REQUEST FOR PROPOSALS

DEVELOPMENT OF A COMPREHENSIVE EMERGENCY PLAN
A. Organization & Background
Nevada Health Centers (NVHC) is a Nevada based state-wide non-profit and Federally Qualified Health Center (FQHC) and a 501(C) 3 organization as recognized by the Internal Revenue Service. NHVC is the largest FQHC in Nevada in terms of employees and patients served. We have approximately 500 employees and handle over 150,000 patient visits annually. NVHC operates 26 fixed site locations and three mobile units scattered across six of Nevada’s 17 counties. Headquartered in Carson City, NVHC also has hubs in Las Vegas and Elko. We offer medical, dental, and behavioral health care to uninsured, underinsured and geographically isolated. NVHC is managed by a volunteer Board of Directors and lead by a Chief Executive Officer.

The majority of NVHC’s funding comes from grants from Federal, State, and Local government as well as philanthropic organizations and general donations from members of the public. The largest single grant is through the U.S. Department of Health and Human Services - Health Resources & Services Administration (HRSA) Health Center Program (Section 330 grant). We also receive funding from Medicare & Medicaid (CMS) and private insurance providers.

NVHC is seeking proposals from qualified organizations to lead, plan, develop, draft, and finalize our initial Emergency Action or Emergency Preparedness Plan. The plan must meet the requirements of the Emergency Preparedness Rule from the Centers for Medicare & Medicaid Services as adopted in November of 2016 and updated in September of 2019.

Links to two reference documents are included below to provide background on the plan’s requirements.

1. CMS Document - Updated Guidance for Emergency Preparedness

2. Rural Health Clinic / Federally Qualified Health Center Requirements CMS Emergency Preparedness Final Rule

It is anticipated that the selected firm will lead a committee of NVHC employees in the formation of the plan. NVHC is open to discussion on the plan’s format, but it is desired that the plan will integrate with the State of Nevada, local governments, and the healthcare industry to the extent possible. The plan should be logically organized and easy for the general employee population to understand and utilize while also complying with the CMS requirements.
NVHC anticipates that the selected vendor will face several challenges including; general lack of understanding of Emergency Management Planning from clinical staff, overcoming the vastness of the organization’s facilities and the travel times and distances associated with them, dealing with diverse hazards and vulnerabilities which manifest themselves in the differences in our health center locations. Vendors should be prepared to overcome these challenges.

C. Evaluation Criteria
Respondents to this RFP will be evaluated and scored by a team of NVHC employees in the following categories.

1. Company history, experience with health care organizations, and overall qualifications.
   Please provide a description and brief history/background of your company. Included should be the number of years in business. Also, identify the qualifications and experience of the key team member(s) that will work on the project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members. Detail your team’s experience working with Health Care organizations in general and FQHCs in particular. Key team members are expected to be committed for the duration of the project. Replacement of key team members is discouraged without prior consultation with and approval of the NVHC. Any current or past contracts with non-profit agencies can be listed and described in this section. A list of three (3) references should be provided from work performed in the past 24 months. References from Health Care organizations will score higher with references from Federally Qualified Health Centers scoring the highest. The references will be contacted. (50 Points)

2. Suggested approach to the development and finalization of the plan
   Respondent shall provide the firm’s approach to how they plan to work with NVHC on the planning, development, drafting and finalization of the Emergency Plan. This section should be detailed and should describe the ways in which the firm will address the challenges that NVHC anticipates. An example of a recently completed Emergency Plan from a similar organization should be submitted (keys details and privacy information may be deleted or marked as retracted). In lieu of an entire plan, a table of contents indicating the key components of a recently completed plan can be submitted. (30 Points)

3. Pricing and Rate Proposal
   It is understood that a final price will be negotiated upon completion and execution of a detailed scope of work, but the respondent should provide details on the expected cost of the entire project. (20 points)
D. Organization of the Proposal
Proposals shall contain the following information and shall be organized in the same order as provided herein. When submitting the proposal, each of the section headers should be individually delineated with pertinent information provided under the specific header.

1. Cover Page
The cover page shall state the title “NEVADA HEALTH CENTERS DEVELOPMENT OF A COMPREHENSIVE EMERGENCY PLAN,” date of submission; name and signature of the person who is authorized to make decisions and represent the submitting firm with respect to this RFP.

2. Company information
This section shall state;
   i. The legal name of the company and any DBA names
   ii. Mailing and physical addresses
   iii. Remit-to billing address
   iv. Phone, fax, and website
   v. Organization type
   vi. IRS W-9
   vii. Name (first and late), title, and email of the person to receive notices and who is authorized to make decision or represent the company with respect this RFP.

3. Response to evaluation criteria
This section shall include the respondent’s response to the evaluation criteria delineated in Section “C”, numbers 1 thru 3. The three components of the evaluation criteria shall be listed separately and divided separately.

E. Submission Process
Respondents shall submit responses to this RFP in a sealed envelope with one (1) signed original document and two (2) copy to:

   Stacey Giomi, Director of Facilities & Emergency Preparedness
   Nevada Health Centers
   3325 Research Way
   Carson City, NV 89706
   Attn: Emergency Plan RFP

Proposals will be accepted until February 24, 2022 at 5 pm pacific standard time. Proposals received after this date and time will not be considered under any circumstances and will not be returned.
Proposals may be delivered in-person, via U.S. Mail, or Common Courier (UPS, FedEx, etc.) No electronic or facsimile copies will be accepted. It is the responsibility of the respondent to insure timely delivery.

F. General Conditions
By submitting a Proposal, the respondent represents and warrants that:

The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham proposal, or any other respondent to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage; and

The respondent has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of NVHC.

All Proposals become the property of NVHC. NVHC reserves the right to reject all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the respondent.

NVHC reserves the right to award an agreement without further competition based on the responses received to this RFP.

NVHC reserves the right to request additional information not included in this RFP from any or all respondents after proposal due date.

NVHC reserves the right to contact references not provided in the submittals.

NVHC reserves the right to reject any and all proposals or any part of a proposal if it is determined it is not in the best interest of NVHC.

NVHC reserves the right to reject the proposal of any submitter who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a respondent who is not in a position to perform such a contract satisfactorily.

An individual who is authorized to bind the proposing agency contractually shall sign the proposal. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal shall be rejected.
G.  Information Resource
Questions about this RFP, the RFP process, or the emergency plan in general shall be submitted via email or phone and be referred to:
   Stacey Giomi
   sgiomi@nvhealthcenters.org
   775-888-6661