

Community Health Programs

Mobile Health Unit

Request for Proposals

Purpose

Community Health Programs (CHP) requests proposals from qualified contractors for the design, manufacture, staff training and delivery of one (1) new Mobile Health Unit (MHU). CHP intends to award a one-time contract to the Contractor whose proposal is determined to be most advantageous to CHP, with price and other factors considered.

Background

CHP is the only Federally Qualified Health Center (FQHC) in Berkshire County, Massachusetts, and serves those who have limited access to care, including low income, uninsured, under-insured, immigrant, migrant and seasonal workers, homeless and public housing residents. CHP is a community-based non-profit network with 7 health centers, 3 dental centers, 2 mobile health units, and comprehensive family services and food support programs.

CHP serves an average of 30,000 patients a year through approximately 100,000 medical, dental, nutrition, and behavioral health, physical therapy, and vision services. Due to the impact of COVID-19 and resulting practice closures and restrictions, 21% of total visits in 2020 were provided virtually.

CHP is seeking to procure a new MHU to help marginalized populations overcome geographic, transportation, and economic barriers to access the care they need. With decades of experience serving the region's most vulnerable residents, CHP's MHU program has helped build bridges of trust with those most in need of access to care. The MHU works with many local community partner organizations, and provides services at multiple locations throughout the County – conducting medical visits as well as outreach to support the Social Determinants of Health impacting local communities. The new MHU must be nimble and weather appropriate in order to increase capacity to reach highly rural County residents throughout all seasons.

The MHU will be operated by CHP staff. The selected Contractor will not be responsible for staffing the MHU.

Grant Funding

The MHU is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$844,113 (MHU component totaling \$320,357) with 0% percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](https://www.hrsa.gov).

Ethics in Public Procurement

It is unlawful for any Contractor or Sub-contractor to offer, or any employee of CHP or their immediate family to solicit or accept, any gratuity, favor, or anything of monetary value in connection with the solicitation, award, or administration of this RFP and contract agreement(s) issued by CHP.

Anticipated Contract Term and Conditions

All contracts awarded from this RFP shall contain the provisions of [Appendix A, Part 74 of 45 CFR Part 74](#) as applicable.

The duration of the contract awarded from this RFP will be from date of award through MHU delivery and staff training date(s). CHP reserves the right, prior to contract award, to determine the length of the initial contract term. The selected Contractor must be able to complete all required components of the RFP (build, customize, deliver, and train) by 3/31/23 at the latest. Proposals from contractors not able to meet this deadline will be considered non-responsive and will be excluded from consideration.

The resulting contract agreement(s) will be subject to the availability of funding and shall be terminated immediately if for any reason funding ability, budgeted to satisfy this RFP and/or agreement is withdrawn, limited, or impaired.

CHP does not guarantee to award a contract under this RFP.

CHP may terminate a contract resulting from this RFP at any time that the contractor fails to carry out its responsibilities under the terms of this RFP or contract agreement(s) to the satisfaction of the CHP.

Interpretation or Correction of Solicitation Documents

Contractors shall promptly notify CHP in writing of any ambiguity, inconsistency, or error which they may discover upon examination of this RFP.

Contractors requiring clarification or interpretation of the solicitation documents shall make a written or via email request which shall reach CHP no later than ten (10) days prior to the date for receipt of proposals.

Any interpretation, correction, or change of the solicitation documents will be made by written amendment by CHP. Interpretations, corrections, or changes of the solicitation documents made in any other manner will not be binding and Contractor shall not rely upon such interpretations, corrections or changes.

Protests based upon any omissions or errors or on the content of the solicitation will be disallowed if not made known to CHP in writing or via email prior to the proposal due date.

Rejection

Any or all proposals received in response to this solicitation may be rejected by CHP if CHP determines that any such Contractor is not responsive or responsible or that the quality of the services, supplies, materials, equipment or labor offered does not conform to requirements or if the public interest would be served by such a rejection. Contracts and/or subcontracts will not be awarded by CHP to parties debarred, suspended, or otherwise excluded from procurement.

Proposal Costs

There shall be no obligation for CHP to compensate Contractors or Sub-contractors for any costs associated with responding to this RFP.

Specific Requirements

The MHU shall:

1. Be new
2. Be ADA compliant (including a patient-friendly navigable environment)
3. Be a Ford F 550 or equal: length 27 feet long
4. Be gasoline powered
5. Be fully warranted from date of delivery for at least the term of the original manufacturer's warranty.

The MHU shall include:

6. Gasoline generator (minimum 7kW)
7. Exterior graphics full wrap (design will be provided to selected Contractor)
8. Powered reversible roof vent with cover (MAXXAIR or equal), roof-mounted air conditioner(s) and Arctic winter heat package with gas-fired furnace
9. Back-up camera
10. One rear exterior door of the unit shall be a Handicap/wheelchair Lift (ADA compliant) and one side exterior door of the unit shall be heavy-duty with automatic steps with an exterior handrail
11. Shore power, 36-inch cord, with waterproof inlet cover
12. Slide-out on one side
13. Electric awning
14. Side sliding windows with integrated mini-blinds
15. Lighting, including interior ceiling lights, interior under-cabinet lights, and exterior scene lighting, all LED
16. One (1) 40-inch TV/monitor exterior display with speakers and one (1) set of interior speakers from the cab (AM/FM/CD)
17. Wiring for computers and internet connectivity with a 100-amp power service, capable of switching between the generator and an external power source
18. Ethernet, wireless and router connectivity for all designated workstations; built-in antenna system for wireless and router connectivity

19. Bench seating throughout, all to include under-seat storage with drawers
20. Lavatory with specimen pass-through, marine toilet, pump, sink, fresh water holding tank and black water holding tank, hot water (see #23.d. below)
 - a. Additional interior sink (see #23.a. below)

The proposal shall include:

21. MHU operations training of CHP personnel by qualified personnel
22. Detailed scale elevations of the proposed MHU and a detailed scale floor plan, including cabinets, benches, equipment, etc.

The MHU will be used to provide comprehensive and confidential health care services.

23. The MHU must include the following:
 - a. One (1) confidential medical exam/lab room and equipment, including:
 - i. Medical exam table with stirrup
 - ii. Physician's exam stool
 - iii. Exam light (LED)
 - iv. Welch-Allyn or equal wall-mounted diagnostic tool set (otoscope, ophthalmoscope, specula dispenser, thermometer, aneroid sphygmomanometer)
 - v. Sharps container, double glove box, waterless hand sanitizer dispenser
 - vi. Desk/workspace with storage (counter, cabinet, drawers, task lighting)
 - vii. Two (2) medical-grade refrigerators with digital thermostat, one for vaccines and one for specimens
 - viii. Sink with hot and cold running water, cabinet
 - ix. Space for CHP provided digital scale and height measurement
 - b. One (1) administration/reception area and equipment, including:
 - i. Desk/workspace with storage (counter, cabinet, drawers)
 - ii. Bench seating for clients and staff
 - iii. Space and wiring for printer

- c. One (1) ADA compliant restroom, including:
 - i. Toilet
 - ii. 12v reversible fan
 - iii. Mirror, paper towel dispenser, hand soap dispenser, trash receptacle
 - iv. Sink with hot and cold running water, cabinet
 - v. Specimen pass-through
24. Contractors responding to this RFP must:
- a. Provide production timetables and, as appropriate, contingencies.
 - b. Provide specifications and itemized costs.
 - c. Provide delivery transport method and cost.
 - d. Provide three (3) verifiable references.
 - e. Describe approach to customer service and communication during the design and build process.
 - f. Specify Sub-contractors, if any, that will be engaged to design, construct, conduct staff training and/or deliver one (1) new MHU to CHP.
 - g. Provide certification that it, and any Sub-contractors, have no interest which would conflict with its performance of services under this Agreement. If a possible conflict of interest arises, Contractor shall immediately inform CHP regarding same.
 - h. Provide certification that it, and any Sub-contractors, are not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body pursuant to [45 CFR Part 76](#).
 - i. Provide certification that it, and any Sub-contractors, have not divulged to, discussed or compared its response with other contractors and has not colluded with any other respondent, with the exception of qualified Sub-contractors, or parties to the response.

Proposal Evaluation

All proposals accepted by CHP will be reviewed to determine whether they are complete and responsive or nonresponsive to the RFP requirements and whether costs are allowable. Proposals determined to be nonresponsive or incomplete will be rejected. The CHP Evaluation Committee will evaluate all remaining proposals based on the Evaluation Criteria prescribed below. CHP reserves the right to conduct site visits and/or interviews and/or to request that respondents make presentations and/or demonstrations, as CHP deems applicable and appropriate. Although discussions may be conducted with respondents submitting acceptable proposals, CHP reserves the right to award a contract based on the initial proposals received, without discussions; therefore, the Proposer's initial proposal should contain its best technical and price terms. CHP reserves the right to contact Contractor provided references and additional references as necessary. Contracts will be awarded to the proposal most advantageous to CHP, with price and other factors considered.

Proposals received that are responsive, complete, and on time will be evaluated against the following criteria:

- **Qualifications and Past Performance:** Contractor and/or Sub-contractors experience designing, building and delivering customized MHUs; proposers must describe their experience and provide at least five (5) examples of completed vehicles similar in size, layout and/or function with verifiable references.
- **Technical approach:** Proposed solutions that best meet CHP's needs per this RFP requirements; proposed solutions must be presented in a clear and organized manner.
- **Performance requirements:** Proposed solutions that enable CHP to best meet community and patient needs throughout Berkshire County over rough terrain and harsh weather conditions.
- **Customer service:** Contractor approach to and experience providing client communication and support (timeliness, responsiveness, appropriateness).
- **Delivery schedule:** Production timetables that best meet CHP's needs.
- **Price:** Contractor total price and itemized cost of proposed solution.
- **Compliance with Public Policy:** On September 15, 2010, the United States Department of Justice published revised Americans with Disabilities Act (ADA) regulations in the Federal Register that update and amend some of the provisions in the original 1991 ADA regulations (see <http://www.ada.gov/>).

These changes include revised accessibility standards, called the 2010 Standards for Accessible Design (2010 Standards), which establish minimum criteria for accessibility in design and construction (http://www.ada.gov/2010ADASTstandards_index.htm).

- **Environmental:** Integration of materials and equipment that conserve natural resources and are energy efficient.
- **Opportunity:** Contractors or sub-contractors designated as small businesses, minority-owned firms, and/or women’s business enterprises.

Proposals will be scored on their merits using the following weighted approach:

Criterion	Score (0-5)	Weight	Points	Max Points
Qualifications & Past Performance		X 3 =		15
Technical Approach		X 3 =		15
Performance Requirements		X 3 =		15
Customer Service		X 2.25 =		11.25
Delivery Schedule		X 2.25 =		11.25
Price				25
Compliance with Public Policy				2.5
Environmental				2.5
Opportunity				2.5
TOTAL				100

The price criterion score will be calculated using a proportional method for a maximum point value of 25:

$$(\text{Lowest Submitted Price (from all proposals)} \div \text{Proposal Submitted Price}) = \text{Proposal Percentage}$$

$$\text{Proposal Percentage} \times \text{Available Points (25)} = \text{Price Points}$$

Proposal Submission Instructions

Request for Proposals (RFP) Release Date: Friday, October 15, 2021

Authorized CHP Contact(s): Carrie Barth, Director of Grant Administration

All questions about this RFP, through the award of a contract(s), shall be directed only to the Authorized CHP Contacts. No other person has the authority to respond to questions about this RFP.

Communication about the RFP with any person other than the Authorized CHP Contact(s) is prohibited. Failure to adhere to this requirement will result in rejection of the proposal.

Questions:

Written questions about this RFP may be submitted via email to cbarth@chpberkshires.org by Monday, October 25, 2021.

Proposal Submission:

Proposals are due on Friday, November 12, 2021 by 4:30 p.m.

Proposals may be mailed or e-mailed. Faxed proposals will not be accepted.

Mailed: Submit one (1) hard copy and one (1) electronic copy on USB drive in a sealed envelope clearly marked "CHP Mobile Health Unit RFP" to:

Carrie Barth, Director of Grant Administration
Community Health Programs
444 Stockbridge Road
Great Barrington, MA 01230

E-Mailed: Submit one (1) PDF/Adobe document with the subject "CHP Mobile Health Unit RFP" to: cbarth@chpberkshires.org. **NOTE** that attachments over 18 MB in size will exceed the CHP email limit. If the proposal must be sent via more than one email, specify "CHP Mobile Health Unit RFP Email 1 of X, 2 of X, etc." in the subject line.

Late Proposals:

Proposals received after 4:30 PM EST on Friday, November 12, 2021, will be rejected.