



DELTA HEALTH ALLIANCE

Solutions for a Healthy Tomorrow

**REQUEST FOR PROPOSAL (RFP)
MOBILE MEDICAL CLINIC**

**LELAND MEDICAL CLINIC
201 BAKER BOULEVARD
LELAND, MS 38776**

ISSUANCE DATE: AUGUST 18, 2017

CLOSING DATE: AUGUST 28, 2017, 3:00 PM



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1. SUMMARY AND BACKGROUND

Delta Health Alliance is currently accepting proposals to design and build a mobile health clinic to serve the rural Mississippi Delta region. Delta Health Alliance serves 18 counties in the Mississippi Delta and implements over 20 initiatives that provide health and education programming.

Delta Health Alliance is a non-profit, 501(c)(3) organization that is changing health care and education in the Mississippi Delta by improving access to health services, promoting healthier lifestyles, and expanding educational opportunities. Delta Health Alliance has been a leader in supporting and operating community-based clinics that serve as a medical home for patients; implementing new technologies such as electronic health records, health information exchange networks, and tele-health diagnosis and treatment centers; managing innovative education programs in community settings; and creating robust home visitation programs that address neonatal and early childhood education challenges.

Delta Health Alliance owns and operates the Leland Medical Clinic (LMC), located in Washington County, Mississippi. All of Washington County is located in a Health Professional Shortage Area (HPSA) and Medically Underserved Area/Population (MUA/P). Needs assessments of the region have identified a shortage of physicians and mental health professionals. The Leland Medical Clinic is our region's only certified Rural Health Center and Community Mental Health Center, serving 4,462 active patients. A number of recent events and ongoing concerns relating to shortages impact the need for new services in our region, including:

- Two of the three public health clinics in Washington County (in Leland and Hollandale, MS) operated by the MS Department of Health closed on February 1, 2016. The only remaining clinic is in Greenville, MS, approximately 10 miles to the west of our service location. The clinics were closed due to declining state revenues and have created a significant vacuum in affordable healthcare services for the uninsured and working poor.
- According to the HRSA Uniform Data System (UDS), there are over 6,500 low-income residents living in Deer Creek zip codes (38722, 38756, 38748) served by Leland Medical Clinic, but fewer than 400 patients are being seen by HRSA safety net health centers. UDS also identifies at least 1,800 uninsured residents who are not receiving this safety net clinic care.
- Though most children in the region are covered by insurance, parents and other adult family members struggle to maintain health insurance. Mississippi Medicaid requires that all clients reapply in person every year, which is a significant challenge for a population with poor literacy and limited access to reliable transportation. Without support, many of our impoverished families have difficulty renewing their insurance and become uninsured.
- Due to severely limited resources in our area, healthcare agencies cannot provide all of



the services this population requires, often requiring a patient to go to multiple providers, both locally and, when transportation can be arranged, in remote urban locations, creating a significant challenge to the coordination of care and the ability to ensure appropriate follow-up of services. Due to difficulties accessing services and a disjointed health information system, patients often will delay treatment until health problems become so severe that expensive, emergency care is required.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3:00 p.m. CST August 29, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Delta Health Alliance legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Leland Medical Clinic serves portions of our region's low-income patients at a fixed location in Leland, Mississippi. As our region covers 18 counties and is very rural, it is imperative that we have a means of bringing healthcare outside of the clinic setting and into the community. To achieve this, Delta Health Alliance has secured funding for a mobile medical unit, which will allow clinical services to be provided in a more accessible and patient-oriented manner.

Project Description:



Leland Medical Clinic serves patients at a physical clinic location in Leland, MS. The Mississippi River borders the western line of the region with other Mississippi counties, most of which are also rural, are to the south and east. Washington County sits in an alluvial flood plain which has created a very flat land. The majority of roads in the service region are simple two-lane routes with minimal public transportation services, making simple access to health care services difficult. A mobile medical clinic unit, capable of supporting primary care services for an underserved population, including screening, lab, chronic care management, and acute visits.

4. PROJECT SCOPE

The Mobile Health Clinic (MHC) will be housed in a vehicle outfitted for basic medical services. The MHC will have a small reception area, small lab, a bathroom, and two examination rooms.

The mobile clinic will provide chronic disease management for patients with high blood pressure, asthma, and diabetes. Additionally, the MHC will offer blood pressure screening, blood glucose screening, heart health checks, body mass index evaluation, vision screening, and pregnancy testing. The MHC service area will focus on outlying areas of Leland, Hollandale, and Arcola in Washington County, and potentially be used to also serve other extremely remote, underserved and isolated communities in neighboring rural counties, including Humphreys, Sharkey, Sunflower, Bolivar, and Issaquena.

The scope of this project includes all design, construction, and delivery of the mobile medical unit.

The following criteria must be met to comply with minimum specifications:

- Minimum of two exam rooms
- Handicapped accessibility (as demonstrated by lift and patient-friendly environment that is easy to navigate)
- Small reception area with seating for at least three people
- Small laboratory with sink and standard lab set-up (no lab equipment) with space for refrigerator and work space
- Bathroom (door for samples to lab area preferred)
- Seating for both driver and passenger (specify how seating is configured)
- Basic graphics package (selected graphics or half-wrap)
- Desk or shelf/workspace for clinical staff

Vendors should provide a listing of basic vehicle equipment and specifications, and submit a base cost for the equipment. (Please use the PROPOSAL COST SUMMARY SHEET under Item 12)



Vendors should also provide a listing and cost for optional/additional equipment to include/but not limited to the following:

- Generator Upgrade to 20,000 watts
- Additional air conditioner units with heat pump (2)
- Additional Heat strips (2)
- Leveling / Stabilizing System
- Handicapped Lift with Roll Up door
- Exam Table (1)
- Exam Physicians Stool (1)
- Exam Lights (2)

Vendors should also provide options and cost for an extended warranty.

Delivery cost of the vehicle should also be itemized and included in scope and estimate.

Other vehicles that meet the needs specified above will be considered if there is information provided to justify suitability for the scope of work to be performed.

Medical Equipment (Optional): Leland Medical Clinic uses equipment which integrates with the electronic health records system utilized by the clinic. As such, the following equipment is desired and can be added to the unit after purchase or can be included during build, as appropriate. Please detail what items are/are not included of the following, and provide pricing:

- 2 Exam Tables, one of which shall be a bariatric bed (please include patient weight specifications for bed)
- 2 Midmark IQ Vitals devices
- 2 Midmark IQ Vitals TeleWeigh Digital Scales
- 2 WelchAllyn Otoscopes
- 1 Electrocardiogram machine
- 1 Spirometer
- 1 Audiometer
- 1 Spot Vision Screening Device
- 1 Blood draw chair
- 1 Lab refrigerator



5. RFP QUESTIONS AND REPOSES

Each bidder may submit their questions via email to Sam Dawkins, Vice President, Information Technology (sdawkins@deltahealthalliance.org) prior to **August 25, 2017 at 5pm CST.**

Questions will be answered within 2 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 3pm CST August 28, 2017.

The respondent must submit three (3) copies of the proposal, each signed by an authorized representative of the company. Proposals must arrive no later than, **3:00 p.m. CST on August 29, 2017** to:

Delta Health Alliance
435 Stoneville Road
Stoneville, MS 38776
Phone: 662-686-7004

Bid opening will occur at **3:15 p.m. on August 29, 2017.**

Evaluation of proposals will be conducted from **August 30, 2017 until September 6, 2017.** If additional information or discussions are needed with any bidders during the evaluation period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **September 7, 2017.**

Upon award notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by **September 13, 2017.** If negotiations are acceptable, DHA will issue a Notice to Proceed on or before **September 18, 2107.**

Notifications to bidders who were not selected will be completed by **September 15, 2017.** Delta Health Alliance reserves the right to extend timelines, if deemed necessary.

Equipment Construction Timeline:



The timeline/schedule for the equipment construction phase of the project are negotiable, but the desired delivery date for the mobile clinic is no later than **March 19, 2018**.

7. BUDGET

All proposals must include proposed costs to provide the equipment and services described in the project scope. Proposals should include which line items are optional and which are required.

8. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in designing and building mobile medical units
- List of how many full time, part time, and contractor staff in your organization
- Examples of similar vehicle projects completed with references
- Anticipated resources you will assign to this project
- Timeframe for completion of the project

9. PROPOSAL EVALUATION CRITERIA

Delta Health Alliance will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the equipment produced and work to be performed in accordance with the scope of this project

Production time and proposed delivery date should be included. Proposals will be evaluated based on the respondent's production time and proposed delivery date

10. SUBMISSION PROCEDURE

Proposals conforming to the requirements set out below must be received by Delta Health Alliance by US mail, courier or email (sdawkins@deltahealthalliance.org) no later than the deadline given above. All submittals must be received in PC compatible format along with hard copies. Text portions of the submittals are acceptable in Adobe Acrobat® form by the deadline



(including via email) but must be followed in CD and hard copy form within two (2) business days. All electronic proposals must state that they are valid for a period of at least thirty (30) days from the closing deadline. Physical proposals must be submitted in sealed opaque containers and marked, [Response to LMC Mobile Medical Clinic RFP].

The name and address of the bidder must also appear on the envelope and CD cover.

LMC reserves the right to waive irregularities and to reject any or all bids. The Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

LMC may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

11. RESPONDENT CONTACT INFORMATION

Please provide the name and contact information of your organization's representative for the RFP Response:

Name:

Physical Address:

Phone:

Email address:



12. PROPOSAL COST SUMMARY SHEET

Item	Unit Cost	Sub-Total
Vehicle Base Cost		
<u>Optional Equipment Cost:</u>		
Generator Upgrade to 20,000 watts		
Additional air conditioner units with heat pump (2)		
Additional Heat strips (2)		
Leveling / Stabilizing System		
Handicapped Lift with Roll Up door		
Exam Table (1)		
Exam Physicians Stool (1)		
Exam Lights (2)		
Other:		
<u>Medical Equipment (Optional):</u>		
2 Exam Tables, one of which shall be a bariatric bed (please include patient weight specifications for bed)		
2 Midmark IQ Vitals devices		
2 Midmark IQ Vitals TeleWeigh Digital Scales		
2 WelchAllyn Otoscopes		
1 Electrocardiogram machine		
1 Spirometer		
1 Audiometer		
1 Spot Vision Screening Device		
1 Blood draw chair		
1 Lab refrigerator		
Other:		
TOTAL		