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REQUEST FOR PROPOSALS
INDEPENDENT MEDICAL EXAMINATION SERVICES

December 13, 2017

Dear Sir/Madam:

Pursuant to New York State General Municipal Law § 104-b and the Procurement Policy of the Town of Oyster Bay (the "Town"), the Town is soliciting proposals for independent medical examination ("IME") providers in connection with, among other things, this Office's negligence defense and automobile liability practice. The term of any agreement under this RFP shall commence on February 1, 2018 through and including December 31, 2018. This Request for Proposals includes an option, at the sole discretion of the Town, for two (2) one-year extensions of the Term, should it be mutually agreeable between the successful firm(s) and the Town.

Responding firms must have access to an extensive panel of physicians who are licensed to practice medicine in the State of New York. In particular, but without limitation, this Office seeks IME physicians with specialization in orthopedics, neurology, and radiology (including film review).

Panel physicians must have experience in performing IMEs and must be able and willing to testify at depositions and trials, if necessary. Each physician will be expected to cooperate and confer with the Town's counsel, as needed, and to prepare a report of their findings with respect to plaintiffs' alleged injuries and damages. IME reports are expected within 30 days of the IME.

Given its position as a municipality, this Office seeks high quality IME services at the most reasonable cost. As such, responding firms must provide a detailed rate sheet for all services to be provided including, without limitation, the IME, medical record and film review, preparation of the IME report, and testimony (at both deposition and trial).

If your firm is interested in responding to this Request for Proposals, please submit your firm's profile detailing the scope of available services, your firm's rate sheet, and sample IME reports to Joseph Nocella, Town Attorney, Attn: Matthew M. Rozea, Deputy Town Attorney, 54 Audrey Avenue, Oyster Bay, New York 11771. Be advised that your submission of a proposal hereunder does not form an enforceable agreement between the Town and your firm unless and until an agreement is executed following the adoption of a resolution that authorizes your firm's retention. Under no circumstances shall the Town guarantee a minimum amount of work to be assigned to any firm.

Finally, please be advised that only those responses that are received on or before December 29, 2017 will be considered.

JOSEPH NOCELLA
TOWN ATTORNEY

/s/
Matthew M. Rozea
Deputy Town Attorney
