

**COVER PAGE**  
**REQUEST FOR PROPOSALS**

**Radiology Telemedicine**

**F.O.B.: Maniilaq Association, P. O. Box 256, Kotzebue, AK 99752**

**Closing Date: August 29, 2016, 5:00 PM**

An original, three (3) copies and an electronic/digital version of the proposal package (include all required materials/documentation) are to be mailed to the following address, no later than 5:00 PM on August 29, 2016.

Maniilaq Association  
Attn: Brenden  
P. O. Box 256  
Kotzebue, AK 99752

Or hand delivered to:

Maniilaq Association  
Attn: Brenden Ryan  
733 2<sup>nd</sup> Ave  
Kotzebue, Alaska 99752

The proposal package shall be submitted in a sealed package – see specific instructions in General Information, Section 6.

Maniilaq Association will not be responsible for the premature opening of, or the failure to open a proposal not properly addressed and identified. Faxed proposals will not be accepted. Proposals received after 5:00 PM on the closing date shall be considered non-responsive.

All questions shall be submitted to Brenden Ryan in accordance with General Information, Sections 7 and 8. Offerors are not to contact other Maniilaq Association personnel with any questions or clarifications concerning this RFP. Any response relevant to this RFP other than through or approved in writing by Brenden Ryan is unauthorized and will be considered invalid.

**TABLE OF CONTENTS**

**COVER PAGE** ..... 0

**GENERAL INFORMATION** ..... 2

**1. Purpose of the Request For Proposal** ..... 2

**2. Minimum Requirements** ..... 2

**3. Procurement Timeline** ..... 3

**4. Conflict of Interest and Restrictions** ..... 3

**5. Maniilaq Association Contact Person** ..... 3

**6. Deadline for Receipt of Proposals** ..... 3

**7. Proposer's Review and Substantive Questions** ..... 4

**8. Proposer's Review and Directional Questions** ..... 4

**9. Addendum to the RFP** ..... 4

**10. Cancellation of the RFP** ..... 4

**11. Proposal Withdrawal and Correction** ..... 4

**12. Multiple Proposals** ..... 4

**13. Disclosure of Proposal Contents** ..... 4

**14. Retention of Proposals** ..... 4

**15. Cost of Proposal Preparation** ..... 4

**16. Delivery of Proposals** ..... 5

**17. Other Governmental Requirements** ..... 5

**18. Binding Contract** ..... 5

**19. Contract Negotiations** ..... 5

**ORGANIZATIONAL INFORMATION PERTINENT TO THE PROPOSED CONTRACT** ..... 6

**PROPOSAL CONTENT AND REQUIREMENTS** ..... 7

**REVIEW OF PROPOSALS** ..... 9

## GENERAL INFORMATION

### **1. Purpose of the Request For Proposal**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms to provide Radiology Telemedicine services with occasional on site services.

### **2. Minimum Requirements**

Every Proposer to this RFP must demonstrate the ability to provide services per the specifications contained herein and provide itemized pricing for each. Proposer will review, inspect and interpret the following films and digital images provided by Maniilaq, and shall provide to Maniilaq reading and diagnostic interpretation of the same for:

- Radiological Images
- Mammography Images with 3D tomosynthesis
- Fluoroscopy Images
- Ultrasound Images
- Computed Tomography Images
- Esophograms
- Upper GI
- Small Bowel Series
- Barium Enema
- Abdominal US
- Retroperitoneal US
- Breast US
- Obstetrical US
- Obstetrical US Limited
- Scrotal US
- Venous
- Carotid US

Other radiological and diagnostic services will be provided as requested, at a cost to be agreed to by the parties. While work flow will vary, Maniilaq typically averages 400 x-ray studies, 120 Ultrasound exams, 100 CT exams and 30 mammograms per month.

A radiologist will be available 24 hours a day, seven days a week. Proposals should include pricing for afterhours and STAT Reads. Turnaround time should be 24 hours or less. For STAT reads maximum turnaround time is one hour, however we concurrently are averaging 20 minutes for STAT turning reads.

Additionally, Radiologist will be present on-site a minimum of every other month for Radiology Clinic. Radiologist on-site will occasionally, and at the discretion of the Medical Director, provide educational information related to radiology. This may include, but is not limited to, presentations/discussions to Medical Staff regarding fractures, CT exams and other educational lectures with sample images or exams.

**3. Procurement Timeline**

<b>Event</b>	<b>Date</b>
Release of RFP	08/17/16
RFP Responses Due	08/29/16
Selection of Vendor and Notice of Award	08/31/16
Contract Negotiations	09/07/16
Contract Start Date	Upon Board of Director Approval

**4. Conflict of Interest and Restrictions**

If any proposer, proposer’s employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing and submitted to Maniilaq Association within ten days of issuance of this RFP. Maniilaq Association shall determine in writing if the conflict is significant and material and if so, may eliminate the proposer from submitting a proposal.

**5. Maniilaq Association Contact Person**

Any information required or questions regarding this RFP should be addressed and/or delivered to Brenden Ryan:

If Mailing:                      Maniilaq Association  
   Attn: Brenden Ryan  
   PO Box 256  
   Kotzebue, Alaska 99752

If Delivering:                      Maniilaq Association  
   Attn: Brenden Ryan  
   733 2<sup>nd</sup> Ave  
   Kotzebue, Alaska 99752

If Emailing :                      Brenden.ryan@maniilaq.org

**6. Deadline for Receipt of Proposals**

Proposals may be mailed or hand delivered, as long as one original, three copies and a digital version are physically received by Maniilaq Association no later than **5:00PM Alaska Standard Time on August 29, 2016**. Failure to meet the deadline will result in disqualification of the proposal without review.

Proposals are to be delivered to the address(es) referenced above. So that they are not mistakenly opened early, either the outer or inner envelope should also contain the following:

Confidential: Do Not Open Until August 29, 2016  
Proposal For: Radiology Telemedicine  
Attn: Brenden Ryan

## **7. Proposer's Review and Substantive Questions**

Proposers should carefully review this RFP for items requiring clarification. Proposers shall put their comments and/or questions in an e-mail and submit them to Maniilaq's contact person.

## **8. Proposer's Review and Directional Questions**

If questions received involve no more than directing the questioner to a specific section of the RFP, questions may be responded to verbally and do not require an addendum.

## **9. Addendum to the RFP**

Maniilaq reserves the right to issue written addendums to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals or otherwise change the Proposals Timeline set forth in Section 3 above.

## **10. Cancellation of the RFP**

Maniilaq retains the right to cancel the RFP process at Maniilaq's sole discretion. Maniilaq shall not be responsible for costs incurred by proposers for proposal preparation.

## **11. Proposal Withdrawal and Correction**

A proposal may be corrected or withdrawn by a written request received prior to the date of opening proposals.

## **12. Multiple Proposals**

Maniilaq Association will not accept multiple proposals from the same proposer.

## **13. Disclosure of Proposal Contents**

A proposal's content shall not be disclosed to other proposers.

## **14. Retention of Proposals**

All proposals and other material submitted become Maniilaq Association's property and may be returned only at Maniilaq Association's option.

## **15. Cost of Proposal Preparation**

Any and all costs incurred by proposers in preparing and submitting a proposal are the proposers' responsibility and shall not be charged to Maniilaq Association or reflected as an expense of the resulting contract.

## **16. Delivery of Proposals**

Maniilaq Association assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

## **17. Other Governmental Requirements**

It is the responsibility of the proposer to indicate within their proposal the applicability of any other federal, state, municipal, or other governmental statutes, regulations, ordinances, acts, and/or requirements.

## **18. Binding Contract**

This RFP does not obligate Maniilaq Association or the selected proposer until a contract is signed and approved by both parties. Maniilaq Association shall not be responsible for work done, even in good faith, prior to full execution of the proposed contract.

## **19. Contract Negotiations**

Upon completion of the evaluation process, contract negotiations may commence. If the selected proposer fails to provide the necessary information for negotiations in a timely manner, negotiate in good faith, or cannot perform the contract within the amount of funds available for the project and/or as proposed, Maniilaq Association may terminate negotiations and negotiate with the next highest ranked proposer, or terminate award of the contract. Maniilaq Association shall not be responsible for costs incurred by the proposer resulting from contract negotiations.

## **ORGANIZATIONAL INFORMATION PERTINENT TO THE PROPOSED CONTRACT**

Maniilaq Association is a non-profit corporation recognized under section 501(c) (3) of the Internal Revenue Code of 1972, as amended. Maniilaq is also a tribal organization, as defined in Section 4 of the Indian Self-Determination and Education Assistance Act (ISDEAA; 25 USC. § 450(b)(1)). Maniilaq Association is a rural health, social and tribal services provider with a budget in excess of \$90 million annually, and more than 600 employees. It is the largest single employer within the Northwest Arctic. Geographically, the Maniilaq service area consists of the “hub” town of Kotzebue and 11 villages ranging in population from 120 to 1000.

Maniilaq Association’s involvement in providing health care and advocacy services extends back more than thirty years in Northwest Alaska. Maniilaq’s origins stem from the Northwest Alaska Native Association (NANA), a non-profit organization formed in 1966, for purposes of attaining social justice, land rights, and self-determination for community residents. After passage of the Alaska Native Claims Settlement Act of 1971 a for-profit corporation called NANA was formed. The non-profit arm of NANA then organized as Mauneluk Association in 1972, with the spelling of its name changed to Maniilaq in 1981.

Maniilaq Association’s mission is “Working together to make our lives better.” Our vision states, “Maniilaq Association is seen as the premier model for creating successful, healthy communities through the planning, development and strengthening of village-based services supported by accountable, strong tribal self-governance.”

Health Services: Maniilaq compacts with the Indian Health Service to operate the 80,000- square foot, Joint-Commission accredited Maniilaq Health Center. Services provided include a 17-bed inpatient unit, emergency and outpatient services, a specialty clinic and contract vision care services, dental, pharmacy, radiology, laboratory and physical therapy. Through its co-located 18-bed long-term care and skilled nursing facility, Maniilaq provides culturally appropriate services to our treasured Elders right here at home. Maniilaq operates a community health center in each of the 11 villages in the Maniilaq Service Area.

Social Services: Through the Behavioral Health division, Maniilaq operates a number of programs: counseling and recovery support, juvenile alcohol safety, wellness, and the Putyuk Children’s Home. Through the Senior and Disabilities Services division, Maniilaq provides the following programs: developmental disabilities, Lake Street House Group Home, Short Term Assistance and Referral, Elder Services, Traumatic and Acquired Brain Injury and Tupqich Elder Housing.

Tribal Services: Maniilaq compacts with the Bureau of Indian Affairs to provide a wide variety of services to tribes and tribal members, including technical support, child and family services, and workforce development.

## **PROPOSAL CONTENT AND REQUIREMENTS**

**Proposal Format:** Submit one (1) unbound original and three copies of the proposal. Proposals should be bound, printed on both sides of the paper when possible, and organized according to the following outline. Proposals shall not exceed twelve (12) pages, exclusive of resumes and exhibits.

1. **Table of Contents:** The proposal will have a table of contents with page numbers and pages numbered throughout the proposal.
  
2. **Introduction:** Brief introduction which includes:
  - a. The proposer's name and address;
  - b. Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
  - c. Statement that indicates the proposer's willingness to perform the services described in this RFP;
  - d. Provide a detailed and precise discussion;
  - e. Proof of any other licenses and/or registrations as required by this RFP;
  - f. A statement that all staff and other resources which are required to perform the services described in this RFP will be made available by your organization over the life of the anticipated contract;
  - g. Statement that the signatory has authority to bind the proposer; and
  - h. Signature of authorized individual.

### 3. **Firm Profile**

Offeror must provide a table or chart that shows organizational structure, chain of supervision, decision authority, and communications. Include both the respondent firm and any sub-consultant firms/subcontractors.

### 4. **Professional Qualifications**

Proposal must include professional qualifications of the firm's proposed Project Manager, other key personnel, and/or team members necessary for satisfactory performance of required services. Include all personnel that will actively be involved with performing the work, to include a listing of all subcontractors, if any, with an explanation of purpose.

All Radiologist will be required to be fully credentialed as a Radiologist and will need to meet the requirements of Maniilaq Medical Staffing (see attached MHC Delineation of Privileges, Radiology). Ongoing Professional Practice Evaluation will also need to be provided.

### 5. **Project Approach**

Narrative submittal must address the approach the offeror will take to provide the services.

### 6. **Past Performance**

Please provide past performance in last five (5) years and include a list of all contacts of similar services performed for work in Alaska during the last two (2) years. Provide phone numbers and email addresses for the named individuals.

7. **Capacity to Respond and Accomplish the Work**

Include a list of projects the firm currently has under contract.

8. **Price Proposal**

Provide pricing for services detailed in this request for proposal.

9. **Alaska Native / American Indian Preference**

Maniilaq Association is a PL 93-638 organization and shall give preference to Indian/Alaska Native organizations. Bidders must provide documentation of Indian/Alaska Native ownership, if applicable.

10. **Clean Air Act the Federal Pollution Control Act**

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Maniilaq shall report violations to applicable Federal awarding agencies and the Regional Office of the Environmental Protection Agency (EPA).

11. **Byrd Anti-Lobbying Amendment**

The contractor will be required to file an anti-lobbying certification, and will also require every subcontractor with a subcontract over \$100,000 to also file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to Maniilaq.

12. **Insurance**

The Contractor must maintain and show proof of general liability coverage of at least \$1 million dollars per occurrence and no less than \$3 million dollars in aggregate. The prospective bidder shall provide proof of coverage, or a statement that they maintain the coverage below, or that the following coverage will be obtained if selected for this Work. All such insurance shall be issued by a company that is licensed to do business in the State in which the work is being performed and that has a rating equal to or exceeding A-;VII from A.M. Best.

- Workers Compensation - Statutory
- Employers Liability - \$500,000 each Accident;
- Medical Malpractice Insurance

## **REVIEW OF PROPOSALS**

### **1. Evaluation Process**

An evaluation committee consisting of Maniilaq Association employees and shall evaluate responsive proposals. Each proposal shall be independently evaluated by each member of the evaluation committee.

The evaluation will be based on the response to the proposal content and requirements stated in this RFP.

### **2. Evaluation Criteria**

Proposals will be evaluated on the following criteria:

Firm Profile – 10 points

Professional Qualifications – 10 points

Project Approach – 10 points

Past Performance – 10 points

Capacity to Respond and Accomplish Required Work – 10 points

Price Proposal – 10 points

Alaska Native/American Indian Preference – 1.5 points

### **3. Discussions**

As determined by the evaluation process, proposers may be offered the opportunity to discuss their proposal with the contract officer or evaluation committee and the proposal may be adjusted as a result of the discussion. Proposers may also be allowed to submit a best and final proposal as a result of the discussion.

### **4. Presentations**

Maniilaq Association reserves the right to require an oral presentation.

### **5. Notice of Award**

After award of contract, the successful proposer will be issued a Notice of Award.

PHYSICIAN'S NAME: \_\_\_\_\_

MANILAQ HEALTH CENTER  
Kotzebue, AK

DELINEATION OF PRIVILEGES

PRACTICE AREA: Radiology

To be eligible to use this form to request Radiology clinical privileges, the following minimum threshold criteria must be met:

Basic Education: MD, DO

Minimal formal training: Successful completion of an approved Radiology residency training program with the fulfillment or qualification of board certification within the requirements of the applicants American Specialty Board. Reciprocity agreements with international boards may apply.

Required Previous experience: The successful applicant must be able to demonstrate provision of Radiology services for at least 50 patients during the past 24 months without significant quality variations identified or completion of an approved Radiology residency and establishment of Radiology board qualification within the past six (6) months.

Reappointment: Documentation of clinical activity within the scope of core privileges requested, for at least 50 patients during the past 24 months without significant quality variations identified.

**If you meet the criteria for core privileges in Radiology you may request privileges as specified below:**

**Request**                      **Grant**

\_\_\_\_\_                              \_\_\_\_\_

I hereby request core Radiology privileges consistent with Maniilaq Health Center capacity to support physical space, support staff and equipment as follows:

*A representative but not inclusive list of Radiology procedures is stated below. It is expected that other procedures and problems of similar complexity will fall within the identified core and special requests.*

*Privileges include being able to perform diagnostic radiology, diagnostic ultrasound, diagnostic invasive procedures and diagnostic body imaging, mammography, to diagnose and treat diseases of patients of all ages except as specifically excluded from practice. The privileges in this specialty include the procedures in the listing below and such other procedures that are extensions of the same techniques and skills.*

<i>Routine Imaging (i.e. Interpretation of plain films, intravenous pyelography, fluoroscopy, chest/abdomen, pelvis/gastrointestinal and genitourinary diagnostic and therapeutic procedures, mammography).</i>
<i>Ultrasound imaging: general diagnostic ultrasound of the obstetrical patients and her fetus; the female pelvis; the abdomen including the kidney, liver, spleen, biliary tract, gall bladder, and pancreas; the thyroid; the chest for effusion, the scrotum; intracavitary ultrasound.</i>
<i>Arterial Ultrasound</i>

Exclusions: Though considered core privileges for Radiology, the following privileges will be excluded from this applicant at their request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand in making this request I am bound by the applicable bylaws or policies of Maniilaq Health Center and hereby stipulate that I meet the threshold criteria for each request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Print Physician's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Medical Director's Signature