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# City of Jacksonville, Florida

*Procurement Award Form (PAF)*

**Part 1 – Form Type:** JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Occupational Health and Medical Services

**Requested Action and Justification:**

Requesting approval to reject the bids from LongView International Technology Solutions, Inc. as they did not have two or more clients with more than 8500 employees in the state of Florida and did not provide financial records as required in the RFP; Clay Consulting, Inc. did not have two or more clients with more than 8500 employees in the state of Florida as required in the RFP.

Requesting approval of award to the highest evaluated bidder St. Vincent Full Service Urgent Care for the provision of Occupational Health and Medical Services.

- St. Vincent's Full Service Urgent Care - 87.00
- Occupational Health Centers of the Southeast, P.A. - 68.00

Period of service is from October 1, 2026 through September 31, 2027 with four (4) one (1) year renewals. Total award not to exceed $493,000.00.

| | | | | | |
|---|---|---|---|---|---|
| **Supplier:** | St Vincent's Full Service Urgent Car | **Basis of Award:** | Highest Evaluated | **BID Opening Date:** | 05/20/2026 |

| | | | | | |
|---|---|---|---|---|---|
| **POA #:** | TBD | **PO #:** | TBD | **Change Order #:** | 0 |
| **Solicitation #:** | RFP-NONCON 17884 26 | **Contract #:** | TBD | **Contract ADM #:** | TBD |
| **Term:** | 1 year | **Options:** | 4, 1 YR | **Options Used:** | 0 |

| | | | |
|---|---|---|---|
| **Federally Funded:** | No | **JSEB Rec:** | Encouragement |
| **Licenses Verified:** | N/A | **JSEB %:** | 0 |
| **Bonds Required:** | No | **Bonds Waived Pursuant To:** | N/A |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fund:** | 00111 | **Center:** | 131301 | **Acct:** | 531090 | **Proj:** | 000000 | **Activity:** | 00000000 | $ 493,000.00 |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |

| | | | | | |
|---|---|---|---|---|---|
| **New NTE/GMP:** | $ 493,000.00 | **Contingent Amt:** | $ 00000 | **DMP/ODPO Amt:** | $ 00000 |

| | | | |
|---|---|---|---|
| **Using Agency/BU:** | ESTM:TALENT MANAGEMENT | | |
| **Concurrence:** | Signed by: Norman, Todd 855797ABB782430... | **Title:** | CHIEF OF EMPLOYEE AND LABOR RELATIONS 8/17/2026 |
| **Concurrence:** | | **Title:** | |
| **Concurrence:** | | **Title:** | |
| **Concurrence:** | | **Title:** | |

Initial MT

| | | | |
|---|---|---|---|
| **Procurement Analyst/Buyer:** | Signed by: Wallace Cohen, Olive 4547B2180AE148B... | **Chief of Procurement:** | Signed by: 8/24/2026 B19F1D51735245 6... |
| **Name:** | Wallace Cohen, Olive | **Name:** | Dustin L. Freeman |

| **Part 2 – JPAC Action:** All award actions subject to lawfully appropriated funds. | | **Part 3 – Final Awarding Authority Action:** | |
|---|---|---|---|
| **Members who approve:** | | **Action:** | |
| **Members who disapprove:** | | **Signature:** | |
| **Date:** | | **Date:** | |

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# PAF Instructions
## Part 1 (using agency)

**Form Type:** This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

**Goods and/or Services:** Enter a brief description of the types of goods and services included in the request.

**Requested Action and Justification:** Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

**Supplier:** Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

**Basis of Award:** Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

**Bid Opening Date:** The date bids were unsealed by Procurement.

**POA #:** This is your 1Cloud generated Agreement number. Select Type, Enter Number.

**PO #:** Enter the PO number or agreement release number.

**Change Order #:** Provide the applicable change order number represented by this request.

**Solicitation #:** Select Prefix type, Enter Number, and Year.

**Contract #:** This number should be the same as your POA number (unless procured prior to 2020)

**Contract Amendment #:** Provide the applicable amendment number represented by this request.

**Term:** Select the Period of Performance or Term for the initial period.

**Options:** Period of time for each renewal or option.

**Options Used:** Prior to this request, enter how many options were already used.

**Federally Funded:** Select yes or no from dropdown if Federal Funds will be used.

**JSEB Rec:** Select Encouragement or JSEB Set Aside Option.

**JESB %:** If JSEB Participation, enter the percentage.

**Bonds Waived Pursuant to:** Select option from Drop down.

**Funding Sources:** Fund/Center/Account/Project/Activity, all fields are required even if zeros.

**New NTE/GMP:** Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

**Contingent Amount:** If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

**DMP/ODPO Account:** Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

**Using Agency/BU:** Select one from the dropdown list.

**Concurrence:** Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

**Title:** Title of person electronically signing form.

**Attachments:** Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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## Award Solicitation: Occupational Health and Medical Services

| | | |
|---|---|---|
| Solicitation **RFP - Non-Construction 17884**<br>Procurement BU **CO2 BU**<br>Close Date **8/23/2026 16:00**<br>Solicitation Currency **USD** | Responses Received **4**<br>Active Responses **4**<br>Shortlisted Responses **4** | Invited Suppliers **114**<br>Will Participate **3**<br>Responded **4** |

## Line Summary

| Line | Item | Item Revision | Supplier | Business Relationship | UOM | Estimated Quantity | Estimated Amount | Award | Agreement Quantity | Rank | Response Price | Score | Response Minimum Release Amount | Supplier Site | Response | Target Minimum Release Amount | Category Name | Line Type |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 Please place a penny on this line | | | Clay Consulting, LLC | Prospective | | | | No | | 4 | 0.01 | 100.00 | | | 465112 | | 475.37 Emerge | Dollars |
| 1 Please place a penny on this line | | | Occupational International Technolog | Prospective | | | | No | | 3 | 0.01 | 100.00 | | | 465485 | | 475.37 Emerge | Dollars |
| 1 Please place a penny on this line | | | Occupational Health Centers of | Spend Authorized | | | | No | | 1 | 0.01 | 100.00 | | | 464801 | | 475.37 Emerge | Dollars |
| 1 Please place a penny on this line | | | St. Vincent's Full Service Urgen | Spend Authorized | | | | No | | 2 | 0.01 | 100.00 | 0.01 | Order/Remit | 465005 | | 475.37 Emerge | Dollars |

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## Award Solicitation: Occupational Health and Medical Services

| | | |
|---|---|---|
| Solicitation **RFP - Non-Construction 178** | Responses Received **4** | Invited Suppliers **114** |
| Procurement BU **COJ BU** | Active Responses **4** | Will Participate **3** |
| Close Date **6/23/2026 16:00** | Shortlisted Responses **4** | Responded **4** |
| Solicitation Currency **USD** | | |

### Overview

| | Clay Consulting, LLC Response: 465112 | Clay Consulting, LLC Response: 465112 | LongView International Technology Solutions, Inc. | LongView International Technology Solutions, Inc. | Occupational Health Centers of the Southwest, P.A. | Occupational Health Centers of the Southwest, P.A. | St. Vincent's Full Service Urgent Care | St. Vincent's Full Service Urgent Care |
|---|---|---|---|---|---|---|---|---|
| Business Relationship | Prospective | | Prospective | | Spend Authorized | | Spend Authorized | |
| Supplier Site | | | | | | | Order/Remit | |
| Supplier Contact | Mercado, Norma | | Hill, James | | Naraine, Shavanie | | Flieder, Stacy | |
| Response Status | Active | | Active | | Active | | Active | |
| Shortlist Status | Included | | Included | | Included | | Included | |
| Response Amount | 0.01 | | 0.01 | | 0.01 | | 0.01 | |
| Overall Rank | 3 | | 4 | | 1 | | 2 | |
| Total Award Amount | | | | | | | | |
| Time of Response | 6/17/2026 15:38 | | 6/22/2026 18:47 | | 6/12/2026 15:28 | | 6/12/2026 16:35 | |
| Response Valid Until | | | | | | | | |
| Reference Number | | | | | | | | |
| Note to Buyer | | | | | | | | |
| Attachments | Yes | | No | | Yes | | Yes | |

**Requirements** (View Scoring Criteria)

| Requirement | Target Value | Clay Consulting, LLC Response: 465112 | Clay Consulting, LLC Response: 465112 Individual scores Scoring Team: Dawn Daly | Eme Sellers | Tara Johnson | Todd Norman | LongView International Technology Solutions, Inc. Response: 465107 | LongView International Technology Solutions, Inc. Individual scores Scoring Team: Dawn Daly | Eme Sellers | Tara Johnson | Todd Norman | Occupational Health Centers of the Southwest, P.A. Response: 464883 | Occupational Health Centers of the Southwest, P.A. Individual scores Scoring Team: Dawn Daly | Eme Sellers | Tara Johnson | Todd Norman | St. Vincent's Full Service Urgent Care Response: 465005 | St. Vincent's Full Service Urgent Care Individual scores Scoring Team: Dawn Daly | Eme Sellers | Tara Johnson | Todd Norman |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Total Score** | | **0.00** | | | | | **0.00** | | | | | **68.00** | | | | | **87.00** | | | | |
| 3. **COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.50 | 12.00 | 9.00 | 10.00 | 15.00 | 13.25 | 13.00 | 12.00 | 13.00 | 15.00 |
| 4. **CURRENT WORKLOAD**. Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(5 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.00 | 5.00 | 3.00 | 3.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| 5. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(10 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.25 | 5.00 | 7.00 | 7.00 | 10.00 | 8.25 | 8.00 | 8.00 | 7.00 | 10.00 |
| 6. **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. **(10 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.25 | 5.00 | 7.00 | 7.00 | 10.00 | 8.75 | 9.00 | 8.00 | 8.00 | 10.00 |
| 7. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Contractors include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Division"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. **(10 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.50 | 5.00 | 4.00 | 5.00 | 8.00 | 9.75 | 9.00 | 10.00 | 10.00 | 10.00 |
| 8. **PROXIMITY TO THE PROJECT:** Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employee assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. **(5 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.75 | 2.00 | 2.00 | 2.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| 9. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS:** Responding to this evaluation criterion necessitates that Contractors indicate their past and present commitment to minority, women-owned, small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the Contractor's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of minority, women-owned, small and emerging businesses on past projects; and (iv) commitment to and/or utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. **(10 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.75 | 6.00 | 5.00 | 6.00 | 10.00 | 8.75 | 9.00 | 8.00 | 8.00 | 10.00 |
| 10. **ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. **(10 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.75 | 4.00 | 9.00 | 8.00 | 10.00 | 8.50 | 10.00 | 7.00 | 7.00 | 10.00 |
| 11. **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION:** Describe the Contractor's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 3 of Jacksonville Ordinance Code, Section 126.302(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation. **(15 points maximum score)** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.25 | 7.00 | 6.00 | 5.00 | 11.00 | 12.25 | 13.00 | 11.00 | 10.00 | 15.00 |
| 12. **THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR:** Provide a list of all local government projects including the fees awarded for each on which Contractor has been awarded during the past five (5) years. Include only those projects on which Contractor was the Prime Contractor (do not delete fees paid to subcontractors or others). Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the [Procurement] Division"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor has not performed work for any of these agencies during the past five (5) years, the response should so clearly state. Former JSEBs should not include work awarded while in the JSEB Program. The minus factor methodology for this criteria will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score . (10 points maximum score) | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Score | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 5.00 | 8.00 | 9.00 | 10.00 | 7.50 | 9.00 | 6.00 | 5.00 | 10.00 |
| 7. **Response Attachments** | | | | | | | | | | | | | | | | | | | | | |
| 1. **Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | | a. Acknowledge | | | | |
| Attachments | | Yes | | | | | Yes | | | | | Yes | | | | | Yes | | | | |

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# Award Solicitation: Occupational Health and Medical Services

| | | |
|---|---|---|
| Solicitation **RFP - Non-Construction 1788** | Responses Received **4** | Invited Suppliers **114** |
| Procurement BU **COJ BU** | Active Responses **4** | Will Participate **3** |
| Close Date **6/23/2026 16:00** | Shortlisted Responses **4** | Responded **4** |
| Solicitation Currency **USD** | | |

## Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

**1 Please place a penny on this line**

Line Type **Dollars**
Category Name **475.37 Emergency Medical Services (EMS) E**

Start Price
Current Price
Estimated Total Amount

Award Amount
Savings
Savings

| | Target Value | Clay Consulting, LLC Response: 465112 | Solutions, Inc. Response: 465107 | Centers of the Southwest, P.A. | St. Vincent's Full Service Urgent Care Response: 465005 |
|---|---|---|---|---|---|
| Business Relationship | | Prospective | Prospective | Spend Authorized | Spend Authorized |
| Supplier Site | | | | | Order/Remit |
| Response Status | | Active | Active | Active | Active |
| Shortlist Status | | Included | Included | Included | Included |
| Rank | | 3 | 4 | 1 | 2 |
| **Line Pricing** | | | | | |
| Response Price | | 0.01 | 0.01 | 0.01 | 0.01 |
| Unit Price Savings | | | | | |
| Unit Price Savings Percent | | | | | |
| **Award Decision** | | | | | |
| Award | | No | No | No | No |
| Award Amount | | | | | |
| Note to Buyer | | | | | |
| Attachments | | No | No | No | No |

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# Award Solicitation: Occupational Health and Medical Services

| | | |
|---|---|---|
| Solicitation **RFP - Non-Construction 17884** | Responses Received **4** | Invited Suppliers **114** |
| Procurement BU **COJ BU** | Active Responses **4** | Will Participate **3** |
| Close Date **6/23/2026 16:00** | Shortlisted Responses **4** | Responded **4** |
| Solicitation Currency **USD** | | |

## Requirements Scoring

### Requirements

| Requirement | | Acceptable Values | Score | Maximum Score |
|---|---|---|---|---|
| **6.** | **Evaluation Criteria** | | | **100** |
| 3. | **COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project.<br>(15 points maximum score) | a. Acknowledge | | 15 |
| 4. | **CURRENT WORKLOAD**. Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(5 points maximum score)** | a. Acknowledge | | 5 |
| 5. | **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion.<br>**(10 points maximum score)** | a. Acknowledge | | 10 |
| 6. | **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks.<br>**(10 points maximum score)** | a. Acknowledge | | 10 |
| 7. | **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Contractors include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Division"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein.<br>**(10 points maximum score)** | a. Acknowledge | | 10 |
| 8. | **PROXIMITY TO THE PROJECT:** Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employee assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded.<br>**(5 points maximum score)** | a. Acknowledge | | 5 |
| 9. | **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS:** Responding to this evaluation criterion necessitates that Contractors indicate their past and present commitment to minority, women-owned, small and emerging businesses. More specifically,<br>responses to this evaluation criterion should include, without limitation, statements that document the Contractor's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of minority, women-owned, small and emerging businesses on past projects; and (iv) commitment to and/or utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the project solicitation in question.<br>**(10 points maximum score)** | a. Acknowledge | | 10 |
| 10. | **ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.<br>**(10 points maximum score)** | a. Acknowledge | | 10 |
| 11. | **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION:** Describe the Contractor's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 3 of Jacksonville Ordinance Code, Section 126.302(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation.<br>**(15 points maximum score)** | a. Acknowledge | | 15 |
| 12. | **THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR:** Provide a list of all local government projects including the fees awarded for each on which Contractor has been awarded during the past five (5) years. Include only those projects on which<br>Contractor was the Prime Contractor (do not delete fees paid to subcontractors or others). Such list shall include all<br>work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of<br>Buyer and independent agency required by law or<br>voluntarily requesting to utilize the services of the [Procurement] Division";<br>and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor<br>has not performed work for any of these agencies during the past five (5) years, the response should so clearly state. Former JSEBs should<br>not include work awarded while in the JSEB Program. The minus factor methodology for this criteria<br>will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score .<br>(10 points maximum score) | a. Acknowledge | | 10 |

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## Requirement: 1. Scope of Services (RFP - Non-Construction 17884-26,1)

Done

**Section** 2. General Requirements

**Requirement** 1. Scope of Services

**Requirement Text** **Scope of Services:** This Request for Proposal ("RFP"), are to select one (1) organization, herein designated as the "Proposer" that is interested, available, and competent to provide Occupational Health and Medical Services Program to cover the employees of the City of Jacksonville. The City includes all City departments, including the Jacksonville Fire/Rescue Department ("JFRD"), and offices of the City Council, Tax Collector, Property Appraiser, Clerk of the Court, Supervisor of Elections, and the Jacksonville Sheriff ("JSO"). They shall collectively be referred to as the "City" herein unless specifically addressing those offices. The term will be for one year with four, one-year renewal options on mutually agreeable terms.

It is estimated that approximately, 600 post-offer of employment examinations; 450 cardio-pulmonary exercise testing; 50 fit-for-duty/return to work or reasonable accommodation examinations; and up to 25 medical consultations will be required annually. It is anticipated that at least three (3) to four (4) times annually, up to 40 post-offer of employment examinations will be required each day for two (2) to three (3) days, with as little as three (3) days notice to the Proposer. The JFRD estimates that they may require approximately 1,300 annual physical examinations and the JSO estimates that they may require 2,500. Additionally, referrals may be required for (pre or post-employment) psychological or psychiatric evaluations, functional capacity, job-site assessments, and possibly other services.

## Requirement: 2. Minimum Supplier Qualifications (RFP - Non-Construction 17884-26,1)

Done

**Section** 2. General Requirements

**Requirement** 2. Minimum Supplier Qualifications

**Requirement Text** **Minimum Requirements:** Contractors must satisfy the following mandatory minimum requirements to have their responses evaluated. By submitting a response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the response not being evaluated and being rejected as non-responsive.

The Proposer shall provide current proof of all business licenses required by local, state, and federal law as applicable.

a. Supplier shall provide proof of applicable local business license if located within Duval County.

b. The Proposer and any subcontractors of all medical services must have five (5) years' experience in the licensed practice of medicine, preferably in the field of Industrial and/or Occupational Medicine, Cardiology, and Psychology or Psychiatry. The Proposer(s) for all other services (e.g. Functional Capacity Assessment, Cardio-Pulmonary Exercise [Stress] Test] and Laboratory) must meet all federal and state qualifications, licensure and certification requirements appropriate to the profession. The Medical Review Officer must have a minimum of five (5) years' experience in that field. Proof of this must be furnished in the proposal attached to the Summary of Qualifications Form for each individual.

c. The Proposer and any subcontractors must have all the necessary current Federal, state of Florida and City licenses, registrations, qualifications, and certificates to provide all the services requested in this RFP. Copies of all current information listed above must be included with the proposal and attached to the Response Data Form for the Proposer and subcontractors.

d. The Proposer must have provided the services requested in this RFP in the state of Florida for at least five (5) years, ending December 31, 2025. Proof of this must be furnished in the proposal and attached to Response Data Form A.

e. The Proposer must have at least two (2) occupational health and medical services clients in the state of Florida comparable to the size of the City (8,500 employees) within the last three (3) years. Proof of this must be furnished in the proposal and attached to Response Data Form.

f. The Proposer must be financially sound and provide complete audited financial statements for the past three (3) years ending December 31, 2025. The proposing company must have acceptable financial ratings, as determined by the City, from AM Best, Standard and Poor's, Moody's and/or Fitch, if your company is rated by one or more of these financial rating agencies. If your company is not rated by the listed rating agencies, your company must provide audited financial statements and a statement that

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## Description of Services and Deliverables

The services required by this RFP are listed below. They must all be sufficiently addressed in your proposal to be given full consideration in the scoring process, and the response may be disqualified if it is not clearly answered, or not answered at all.

A. The Proposer and all subcontractors must have, at a minimum, the insurance limits as illustrated in 3.21, Insurance Certificates of Coverage, should be provided with your Audited Financial Statements of your proposal response. The Proposer that is awarded this business, and subcontractors used, must keep all required insurance in force and provide an Insurance Certificate of Coverage each year at renewal with the required letter of renewal.

B. Each Proposer must provide responses to all requested information in this RFP and provide information in the proposal to demonstrate their capabilities, past and present, in providing the following services:

1. A comprehensive occupational health and medical services proposer network that will adequately provide local access for all City employees who will require these services.

2. Realistic and competitive rates/ fees for the requested services.

3. Multi-year rate/fee guarantee period.

4. Excellent and timely customer services - wait time for employees must not be more than 30 minutes at any visit.

5. A comprehensive reporting package that at a minimum provides what has been requested in this RFP.

6. Legal and legislative updates to the City for any issues regarding changes in state and federal statutes and legislation in Occupational Health and related medical contracted services.

7. Facilities must be private, clean, well furnished, and have adequate storage space and service areas for all functions requested by this RFP.

8. Parking facilities must be sufficient, as described elsewhere in this RFP.

9. Must be HIPAA-compliant and use electronic medical records systems.

10. Qualified, educated, licensed, and well-trained staffing available to provide services 24/7 in all areas required by this RFP.

C. All renewals including all fees, services, or changes to the contract shall be presented to the City in writing no later than January 31 of each year prior to the renewal date of September 1st of the following year. Notice of non-

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renewal must be submitted in writing to the City no later than two hundred and seventy (270) days prior to the contract expiration date.

D. All letters, forms, and other written correspondence that your company will use to communicate with City employees must be included in the proposal.

E. All forms and documents necessary for plan administration will be provided by the Proposer, including electronic access to the City of relevant information. This shall be provided solely at the Proposer's expense.

F. At a minimum, the Proposer will be responsible for the following related services:

1. Verification of City employee eligibility, and services requested by the City and protected file maintenance of employees' records.

2. Initial response to the City's and/or employees' inquiries with the resolution of issues no later than the close of the business the day following the day in which the inquiry was received or information was provided.

3. Company personnel shall be available for consultations with the City's staff or consultants, as requested.

4. Contractual changes must be mutually agreed upon and approved in writing by the City before implementation. All contractual changes will only be made on the program anniversary date of September 1, unless otherwise requested or required by the City, or legislative amendments.

G. Only the services for which your company is selected by this RFP may be provided to City employees. No other products, goods or services shall be solicited or sold to City's employees. The City will request the removal of any company or company representative violating this rule.

H. The Proposer shall not use any list of City employees' names to solicit any products, goods or services in the employees' home or worksite either in person, by direct mail, phone, electronically or any other form of communication or solicitation. Proposer shall not sell, lease, give or provide employee names to other agents, company representatives, companies or business entities. Most names and addresses of employees are protected by Florida Statutes. A signed affidavit shall be required from the proposer addressing this requirement. Complete Non-solicitation Affidavit Form I.

I. The Proposer must be able to respond to the City's request to change or modify the existing Occupational Health and Medical Services Program from time to time, as requested by the City or required by law.

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J. Once awarded, the successful Proposer must agree to timely amending the agreement or contract as the City changes or modifies the City's Occupational Health and Medical Services Program. They must be able to accommodate changes in design, funding arrangements, or any other reasonable changes, and meet the needs of the City and its employees, as required.

K. The Proposer shall remit bill no later than 45 days following 1st day of month during which services rendered. The City will have 15 working days to communicate any discrepancies to the Proposer. Payment for undisputed amounts shall be paid to Prosper no later than 20 days after receipt of the bill. For any disputed amounts, the parties agree to resolve such dispute no later than 45 days after receipt of the bill by the City on which the alleged discrepancies appeared.

L. The successful Proposer shall maintain internal and external privacy policies and controls that are HIPAA compliant and adequately protect all HIPAA sensitive information and data handled by the Proposer. The successful Proposer must provide documentation that their company is HIPAA compliant. The internal and external privacy policies and controls must be provided even if the Proposer is not bound by HIPAA.

M. The successful Proposer must assist the City in the implementation and education process of the City's Occupational Health and Medical Services Program.

N. The successful Proposer will be responsible for:

1. Providing reliable, accurate electronic records acceptable to the City, and bearing the cost for all programming and software.

2. Producing, monitoring, and maintaining a website updated as necessary for users at the City to disseminate information. This information will be kept updated by the Proposer on a timely basis.

O. Data and Information Entries: The Proposer shall store all data and information for the life of the contract and three (3) years following the termination of the contract and agree to provide the data and information to the City upon request within five (5) working days. Some records will be required to be kept for ten (10) years, as noted elsewhere in this RFP.

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P. The successful Proposer shall perform all administrative and record keeping functions necessary to ensure the accurate accounting and reporting of services.

Q. The Proposer shall perform the following functions:

1. A system of internal controls shall be in place to prevent fraud, negligence, incompetence, protection of privacy, or process of an inept system. It shall be the proposer's responsibility to identify all problems in this area and to initiate timely corrections or modifications to its operating systems when problems are discovered. The proposer shall advise the City in writing, within twenty four (24) hours, of any potential or existing problems and be in a position to make recommendations on how to correct the problem.

2. The successful Proposer shall book and record all payments received for charges incurred. The proposer shall be subject to audit at the City's request. The audit may be performed by the City's internal auditors or contracted auditors as the City may deem necessary and appropriate. Five (5) days prior notice to audit shall be required.

R. Data Processing: The successful Proposer shall have electronic data processing (EDP) equipment, computers, fax machines, e-mail and other electronics or data equipment by the date of the award of this contract, as required by the City.

S. The Proposer, in the proposal, must give evidence that it:

1. Has the ability to protect the privacy of all data and information provided by the City or employees in compliance with HIPAA regulations. The proposer should provide criteria and guarantees of HIPAA compliance. The internal and external privacy policies and controls must be provided even if the Proposer is not bound by HIPAA on certain records.

2. Has the ability to describe in detail the process used for resolving data entry discrepancies.

3. Will not make changes, enhancements or repairs to its data or information processing system that would create a financial investment or hardship on the City unless it has been demonstrated that the change is to the City's benefit. No such change shall occur until there has been a complete evaluation performed by the City's data processing professionals and satisfactory written agreement is reached between the proposer and the City. All costs of the evaluations, enhancements, repairs and/or changes will be the responsibility of the Proposer.

T. Upon request by the City, the Proposer will furnish copies of all billed expenses and financial reporting that will represent services used by the City, whether requested in this RFP, or requested at a later date.

U. The Proposer must have data and information systems that shall be of such sophistication as to provide standard administrative reporting as well as custom reports requested by the City during the course of the contract. All non-standard reports, if requested and provided under this RFP, may be subject to an additional charge that shall not exceed $1,000.

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V. The successful Proposer's counsel and/or legal department will originate and maintain formal plan documents and all amendments attached thereto in conjunction with the City. It shall be the Proposer's responsibility to maintain compliance with all current local, state and federal legislation and regulation so as to protect the eligibility and integrity of the City Occupational Health and Medical Program. The successful Proposer shall be required to continually monitor all state and/or federal legislation and regulations concerning this program and any affects that legislation and/or regulation may have on such program, and provide timely updates to program document when needed. The Proposer shall consult with the City regarding any federal or state legislation or regulations and discuss how it may impact plan design, recordkeeping, fees, or any other relevant factor of the contract within thirty (30) days following notice of such legislation or regulation.

W. The successful Proposer is expected to provide prompt and professional service. Each Proposer should identify the location and staffing levels of each service center that will provide service to the City and its eligible employees. An employee service telephone number, internet and website access must be made available to the City and its employees who require services of this program. City staff should be able to have access to the Proposer 24/7. A direct telephone number will be required for this access.

X. The Proposer will not make unilateral changes to the plan at any time during the plan year. All changes to the plan will be presented in writing and mutually agreed to by each party, at the annual renewal and will be effective on September 1st of each year, or as required by the City or legislatively.

Y. The City is requesting that each Proposer match as closely as possible the requested levels of Occupational Health and Medical Services. In some situations, your company may not be able to offer the level of the services requested. In those situations, propose your benefits levels as close to the requested plan as possible. If your company cannot provide the specific program requested, please provide a listing of the benefit deviations on Deviations Form F, and describe an alternative program that will still meet the needs requested in this RFP.

Z. Annual Jacksonville Fire/Rescue Department (JFRD) and Jacksonville Sheriff's Officer (JSO) Public Safety Personnel Physicals (this may not be part of the contract with the Proposer, but please respond to this section as if it will be included at this time. Also, the listed services may or may not all be needed and there may be other services needed.)

AA. The City, Jacksonville Sheriff's Office (JSO) and the Jacksonville Fire and Rescue Department (JFRD) is seeking a Proposer that may provide annual physical examinations for Public Safety personnel (JSO, Police, Corrections, Community Service Officers, Sworn Bailiffs and JFRD) at the request of the management of either the JSO or JFRD. The Proposer must be able to provide everything from the initial medical/fitness assessment to follow-up testing and monitoring; and, educational seminars designed to promote the highest quality of health, wellness and fitness.

BB. To help reduce injuries to employees, there is a need for a physical assessment of the employees' health. Due to the nature of the work there is a high risk of injury. As a part of the Fire Rescue Respiratory Protection Plan, mandated by Federal OSHA Standards Part 29, a physical is required prior to the testing, training, or use of a respiratory device, which includes everything from a paper tuberculosis (TB) mask to a SCBA.

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1. The City is seeking a Proposer that is licensed and certified in the state of Florida to conduct wellness and fitness testing and evaluations, and that is knowledgeable of, and has experience with, the physical and mental stress of Public Safety personnel. Failure to provide such documentation may result in the Proposer's proposal being rejected. In addition, although not a basis for rejection of a proposal from the evaluation process, Proposers responding to the RFP shall submit with their proposals the following:

   a. Must have facilities and staff capable of administering scheduled physicals and procedures outlined in this RFP. If off-site facilities are used, ample parking for large Fire/Rescue apparatus must be provided. The facility must be equipped with up to date cardio-pulmonary and metabolic testing equipment. Please confirm that you will have this equipment.

   b. The facility must be equipped with a scientific and industry accepted precise method for body fat composition. The body mass index, skin fold estimation, bioelectrical impedance and similar methods are not acceptable for this program. Please describe what you have that meets this requirement.

   c. Demonstrate, by providing documentation of periodic inspections, including the most current, that facilities are hygienically safe in all aspects of each facility and services.

   d. Describe hygiene practices enacted to protect staff and patients against communicable diseases and bacterial outbreak.

   d. Fully describe the number of examination rooms, waiting areas, and restrooms; how supplies and drugs are stored on-site in each facility; drugs medical records security on-site; and, how you secure your electronic records at each location.

   f. Must have staff with a minimum of five (5) years' experience in Occupational Medicine.

   g. Stress Test Treadmill Electrocardiograms will be conducted and monitored by a licensed board-certified Medical Doctor or Nurse Practitioner.

   h. Must have facilities and staff and/or support personnel capable of administering up to 30 physical screenings and/ or HAZMAT baselines and associated procedures outlined each week, or as directed by the City of Jacksonville's Medical Desk.

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i. Must understand the physiological and psychological demands placed on Public Safety personnel.

j. Must understand the environmental conditions under which Public Safety personnel must perform.

k. Must provide documentation of experience in providing Occupational Health Care and be familiar with the Workers' Compensation laws in the state of Florida.

1. Any changes that would result in a change of staffing, qualifications, operational procedures, location of operation, subcontractor, or sale or merger of company from the original proposal, as evaluated prior to the awarding of the contract, must be immediately (within 24 hours) submitted, in writing, prior to the change(s) to the City's Director of Employee Services, in order for the Proposer to retain the contract. Failure to submit this information could cause the contract to be canceled.

2. Annual Public Safety Personnel Physical Requirements:

a. The Proposer selected for this work will carry out the following tasks and provide the following:

(1) Comprehensive Physical Examination based on (NFPA 1500 & 1582 – 2018 Edition)

(2) Health Risk Assessment

(3) Prostate Exam for Men (Candidate may bring test results from a personal physician if test is less than one year old.)

(4) Pelvic Exam for Women (Candidate may bring test results from personal physician if test is less than one year old.)

(5) Breast Exam for Women (Candidate may bring test results from personal physician if test is less than one year old.)

(6) Skin Cancer Screening

(7) Cardiac Assessment:

(a) Echocardiogram

(b) Resting EKG

(c) Cardiac Stress Test

(i) Age 35-44 Bi-annually
(ii) Age 45>annual

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(d) Carotid Artery Ultrasound

(e) Abdominal Aorta Ultrasound

(f) Peripheral Vascular Test

(g) Total Lipid Profile

(8) Cancer and Disease Assessment:

(a) Digital Exam with occult screening

(b) PSA for Men (for age 45>)

(c) Thyroid Ultrasound

(d) Liver, Pancreas, Gall Bladder, Spleen, and Kidney Ultrasound

(e) Pelvic Ultrasound for Women (Test not necessary post total hysterectomy.)

(f) Osteoporosis Bone Density (Based on age and risk factors.)

(g) Diabetes Test (Glucose-A-1c)

(h) Chest X-ray

(i) PAP Smear (Candidate may bring test results from personal physician if test less than one year old.)

(9) Pulmonary Function Test

(10) Isokinetic Testing – As directed in NFPA 1582 – 2018 edition

(11) Lab Tests

(a) Urinalysis

(b) Complete Blood Count

(c) Comprehensive Metabolic Panel

(d) Thyroid Stimulating Hormone TSH

(e) Hemocult

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(f) Urine Drug Screen - seven (7) or ten (10) panel DOT drug screen with conformation of results sent to the City of Jacksonville Medical Desk.

(g) HAZ-MAT testing for members of the HAZ-MAT Team (60) per OSHA 29 CFR 1910.120 and NFPA 472. Additional testing may be done on an "as needed" basis.

(h) Hepatitis A, B & C testing

(i) Immunizations for Hepatitis A & B & boosters

(j) Hepatitis A & B Titers when needed

(k) HIV Testing

(12) Visual Acuity Test (NFPA 1582-2018 for JFRD)

(a) Vision Standards Firefighters:

(i) **Visual Acuity.** Corrected vision shall be at least 20/30 (Titmus) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not worse than 20/100 (Titmus) in each eye. Those candidates who use soft contact lenses shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard, provided the employing agency will monitor compliance.

Replacement glasses or lenses (as appropriate) shall be on the person or readily available at all times during each work shift.

(ii) **Color Vision.** Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of Ishihara Test (24 Plate Edition). Recourse testing is available by means of the Farnsworth-Munsell tests can meet the color vision standard by demonstrating that they can correctly discriminate colors via field test conducted by the employer and approved by DPSST.

(iii) **Depth Perception.** Depth Perception shall be sufficient to demonstrate stereo depth perception adequate to perform the essential tasks of the job. Recommended tests are Titmus, or Keystone, etc. or other nationally recognized tests.

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(iv) **Peripheral Vision.** Visual Field Performance shall be 140 degrees in the horizontal meridian combined.

(v) **Night Blindness.** A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night, or in dark or low settings.

(13) Hearing Exam (Audiometric exam per NFPA 1582)

(14) Mental Health Assessment

(15) Personnel Consultation with review of testing results

(16) Recommendations for medical interventions and behavioral Modification changes

(17) Monitoring of high-risk patients

(18) Counseling for disease management

(a) Smoking Cessation

(b) Stress Management

(c) Weight Watchers

(d) Healthy Heart

(e) Diabetes Management

(f) Healthy Mind, Healthy Body Information

(g) Awareness Newsletters

(19) Fitness Program

(a) Fitness and Agility Evaluation

(b) Body Composition Analysis

(c) Cardiovascular Training

(d) Resistance Training

(e) Stretching/Flexibility Training

(f) Fitness Challenge

(g) Nutritional Analysis

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(h) Weight Management Goals

(i) Incentive Programs

3. To provide Public Safety personnel with summary information of their respective personnel suitability to perform the job function. The Proposer selected would recommend programs and training to reduce the chance of injury and illness. The selected would provide monthly and annual summaries of results of the testing and training administered to Public Safety personnel. Each Department will provide the scheduling of its personnel.

4. The Proposer selected will provide all data requested relating to the employee annual physical.

5. The results of the exam will be provided for the Employee and to the City of Jacksonville's Medical Desk to be put in the employee's medical records.

6. The Proposer will develop computerized data reports and or electronic copies of the results and forward the same to the City of Jacksonville's Medical Desk. The information will be sent, upon request, to the City of Jacksonville's Medical Desk on a weekly basis. Format must be compatible with JFRD and JSO databases.

7. The following data formats are acceptable:

   a. Text File

   b. Microsoft Excel

8. The Employee's file should be provided electronically to the Public Safety Departments. Other electronic media or methods will be considered depending on the file size. A file nomenclature must be provided indicating the data types and lengths of the various fields in the nomenclature.

9. A text file must meet the following requirements:

   a. A fixed field width must be provided for each column.

   b. A carriage return {CR} and a line feed {LF} should be used for the row delimiter.

   c. Other delimiters may be used, but must have prior approval from JFRD and JSO.

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10. Physicals that reveal the conditions that dictate further testing or treatment will require coordination through the Employee and the City of Jacksonville's Medical Desk. The following conditions will be reported immediately to the City of Jacksonville's Medical Desk:

    a. Abnormal EKG and other related cardiac abnormalities

    b. New onset of Hypertension or uncontrolled Hypertension

    c. Diabetes

    d. Asthma

    e. Failure of the PFT

    f. Any significant abnormal lab values

    g. Any condition that may show cause for a Fit-For-Duty

    h. Any condition that does not meet the current standards of NFPA 1582-2018.

11. Final evaluation will be reviewed and signed by a Medical Doctor who is board certified in Industrial or Occupational Medicine, Emergency Medicine, or Internal Medicine. This certification must be provided before any contract is awarded. A board-certified cardiologist may be required for this final review.

**CC. Cardio-Pulmonary Exercise (Stress) Testing**

If applicable, Firefighters, Police, Correctional, Judicial, and Community Services Officers and Sworn Bailiffs, as part of their pre-employment physical, may require cardio-pulmonary exercise testing and review and final analysis by the Proposer's board-certified cardiologist.

1. Cardio-pulmonary stress tests are symptom limited, incremental exercise tests that involve a continuous ramped increase in workload continuing until the patient has symptoms (i.e., fatigue or shortness of breath) that cause him to feel he cannot continue at higher workloads.

2. Measurements and data obtained include an EKG for evaluation of heart rate, ST segments and arrhythmia detection, expired gases measurement using flow meter, capnometer and oximeter; pulse oximetry, and blood pressure.

3. Test capabilities will include:

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a. Spirometry

b. Flow Volume Loops (regular and partial)

c. Maximum Voluntary Ventilation

d. Gas Dilution Lung Volumes

e. Distribution of Ventilation

f. Closing Volumes

g. Intra-breath Diffusing Capacity

h. Maximal Respiratory Pressures

i. Cardiopulmonary Exercise Testing

j. Indirect Calorimetry

k. Resting Energy Expenditure

4. From ventilation and gas exchange parameters, the following are obtained:

   a. Rate of carbon dioxide elimination (VCO2)

   b. Rate of oxygen uptake (VO2)

   c. Respiratory quotient, R, which is the ratio of VCO2 & VO2, measured simultaneously

   d. Ventilatory equivalents for CO2 and O2 (VE/VCO2, VE/VO2); these ratios are obtained by the division of these two parameters measured at the same time.

5. Results to be interpreted by a board certified MRO or board-certified cardiologist experienced in interpreting this type of test.

**DD. Consultant Services**

The Proposer may be required to review medical information available on an employee and render an opinion on reasonable accommodation, severity of disability, etc. In addition, the Proposer shall be required to provide qualified staff to testify as expert witnesses, if requested, or meet with the City on other program-related issues.

**EE. Electronic Medical Records & Services**

The Proposer must possess a HIPAA compliant Electronic Medical Records (EMR) system. The Proposer must provide complete electronic services, e.g., administration, electronic appointments, medical records, accounting and auditing functions for the length of the

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contract. The Proposer will deliver to the City a secured electronic interface of appointments and services, including examination and lab results information pertaining to City employees, that can be viewed "real time" on a daily basis.

The Proposer must provide the data in an industry standard format such as, HL7. The Proposer's choice of data form standards and secure data transfer protocol must be clearly defined in the Proposer's response to this RFP. The definition of the data format and transfer protocols must also include information on how the Proposer's solution conforms to current industry standards and Federal/State directives governing the storage and transferring of patient electronic medical records. In addition, the Proposer must demonstrate their proactive involvement with the industry and government organizations that are setting future standards for EMR processing.

**FF. Fit-For Duty, Return to Work and Reasonable Accommodation Examinations**

The proposer must be able to conduct medical examinations and evaluations as required when an employee wishes to return to work after an illness or injury, or the employer requires as assessment based on observed events to determine fitness for duty to perform essential functions with or without an accommodation. The evaluation may include a medical assessment as to appropriate accommodation for the employee if returning with a disability. Testing for the presence of alcohol and/or illegal or controlled drugs may be required.

1. Fit-For-Duty Examinations

   a. Job candidates and employees shall have a medical examination conducted by a board-certified Medical Doctor licensed to practice medicine in the State of Florida.

   b. The examination shall enable the physician to advise the City about each candidates/employee's functional ability and limitations in relation to specific job functions and requirements. These functions and requirements shall be provided by the City to the Proposer. These functions and requirements are constantly reviewed by the Chief of Talent Management and may be revised during the contract period. If such revisions result in new or different medical or functional testing, the fee for such testing will be negotiated and the contract shall be amended. The Proposer must agree to conduct physical examinations in accordance with any such changes in the job functions and requirements, subject to new fees, if required. Any recommendations or conclusions by the physician should, in compliance with the Americans with Disabilities Act (ADA), focus on only two concerns:

      (1) Whether the candidate currently is able to perform the specific job, with or without, an accommodation; and, recommending an accommodation, if possible.

      (2) Whether the candidate can perform the specific job without posing a direct threat to the health or safety of the candidate or others; if not, identifying the direct threat.

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2. Pre-employment physicals shall be based on minimal medical standards established by the City or the appropriate pension plan. In the event of conflict between these standards and the Americans with Disabilities Act (ADA), the ADA provisions shall prevail. These standards may be changed during the contract period. The Proposer agrees to comply with any changes to the minimum medical standards requested by the Manager, Personnel Services. Pension physicals will not preclude pension participation, but may preclude active employees from eligibility due to death or disability benefits for a pre-existing condition.

3. Examinations shall be conducted under the direct supervision of the Proposer's board-certified physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract.

4. Fit-for-Duty/Return-to-Work/Reasonable Accommodation shall include, but not necessarily be limited to, the following procedures:

   a. Review previously completed Medical Certificate.

   b. Review of any material received as a result of medical inquiry.

   c. Review job requirements.

   d. General review of systems.

   e. Height, weight, pulse, blood pressure, temperature.

   f. Range of motion back examination and functional capacity, when specified.

   g. Determine employee's ability to perform job requirements OR recommend specialty examination/inquiry needed in order to make such determinations.

   h. Collection of urine and blood specimens for laboratory work-up in connection with all physical examinations. A sufficient urine specimen shall be collected so as to facilitate split sample substance abuse testing.

      (1) For non-DOT testing, collection shall be in accordance with union contracts and the City's adaptation of the Mandatory Guidelines for Federal Workplace Drug Testing Programs (59 FR 29916, 29925), as noted in paragraph 4.0 above.

      (2) The collection of specimens to be tested under the Department of Transportation's Drug and Alcohol Testing Program must be accomplished in compliance with (49 CFR 40) and as it may be amended from time to time.

   i. Recommend, as appropriate, employee/applicant for Functional Capacity Evaluation or for Psychological/Psychiatric Evaluation.

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j. Perform, or have performed when specified, the testing for human immunodeficiency virus in compliance with Chapter 381.004, Florida Statutes, as amended.

k. Furnish the designated City representative the completed Medical Certificate within four (4) working days after the medical examination is conducted, including the laboratory reports specifying the results of all required laboratory tests. For fit-for-duty examination, the Proposer shall provide results/recommendations immediately where there is a direct threat to the health or safety of the employee or others. This information must be presented via an Electronic Medical Records (EMR) system upon implementation of the contract.

l. Conduct examinations at a designated location agreeable to the City and the Proposer, within one (1) working day after being notified of a request for the examination. Fit-for-duty examinations where a direct threat to health or safety may be a factor, an examination must be provided, when requested by the City, within two (2) hours of the request.

(1) The results of the examination and the data collected will be examined, interpreted and reported on each candidate or employee by a certified physician and documented by signature and date. When examinations indicate further medical tests are required, that are considered outside the normal examination scope, prior approval must be obtained from the Chief of Talent Management, or a designee.

(2) Chest and back x-rays shall be interpreted by a board certified Radiologist whose report shall accompany the candidate's Medical Certificate to the Chief of Talent Management, or a designee.

m. It will be the responsibility of the Proposer to furnish the City with clear recommendations on the employment, limited employment, non-employment, fitness-for-duty, return to work, and/or reasonable accommodation of the candidate/employee for the job consideration and to determine the conditions under which the candidate will participate in the City's General Employees Pension Plan, Corrections Officer Pension Plan or the Police and Fire Pension Fund, in accordance with Medical Standards.

n. The Proposer shall be available to provide consultation services within three (3) working days of the request for that service, or earlier under emergency conditions.

o. The Proposer must be appropriately licensed and qualify as an expert witness, or provide an expert witness, for testimony at judicial or administrative proceedings on all services provided.

**GG. Functional Capacity Evaluations**

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Evaluations may be required to determine the physical capabilities and/or limitations of an applicant or employee, and whether or not they can perform the essential functions of a job, with or without an accommodation.

1. The Proposer shall evaluate employees on a case-by-case basis as determined by referral from the Medical Proposer for the City of Jacksonville or the Manager, Personnel Services, or the Director of Personnel and Professional Standards for the JSO. At all times the evaluations shall ensure compliance with the Americans with Disabilities Act. The evaluation shall include but not be limited to:

    a. A review of all essential physical job functions and requirements.

    b. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements for which the employee requires accommodation in order to perform the essential functions of the job.

    c. A meeting with the employee/candidate for examination and/or evaluation testing purposes.

2. The Proposer shall submit in writing a report of the Functional Capacity Evaluation finding. The report shall clearly indicate the candidate / employee's physical ability to perform the essential physical requirements and all reasonable accommodations that would allow the candidate/employee to perform the essential functions of the job.

3. The report shall be provided to the City no later than five (5) working days after services are initiated.

**HH. Job Site Assessments**

Appropriate personnel must be made available by the Proposer for timely evaluations of job sites for the purpose of making recommendations for ergonomics necessary for an employee to perform the essential functions of a certain job.

1. The Proposer shall assess job sites on a case by case basis as determined by the Chief of Talent Management or the Director of Personnel and Professional Standards for the JSO. The assessment shall include but not be limited to:

    a. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements for which the employee requires accommodation so as to be able to perform the essential functions of the job.

    b. The Proposer shall submit in writing a report of the job site assessment finding. The report shall clearly indicate any and all reasonable accommodations that would allow the candidate/employee to perform the essential functions of the job.

    c. Any recommendations or conclusions by the Proposer must be in compliance with the Americans with Disabilities Act.

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d. The report shall be provided to the City no later than five (5) working days after services are initiated.

e. The Proposer must provide an expert to testify at judicial or administrative proceedings or other form of hearing, to defend the validity of testing procedures.

**II. Laboratory and Collection Services** (e.g. blood work, drug, and alcohol testing)

The Medical Laboratory shall meet all equipment, location, and personnel requirements as established by Department of Transportation (DOT) regulations (49 CFR 40, 59 FR43000, as amended), and other requirements as listed elsewhere in this RFP.

1. The Medical Laboratory shall meet all equipment, location and personnel requirements as established by Department of Transportation regulations (49 CFR 40, 59 FR 43000, as amended).

   a. Be a current and fully licensed medical laboratory.

   b. Provide a facility within Jacksonville, Florida to collect blood, urine, hair or breathe specimens.

   c. Provide state certified technician(s) licensed to do business in the state of Florida, to collect blood, urine, hair or breathe specimens.

   d. Be able to collect blood, urine, and hair or breathe specimens 24 hours a day, 7 days a week.

   e. Be certified by the appropriate certifying agency (i.e. Substance Abuse and Mental Health Services Administration for Department of Transportation regulated testing).

   f. The medical laboratory shall maintain written results of tests for two years.

   g. The Employee Services Department shall have the right to inspect the medical laboratory's facilities before and after the contract is awarded, and on an on-going basis, as requested.

   h. The medical laboratory must provide an expert to testify at judicial or administrative proceedings or other form of hearing to defend the validity of testing procedures and provide litigation packages, if needed.

   i. The Proposer shall comply with the parameters of substance abuse testing as specified in collective bargaining agreements between the City and bargaining units, as well as any specified by federal regulatory agencies (e.g., Department of Transportation).

2. In testing for the presence of alcohol, the medical laboratory shall comply with the following:

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a. A generally accepted blood test procedure with quantitative results showing the amount of alcohol present in the blood; and

b. Use of an accepted breath analysis procedure using breath analysis equipment that conforms to National Highway Safety Administration (NHSA) Standards (61 FR 3079, and subsequent revisions) any applicable state statutes and for JFRD, procedures for evidential breath analysis and reporting as presented in 49 CFR 40, amended by 60 FR 19679, and as may be amended from time to time.

c. The percent of weight of alcohol in the blood shall be based upon grams of alcohol per 100 milliliters of blood.

d. In testing for the presence of alcohol, the medical laboratory will present to the Medical Review Officer a confidential written report of the results of the testing within 24 hours. of a negative test; within 48 hours of a confirmed positive test. There may be reporting by telephone, but written negative results must be submitted to the City within three (3) days and positive results within four (4) days.

3. The Proposer will conduct a 7-Panel test for all non-DOT testing for the presence of illegal or controlled drugs for JSO officers and sworn bailiffs and a 5-Panel test for all others tested. The medical laboratory shall comply with the following:

a. The threshold level or cutoff limit shall be established in accordance with the Department of Health and Human Services (DHHS) Mandatory Guidelines for Federal Workplace Drug Testing Programs (59 FR 29916, as amended), or in accordance with generally accepted medical procedures, where such limits have not been established by DHHS Guidelines.

b. The medical laboratory shall follow chain of custody procedures consistent with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 60 FR 19535, as amended) and with the DHHS Guidelines.

c. The medical laboratory shall use the following procedures to the extent that they are not inconsistent with DHHS Guidelines:

(1) The medical laboratory shall submit the first of the samples to an immunochemical assay or radio-immunoassay test. If the results of this test are negative, no further testing is required.

(2) If the results of the test are positive, the medical laboratory shall submit the same sample for further testing using the gas chromatography/mass spectrometry (GC/MS) method to confirm the initial test results. The medical laboratory will not notify the Medical Review Officer (MRO) unless the results have been confirmed.

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(3) The Proposer will ensure that a sufficient urine specimen is collected so as to facilitate a potential split sample testing and/or as requested by the MRO.

(4) The medical laboratory will present to the Medical Review Officer a confidential written report of the results of the testing within 24 hours of a confirmed negative test; within 48 hours of a confirmed positive test. There shall be no reporting by telephone. The medical laboratory shall maintain written results of tests for two years.

(5) The Proposer will conduct a 5-Panel Test for all DOT testing for the presence of illegal or controlled drugs, the medical laboratory shall comply with the following:

(a) The threshold level or cutoff limit shall be established in accordance with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 59 FR 43000, as amended).

(b) The medical laboratory shall follow chain of custody procedures consistent with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 60 FR 19535, as amended).

(c) The medical laboratory shall use the following procedures to the extent that they are not inconsistent with DOT Guidelines:

(i) The medical laboratory shall submit the first of the samples to an immuno-chemical assay or radioimmunoassay test. If the results of this test are negative, no further testing is required.

(ii) If the results of the test are positive, the medical laboratory shall submit the same sample for further testing using the gas chromatography/mass spectrometry (GC/MS) method to confirm the initial test results. The medical laboratory will not notify the Medical Review Officer (MRO) unless the results have been confirmed.

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**JJ. Mandatory Immunizations**

Hepatitis A, B & C testing, Immunizations for HEP A & B & boosters, Hepatitis A & B Titers when needed, HIV Testing, and others as requested by the City, or mandated by law.

**KK. Medical Review Officer (MRO) and Cardiologist Services**

Medical Review Officer Services will be provided by a licensed medical doctor (M.D.), who is board certified in Industrial or Occupational Medicine, Emergency Medicine, or Internal Medicine, and certified as a MRO, will have oversight over this program; will be required to review and interpret the results of all tests conducted and if necessary, review of controlled substance tests; review and interpret positive/negative screen results; and, meet the deadlines established elsewhere in this RFP. The Proposer and MRO shall:

1. Comply with the reporting parameters of substance abuse testing as specified by the City and in accordance with federally-regulated program such as the Department of Transportation (DOT) Drug and Alcohol Testing Program.

2. At a minimum, the MRO will submit to Employee Services a confidential written report, satisfying all regulatory requirements, and a copy of the actual laboratory testing reports within 24 hours of receipt of negative test results from the medical laboratory and within 48 hours of a confirmed positive test. There may be reporting by telephone, but the written report must be submitted immediately following the verbal report.

3. The MRO shall maintain written results of tests:

    a. Non-DOT testing - records shall be retained for a minimum of two (2) years or longer if so required by state statutes or federal regulations.

    b. DOT Testing - Positive results shall be retained for a period of five (5) years and all other records shall be maintained for one (1) year, in accordance with DOT regulations (49 CFR 382, 61 FR 9553, as amended).

    c. The MRO shall request the medical laboratory to perform a split sample test when informed by the City that the employee has officially requested a split sample test be accomplished.

4. A board-certified cardiologist's services may be required for evaluations and to render second opinions for examinations and other issues as required by this RFP.

**LL. NFPA 1582 – 2018 Edition**

Provide fitness evaluations, employment evaluations, and physical fitness evaluation (aerobic capacity, muscular strength (grip, arm, and leg) muscular endurance (push up

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and curl up), flexibility (sit & reach) for Public Safety candidates as defined during negotiations.

**MM. Non-Performance Penalties**

The City reserves the right to reduce payment of charges when the selected proposer or subcontractors fails to meet required performance standards.

**NN. General Employee Pension Plan Disability Evaluation**

The proposer must be able to conduct examinations and/or medical records review based on position descriptions and established criteria on employees seeking a disability pension. This examination or review may be used to preclude active employees from eligibility due to death or disability benefits for a pre-existing condition. The proposer must be able to furnish the designated City representative a detailed medical evaluation report within five (5) working days after the medical examination or review is conducted, including the laboratory reports specifying the results of all required laboratory tests. If no medical examination is conducted, the written medical evaluation report shall be due within five (5) working days after receipt of the required information. In instances where the physician deems additional information is necessary either through further evaluation by specialists or records received from the employee's health care providers, the results shall be due to the city within 5 working days of receipt of the required information/records.

**OO. Post Offer Physical Examination / Medical Evaluations**

1. The City is seeking a Proposer to conduct post-offer employment physical examinations based on position descriptions or other established criteria on candidates who have been made a conditional offer of employment; provide required medical and substance abuse testing services for applicants and employees of the City; and, any other type examinations or services deemed necessary by the City and/or stated within this RFP. Examinations shall be conducted under the direct supervision of the Proposer's physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract. Post-offer of employment examinations shall include, but not necessarily be limited to, the following procedures:

    a. Review job requirements.

    b. Chest x-ray (14x17 PA and Lateral view), with some exceptions.

    c. EKG, when specified and EKG over read, when specified.

    d. Back x-ray with range of motion examinations and functional capacity, when specified.

    e. PPD, when specified.

    f. Pulmonary Function Test, when specified.

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g. General review of systems.

h. Audiometric testing.

i. Complete medical certificate history based on information required by Medical Certificate Form.

j. Color vision and visual acuity testing and Titmus, when specified. (JSO Police, Corrections, Community Service and Judicial officers, and sworn bailiffs).

(1) Vision Standards:

(a) **Visual Acuity.** Corrected vision shall be at least 20/30 (Titmus) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not less than 20/100 (Titmus) in each eye. Those candidates who use soft contact lenses shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard, provided the employing department will monitor compliance. Replacement glasses or lenses (as appropriate) shall be kept on the person or readily available at all times during each work shift.

(b) **Color Vision**. Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of Ishihara Test (24 Plate Edition). Recourse testing is available by the Farnsworth-Munsell tests that can meet the color vision standard by demonstrating that they can correctly discriminate colors via field test conducted by the City and approved by DPSST.

(c) **Depth Perception**. Depth Perception shall be sufficient to demonstrate stereo depth perception adequate to perform the essential tasks of the job. Recommended tests are Titmus, Keystone, or other nationally recognized tests.

(d) **Peripheral Vision**. Visual Field Performance shall be 140 degrees in the horizontal meridian combined.

(e) **Night Blindness.** A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night or in dark or low settings.

k. Review of, and comment on, any material received as a result of medical inquiry related to conditions reported or discovered.

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l. Determine candidate's ability to perform job requirements, which may include a psychological or psychiatric evaluation.

m. Functional capacity test (range of motion), when specified.

n. Review of, and comment on, laboratory work which includes:

(i) Hepatitis Profile, when specified
(ii) Blood serology
(iii) SMAC, including urinalysis
(iv) HIV/AIDS

o. Height, weight, blood pressure, pulse, temperature

p. Perform and interpret Cardio-Pulmonary Exercise (Stress) Test when specified for Firefighters, Sworn Bailiffs, Police, Community Service, Judicial, and Correctional officers. NFPA 1582 – 2018 Edition Employment evaluations, and physical fitness evaluation for Firefighters and NFPA 1582 – 2018 Edition Employment evaluations for JSO Officers.

1. **POST OFFER PHYSICAL**

a. Job candidates and employees shall have a medical examination conducted by a board-certified Medical Doctor licensed to practice medicine in the state of Florida.

b. The examination shall enable the physician to advise the City about each candidate's/employee's functional ability and limitations in relation to specific job functions and requirements.

c. These functions and requirements shall be provided by the City to the Proposer. These functions and requirements are constantly under review by the City Employee Services Department and may be revised during the contract period. If such revisions result in new or different medical or functional testing, the fee for such testing will be negotiated.

d. The Proposer agrees to conduct physical examinations in accordance with any such changes in the job functions and requirements and subject to fees being negotiated if new or different tests are required. Any recommendations or conclusions by the physician should, in compliance with the Americans with Disabilities Act, focus on only two concerns:

(1) Whether the candidate currently is able to perform the specific job, with or without an accommodation; recommending an accommodation, if known.

(2) Whether the candidate can perform the specific job without posing a direct threat to the health or safety of the candidate or others; if not, identifying the direct threat.

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e. Recommendations will not preclude pension participation, but may preclude active employees from eligibility due to death or disability benefits for a pre-existing condition.

f. Examinations shall be conducted under the direct supervision of the Proposer's physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract.

**PP. Psychological/Psychiatric Evaluation**

When an employee is having difficulty performing his/her job effectively, a physician may recommend that the employee have an evaluation by a board-certified psychologist, psychiatrist, or neurologist. Public Safety departments using their established protocols, directives or standing orders may recommend that an employee have an evaluation by a psychologist or psychiatrist.

1. The Proposer shall evaluate employees on a case-by-case basis as determined by the Proposer of Medical Services to the City; or, the Manager, Personnel Services or the Director of Personnel and Professional Standards for the JSO. The evaluations shall include but not be limited to:

   a. A review of all job functions (i.e. essential) and requirements.

   b. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements by which the employee is impacted with regard to his or her ability to perform the essential functions of the job.

   c. A meeting with the employee/candidate for examination/ evaluation testing purposes.

   d. Further testing if required.

2. The Proposer shall submit in writing a report of the psychological or psychiatric, evaluation finding. The report shall clearly indicate if the candidate/employee can perform the essential functions of the job and/or does not present a danger to him/herself or others. The report shall be provided to the City no later than five (5) working days after services are initiated.

3. The Proposer must provide an expert to testify at judicial or administrative proceedings or other form of hearing, to defend the validity of testing procedures.

4. The Proposer must retain records for each encounter for a minimum of Ten (10) years following the encounter.

**QQ. Other Medical Services as requested**

There may be times when other medical services are requested. The Proposer should be willing to provide medical service, if available and cost prior to delivery.

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| TITLE: Occupational Health and Medical Services<br><br>BID NO.: RFP-17884-26<br>OPEN DATE: 06/23/26<br>ANALYST: Olive Wallace-Cohen<br>No. Invited: ( ) No. Received: ( 4 ) No Bids: ( ) | CLAY CONSULTING, LLC | LongView INTERNATIOAL TECHNOLOGY SOLUTIONS, INC | OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A. |
|---|---|---|---|
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**P R O C U R E M E N T  D I V I S I O N**

A NEW DAY

# NOTIFICATION OF RECOMMENDED BID REJECTION

**Date:** August 19, 2026

**Via Email:** jhill@lts.com

Bidder's Name: LONGVIEW INTERNATIONAL TECHNOLOGY SOLUTIONS, INC.

**Address:** Suite 300, HERNDON, VA 20170

**Contact Name:** James Hill

**Bid No:** RFP-17884-26

**Title:** CCUPATIONAL HEALTH AND MEDICAL SERVICES

**Date Opened:** June 23, 2026

**REASON FOR RECOMMENDED BID REJECTION:** Using Agency recommends **Bid Rejection** for the following reason(s):

- LongView International Technology Solutions, Inc. does not have two or more clients with more than 8500 employees in the State of Florida and did not provide Financial Records as required by the RFP

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

**NOTE:** This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the Jacksonville Procurement Award Committee (JPAC) scheduled for **Thursday, August 27, 2026 at 1:00 p.m.**

**Purchasing Analyst's Signature:** Olive Wallace-Cohen

Olive Wallace Cohen, Purchasing Analyst

Docusign Envelope ID: 960C8461-5FEC-4DCE-B13C-FE1F3F1EB4C3

**P R O C U R E M E N T  D I V I S I O N**

A NEW DAY

# NOTIFICATION OF RECOMMENDED BID REJECTION

**Date:** August 19, 2026

**Via Email:** nmercado@clayconsultingllc.com

Bidder's Name: CLAY CONSULTING, LLC

**Address:** 580 Westlake Park Blvd,Ste 700, HOUSTON, TX 77079

**Contact Name:** Norma Mercado

**Bid No:** RFP-17884-26

**Title:** OCUPATIONAL HEALTH AND MEDICAL SERVICES

**Date Opened:** June 23, 2026

**REASON FOR RECOMMENDED BID REJECTION:** Using Agency recommends **Bid Rejection** for the following reason(s):

- Clay Consulting, Inc. does not have two or more clients with more than 8500 employees in the State of Florida as required by the RFP

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

**NOTE:** This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the Jacksonville Procurement Award Committee (JPAC) scheduled for **Thursday, August 27, 2026 at 1:00 p.m.**

**Purchasing Analyst's Signature:** Olive Wallace-Cohen

Olive Wallace Cohen, Purchasing Analyst

## Print Message (RFP - Non-Construction 17884-26,1)

Print Done

| | | | |
|---|---|---|---|
| Title | Occupational Health and Medical Services | Status | Closed (Unlocked) |
| Time Remaining | 0 Seconds | Close Date | 6/23/26 4:00 PM |

### Subject: RFP-17884-26 - OCUPATIONAL HEALTH AND MEDICAL SERVICES

| | | | |
|---|---|---|---|
| From | Olive Wallace Cohen | From Company | City of Jacksonville |
| To | LongView International Technology Solutions, Inc. - James Hill | Attachments | RFP-17884-26 - Bid Rejection - |
| Date | 8/19/26 10:12 AM | | |

Good day:

Please see attached for your information and files.

Thanks for your continued interest in doing business with the City of Jacksonville.

Sincerely

Olive Wallace-Cohen
Purchasing Analyst

## Print Message (RFP - Non-Construction 17884-26,1)

Print Done

| | | | |
|---|---|---|---|
| Title | Occupational Health and Medical Services | Status | Closed (Unlocked) |
| Time Remaining | 0 Seconds | Close Date | 6/23/26 4:00 PM |

### Subject: RFP-17884-26 - Occupational Health ad Medical Services

| | | | |
|---|---|---|---|
| From | Olive Wallace Cohen | From Company | City of Jacksonville |
| To | Clay Consulting, LLC - Norma Mercado | Attachments | RFP-17884-26 - Bid Rejection - |
| Date | 8/19/26 10:24 AM | | |

Good day:

Please see attached for your information and files.

Thanks for your continued interest in doing business with the City of Jacksonville.

Sincerely

Olive Wallace-Cohen

Purchasing Analyst

Docusign Envelope ID: 960C8461-5FEC-4DCE-B13C-FE1F3F1EB4C3

ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Employee Services
City Hall at St. James
117 W. Duval Street, Suite 100
Jacksonville, Florida 32202
(904) 630 – CITY
www.coj.net

**MEMORANDUM**

**TO:** **Dustin Freeman, Chief of Procurement Division**

**FROM:** **Leah Hayes, Director**
**Employee Services Department**

**Todd Norman, Chief of Labor Relations**
**Employee Services Department**

**RE:** **RFP-17884-26 Occupational Health and Medical Services**
**Employee Services Department**

**DATE:** **August 13, 2026**

The subcommittee received four (4) proposals for the **Occupational Health and Medical Services.**

| Vendor | Vendor Name | Evaluation Score |
|---|---|---|
| 1 | Occupational Health Centers of the Southeast, P.A. | 68.00 |
| 2 | St. Vincent's Full Service Urgent Care | 87.00 |
| 3 | LongView International Technology Solutions, INC | Not Evaluated |
| 4 | Clay Consulting, INC | Not Evaluated |

Vendors 1 and 2 listed above were found to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). Vendors 3 and 4 were not evaluated for the reasons indicated below:

| Vendor | Vendor Name | Not Evaluated Reason |
|---|---|---|
| 3 | LongView International Technology Solutions, INC | Does not have two or more clients with more than 8500 employees in the state of Florida and did not provide financial records. |

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| | | |
|---|---|---|
| **4** | **Clay Consulting, INC** | **Does not have two or more clients with more than 8500 employees in the state of Florida.** |

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firm listed alphabetically is determined to be qualified to perform the required services.

Employee Services is seeking approval to award contract to the below-named vendor for a period of one (1) year to include an option for four (4) additional one (1) year renewals. This award would include a Not To Exceed amount of $ 493,000.00

1. St. Vincent's Full Service Urgent Care

Please advise us when this item is placed on your agenda so we may be present. After a full committee review, we request that this item is sent to the Mayor's Office for final decision.

Attachment(s): Scoring Matrix