



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

**October 6, 2020  
6351 Main Street  
Zachary, LA 70791**

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## SECTION I – INTRODUCTION

**A. Purpose:** Southeast Community Health Systems (SCHS) requests proposals from qualified vendors for the design, construction, training and delivery of one (1) new mobile wellness clinics (MWC). SCHS intends to award a one-time contract to the vendor determined to be most able to fulfill the requirements for SCHS.

**B. Entity Information:**

The mission of Southeast Community Health Systems is to provide quality, affordable healthcare to all patients in underserved areas and to improve the health and wellness of the communities we serve.

Southeast Community Health Systems (SCHS), established in 1992 in Greensburg, Louisiana, is a private, non-profit 501 (c) (3) corporation. SCHS is the governing authority for seven (7) Federally Qualified Health Center (FQHC) sites, thirteen (13) School Based Health Center (SBHC) sites located in four (4) Southeast Louisiana parishes (East Baton Rouge, Livingston, Tangipahoa, and St. Helena). SCHS has provided uninterrupted quality comprehensive safe primary and preventive health care services to the uninsured and underinsured populations of rural Southeast Louisiana for twenty-eight (28) years. We envision being a leader of excellence in a community health system that provides quality, affordable health care to underserved areas as well as provide resources necessary for patients to take charge of their health care needs.

SCHS operates at the following locations between 8:00 AM and 4:30 PM:

SCHS - Zachary Health Center  
6351 Main Street  
Zachary, LA 70791

SCHS - Greensburg Health Center  
490 Sitman Street  
Greensburg, LA 70441

SCHS - Kentwood Health Center  
721 Avenue G  
Kentwood, LA 70444

SCHS – Albany Health Center  
30575 Old Baton Rouge Hwy  
Hammond, LA 70403

SCHS-Independence Health Center  
336 E. Railroad Avenue  
Independence, LA 70443

SCHS-Picardy Woman’s Health Center  
8595 Picardy Avenue; Suite 230  
Baton Rouge, LA 70809

**C. Grant Funding.** This project 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 \$262,189 with approximately 35% 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.

**D. Ethics in Public Procurement.** It is unlawful for any vendor to offer, or any employee of Southeast Community Health Systems or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any order issued by SCHS.

**E. Anticipated Contract Term and Conditions.**

- a. The duration of the contract awarded from this RFP will be from date of award through MWC delivery date(s). SCHS reserves the right, prior to contract award, to determine the length of the initial contract term.
- b. The resulting agreement(s) will be subject to the availability of funding and shall be terminated immediately if for any reason State and/or Federal funding ability, or private grant funding ability, budgeted to satisfy this RFP and/or agreement is withdrawn, limited, or impaired.
- c. SCHS does not guarantee to award a contract under this RFP.

**F. Interpretation or Correction of Solicitation Documents.**

- a. Vendors shall promptly notify SCHS in writing of any ambiguity, inconsistency, or error which they may discover upon examination of the solicitation documents.
- b. Vendors requiring clarification or interpretation of the solicitation documents shall make a written request which shall reach SCHS no later than ten (10) days prior to the date for receipt of proposals.
- c. Any interpretation, correction, or change of the solicitation documents will be made by written amendment. Interpretations, corrections, or changes of the solicitation documents made in any other manner will not be binding and vendor shall not rely upon such interpretations, corrections or changes.
- d. Protests based upon any omissions or errors or on the content of the solicitation will be disallowed if not made known in writing prior to the proposal due date.

**G. Multiple, Alternate, or Conditioned Offers.** Unless specifically allowed, multiple, or alternate offers, or proposals conditioned upon receiving award of all or a portion of this and/or another Agreement shall be deemed nonresponsive and shall be rejected.

**H. All or None Offers.** Unless specifically allowed, line item or lot offers which restrict acceptance to the entire offer shall be rejected as nonresponsive.

**I. Modification, Correction or Withdrawal of Proposals.** Proposal may be modified, corrected or withdrawn on written request received prior to the time fixed for proposal opening.

**J. Rejection.** Any or all proposals received in response to this solicitation may be rejected by SCHS if SCHS determines that any such vendor is not responsive or responsible or that the quality of the services, supplies, materials, equipment or labor offered does not conform to requirements of if the public interest would be served by such a rejection.

**K. Proposal Costs.** There shall be no obligation for SCHS to compensate vendors for any costs

associated with responding to this solicitation.

- L. Exclusivity.** Nothing in this RFP or any resulting Agreement precludes SCHS from obtaining services similar to those described hereby from other sources.

## SECTION II: SCOPE OF SERVICES

SCHS seeks proposals for one (1) new custom coach vehicle fully equipped mobile wellness clinic (MWC) to include: one (1) confidential exam room, one (1) lab area, one (1) confidential client intake room, a small administration/reception area, and an ADA compliant restroom, with wheelchair accessibility.

### **Background**

SCHS strives to create a family-oriented environment for patients while offering comprehensive services to cover the life-span including: adult and senior care, pediatric and adolescent care, chronic disease management, dental care, behavioral health care, substance abuse, HIV treatment, health education, WIC, obstetrics & gynecology, podiatry, and pharmacy services.

Southeast Community Health Systems serves all patients with focus on the uninsured and underinsured populations in rural and underserved areas located in East Baton Rouge, Livingston, St. Helena and Tangipahoa Parishes. In 2019, SCHS provided care to 10,924 patients of which 84% are 100% and below the federal poverty guidelines. Patient demographics include female, 68% and Male, 32%. Of those that received healthcare services, 67% were Black/African American; 28%, White; and, 5%, Native Hawaiian/Other Pacific Islander and American Indian/Alaska Native.

The MWC will be housed in vehicles outfitted to provide health care services to patients in its service area who are unable to come to SCHS' free-standing clinics.

The MWC will be operated by SCHS staff. The selected contractor will not be responsible for staffing the MWC.

**SECTION III – TIMETABLE**

**A. Request for Proposals (RFP) Release Date:** October 6, 2020

**B. Authorized SCHS Contact(s):** Theresa Brinkhaus and Alecia Cyprian

All questions about this RFP, through the award of a contract(s), shall be directed only to the Authorized SCHS 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 SCHS Contact(s) is prohibited. Failure to adhere to this requirement will result in rejection of the proposal.

**C. Questions:** Written questions about this RFP may be submitted via email to [tbrinkhaus@shchc.org](mailto:tbrinkhaus@shchc.org) or [acyprrian@shchc.org](mailto:acyprrian@shchc.org) by **4:30 PM CST October 23, 2020**.

**D. RFP Project Timeline:**

|   |                                    |
|---|------------------------------------|
| <b>Proposal Due Date and Time</b>                           | <b>Nov 6, 2020 by 4:30 PM CST</b>  |
| <b>Organizational Decision and Winning Bid notification</b> | <b>Nov 30, 2020 by 4:30 PM CST</b> |
| <b>MWC Delivery Date</b>                                    | <b>Prior to July 31, 2021</b>      |

**E. Proposal Submission:** Proposals may be mailed, hand-carried, 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 "SCHS Mobile Wellness Clinic" to:

Finance Department  
Attn: Theresa Brinkhaus  
P O Box 770  
Zachary, LA 70791

**Hand-carried:** Submit one (1) hard copy and one (1) electronic copy on USB drive in a sealed envelope clearly marked "SCHS Mobile Wellness Clinic" to:

Finance Department  
Attn: Theresa Brinkhaus  
6351 Main Street  
Zachary, LA 70791

**E-Mailed:** Submit one (1) PDF/Adobe document with the subject "SCHS Mobile Wellness Clinic" to: [tbrinkhaus@shchc.org](mailto:tbrinkhaus@shchc.org) and [acyprrian@shchc.org](mailto:acyprrian@shchc.org).

**F. Late Proposals:** Proposals received after 4:30 PM CST November 6, 2020, will be rejected.

#### **SECTION IV. INSTRUCTIONS TO PROPOSERS**

Proposals eligible for consideration must be made to SCHS in accordance with the following instructions.

**A. Minimum Qualifications:**

- a. Proposer shall have been regularly and continuously engaged in the business of designing, building and delivering customized mobile wellness clinics (MWC) for at least three (3) years.
- b. Proposer shall possess all permits, licenses, and credentials necessary to supply equipment and warranty repair as specified in this solicitation.

**B. Specific Requirements**

Proposer is encouraged to submit up to five (5) different proposed MWC designs. Submit all proposed MWC designs in the same proposal, clearly separated for ease of evaluation.

The MWC shall:

1. Be new.
2. Include exterior graphics wrap (paint, SCHS logo, phone number and web site address will be provided to selected Proposer(s)).
3. Bus or Coach: Length 28 ft. to 48 ft. long (maximize space utilization).
4. Be gasoline or diesel powered.
5. Include three (3) air conditioners and three (3) heaters with individual thermostat control.
6. Include back-up camera.
7. Be ADA compliant (including a patient-friendly navigable environment).
8. Include an under-chassis hydraulic wheelchair lift.

9. Include an electric awning.
10. Include exterior electrical outlets on both sides.
11. Include a diesel generator (minimum 14kW).
12. Include wiring for computers and internet connectivity with a 100-amp power service, capable of switching between the generator and an external power source.
13. Include ethernet, wireless and router connectivity for all designated workstations; built-in antenna system for wireless and router connectivity.
14. Include a 50 ft. or longer power cord rated for 100 amps with a marine type twist lock disconnect.
15. Include one (1) fresh water holding tank and one (1) gray water holding tank and one (1) black water holding tank (capacity must be enough to meet MWC's requirements).
16. Be fully warranted from date of delivery for at least the term of the original manufacturer's warranty including the following minimum warranty terms:
  - a. Air conditioner – two (2) years, unlimited miles;
  - b. Corrosion – five (5) years, unlimited miles;
  - c. Engine – three (3) years, 50,000 miles;
  - d. Emissions – five (5) years, 50,000 miles;
  - e. Frame rail corrosion – five (5) years, unlimited miles;
  - f. Generator – 1,000 hours, unlimited miles;
  - g. Noise emissions – life of vehicle;
  - h. Suspension – two (2) years, unlimited miles; and,
  - i. Power train – extended warranty, five (5) years, 100,000 miles.
17. Include MWC operations training of SCHS personnel by qualified personnel.
18. Include detailed scale elevations of the proposed MWC and a completely detailed scale floor plan, including cabinets, chairs, exam equipment, etc.
19. The MWC will be used to provide comprehensive and confidential primary care services, including preventive health services such as Pap smears and HPV testing and vaccination. **The MWC must be delivered by July 31, 2021**, and include the following:
  - a. One (1) confidential medical exam room and equipment, including:
    - 1) Medical exam table with stirrups and swivel light (include client weight specifications);
    - 2) Physician's exam stool;

- 3) Welch-Allyn wall mounted diagnostic tool set;
  - 4) Sharps Container, Double Glove Box, Waterless hand sanitizer dispenser; and
  - 5) Desk/workspace with storage (counter, cabinet, drawers, task lighting);
- b. One (1) confidential client intake room and equipment, including:
- 1) Desk/workspace with storage (counter, cabinet, drawers) and adjustable staff chair;
  - 2) Client seating for at least two;
  - 3) Space and wiring for refrigerator (deliver with removeable shelves);
  - 4) Sink with hot and cold running water, cabinet;
  - 5) Space for SCHS provided digital scale and height measuring; and
  - 6) Integrated wall system to integrate with SCHS clinical equipment (Mfg: Welch-Allyn).
- c. One (1) administration/reception area and equipment, including:
- 1) Desk/workspace with storage (counter, cabinet, drawers) and adjustable staff chair;
  - 2) Client seating for at least two; and
  - 3) Space and wiring for printer.
- d. One (1) Lab Room (to process specimens), including:
- 1) Upper cabinet storage with undercabinet task lighting, Base cabinet storage;
  - 2) Medical refrigerator with digital thermostat
  - 3) Electrical wiring to accommodate a centrifuge (SCHS will provide equipment); and
  - 4) Stainless Steel Sink with hot and cold running water, cabinet.
  - 5) Phlebotomy chair; and
  - 6) Sharps Container, Glove Box Dispenser, hand sanitizer dispenser.
- e. One (1) ADA compliant restroom, including:
- 1) Toilet;
  - 2) 12v reversible fan vent;
  - 3) Mirror, paper towel dispenser, hand soap dispenser, trash receptable; and
  - 4) Sink with hot and cold running water, cabinet.
  - 5) Specimen pass-thru to Lab.

## SECTION V. PROPOSAL EVALUATION

All proposals accepted by SCHS will be reviewed to determine whether they are responsive or nonresponsive to the RFP requirements. Proposals determined to be nonresponsive will be rejected. The SCHS Evaluation Committee will evaluate all remaining proposals based on the Evaluation Criteria prescribed below. SCHS reserves the right to conduct site visits and/or interviews and/or to request that Proposers make presentations and/or demonstrations, as SCHS deems applicable and appropriate. Although discussions may be conducted with Proposers submitting acceptable proposals, SCHS 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 programmatic, technical and price terms.

Proposals received on time will be evaluated against the following criteria, listed in descending order of importance:

1. Design and suitability: proposed solutions that best meet the SCHS' needs per the RFP requirements; proposed solutions must be presented in a clear and organized manner.
2. Delivery schedule: customized MWCs must be delivered by the required delivery dates per the RFP; proposer must provide production timetables.
3. Cost and warranty: cost of proposed solutions based on the equipment produced and the warranty offered.
4. Organizational experience: proposers experience designing, building and delivering customized MWCs; 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.
5. Ancillary warrant services, repairs and/or alterations: proposers shall indicate whether such services will be provided directly or indirectly through a local authorized service provider.