#### **G. Withdrawal; Proposal Irrevocable for 90 Days**

A Proposer may withdraw its proposal at any time prior to the submittal deadline by sending Forsyth County a request in writing from the same person who signed the submitted proposal. As of the deadline for submittal, any proposal received by Forsyth County and not withdrawn becomes an irrevocable offer available for acceptance by Forsyth County immediately and for ninety (90) days thereafter. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for errors or price increases that the Proposer later alleges are retroactively applicable.

#### **H. Disposition of Proposals**

All materials submitted in response to this RFP become the property of Forsyth County and become public records after the award of contract.

#### **I. Immaterial Defects in Proposal**

Forsyth County may waive any immaterial deviation or defect in a proposal. Forsyth County's waiver shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP if awarded the contract.

#### **J. Standard Agreement**

The Proposer selected for contract award through this RFP shall be required to enter

into a written agreement with Forsyth County. The Standard Agreement for professional services presented in Exhibit A of this RFP is the contract proposed for execution. It may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the Proposer's offer or the outcome of contract negotiations, if any. Exceptions and requested changes to the terms and conditions of the Standard Agreement, or the Proposer's inability or unwillingness to comply with any of the provisions of the Standard Agreement, must be declared in the proposal and will be considered as part of the proposal-evaluation process.

### **K. Term of Contract**

If a contract is awarded through this RFP, it will be effective upon full execution of the agreement for an initial term commencing July 2019 and ending June 2020, unless terminated earlier in accordance with the provisions specified in Forsyth County's Standard Agreement. Thereafter, Forsyth County reserves the right, at its sole option, to renew the contract up to a maximum of two (2) additional one-year terms extending through June 30, 2022 provided both parties are in agreement and funds are made available for that purpose. No agreement with Forsyth County shall be in effect until a contract has been approved by the Board of Commissioners and/or the County Manager, and has been signed by both parties.

### **L. News Releases**

News releases pertaining to any award resulting from this RFP may not be issued without the prior written approval of Forsyth County.

### **M. Use of Forsyth County Employees and Retirees Names**

The successful Proposer must agree not to use the names or addresses of Forsyth County employees for any purpose not directly related to this RFP.

### **N. Contractor Evaluation**

At the conclusion of the contract, Forsyth County may evaluate the contractor's performance. The results of this evaluation may be considered by Forsyth County in evaluating future proposals from the contractor and may be shared with other parties considering engaging the contractor.

## **PROPOSAL EVALUATION AND CONTACT AWARD**

### **A. General**

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. An award will be made to the Proposer whose offer is judged to be the most advantageous to Forsyth County. Forsyth County expressly reserves the right to reject all proposals and make no award under this RFP.

### **B. Evaluation Procedures**

#### **1. Process**

All proposals received in accordance with these RFP instructions will be reviewed, analyzed, evaluated and scored in accordance with the criteria described below. If needed, additional information may be requested from one or more Proposers. Interviews and contract negotiations may be conducted with one or more Proposers. The evaluators will then select a Proposer for award.

## **2. Request for Additional Information**

During the evaluation Forsyth County may require supplemental information in order to fairly evaluate a Proposer's offer. For this purpose, Forsyth County may request such information, including a best and final offer, from the Proposer after the initial submittal. If such information is required, the Proposer will be notified in writing (or by e-mail) and will be permitted a reasonable period of time to submit the information.

### **C. Evaluation Criteria**

The criteria below will be considered in evaluating the Proposer's offer:

- Qualifications, experience, and ability to carry out the Scope of Work
- References
- Staffing, Project Organization
- Work Plan/Technical Approach
- Fee
- Miscellaneous {exceptions/deviations, completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere}

The County reserves the right to reject any or all proposals, to waive any irregularities or informalities in the offers received and to change the evaluation process described above if circumstances dictate this or it is otherwise in the best interest of the County to do so. In the event a proposal(s) is rejected or otherwise does not result in a contract award, the County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submittal of the proposal.

### **D. Contract Award**

The County reserves the right to award multiple contracts for this RFP based on best proposal for the various components of wellness.

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