

DEPARTMENT OF HUMAN REOURCES
TOWN OF OYSTER BAY
NASSAU COUNTY, NEW YORK

REQUEST FOR PROPOSALS
FOR
FITNESS FOR DUTY MEDICAL EXAMINATIONS

NOTES:

1. ISSUANCE DATE: December 6, 2024
 2. THIS RESPONSE IS DUE BY: December 23, 2024
[Consideration will only be given to responses received at or before 3:00 p.m. EDT of that date]
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PROJECT NAME: **FITNESS FOR DUTY MEDICAL EXAMINATIONS FOR THE
DEPARTMENT OF HUMAN REOURCES**



AUTHORIZED CONTACT PERSON

Prospective Doctors and medical firms are advised that the authorized Town of Oyster Bay contact person for all matters concerning this Request for Proposals (the “Request” or “RFP”) is:

John Canning, Commissioner
Department of Human Resources
54 Audrey Avenue
Oyster Bay, NY 11771
Telephone: (516) 624-6494 – Fax: (516) 624-6226
Email: personnel@oysterbay-ny.gov

INTRODUCTION

In accordance with the General Municipal Law § 104-b and the Town of Oyster Bay’s Procurement Policy, the Department of Human Resources of the Town of Oyster Bay (the “Town”) is seeking proposals from qualified doctors and medical firms interested in arranging and managing fitness for duty medical examinations in connection with, among other things, the Town’s investigation as to the fitness of employees to physically perform their duties after reports of debilitating injuries.

The scope of the anticipated services and required experience and knowledge are more fully described below.

FORM OF PROPOSALS

The proposers must submit an engagement letter with proposed costs of each service, three (3) copies of their proposals or Curriculum Vitae. Please include experience testifying in court.

QUALIFICATION BASED SELECTION PROCESS

The Town, after receipt and review of responses to this RFP, reserves the right to reject any or all proposals based upon the information provided by the doctors and or medical firms in their proposal(s) and based upon subsequent negotiations between the Town and the doctor or medical firm. The review process is based on the qualifications of the firm for the nature of the services solicited under this RFP, as guided by the Town’s Procurement Policy, adopted by Town Board Resolution #154-2021, a copy of which is available at <https://oysterbaytown.com/wp-content/uploads/AdoptedResos030921.pdf>.
pp. 128 *et seq.*

CRITERIA FOR EVALUATION

It is expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town. However, it is further expressly acknowledged that the cost of the services to be rendered is a substantial concern because the Town seeks effective medical services at reasonable rates.

Based upon a review of the proposals in the context of the Qualification Based Selection Process, qualified doctors will be invited to submit an engagement letter outlining costs of services, which will be subject to negotiation. Please consider a sliding scale of cost when a large number of historical IME reports are to be reviewed. Please note that the Town does not make retainer payments in advance of services rendered.

SCOPE OF SERVICES AND OTHER REQUIREMENTS

The Town seeks qualified medical exam providers to arrange and manage exams relating to the Town's employee health and fitness for duty. In particular, but without limitation, this Office seeks physicians who are licensed to practice medicine in the State of New York with specialization in orthopedics, neurology, and radiology (including film review).

Appointed physicians must have experience in performing medical exams and must be able and willing to testify at depositions and trials, if necessary. A thorough review of furnished medical histories and IME reports will be necessary. After a medical examination, including a full physical, an evaluation then of the fitness of the employee to perform their job and duties safely according to the furnished job specifications of that particular department of the Town of Oyster Bay will be required.

The doctor(s) that is/are ultimately selected shall be retained for a one (1) year period beginning on January 1, 2025 through and including December 31, 2025. The Town may, at its sole and exclusive option, extend the term for up to two additional one-year periods.

PAYMENT AND CLAIMS

Payment for services rendered is made on a monthly basis, following submission of a completed Town of Oyster Bay claim form and your invoice which is subject to review and audit by Town personnel. Given its position as a municipality, this Office seeks high quality medical services at the most reasonable cost. As such, responding doctors and medical firms must provide a detailed rate sheet for all services provided including, without limitation, the exam, physical, medical record and film review, preparation of the report, and possible testimony (at both deposition and trial), historical IME reviews if needed.

PROPOSAL SUBMISSION INSTRUCTIONS

Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

The proposals must be signed by an individual who is authorized to bind the Doctor or Doctor's Firm to all commitments made in the proposal. Responses may be e-mailed to Vicki Spinelli, Deputy Commissioner or the Department of Human Resources, (personnel@oysterbay-ny.gov). Copies of e-mailed proposals should also be copied to Town Attorney Frank Scalera, Esq., (fscalera@oysterbay-ny.gov), and Assistant Town attorney William McCabe Esq., (wmccabe@oysterbay-ny.gov) Proposals received after the above date and time will not be considered. The Town is under no obligation to return proposals.

Please indicate in the subject line of any email "Fit for Duty Medical Examination RFP."

No contact with any other Town personnel other than as outlined in this RFP is permitted until such time as an award has been made by the Town Board.

OTHER GENERAL INFORMATION

1. **Incurred Costs.** The Town shall not be liable for any costs incurred in the preparation and production of a proposal in response to this RFP or for any work performed prior to the issuance of a contract.

2. **Rejection of Proposals.** This RFP does not commit the Town to award a contract, or to procure, or to contract for services or supplies. The Town reserves the right to award this contract to the proposer(s) that best meet the requirements of the RFP. The Town reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the interests of the Town to do so. The Town may require the Proposer selected to participate in negotiation and to submit any price, technical, or other revisions, or their proposals as may result from negotiations. No agreement shall be valid, binding, and effective unless and until the Town Board makes an award of this RFP by Town Board resolution. The Town may contract with more than one proposer.

3. **Addenda to Request for Proposals.** Amendments to this RFP may be necessary prior to closing date and will be posted on the Town website: <http://oysterbaytown.com/doing-business-with-the-town>. It is the sole responsibility of proposers to review that website for addenda prior to making any proposal; the Town will not directly contact interested firms to advise of any amendments to this Request.

4. **Contract Negotiations.** The Town intends to enter into contract negotiations with the firm(s) selected, who shall be required to enter into a written contract with the Town in a form approved by legal counsel for the Town.

5. **Disclosure of Proposal Contents.** The Town will withhold proposals submitted under this RFP from disclosure, unless otherwise required by law, including, but not limited to, the Freedom of Information Law (“FOIL”). Proposers should indicate any information they feel is exempted from disclosure under FOIL. In the event that the Town determines that information is required by applicable law to be disclosed, the Town will notify the Proposer in advance of such disclosure to enable the Proposer to take such actions as it deems appropriate. Copies of executed contracts are not exempt from FOIL.

6. **Ownership of Information.** All material submitted in response to this RFP will become the property of the Town.

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