



REQUEST FOR PROPOSAL
619 Radiology RFP

PROPOSAL SUBMISSION DEADLINE: January 23rd 2023

QUESTION SUBMISSION DEADLINE: Please send all questions by January 16th 2023

Questions may be submitted in written form to:

Contact Name: Dr. Tarika James

Contact Address:

1600 Stewart Avenue, Suite 300,
Westbury, NY 11590

Telephone Number:

516-546-4258

Email Address:

tjames@numc.edu

INTRODUCTION

The Long Island Federally Qualified Health Centers, Inc. (LIFQHC) is a not-for-profit federally qualified health center network consisting of six comprehensive health centers and three school-based Health Centers. LIFQHC strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The LIFQHC locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

LIFQHC operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. LIFQHC offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These healthcare locations are available to high school students currently enrolled in that institution.

LIFQHC provided care to 44,000 discreet patients and saw 147,000 annual visits in 2021. The mission of LIFQHC is to provide access to equitable, comprehensive, optimal healthcare by improving the overall wellness of all individuals in our communities and delivering high-quality,



extensive patient-centered care. Our Vision: Creating healthier communities by transforming the health care system one person at a time.

PROJECT AND LOCATION

- 619 Fulton Avenue Hempstead, NY 11550

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) is the assigned contacts for the following:

For questions or information regarding this, contact:

Name: Djumaye Dumay

Title: Facilities Project Coordinator

Phone: 516-421-2149

Fax: N/A

Email: ddumay@numc.edu

PROJECT OBJECTIVE

The Long Island FQHC is seeking Radiology Services for its Hempstead location.

PROJECT SCOPE AND SPECIFICATIONS

The Long Island FQHC will provide a 162 SF X-ray room with Lead line walls, a control area, a dressing room, a 3'-0" – 6'-8" lead line door, and a patient toilet that is 68 SF and located on the lower level of its Hempstead location currently under construction. The new ceiling height will be approximately 7'-8". The anticipated construction completion date is July 1st, 2023. The selected vendor must provide their equipment size, weights, and electrical and structural requirements.

Listed below to provide your solutions and proposal for the following radiology services:

- Stationary X-ray equipment for standard X-ray (note ceiling height is less than 8 feet) with a digital interface for result reporting
- Stationary mammogram machine with digital interface for result reporting
- Mobile Ultrasound Unit with digital interface for result reporting (capabilities for Transabdominal, Transvaginal, Obstetric, and soft tissue imaging)
- Provision of all necessary radiology technician personnel to operate the set equipment above within the hours of:
 - **Monday – Thursday 8:00 am – 8:00 pm**
 - **Friday 8:00 am – 6:00 pm**
 - **Saturday 9:00 am – 1:00 pm**



- Professional Radiologist Interpretation with Stat abnormal results communicated within two hrs. of reading.
- Electronic interface with our EMR system – E Clinical Works
- Radiology vendor electronic portal access for radiology reporting special orders, and reporting capability
- Sliding fee scale or discounted rates for uninsured patients up to and including free services for patients 200% or below the federal poverty level
- A list of local radiology locations with service hours and instructions for patients who wish to get images done outside of our regular business hours and on weekends
- A list of all contracted managed care companies, including all Medicaid, Medicare, and private HMOs that the Radiology Vendor currently can bill under
- A list of the organization structure, including all direct support to our practice for day-to-day operational needs, technical support, and patient customer service-related needs
- A copy of the radiology order compendium with corresponding order codes and CPT. codes or other identifiers, and fees at the FQHC rate, including any discounted rates for indigent patients
- Logistics Planning, Implementation, and ongoing Staff training support
- The vendor will supply radiology suite medical supplies needed for direct patient care, i.e., infection control supplies, staff personal protective equipment supplies, patient gowns, and office supplies
- The radiology vendor will supply all Staff required office equipment, i.e., Computers, Label Printers, etc."
- Quality Improvement Reporting capabilities
- Technical support

SCHEDULED /TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE DATE

RFP Submission: January 23rd 2023

Internal Discussions: February 6- February 10 2023

Meetings with Potential Candidates: **TBD**

Final Selection(s): February 13th 2023



PROJECT PROPOSAL EXPECTATIONS

LIFQHC shall award the contract to the proposal that best accommodates the various project requirements. LIFQHC reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by LIFQHC no later than **TBD** for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost-effectiveness of the proposal.

LIFQHC reserves the right to cancel, suspend, and/or discontinue any proposal at any time without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the bidder should include in their proposal submission:

Summary of Bidder's Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of bidder's company in terms of size, range, and types of services offered and clientele.
7. Bidder's principal officers (President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager) and the length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN) on the W-9 form.



9. Evidence of legal authority to conduct business in New York (business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Service(s), Cost Proposal Summary, and Breakdown

- Summary of schedule.
- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.