

**STATE OF CONNECTICUT DEPARTMENT OF LABOR  
REQUEST FOR PROPOSAL (RFP)**

**OCCUPATIONAL HEALTH CLINICS**



**FY 2021**

Important Dates:

Fiscal Year	2021: July 1 <sup>st</sup> , 2020 through June 30 <sup>th</sup> , 2021
Due Date	October 30 <sup>th</sup> , 2020 at 4 PM
Final Reconciliation / Final Report	July 31 <sup>st</sup> , 2021

## Legal Notice – Request for Proposal and Application for Certification

The Connecticut Department of Labor (DOL) is soliciting proposals for the current Fiscal Year for Grants-In-Aid under the Connecticut General Statutes §§ 31-396 through 31-403, inclusive, as amended by Public Act 15-47 – Occupational Health Clinics Grant. A potential grantee must meet the definition of an Occupational Health Clinic as defined in the above-referenced statutes.

Interested parties may now submit applications.

To request hard copies of this RFP please contact:

Kenneth C. Tucker III  
Director  
Connecticut Department of Labor,  
Division of Occupational Safety and Health

Address: 38 Wolcott Hill Road Wethersfield, CT 06109  
Email: [DOL.OccupationalHealthClinics@ct.gov](mailto:DOL.OccupationalHealthClinics@ct.gov)  
Phone: (860) 263-6900  
Facsimile: (860) 263-6940

Submissions must be received at the above address no later than the Due Date. Proposals must be clearly labeled “Occupational Health Clinics Grant – Occupational Health Clinics.” Any submissions received after the Due Date will not be considered. DOL will not consider the postmark date as the basis for meeting the submission deadline.

Copies of the RFP including a copy of the statutes are available for download from the Connecticut Department of Labor website at:

<http://www.ctdol.state.ct.us/osh/OccHealthGrant/index.htm>

DOL reserves the right to reject any and all proposals or cancel this procurement at any time if it is deemed to be in the best interest of the State of Connecticut.

## **I. Background and Purpose**

Major responsibilities for Occupational Health Clinics under Connecticut General Statutes (CGS) 31-396 through 31-403, Occupational Health Clinics Grant, inclusive as amended by Public Act No. 15-47, are: to provide diagnosis, treatment and preventative services for patients with occupational diseases; provide public, professional and clinical outreach and training programs regarding such diseases; and to be licensed by the state for such purposes. In order to fulfill this responsibility, an onsite physician is required. It is important for clinics to be involved in the training of physicians and other health professionals in occupational health, and to educate medical professionals in the need for occupational disease surveillance. It is essential for clinics to work with the Department of Public Health and the Department of Labor to establish needs which will ultimately lead to the prevention of occupational disease in the workplace.

The purpose of this grant-in-aid is to facilitate the development and operation of such clinics, including, but not limited to, pre-project development, site acquisition, development, improvement and operating expenses.

This grant-in-aid shall not be used to compensate any occupational health clinic for any activities that utilize commercial services or involve grants or contracts received from an outside party.

The Department of Labor reserves the right to accept or reject any proposal submitted in response to this request in accordance with the Occupational Health Clinics Statutes.

Funding is authorized by Sections 31-396 to 31-403, inclusive of the Connecticut General Statutes. The proposal procedures, selection criteria, and approval processes contained in this notice are issued in accordance with guidelines established by the Connecticut Department of Labor's Division of Occupational Safety and Health.

## **II. Overview of the Proposal Process**

### **A. Bidding Process**

All applications with the State regarding this RFP must be submitted by one of the following options:

- A- Emailed to [DOL.OccupationalHealthClinics@ct.gov](mailto:DOL.OccupationalHealthClinics@ct.gov), or
- B- Written documents placed in a sealed envelope or box and delivered to 38 Wolcott Hill Road Wethersfield, CT 06109 Attn: Robert Hunt

Documents shall clearly identify the appropriate RFP reference – “Occupational Health Clinics Grant – Occupational Health Clinics.”

### **B. Evaluation and Selection**

It is the intent of the Department of Labor to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. Only proposals found to be responsive to the RFP will be evaluated and scored. **A responsive proposal must comply with all instructions listed in this Request for Proposal.**

### **C. Contract Execution**

The pursuant contract developed as a result of this RFP is subject to State contracting procedures, which may include approval by the CT Office of the Attorney General. Please note that no financial commitment can be made until, and unless, the Attorney General approves the contracts.

### **D. Funding**

It is expected that a maximum of \$311,005 will be available to provide these services for this time period.

## **III. Format of Proposal / Minimum Submission Requirements**

Submissions in response to this request must contain one (1) copy of the proposal and corresponding attachments under a submission letter bearing the signature of the principle officer of the organization. The cover letter must include the funding amount of the request. Proposals must not exceed twenty-five (25) pages excluding attachments.

Any proposal that fails to comply with the minimum submission requirements may be disqualified as non-responsive. The State of Connecticut and the Department of Labor assume no liability for payment of expenses incurred by bidders in preparing and submitting proposals in response to this solicitation.

Successful respondents awarded a contract under this RFP will be additionally required to comply with the Specific Terms and Conditions, General Terms and Conditions, and other documents as a condition of award.

## **IV. Proposal Submission Instructions**

### **A. Executive Summary**

Provide a one-page summary that identifies the basic objectives of the proposal and an overview of the scope and anticipated outcomes. Include an estimate of the dollar amount of this request and identify the geographic area (by towns) where the services under this proposal will be available. Additionally, provide a statement of the Offeror's understanding of responsibilities and role as an occupational health clinic.

### **B. Offeror's Experience**

Provide information as to the Offeror's experience in delivering Occupational Health Clinic Services within the State of Connecticut.

### **C. Offeror's Qualifications**

Provide information as to the Offeror's onsite Clinical Directorship.

- a. Board Certified
- b. Board Eligible

Provide information as to the Offeror's knowledge of the Association of Occupational and Environmental Clinics.

- a. Membership

b. Potential Membership

Provide information regarding availability as to the Offeror's experience in Industrial Hygiene Services.

Provide information as to the Offeror's experience in the training of Occupational Health Professionals.

Provide information as to the Offeror's ability to comply with the surveillance requirements and recommendations as outlined in the Report on Occupational Disease in Connecticut of 1989.

Provide information as to the Offeror's willingness to work with the Department of Public Health and the Department of Labor to reduce occupational disease.

Provide information as to the Offeror's ability to provide assistance and medical consultative services to the Division of Occupational Safety and Health within the Department of Labor.

Provide information as to the Offeror's willingness to cooperate with the Department of Public Health, the Department of Labor, the Workers' Compensation Commission, and the State Insurance Commissioner to transfer granted occupational medicine costs to appropriate insurance and other private funding mechanisms.

Provide information as to the Offeror's willingness to educate medical professionals on the use of a surveillance system.

Provide information as to the Offeror's ability to compile and report surveillance data as required.

Provide information as to the Offeror's willingness to cooperate with the Department of Public Health, the Department of Labor, the Workers' Compensation Commission, and the State Insurance Commissioner to carry out the purpose of Sections 31-396 to 31-403, inclusive of the Connecticut General Statutes.

Provide information as to the Offeror's willingness to comply with the reporting requirements of Section 31-40a of the Connecticut General Statutes.

Provide information on any services provided by the Offeror for working age populations, including, but not limited to, migrant and contingent workers. If such services are offered, provide specific information on:

- a. The population to which such services are offered, including the approximate number of individuals served;
- b. To what extent health disparities may interfere with the provision of occupational health care services to such individuals; and
- c. To what extent work structure may interfere with the provision of occupational health care services to such individuals.

#### **D. Labor Relations**

Provide information as to the Offeror's knowledge of labor-management relations and collective bargaining activities.

#### **E. Resources**

Provide information as to the Offeror's knowledge of other public and private resources that may be beneficial to the occupational health clinics.

#### **F. Monitoring**

Provide information as to the Offeror's system for monitoring program activities.

#### **G. Organizational Structure**

Provide information as to the Offeror's organizational structure, including resumes of program staff with qualifications of the staff members to be assigned in the clinic. It is only necessary to include those individuals that are actively engaged in the diagnosis and treatment of patients, support staff may be omitted.

#### **H. Responsibilities**

Provide acknowledgment that each Occupational Health Clinic will be required to host one Occupational Work Group Meeting per fiscal year and are encouraged to attend all. All program participants (both Occupational clinic and Auxiliary clinic) will be invited to this event. The meeting date will be established within 30 days of the receipt of the RFP. It will be within the host Clinic's discretion to set the agenda although the agenda must include agency and clinic updates. Some funding may be available to offset the meeting cost, contact Robert Hunt, 860-263-6914 for information.

#### **I. General Terms and Conditions**

Provide a statement as to the Offeror's willingness to comply with the General Terms and Conditions. The General Terms and Conditions can be found at [www.connosha.com](http://www.connosha.com) > Under the Services and Information Section> Occupational Health Grant

#### **J. Specific Terms and Conditions**

Provide a statement as to the Offeror's willingness to comply with the Specific Terms and Conditions. The Specific Terms and Conditions can be found at [www.connosha.com](http://www.connosha.com) > Under the Services and Information Section> Occupational Health Grant

#### **K. Budget**

Provide a detailed line item budget utilizing the electronic budget sheets that can be found at [www.connosha.com](http://www.connosha.com) > Under the Services and Information Section> Occupational Health Grant

Note: The administrative cost for this proposal is limited to fifteen (15%) percent of the total budget amount.

### **V. Screening & Review of Proposals**

1. All proposals will be screened to determine completeness and conformity to the proposal guidelines and any other requirements contained in this announcement.

2. For a proposal to be in conformance, it must include the following:
  - a. Proposal narrative. The narrative must address all elements specified in Section IV Parts A through J, and
  - b. A detailed line item budget according to the cost categories, Section IV Part K.

## **VI. Evaluation & Selection**

Complete, conforming proposals will be reviewed and evaluated according to the scorecard found in Appendix A of this RFP which is entitled “Offeror’s Qualifications Scorecard-Occupational Health Clinic.”

## **VII. Planned Allocation for This Proposal**

\$311,005

THIS RFP IS NOT TO BE CONSTRUED AS A CONTRACT OR COMMITMENT OF ANY KIND.

Sincerely,

Kenneth C. Tucker III  
Director  
Connecticut Department of Labor,  
Division of Occupational Safety and Health



**Appendix A. Offeror's Qualifications Scorecard**

Offeror's Qualifications Scorecard - Occupational Health Clinic	Points
Offeror's experience in delivering occupational health clinic services within the State of Connecticut (1 point for every year up to 10).	___ /10
Willingness to report data	___ /20
Will not be compensated for activities which are included in wellness programs (wellness exams, mandated exams, workers compensation cases)	___ /10
Willingness to work with DOL and DPH	___ /10
Willingness to comply with section 31-40a of the Connecticut General Statutes	___ /10
Knowledge of labor-management relations and collective bargaining activities	___ /1
Information of monitoring program activities	___ /1
Knowledge of other public and private resources that may benefit occupational health clinics	___ /1
Organizational structure with resumes and qualifications of staff members	___ /10
Understanding of occupational health clinic responsibilities	___ /10
Line item budget (adm. Costs, 15 % of total budget) 5%-10% - 10 points; 11% -15% – 5 points.	___ /10
Occupational Health Clinic attends one (1) Occupational Work Group Meeting this fiscal year (Yes- 1 point No- 0 points)	___ /1
Willing to comply with Special Terms	___ /2
Willing to comply with General Terms and Conditions	___ /2
Offeror has included all required attachments.	___ /2
Total	___ /100