



# LOS ALAMOS COUNTY

## PROCUREMENT DIVISION

101 Camino Entrada, Building 3, Los Alamos, New Mexico 87544

(505) 662-8127

Advertised: January 25, 2015

Closing Date: February 18, 2015

### Request for Proposals (RFP)

RFP Number: 2015-1988

RFP Name: Occupational Medicine (OME) Services

#### GENERAL INFORMATION

1. Sealed proposals in one (1) clearly labeled unbound original, one (1) bound copy and one electronic version on a USB flash drive or CD, will be received at the Office of the Purchasing Agent, Procurement Division - 101 Camino Entrada, Building 3, Los Alamos, NM 87544, until **2:00 p.m. Mountain Time, February 18, 2015** for this solicitation. Clearly mark the RFP Number and Name on the outside of the sealed proposal. The USB flash drive or CD should be clearly identified. It is the responsibility of the offeror to assure that the information submitted in both its written response and the electronic version are consistent and accurate. If there is a discrepancy, the information provided in the written response shall govern.
2. The Incorporated County of Los Alamos ("County") invites Proposals from all qualified respondents. No Proposal may be withdrawn after the scheduled closing time. Proposals will not be accepted after the scheduled closing time. **Please make note of the submittal requirements outlined in this solicitation.** Read and follow the instructions carefully. **Include the required documents provided in this RFP as part of your submittal packet.** Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the proposal. Proposal preparation is at the Offeror's expense.
3. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation.
4. County reserves the right, at its sole discretion, to accept or reject any proposals; to waive any and all irregularities in any or all statements or proposals; to request additional information from any or all respondents; and to award a contract to the responsible Offeror whose proposal is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror or Proposer.
5. The County contemplates a multi-term contract as a result of this RFP. The term of the contract may be for a period of up to four (4) years, with renewals or extensions for up to three (3) consecutive one-year periods
6. The County contemplates a multiple source award.

## **CONTACT INFORMATION**

1. For project-specific information, contact Eric Edmonds at [eric.edmonds@lacnm.us](mailto:eric.edmonds@lacnm.us) (505) 662-8378.
2. For procurement process information, contact Victor A. Gallardo, Senior Buyer/Planner, at [victor.gallardo@lacnm.us](mailto:victor.gallardo@lacnm.us) (505) 662-8127.

## **NEED STATEMENT**

1. The County is soliciting proposals for a provider of Occupational and Environmental Medicine (OME).

**SCOPE OF WORK** - The successful offeror shall provide **some or all** of the following services as they choose to provide, but is not limited to:

1. Medical examinations for pre-assignment/pre-employment, post-illness or injury, fitness-for-duty, and termination of assignment;
2. Medical surveillance of workers to workplace hazards;
3. Certification examinations for commercial drivers;
4. Assistance with infectious control programs including antibody testing, immunizations for blood borne pathogens, post exposure evaluation and treatment;
5. Drug testing collection and/or breath alcohol testing;
6. Toxicological assessment and planning related to workplace hazards;
7. Advice related to the adequacy of personal protective equipment;
8. Advice related to job placement, restrictions and accommodations for disabled, pregnant, other workers with medical conditions of concern;
9. Advice related to enhancing health promotion and wellness programs;
10. Medical review and oversight of the County's Automated External Defibrillator (AED) program;
11. Itemized billing shall be submitted on a monthly basis and properly substantiated. Billing shall be addressed to Los Alamos County Human Resources Office, 1000 Central Avenue, Suite 230, Los Alamos, NM 87544;
12. Vendor shall maintain offices in Los Alamos County or otherwise describe how services shall be provided to Los Alamos County employees;
13. Vendor agrees that examining physicians or medical professional shall, if requested, be available to testify in legal proceedings as to the results of their examinations. The County shall pay the vendor a negotiated fee for this service.

## **DELIVERABLES**

1. Maintain records pertaining to services rendered as required by law and fax or mail results or other documentation to a Medical Review Officer (MRO), the County Human Resources Office and/or the County Risk Management Office as appropriate.
2. Provide services listed above Monday through Friday from 8:00 am to 5:00 pm. Additional hours are desirable, but are not required.
3. Results of all physicals shall be provided to the County Human Resources and/or Risk Management within 5 business days.

## **PROPOSAL REVIEW AND EVALUATION**

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any proposal to competing Offerors during the process of negotiation. After the RFP has closed, Procurement Division staff prepares a register of proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals is open to public inspection only after contract award. Procurement Division staff delivers the RFP submittals to the Evaluation Committee Chairperson. The

Evaluation Committee reviews and evaluates the submittals. The Evaluation Committee Chairperson forwards the final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

### **AWARD OF SOLICITATION**

Following award of the solicitation by County Council, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Services Agreement, a sample of which is attached as Exhibit "A". Offeror may identify any exception or other requirements to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception; County may, but is not required to, negotiate changes in contract terms and provisions. The Services Agreement as finally agreed upon must be in form and content acceptable to County.

### **PROCUREMENT PREFERENCES**

Preferences in purchasing by formal bid, or request for proposal or qualifications shall be in accordance with New Mexico Statutes, Section 13-1-21 NMSA 1978 et al. Offeror must provide a copy of state-issued preference certificate if requesting a preference.

### **ILLEGAL ACTS**

The Los Alamos County Procurement Code, Article 9, imposes remedies and penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

### **CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

An Offeror shall complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, attached as Exhibit "B", and submit with the proposal. This Form serves as a warrant of the vendor's responsibility, and may not necessarily preclude the vendor from consideration for award.

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

A Campaign Contribution Disclosure Form is attached as Exhibit "C". The Offeror is requested to complete and submit with the proposal. If Form is not submitted with the proposal, upon award, Contractor must submit this form, in accordance with Chapter 81 of the laws of 2006 of the State of New Mexico.

### **VERIFICATION OF AUTHORIZED OFFEROR**

A Verification of Authorized Offeror Form is attached as Exhibit "D". The Offeror is requested to complete and submit with the proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to Los Alamos County.

### **PROPOSAL FORMAT**

For ease of evaluation, proposal should be formatted according to the sequence below.

Proposals shall address the following items:

1. Offeror shall provide a written statement **indicating those elements in the scope of work for which they can demonstrate knowledge, experience and expertise.** Such experience should describe any experience working with large private employers and governmental agencies.

2. Offeror shall provide information regarding convenience of location to current and prospective County employees.
3. Offeror shall provide a cost breakdown for each of the following services as provided for in the Cost Summary Sheet - Exhibit "E":
  1. Physical Examination – Pre-Assignment / Pre-Employment
  2. Physical Examination – Pre-Academy Law Enforcement (DPS)
  3. Physical Examination – Post-Illness or Injury / Return-to-Work / Fit-for-Duty
  4. Physical Examination – Termination of assignment
  5. Physical Examination – Commercial driver medical examination certification
  6. Medical Services - Audiogram
  7. Medical Services - Respirator questionnaire review and respirator medical examinations
  8. Medical Services - Respirator fit testing (quantitative and/or qualitative)
  9. Medical Services - Infectious agent immunization and testing
    - a. Hepatitis A
    - b. Hepatitis B
    - c. Rabies
    - d. Tetanus/Tdap
    - e. HBV antibody testing
  10. Medical Services - Infectious agent e.g. HIV/AIDS, Hep B, Hep C, post-exposure evaluation, treatment, and counseling
  11. Medical Services – Urine drug screen collection
  12. Medical Services – Breath alcohol testing
  13. Medical Services – Automated External Defibrillation (AED) program medical direction
  14. Medical Advice – Assist in development of programs to reduce occupational/environmental illness from exposure to workplace hazards including: ionizing radiation, toxins, carcinogens, physical hazards (repetative motion, ergonomics, noise, respiratory hazards, heat/cold, vibration, lasers).
  15. Medical Advice – Advise County on questions related to job placement and/or evaluation of restrictions and accommodations for disabled, pregnant, other workers with medical conditions of concern
  16. Medical Advice – Adequacy or personal protective equipment
  17. Medical Advice – Workplace wellness promotion

**PROPOSAL EVALUATION CRITERIA** Each proposal shall contain the following information, in the order listed:

	<b>Criteria</b>	<b>Weighted Points</b>
<b>1</b>	Capability, experience and expertise with evaluations as per 1 above	<b>40</b>
<b>2</b>	Availability and convenience of services as per 2 above	<b>40</b>
<b>3</b>	Cost as per 3 above and Cost Summary Sheet as per Exhibit "E"	<b>20</b>
	<b>Total Score</b>	<b>100</b>

The County reserves the right to request an interview and presentation of the top firm/s as a follow-up part of the evaluation process, along with the option to request from the firm/s a "best and final offer".

**SAMPLE**

**Exhibit "A"**

**RFP NO: 2015-1988**

**RFP Name: Provider of Occupational and Environmental Medicine (OME)  
Services for Los Alamos County**



**INCORPORATED COUNTY OF LOS ALAMOS  
SERVICES AGREEMENT**

This **SERVICES AGREEMENT** (this "Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and \_\_\_\_\_, a \_\_\_\_\_ corporation ("Contractor"), to be effective for all purposes \_\_\_\_\_.

**WHEREAS**, the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the services described in Section A, below ("Services") and County issued Request for Proposals No \_\_\_\_\_ ("the "RFP") on \_\_\_\_\_, requesting proposals for \_\_\_\_\_ services as described in the RFP;

**WHEREAS**, Contractor timely responded to the RFP by submitting a proposal, dated \_\_\_\_\_ ("Contractor's Response");

**WHEREAS**, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for said services;

**WHEREAS**, Contractor will provide the following Services, as described below, to County;

**NOW THEREFORE**, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

**SECTION A. SERVICES:**

- 1. Contractor Services.**
- 2. Deliverables.**

**SECTION B. TERM:** The term of this Agreement shall commence on or about \_\_\_\_ and shall continue for \_\_\_\_ year/s thereafter unless sooner terminated as provided herein

**SECTION C. COMPENSATION:**

**1. Amount of Compensation.** County shall pay compensation for the performance of the Services, including custodial services, on a reimbursable basis in *an amount not to exceed* \_\_\_\_\_ (\$ \_\_\_\_\_) which amount *includes / does not include* applicable New Mexico gross receipts taxes (NMGRT). [*Compensation and reimbursable expenses shall be paid in accordance with the rate schedule set out in Exhibit \_\_ attached hereto and made a part hereof for all purposes.*]

**2. Monthly Invoices.** Contractor shall submit itemized monthly invoices to County showing the amount of compensation due, the amount of any NMGRT, and the total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

**SECTION D. TAXES:** Contractor shall be responsible for remittance of the NMGRT levied on the amounts payable under this Agreement.

**SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL:** This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

**SECTION F. STANDARD OF PERFORMANCE:** Contractor agrees and represents that it has and will maintain the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the work described herein in accordance with a standard of care for performance of the Services that exceeds industry standards.

**SECTION G. DELIVERABLES AND USE OF DOCUMENTS:** All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of the County.

**SECTION H. EMPLOYEES AND SUB-CONTRACTORS:** Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

**SECTION I. INSURANCE:** Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section are a condition precedent to County's obligation to pay

compensation for the Services and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance or other evidence acceptable to County that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured and provide that County will be notified no less than 30 days in advance of cancellation.

1. General Liability Insurance. \$1,000,000 per occurrence; \$2,000,000 aggregate.
2. Workers' Compensation. In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. Automobile Liability Insurance for Contractor and its employees: An amount at least equal to the minimum required by state law on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.

**SECTION J. RECORDS:** Contractor shall maintain throughout the term of this Agreement and for a period of six (6) years thereafter records that indicate the date, time, and nature of the services rendered. Contractor shall make available for inspection by County all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

**SECTION K. APPLICABLE LAW:** Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of the Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

**SECTION L. NON-DISCRIMINATION:** During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, without regard to race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability or veteran status.

**SECTION M. INDEMNITY:** Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's negligent performance hereunder or breach hereof and the negligent performance of Contractor's employees, agents, representatives and subcontractors

**SECTION N. FORCE MAJEURE:** Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

**SECTION O. NON-ASSIGNMENT:** Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County.

**SECTION P. LICENSES:** Contractor shall maintain all required licenses, including without limitation all necessary professional and business licenses, throughout the term of this

Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses, including without limitation all necessary professional and business licenses.

**SECTION Q. PROHIBITED INTERESTS:** Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official in County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

**SECTION R. TERMINATION:**

- 1. Generally.** County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.
- 2. Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

**SECTION S. NOTICE:** Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given up hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three days after deposit in the United States Mail:

County:

\_\_\_\_\_  
Incorporated County of Los Alamos

\_\_\_\_\_  
Los Alamos, NM 87544

Contractor:

**SECTION T. INVALIDITY OF PRIOR AGREEMENTS:** This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.



**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

**INCORPORATED COUNTY OF LOS ALAMOS**

**By:** \_\_\_\_\_  
SHARON STOVER  
COUNTY CLERK

**BY:** \_\_\_\_\_  
HARRY BURGESS  
COUNTY MANAGER  
DATE

**Approved as to form:**

\_\_\_\_\_  
REBECCA W. EHLER  
COUNTY ATTORNEY

\_\_\_\_\_, a \_\_\_\_\_ corporation

**BY:** \_\_\_\_\_  
DATE

**Exhibit "B"**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS**

**RFP NO: 2015-1988**

**RFP Name: Provider of Occupational and Environmental Medicine (OME)  
Services for Los Alamos County**

**\*\*\*This document should be returned with RFP submittal.\*\*\***

(1) I or We, \_\_\_\_\_ (the "Vendor")  
hereby certify to the best of our knowledge and belief that neither the Vendor nor any of its  
principals:

(a) are presently debarred, suspended, proposed for debarment, declared ineligible, or  
voluntarily excluded from covered transactions by any federal, state, or local department or  
agency;

(b) have, within a 3-year period preceding this proposal, been convicted of or had a civil  
judgment rendered against them for - commission of fraud or a criminal offense in connection  
with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction  
or contract under a public transaction; violation of federal or state antitrust statutes; or  
commission of embezzlement, theft, forgery, bribery; falsification or destruction of records;  
making false statements; or receiving stolen property;

(c) are presently indicted for or otherwise criminally or civilly charged by a governmental  
entity (federal, state, or local) with commission of any of the offenses enumerated in  
paragraph (1)(b) of this certification; and

(d) have within a 3-year period preceding this Application had one or more public  
transactions (federal, state, or local) terminated for cause or default.

(2) If we are unable to certify to any of the statements in this certification, we shall attach an  
explanation hereto.

(3) Certification to any of the statements in this certification will be thoroughly reviewed, and  
may not necessarily preclude the Vendor from consideration for award.

(4) Falsification of any statement in this Form shall constitute grounds for non-consideration of  
the vendor's proposal or rescinding of a contract award.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

## Exhibit "C"

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

RFP NO: 2015-1988

RFP Name: Provider of Occupational and Environmental Medicine (OME)  
Services for Los Alamos County

**\*\*\*This document should be returned with RFP submittal.\*\*\***

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Contract"** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:** (Report any applicable made to the following - COUNTY COUNCILORS: Kristin Henderson, David Izraelevitz, Rick Reiss, Susan O’Leary Berting, Pete Sheehey, Steve Girrens, or James Chrobocinski)

Contribution Made by: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(The above fields are unlimited in size)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Exhibit "D"**  
**SAMPLE**  
**VERIFICATION OF AUTHORIZED OFFEROR**  
**RFP NO: 2015-1988**  
**RFP Name: Provider of Occupational and Environmental Medicine (OME)**  
**Services for Los Alamos County**

**\*\*\*This document should be returned with RFP submittal.\*\*\***

Having read the proposal conditions and examined the scope of services and deliverables for this RFP, this Proposal is hereby submitted by:

/

\_\_\_\_\_  
Signature and Printed Name of Authorized Offeror

\_\_\_\_\_  
Organization's Legal Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Federal Tax I.D. #

\_\_\_\_\_  
NM CRS # (if located in-state)

\_\_\_\_\_  
Contract Manager Printed Name and Email Address

**Exhibit "E"**  
**COST SUMMARY SHEET**

RFP NO: 2015-1988

RFP Name: Provider of Occupational and Environmental Medicine (OME)  
Services for Los Alamos County

**\*\*\*This attachment shall be returned with the RFP submittal.\*\*\***

Offeror's name: \_\_\_\_\_

Offeror shall provide a cost for each service/per year as follows:

<b>Cost Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>
<b>Physical Examinations:</b>							
Pre-Assignment/Pre-Employment	\$	\$	\$	\$	\$	\$	\$
Pre-Academy Law Enforcement	\$	\$	\$	\$	\$	\$	\$
Post-Illness or Injury/Return to Work/Fit for Duty	\$	\$	\$	\$	\$	\$	\$
Termination of Assignment	\$	\$	\$	\$	\$	\$	\$
Commercial Driver Medical Exam Certification	\$	\$	\$	\$	\$	\$	\$
<b>Medical Services:</b>							
Audiogram	\$	\$	\$	\$	\$	\$	\$
Respirator Questionnaire/Exam	\$	\$	\$	\$	\$	\$	\$
Respirator Fit Test	\$	\$	\$	\$	\$	\$	\$
<b>Infectious Agent Immunization/Testing:</b>							
Hepatitis A	\$	\$	\$	\$	\$	\$	\$
Hepatitis B	\$	\$	\$	\$	\$	\$	\$
Rabies	\$	\$	\$	\$	\$	\$	\$
Tetanus/Tdap	\$	\$	\$	\$	\$	\$	\$
HBV Antibody Testing	\$	\$	\$	\$	\$	\$	\$
Infectious Agent Post-Exposure evaluation, treatment and Counseling	\$	\$	\$	\$	\$	\$	\$
Urine Drug Screen Collection	\$	\$	\$	\$	\$	\$	\$
Breath Alcohol Testing	\$	\$	\$	\$	\$	\$	\$
AED Program Medical Direction	\$	\$	\$	\$	\$	\$	\$
<b>Medical Advise:</b>							
Assist in Development of Programs	\$	\$	\$	\$	\$	\$	\$
Advise County on questions related to job placement,							

restrictions, accommodations with medical conditions of concern	\$	\$	\$	\$	\$	\$	\$
Adequacy or personal Protective Equipment	\$	\$	\$	\$	\$	\$	\$
Workplace Wellness Promotion	\$	\$	\$	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$	\$	\$	\$