

REQUEST FOR PROPOSAL

Occupational Health Clinic Services

2024 - 2026



Solicitation No: **228**

Proposal Opening Date: **September 9, 2024**

Proposal Opening Time: **11:00** A.M. CT

BREC

Recreation and Park Commission for the Parish of East Baton Rouge

NOTE TO PROPOSERS:

- 1) Submit the separate set of Proposal Forms with all required information as your Proposal.
- 2) Retain the complete set of Specifications and Contract Documents for your file.

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REQUEST FOR PROPOSAL FOR

Occupational Health Clinic Service

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The Recreation and Park Commission for the Parish of East Baton Rouge, commonly known as BREC was created by an act of State Legislature in 1946. BREC is an acronym for Baton Rouge Recreation. Its purpose is to develop, maintain and operate public park and recreational properties, facilities, and programs for all the citizens of the parish. BREC is not an agency of the City-Parish Government or State Government.

Money for the purchase of land, new facility construction, maintenance and general operation is obtained from taxes approved by the voters of the Parish and from the program fees. The Commission has complete control of these funds. There are nine (9) appointed Commissioner Members, who are non-BREC employees.

The Recreation and Park Commission for the Parish of East Baton Rouge (herein after referred to as BREC) is interested in obtaining proposals for an Occupational Health Clinic for Personnel and/or Risk Management matters for a two-year period, beginning January 1, 2025, and an option to renew the contract for up to three consecutive one-year terms.

Our employee base averages as follows:

- 449 Full Time Employees
- 450 Part Time and
- 300 Seasonal Employees between the months of April and August

BREC employs most of its seasonal employees during the summer months in many capacities, including summer program workers, such as swimming pool lifeguards, summer day camp counselors and camp directors; also, grounds maintenance and food service workers. Employment in summer months usually peaks at approximately 1,200 employees, while winter month payroll may have only 800 employees.

The enclosed material is designed to present prospective proponents with an accurate description of BREC's Occupational Health Service needs.

1.1.1 Purpose

The purpose of this Request for Proposal (RFP) is to request proponents to present their qualifications and capabilities to provide Occupational Health Services for Personnel and/or Risk Management matters for the Recreation and Parks Commission for East Baton Rouge Parish (BREC).

1.1.2 Goals and Objectives

The Human Resources Department and Risk Management Division each desire to establish a separate contract with a qualified, non-personal practice, occupational medical facilities to provide occupational health services for BREC employees and applicants, including but not limited to pre-employment physicals, annual physicals for specific job classes, periodic fitness for duty evaluations and other occupational health services.

1.2 Definitions

- A. Shall- The term “shall” denotes mandatory requirements.
- B. Must- The terms “must” denotes mandatory requirements.
- C. May- The term “may” denotes an advisory or permissible action.
- D. Should- The term “should” denote desirable.
- E. Contractor- Any person having a contract with a governmental body.
- F. Agency- Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of BREC authorized to participate in any contract resulting from this solicitation.
- G. State- The State of Louisiana.
- H. Department- Department for whom the solicitation is issued.
- I. Director- Director of Finance
- J. BREC- Recreation and Park Commission for the Parish of East Baton Rouge
- K. Discussions- For the purposes of this RFP presentation, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

1.3 Schedule of Events

<i>Item</i>	<i>Anticipated Schedule</i>
1. RFP e-mailed to prospective proposers	August 7, 2024
2. Deadline to receive written inquiries	August 19, 2024
3. Deadline to answer written inquiries	August 26, 2024
4. Proposal Opening Date (deadline for submitting proposals)	September 9, 2024
5. Oral discussions with proposers	To be scheduled
6. Notice of Intent to Award to be mailed	To be scheduled (approx 2-4 weeks after # 5-6)
7. Contract Initiation	Upon Issuance of #7

NOTE: BREC reserves the right to deviate from these dates.

1.4 Proposal Submittal

A. INTRODUCTION

To be considered responsive to this RFP, the vendor must submit a proposal in the format described herein. All requirements and questions in the RFP must be addressed, and all requested data must be supplied. BREC reserves the right to request additional information which, in BREC's opinion, is necessary to assure that the vendor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the agreement, if awarded.

B. PROPOSAL FORMAT AND SUBMITTALS

Proposals should be prepared in a straightforward, concise manner that satisfies the requirements of this RFP. Emphasis should be concentrated on completeness, clarity, and legibility of content. Submittals shall adhere to the format for organization and content, as set forth below. Proposals must be divided/indexed/tabbed as set forth in this section. Proposals are to be submitted to the Project Manager:

Richard Terrell
BREC

Recreation and Park Commission for the Parish of East Baton Rouge
6201 Florida Boulevard
Baton Rouge, LA 70806

E-Mail: Richard.Terrell@brec.org Phone: (225) 272-9200 ext. 1422

1.5 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

A. COVER LETTER

A letter of transmittal shall be included, with an original signature of an officer, partner, or agent who is authorized to bind the proposal on behalf of the vendor, and a complete list of proposed sub consultants, if any, with their address, contact person and telephone and fax numbers. The letter must include a point of contact for the proponent, including that individual's phone number, fax number, and email address. Additionally, provide the proposed team's federal tax identification number; the state in which the proponent and proposed sub consultants were incorporated, if applicable; number of years in business and number of years in providing similar services similar.

B. TABLE OF CONTENTS

A table of contents shall be included in the proposal. It must identify the contents of the proposal in a format consistent with the proposal requirements as outlined.

C. PROPOSAL CONTENTS

The proposal shall be segmented, reflecting the evaluation criteria in item **Section III, Evaluation**. Corrections must be initialed in ink by the person signing the proposals.

D. DELIVERY OF PROPOSALS

1. Proposals must be delivered to the Project Manager as listed in the Proposal Format and Submittals section of this RFP, **Part I, 1.4**. Only written responses will be accepted.
2. Proposals must be received no later than the date and time indicated on the cover memo of this RFP under Proposal Due Date and Time. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
3. Provide one (1) original and nine (9) copies of the proposal, signed by an authorized representative of the vendor, including name, title, address, email, and telephone number of one individual who is the responder's designated representative. Accompanying these must be one (1) original and nine (9) copies of the Cost Proposal provided in a separate and sealed envelope, marked "Cost Proposal." The Cost Proposal must be signed by an authorized representative of the vendor.
4. Provide one copy of the data requested (i.e. license, curriculum vitae, insurance policies, etc.) to demonstrate minimum qualifications in a separate and sealed envelope and marked "Minimum Qualifications."
5. Provide one electronic copy of the proposal in MS Word and/or MS Excel **2003** compatible format by submitting it in CD **or Flash Drive** format, with the proposal. Neither facsimile nor electronic copies will substitute for submittal of the written proposal.
6. Proposals may be sent by mail or hand delivered. Vendor is responsible for the means of delivering the proposal to the appropriate office on time. Delays due to the instrumentalities used to transmit the proposal, including delay occasioned by the internal mailing system in BREC, will be the responsibility of the vendor. Delays, due to inaccurate directions given, even if by employees of BREC, shall be the responsibility of the vendor. The proposal submittal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery.

E. DEADLINE

The Recreation and Park Commission for the Parish of East Baton Rouge is seeking proposals for an Occupational Health Clinic for Personnel Matters. Proposals are due to the Commission's Project Manager's Office at 6201 Florida Boulevard Baton Rouge, LA 70806 **no later than 11:00 a.m.** (CST) on **September 9, 2024**. Proposals will be opened and read immediately after the deadline. Proposals received after the deadline will not be considered.

Proposer Qualifications and Experience: History and background of Proposer, financial strength, and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc. BREC encourages Minority and Women Owned Business Enterprises to participate in its procurement and contracting opportunities. As such, BREC will give preference in scoring for the participation and inclusion of Disadvantaged Business Enterprises (DBE). DBE Eligibility:

- o WOMAN OR ETHNIC MINORITY: BLACK/AFRICAN AMERICAN, HISPANIC-

/LATIN AMERICAN, AMERICAN INDIAN/ALASKAN NATIVE, ASIAN AMERICAN OR PACIFIC ISLANDER

- o THE ELIGIBLE OWNER MUST CONTROL THE FIRM'S MANAGERIAL AND DAY-TO-DAY OPERATIONS.
- o THE ELIGIBLE OWNER(S) MUST OWN AT LEAST 51% OF THE BUSINESS.
- o THE ELIGIBLE OWNER MUST HAVE BOTH THE LEGAL AUTHORITY AND TECHNICAL ABILITY TO CONTROL THE FIRM. IF THE STATE OF LOUISIANA REQUIRES A PROFESSIONAL LICENSE TO PERFORM THE FIRM'S LINE OF WORK, THE ELIGIBLE OWNER MUST HOLD THIS LICENSE, EVEN IF THE OWNER IS NOT THE ONE PERFORMING THE WORK

1.5.1 Number of Response Copies

Each Proposer shall submit one (1) electronic copy on a USB flash drive, (1) signed original response and nine (9) additional copies of the proposal (marked "copy") should be provided, as well as one (1) redacted copy, if applicable. (See Section 1.6)

1.5.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested is desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.6 Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of your proposal. Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

"The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the

submission of this proposal, BREC shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit BREC's right to use or disclose data obtained from any source, including the proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer's confidential data, the state will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify BREC and hold BREC harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order BREC to disclose the information. If the owner of the asserted data refuses to indemnify and hold BREC harmless, BREC may disclose the information.

BREC reserves the right to make any proposal, including proprietary information contained therein, available to the Purchasing Division personnel, or other BREC agencies or organizations for the sole purpose of assisting BREC in its evaluation of the proposal. BREC shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from Purchasing **Division personnel, or other BREC agencies or organizations for the sole purpose of assisting BREC in its evaluation of the proposal.** When submitting your redacted copy, you should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

1.7 Proposal Clarifications Prior to Submittal

1.7.1 Pre-proposal Conference (NOT REQUIRED FOR THIS RFP)

1.7.2 Proposer Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events (See Section 1.3). Initial inquiries shall not be entertained thereafter.

BREC shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. BREC reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may generate from BREC's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is issued (or, posted to the LaPAC website at <https://wwwcfprd.doa.louisiana.gov/OSP/lapac/pubMain.cfm>..) If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the

specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

Any person aggrieved in connection with the specifications contained therein shall submit questions or concerns in writing to **Program Manager** (see Sect. 1.4B) during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive proposals may be submitted as specified herein. Protests regarding the specification documents will not be considered after proposals are opened.

*Note: BREC has elected to use LaPAC, the state's online electronic bid posting and notification system that is resident on State Purchasing <https://wwwcfprd.doa.louisiana.gov/OSP/lapac/pubMain.cfm> and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting dates.

No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any BREC employee or BREC consultant. BREC shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by BREC. Answers to questions that change or substantially clarify the solicitations shall be issued by addendum and provided to all perspective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Richard Terrell
BREC
Recreation and Park Commission for the Parish of East Baton Rouge
6201 Florida Blvd.
Baton Rouge, LA 70806

E-Mail : Richard.Terrell@brec.org Phone : (225) 272-9200 ext. 1422

1.8 Errors and Omissions in Proposal

BREC will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: BREC reserves the right to make corrections or clarifications due to patent errors identified in proposals by BREC or the Proposer. BREC, at its option, has the right to require clarification or additional information from the Proposer.

1.9 Proposal Guarantee (NOT REQUIRED FOR THIS RFP)

1.10 Performance Bond (NOT REQUIRED FOR THIS RFP)

1.11 Changes, Addenda, Withdrawals

BREC reserves the right to change the calendar of events or issue Addenda to the RFP at any time. BREC also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing prior to the proposal opening, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, and submitted in a sealed envelope marked as stated in Section 1.4. Such shall meet all requirements for the proposal.

1.12 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to **the Project Manager**.

1.13 Material in the RFP

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by BREC pursuant to the RFP.

1.14 Waiver of Administrative Informalities

BREC reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

1.15 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by BREC to award a contract. BREC reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of BREC to do so.

Failure to submit all non-mandatory information requested may result in BREC requiring prompt submission of missing information and/or giving a lower score in the evaluation of the proposal.

1.16 Ownership of Proposal

All materials (paper content only) submitted timely in response to this request become the property of BREC. Selection or rejection of a response does not affect this right. All proposals submitted timely will be retained by BREC and not returned to proposers. Any copyrighted materials in the response are not transferred to BREC.

1.17 Cost of Offer Preparation

BREC is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by BREC.

1.18 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds (if applicable).

1.19 Taxes

Any taxes, other than state and local sales and use taxes, from which BREC is exempt, shall be assumed to be included within the Proposer's cost.

1.20 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, BREC reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.21 Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether he produces or provides them. **Subcontracting shall not be permitted for the services in this RFP except for** **Biohazard waste/chemical management and disposal.**

1.21.1 Corporation Requirements

Upon the award of the contract, if the contractor is a corporation and not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R.S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

If services are to be performed in East Baton Rouge BREC, evidence of a current occupational license and/or permit issued by BREC shall be supplied by the successful vendor, if applicable.

1.22 Use of Subcontractors

Subcontracting shall not be permitted for the services in this RFP except for **Biohazard waste/chemical management.**

1.23 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award. BREC reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance BREC understanding of any or all of the proposals submitted. Neither negotiations nor changes to vendor proposals will be allowed during these discussions. Proposals may be accepted without such discussions.

1.24 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

1.25 Evaluation and Selection (see Part III Evaluation)

1.26 Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to BREC's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected, and BREC may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall also allow price reductions. The final contract form shall be reviewed by the Purchasing Division and approved by BREC Commission prior to issuance of a **contract**, if applicable to complete the process.

1.27 Contract Award and Execution

BREC reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

The RFP, any addendums, and the proposal of the selected Contractor will become part of any contract initiated by BREC.

In no event is a proposer to submit its own standard contract terms and conditions as a response to this RFP. The proposer needs to address the specific language in the sample contract (**see Attachment D**) and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process with the exception of contract provisions that are non-negotiable.

If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within **seven calendar** days of delivery of it, BREC may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer whose proposal, conforming to the RFP, will be the most advantageous to BREC, price and other factors considered.

BREC intends to award to a single Proposer.

1.28 Notice of Intent to Award

Upon review and approval of the evaluation committee's recommendation for award by the Purchasing Division and BREC Commission, a Notice of Intent to Award letter to the apparent successful Proposer will be issued. A contract shall be completed and signed by all parties concerned on or before the date indicated in the Schedule of Events. If this date is not met, through no fault of BREC, BREC may elect to cancel the Notice of Intent to Award letter and make the award to the next most advantageous Proposer.

The Purchasing Division shall notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report shall be made available to all interested parties after the Intent to Award letter has been issued.

1.29 Debriefings

Debriefings may be scheduled by the participating Proposers after the Intent to Award letter has been issued by contacting The Purchasing Division 72 hours in advance. Contact may be made by phone at (225) 272-9200 ext. 1422 or E-mail to Richard.Terrell@brec.org to schedule the debriefing. Debriefings will be for the sole purpose of reviewing with the requesting vendor their own proposal scoring results.

If the requesting vendor wishes to view other file documents, a Public Records request in accordance with R.S 44.1 et. seq. must be submitted.

1.30 Insurance Requirements

Contractor shall furnish BREC with certificates of insurance affecting coverage(s) required by the RFP (see Attachment C). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by BREC before work commences. BREC reserves the right to require complete certified copies of all required policies, at any time.

1.31 Subcontractor Insurance

Subcontracting shall not be permitted for the services in this RFP except for **Biohazard waste/chemical management and disposal**.

1.32 Indemnification

Service Provider agrees to indemnify, defend, and hold harmless BREC from any and all losses, damages, expenses or other liabilities, including but not limited to connected with any claim for personal injury, death, property damage or other liability that may be asserted against BREC by any party which arises or allegedly agents in performing its obligations under this Agreement.

Service Provider, its agents, employees, and insurer (s) hereby release BREC its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way or subrogation or otherwise for any loss or damage which Service Provider, its agents or insurers may sustain incidental to or in any way related to Service Provider's operations under this Agreement.

1.33 Fidelity Bond Requirements (NOT REQUIRED FOR THIS RFP)

1.34 Payment for Services

Contractor shall Invoice BREC monthly after services have been rendered/completed.

- Invoices and attachment information are to be emailed to Darlene.Jarvis@brec.org and Shanda.Crosby@brec.org
- Invoice Requirements:
 - Date of Service
 - Each employee First and Last Name and Last four (4) of SSN
 - Brief 2-3 sentences of Services Provided / Test Administered
 - Include a Line for any credits received due agency.
 - Charges by employee and test administered and Total Charges
 - All invoices are Net 30, upon receipt of invoice.

The Contractor may invoice BREC in accordance with agreed upon contractual terms. Payments will be made by BREC within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the department. Invoices shall include the contract or purchase order number, using department and product/service provided. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

1.35 Termination

1.35.1 Termination of this Agreement for Cause

BREC may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that BREC shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then BREC may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of BREC to comply with the terms and conditions of this contract; provided that the contractor shall give BREC written notice specifying BREC failure and a reasonable opportunity for BREC to cure the defect.

1.35.2 Termination of this Agreement for Convenience

BREC may terminate this Agreement at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.35.3 Termination for Lack of Appropriated Funds

Should the RFP result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing BREC to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.

If the RFP contract services are funded by grant funds, BREC shall have the right to terminate the contract or any issued Task Order for which funding is terminated.

1.36 Assignment

Assignment of contract, or any payment under the contract, requires the advanced written approval of BREC.

1.37 No Guarantee of Quantities

The quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by BREC to increase or decrease the amount, at the unit price stated in the proposal.

Neither BREC nor Department obligates itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

1.38 Audit of Records

BREC or others so designated by BREC, or other lawful entity shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable Local, State and Federal law. Records shall be made available during normal working hours for this purpose.

1.39 Civil Rights Compliance

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, the Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

1.40 Record Retention

The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years.

1.41 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of BREC, and shall, upon request, be returned by Contractor to BREC, at Contractor's expense, at termination or expiration of this contract.

1.42 Content of Contract/Order of Precedence

In the event of an inconsistency between the contract, the RFP and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

1.43 Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the Purchasing Division, Superintendent's Office and/or Commission.

Changes to the contract include any change in compensation; beginning/ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.44 Substitution of Personnel

BREC intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to BREC for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

1.45 Governing Law

All activities associated with this RFP process shall be interpreted under applicable Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S.38:2211-2296; section 1:701-710 of BREC Code of Ordinances, purchasing regulations; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

In accordance with the provisions of Louisiana R.S. 38:2212.9 in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

1.46 Claims or Controversies

Any proposer who believes they were adversely affected by BREC's procurement process or award, may file a protest. It must be submitted in writing to the **Chief Financial Officer** and specifically state the particular facts which form the basis of the protest and the relief requested. The written protest must be received within seven (7) days from the date the basis of the protest was or should have been known.

BREC will take action on protests within fifteen (15) days of the receipt thereof. BREC may suspend, postpone, or defer the proposal process and/or award in whole or in part upon receipt of a protest.

A protest shall be limited to issues arising from the procurement provisions of the contract and state or local law. Protests **regarding** basic project design will not be considered.

Protests will be reviewed by a committee appointed by the Superintendent's Office. The decision of the committee regarding the protest will be given to the proposer in writing within ten (10) days after all pertinent information has been considered. The decision of the Review Committee shall be a condition precedent to any other proceedings in connection with a protest and shall be considered the administrative remedy available to the protesting bidder.

1.47 Proposer's Certification of OMB A-133 Compliance

Certification of no suspension or debarment. By signing and submitting any proposal for \$100,000 or more, the proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

See Attachment A: Scope of Work

2.2 Period of Agreement

The term of any contract shall be from **January 1, 2025, until December 31, 2025**. This contract may be renewed annually in twelve (12) month increments, not to exceed sixty (60) months, at the same prices, terms, and conditions, if agreed upon by both parties.

2.3 Price Schedule

Prices proposed by the proposers should be submitted on the Proposal Form furnished herein as Attachment B-1. Prices submitted shall be firm for the term of the contract and inclusive of all charges Contractor wishes BREC to consider for proposed services (items, etc.). Prices shall include delivery of all items F.O.B. destination.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful proposer. Every proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The location(s) the work/delivery/service is to be performed, completed, and managed is/are at location(s) to be determined mutually by proposer and/or BREC, as needed.

2.6 Proposal Elements

2.6.1 Financial

Describe any potential charges for proposed services associated with the RFP program implementation and administration that you wish BREC to consider.

2.6.2 Technical

Each Proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

- Plans and/or schedule for implementation and operations.
- Plans for training.
- Point-of-Contact Person for Contractor
- Resumes and Certifications for key personnel to be assigned to this project.
- Commercial and/or governmental contract experience.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes BREC to consider.

PART III EVALUATION

The following criteria cited herein will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to BREC, not on the basis of what may be inferred. The evaluation of proposals will be accomplished by an evaluation team designated by the Superintendent, which will determine the proposal(s) most responsive or most advantageous to the Commission, taking into consideration price and evaluation factors set forth in the RFP.

3.1 Financial Proposal (Value of 50 Points)

The following financial criteria will be evaluated:

- Total Yearly Price (**50 Points**)

Prices proposed by the Proposers should be submitted on the Proposal Forms (or in a similar format) included in **Attachment B**. Prices proposed shall be firm.

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to **the Purchasing Division** for the Proposer whose proposal, conforming to the RFP, will be the most advantageous to BREC, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of BREC.

The proposer with the lowest cost will be awarded maximum allocated points assigned Financial. Other proposers will receive cost points in accordance with the following $CC = (LPC/PC \text{ divided by } MAP)$. $CC =$ computed cost, $LPC =$ lowest proposed cost, $PC =$ proposer's cost and $MAP =$ maximum allocated points

3.2 Technical Proposal (Value of 50 Points)

The following criteria are of importance and relevance to the evaluation of this RFP. Such factors, listed in order of importance, may include but are not limited to:

- **Qualifications. (30 Points)**
- **Relevant Factors. (20 Points)**

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

See Attachment A: Scope of Work

4.2 Performance Measurement/Evaluation (NOT REQUIRED FOR THIS RFP)

Part V. FEDERAL CLAUSES (NOT REQUIRED FOR THIS RFP)



Attachment A

Scope of Services

Terms and Conditions

1. Deviations from these minimum specifications are only acceptable when they tend to exceed specifications stated or make the product/service stronger and more reliable. The apparent silence of these specifications as to any detail or apparent omission from them of a detailed description concerning any point shall be regarded as meaning that only the best commercial practice shall prevail and that only material and workmanship of the highest quality are acceptable. All interpretations of these specifications shall be made upon the basis of this statement.
2. Failure to comply with any terms, conditions, or specifications may result in terminations of the subsequent contract.

Minimum Specifications for Occupational Services

SCOPE OF SERVICES

1. The occupational health provider under the supervision of their on-site licensed physician will provide the following services:
2. Pre-employment physicals, which vary in scope, depending on job classification.
3. Occupational illness or injury-related assessment/treatment, return-to-work (RTW) program coordination, fitness for duty evaluations and reporting.
4. D.O.T. required physicals and coordinating D.O.T. random drug testing program and providing MRO services.
5. Annual on-site flu vaccination program.
6. Pre-employment, post-accident and random non-D.O.T. drug testing program and providing MRO services.
7. TB and Hepatitis occupational exposure testing, reporting, follow-up and documentation required by OSHA Blood borne Pathogen regulations and/or any other federal/state requirements, depending on job classification.
8. Responsible for keeping abreast of new occupational health regulations, testing methods and industry trends, and keeping BREC staff informed regarding health matters potentially affecting BREC employees.
9. Other necessary medical services may be arranged as needed, such as coordinating a wellness program for BREC employees; attendance at occasional safety committee meetings; providing on-site annual hearing test program; conducting respirator fit tests and training; conducting research on new occupational health issues, etc.
10. Serve as a member of the Health Plan Appeal Committee. Other D.O.T. required drug and alcohol testing, including, but not limited to, pre-employment, post-accident, return-to-work

and reasonable suspicion testing. Drug and/or alcohol testing services (non-D.O.T.) for reasonable suspicion, follow-up random testing, return-to-work testing.

QUALIFICATIONS

The occupational medical facility must possess all required physician (or facility) certifications and qualifications required by Federal and State Regulations for the services they perform and must agree to utilize a Substance Abuse Management and Health Services Administration (S.A.M.H.S.A.) certified drug-testing laboratory.

EVALUATION PROCEDURE AND SELECTION

1. The evaluation panel will consist of designated BREC representatives who will evaluate all submitted proposals. The panel will evaluate the proposals based on, but not limited to, the following criteria:
 - A. The occupational medical facility must possess all required physician (or facility) certifications and qualifications required for the services they perform and must agree to utilize a Substance Abuse Management and Health Services Administration (S.A.M.H.S.A.) certified drug-testing laboratory. Must provide services of a Medical Review Officer (MRO) and administrative support including, but not limited to (a) Developing and administering random testing pool in accordance with D.O.T. regulations, and (b) Providing a testing facility conforming to D.O.T. requirements within the Baton Rouge Metropolitan area for D.O.T. drug testing purposes.
 - B. Qualifications and expertise of the individuals who would be assigned to perform the required medical services: The Proposal should specify those areas of expertise/certification where the organization and physicians have acquired unique expertise and any other qualifications and experience which may be relevant to BREC. Staff physicians with special degrees such as Masters in Public Health or board certified in Occupational Medicine are highly desirable.
 - C. Facility availability, capacity, ability to provide and experience in handling the currently needed services and expected future services.
 - D. Past services record.
 - E. Experience in customer services related issues.
 - F. References from other customers
 - G. Fee Schedule
 - H. Proponents may be invited to make an oral presentation to the evaluation panel concerning their proposal.
 - I. Any other relevant criteria as determined by BREC.

2. **GENERAL RULES CONCERNING SUBMISSION OF PROPOSAL**
- A. BREC shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by the submission of a proposal.
 - B. Acceptance by BREC of a proposal obligates the proponent to enter into an agreement with BREC.
 - C. An agreement shall not be binding or valid against BREC unless or until it is executed by BREC and the proponent.
 - D. Statistical information contained in these documents is for informational purposes only. BREC shall not be responsible for the accuracy of said data. BREC reserves the right to increase or decreased the project scope.
 - E. This solicitation document, the evaluation of proposals, and the award of any contract shall conform with the current competitive bidding procedures as they relate to the procurement of goods and services. A vendor's proposal is an irrevocable offer for 60 days following the deadline for its submission.
 - F. In addition to explaining BREC'S requirements, the solicitation document includes instructions, which prescribe the format and content of proposals.
 - G. All costs associated with the development of the proposals will be at the expense of the OHC and will not be reimbursed by BREC.
 - H. Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis will be on completeness, clarity of content, responsiveness to the requirements, and an understanding of BREC's needs shown in the proposal. Additional pertinent attachments should be kept to a minimum. Marketing materials and/or "boiler plate" information will not be reviewed or considered and should not be submitted. Any assumptions made within the response to the RFP should be clearly stated.
 - I. Proposals should expressly state that the offer, including all pricing proposals, will remain in effect through the duration of the contract. In addition, all information presented in your proposal will be considered binding when a contract is developed (unless otherwise modified and agreed to by BREC during subsequent negotiations).
 - J. The selected bidder will be asked to provide evidence that BREC insurance requirements have been met.
 - K. RFP responses and supporting documentation will become the property of BREC and will not be returned.
 - L. BREC reserves the right to copy the materials for evaluation purposes.

- M. BREC reserves the right to reject any and all proposals if it determines that select proposals are not responsive to the RFP, or if the proposals themselves are judged not to be in the best interests of BREC.
- N. BREC reserves the right to negotiate with any or all proponents, regarding their proposals, and also reserves the right to select the firm representing the proposal, which in the judgment of BREC, best accomplishes the desired results.
- O. BREC reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with firms at any time to gather additional information.
- P. Furthermore, BREC reserves the right to delete or add terms up until the final contract signing and will consider all costs and business terms to be negotiable and not artificially constrained by internal corporate policies.
- Q. BREC is under no obligation to award this project to the proposal that represents the lowest cost. Selection of a proposal will be based on the selection criteria described above.
- R. Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to BREC or that BREC decided not to award an agreement as a result of this RFP.
- S. BREC will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by BREC or its representatives. Any request for clarification of an RFP shall be made in writing and delivered to the Project Manager See Section I(4)(B). Any request for clarification from any Proponent along with the response will be shared with all Proponents. The Deadline for written requests for clarification shall be twenty-four (24) hours prior to Proposal Deadline, or 11:00 a.m. August 19, 2024.
- T. Any of the following may be considered cause to disqualify a proponent without further consideration:
- U. Evidence of collusion among proponents;
- V. Any attempt to improperly influence any member of the evaluation panel;
- W. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- X. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and BREC;
- Y. The proponent assumes full responsibility, including insurance and bonding requirements for the quality and quantity of all work performed. If the

proponent's supplier(s) and/or subcontractor's involvement requires the use of a licensed, patented, or proprietary process, the proponent of the process is responsible for assuming that the subcontractor, supplier, and/or operator have been properly authorized to use the process or for providing another process which is comparable to that which is required prior to submission of a proposal.

- Z.** Insurance Requirements: Proponent, at proponent's sole cost and expense and for the full term of the agreement or any extension, shall obtain and maintain at least all of the insurance requirements listed below. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of BREC as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. Proponent agrees to provide BREC with a copy of said policies certificates and/or endorsements. The proponent shall satisfy these insurance requirements concurrently with signing of contract prior to commencement of work. Proof of insurance coverage for personal injury and property damage, including commercial general and automobile liability and contractual liability shall be provided in the amount of not less than \$1,000,000.00 and in a form acceptable to BREC. Proof of workers' compensation coverage pursuant to statutory requirements shall also be provided. All coverages shall be provided by a carrier authorized to transact business in Louisiana and shall be primary.

3. **HOLD HARMLESS DEFENSE CLAUSE**

The contractor shall indemnify, defend, and **hold** BREC harmless against all loss, cost, or damage on account of any injury to persons or property, including employees or property of BREC, contractor or third parties, occurring in the performance of the contract.

CONFIDENTIALITY

If proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then, the proponent must so specify by, at a minimum, stamping in bold red letters the term "CONFIDENTIAL" on that part of the proposal which the proponent believes to be protected from disclosure. The proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. BREC will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The proponent is hereby put on notice that BREC may consider all or parts of the offer public information under applicable law even though marked confidential



Attachments B – E



ATTACHMENT B
PROPOSAL FORM

BREC

Sealed proposals will be received until 11:00 A.M., Local Time **September 9, 2024**, by the Purchasing Division, 6201 Florida Blvd, Rm 1507, Baton Rouge, LA 70806. Immediately after 11:00 A.M. of the same day and date, proposals will be publicly opened.

PROPOSAL OF _____

ADDRESS _____

DATE _____

BREC

Program Manager

6201 Florida Blvd

Baton Rouge, LA 70806

The undersigned hereby agrees to furnish all materials, tools, equipment, insurance and labor to perform all services required for the following project:

Request for Proposal No. 228– Occupational Health Clinic Services

as set forth in the following Contract Documents:

1. Notice to Proposers
2. The Specifications (Administrative and General Information, Scope of Work/Services, Evaluation, Performance Standards, Attachments and Appendix.)
3. Proposal Forms with Attachments
4. Agreement
5. The following enumerated addenda: _____ receipt of which is hereby acknowledged.

The undersigned declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion of any kind with any other person, firm, association or corporation; that the undersigned has carefully examined the site of the proposed work, and proposes, and agrees, if this proposal is accepted, to do all the work and furnish all the services specified in accordance with the requirements of the Contract Documents and to accept as full compensation therefore the total amount of the prices herein proposed, subject to any mutually agreed upon amendments.

The undersigned agrees that the proposal is firm until time of award.

Request for Proposal No. 228
Occupational Health Clinic Service

The undersigned agrees to execute the Agreement and Affidavit and furnish to BREC all insurance certificates and performance bond (if applicable) required for the project within **fifteen (15)** calendar days after receiving notice of award from BREC.

The undersigned further agrees that the work will begin on the date specified in the Notice to Proceed, projected to be on or about **January 1, 2025** and shall be diligently prosecuted at such rate and in such manner as, in the opinion of BREC's Representative is necessary for the prosecution of the work within the times specified in the Agreement, it being understood that time is of the essence.

The price for performance of all services in accordance with the Contract Documents is based on the unit (or other costs) proposed and accepted after contract negotiations.

NOTE: This financial proposal shall include any and all costs the Contractor wishes to have considered in the contractual arrangement with BREC. If quoted as a lump sum, individual rates and itemized costs included in lump sum are to be included with proposal submittal.

All supplemental information requested is enclosed or presented in a separate sealed box or envelope.

(SIGNATURE)

(Typed Name and Title)

THE ATTACHED BIDDER'S ORGANIZATION SHEET MUST BE COMPLETED TO INDICATE WHETHER BIDDER IS AN INDIVIDUAL, PARTNERSHIP, ETC.

AFFIDAVIT

**BREC
Parks and Recreation Commission**

BEFORE ME, the undersigned authority, personally came and appeared

who, being duly sworn did depose and say:

That he is a duly authorized representative of _____
receiving value for services rendered in connection with:

Request for Proposal No. 228 – Occupational Health Clinic Services

a public project of BREC, Parish of East Baton Rouge, Louisiana: that he has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by him whose services in connection with this project or in securing the public contract were in the regular course of their duties for him; and that no part of the contract price received by him was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the project were in the regular course of their duties for him.

This affidavit is executed in compliance with the provisions of LA R.S. 38:2224.

Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this _____ day of _____, 20__.
Baton Rouge, Louisiana.

NOTARY PUBLIC

PROPOSER'S ORGANIZATION

PROPOSER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____
a corporation organized under the laws of the State of _____
and domiciled in _____ was held this _____ day _____
,2024 and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by
said quorum:

BE IT RESOLVED, that. _____

is hereby authorized to submit proposals and execute agreements on behalf of this corporation with BREC, for
the Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect,
unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the
Superintendent of BREC, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____,

a corporation created under the laws of the State of _____ domiciled in _____,
that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of
Directors of said corporation at a meeting legally called and held on the _____ day of _____ 20__ as said
resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20 _____

SECRETARY

ATTACHMENT B – FINANCIAL PRICE GUIDE

Financial Price Guide

Service			
DOT Physical			
NON-DOT Physical			
Work Comp / Injury Treatment			
Titmus Eye Exam			
U/A Dipstick			
DOT Drug Screen			
MRO Fee			
NON – DOT Drug Screen			
Breath Alcohol			
TB Skin Test			
X-Ray (1 view)			
Additional Fees			
Other: _____			

Attachment C

Insurance Requirements for *Occupational Health Clinic Service*

CONTRACTOR’S INSURANCE: Contractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work covered by this contract. Contractor shall not commence work under this contract until certificates of insurance have been approved by BREC Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide.

- A. Commercial General Liability on an occurrence basis:

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
- B. Business Auto Policy
Any Auto; or Owned, Non-Owned & Hired:

Combined Single Limit	\$1,000,000
-----------------------	-------------
- C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.
- D. BREC must be named as additional insured on all general liability policies described above.
- E. Professional Liability coverage for errors and omissions is not required, but Parish shall have the benefit of any such insurance carried by Contractor.
- F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- G. The Certificate Holder should be shown as: BREC,
Attn: Purchasing Division, 6201 Florida Blvd, Baton Rouge, Louisiana 70806

NOTE TO PROPOSERS:

- 1) **Submit evidence of these Insurance Requirements with all required information set forth in the solicitation documents as your proposal.**
- 2) **Retain the complete set of Specifications and Contract Documents and a copy of the Insurance Forms for your files.**

Attachment D**Sample Contract for *Occupational Health Clinic Service***

This Contract, made and entered into at Baton Rouge, Louisiana, effective this _____ day of _____, 20____ by and between BREC, herein referred to as BREC and _____ herein referred to as “Contractor (*Service Provider/Contractor, whichever is applicable, may be substituted*)”.

Contractor shall provide consulting services as described herein for ...

Contractor agrees to proceed, upon written notice of the Director of **Human Resources**, with all professional services necessary for the performance, in proper sequence and in the time specified, of the items of work as hereinafter set forth. Services will be subject to review and administration by the office requesting the service unless designated otherwise by BREC. All the services required hereunder will be performed by Contractor or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

SCOPE OF SERVICES: The services to be rendered by the Contractor for this project shall be as follows: *See Attachment A.*

CONTRACT MODIFICATIONS: No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

Changes to the contract include any change in a) compensation; b) beginning/ending date of the contract; c) scope of work; and/or d) contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

GENERAL REQUIREMENTS: With the exception of the services specifically listed to be furnished by BREC Contractor shall, for the agreed fees, obtain all data and furnish all services and materials required to provide the contracted services. All items required to accomplish these results, whether or not specifically mentioned in this contract, including attendance by the Contractor or their representatives at conferences and public hearings, are to be furnished at the expense of Contractor.

SERVICES TO BE PERFORMED BY BREC: BREC will furnish the Contractor without charge all information which it has in its files which may be useful to the Contractor in carrying out this work, as well as assistance in securing data from others to the extent available. BREC shall provide _____ (define BREC responsibilities here) when/where necessary, to perform the work.

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COMPENSATION AND PAYMENT: BREC shall pay, and Contractor agrees to accept compensation for the services to be performed under this contract, at the rates indicated on the Cost Proposal Form attached and made a part of the contract.

Invoices for work completed to date may be submitted by Contractor, and subject to the approval of the Department Head or his/her designee, will be paid within 30 days after approval.

CONTRACT TIME: The services to be performed under this contract shall be commenced promptly by the Contractor and shall be completed as defined in the notice to proceed issued for each event.

COMMENCEMENT OF WORK: No work shall be performed by Contractor and BREC shall not be bound until such time as a Contract is fully executed between BREC and the Contractor and all required approvals are obtained at which time Task/Work Orders will be used to order specific quantities and types of services.

OWNERSHIP OF DOCUMENTS: All data collected by Contractor and all documents, notes, drawings, tracings and files collected or prepared in connection with this work, except Contractor's personal and administrative files, shall become the property of BREC, and BREC shall not be restricted in any way whatsoever in its use of such materials.

DELAYS AND EXTENSIONS: Contractor will be given an extension of time for delays beyond their control such as weather or those caused by tardy approvals of work in progress, but no additional compensation shall be allowed for such delays.

TERMINATION OR SUSPENSION: BREC may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that BREC shall give the contractor written notice specifying the Contractor's failure. If within ___ days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in ___ days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then BREC may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of BREC to comply with the terms and conditions of this contract; provided that the contractor shall give BREC written notice specifying BREC failure and a reasonable opportunity for BREC to cure the defect.

BREC may terminate this Agreement at any time by giving ___ days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Should BREC find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by ___ days notice given by BREC in writing to that effect. The work may be reinstated and resumed in full force and effect upon receipt from BREC of ___ days notice in writing to that effect.

This agreement shall ipso-facto terminate three years after the date of the suspension of the work as provided above if the work has not been reinstated and resumed by notice from BREC during the three-year period, and neither party shall have any further obligation to the other party.

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DISPUTES: Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties shall be referred to the **Chief Financial Officer** or his duly authorized representative for determination, whose decision in the matter shall be final and conclusive on the parties to this contract. This disputes clause does not foreclose the rights of the parties with respect to questions of law in connection with decisions provided for in the foregoing sentence.

INDEPENDENT CONTRACTOR OBLIGATION: Contractor shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to him as an independent contractor hereunder. Contractor shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional Contractors under similar circumstances at the time the services are performed, with BREC interested only in the results of the work.

COMPLIANCE WITH APPLICABLE LAWS: Contractor shall procure all permits and licenses applicable to the services to be performed and shall comply with any and all Local, State and Federal laws including those regarding age, citizenship, hours, wages and conditions of employment affecting the service covered by this agreement. Contractor shall pay the contributions measured by wages of his employees required by the Federal Unemployment Tax Act, Federal Insurance Contributions Act, and any other payroll tax as required by law.

INDEMNITY: Service Provider agrees to indemnify, defend, and hold harmless BREC from any and all losses, damages, expenses or other liabilities, including but not limited to connected with any claim for personal injury, death, property damage or other liability that may be asserted against BREC by any party which arises or allegedly agents in performing its obligations under this Agreement.

Service Provider, its agents, employees, and insurer(s) hereby release BREC its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way or subrogation or otherwise for any loss or damage which Service Provider, its agents or insurers may sustain incidental to or in any way related to Service Provider's operations under this Agreement.

PERSONAL INTEREST: Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, **in the above-described Study** or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of his contract no person having any such interest shall be employed.

AFFIDAVIT AND CORPORATE RESOLUTION: Contractor shall attest by Affidavit, a sworn statement that this contract was not secured through employment or payment of a solicitor. If Contractor is a corporation, a corporate resolution is furnished as evidence of authority to execute the contract.

CIVIL RIGHTS COMPLIANCE: The Contractor agrees to abide the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era of 1975, the Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS: If the project is funded in whole or in part by Federal Grants, Contractor shall comply with the Federal Requirements. Contractor shall also include these Federal Requirements in any sub-contracts.

TAXES: Any taxes, other than state and local sales and use taxes, from which BREC is exempt, shall be assumed to be included within the Contractor's cost.

RIGHT TO AUDIT: BREC or others so designated by BREC, or other lawful entity shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable Local, State and Federal law. Records shall be made available during normal working hours for this purpose.

ASSIGNMENT: Assignment of contract, or any payment under the contract, requires the advanced written approval of BREC.

CONFIDENTIALITY: The following provision will apply unless BREC agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to BREC's operations which are designated confidential by the State and made available to the Contractor in order to carry out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to BREC. The identification of all such confidential data and information as well as BREC's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by BREC in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by BREC to be adequate for the protection of BREC's confidential information, such methods and procedures may be used, with the written consent of BREC, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract or is rightfully obtained from third parties.

RECORD RETENTION: The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years from close of file.

ORDER OF PRECEDENCE

The Request for Proposals (RFP), dated _____, and the Contractor's Proposal dated _____, are attached hereto and, incorporated into this Contract as though fully set forth herein. In the event of an inconsistency between this Contract, the RFP and/or the Contractor's Proposal, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to this Contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

GOVERNING LAW: This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final approval by both parties.

IN WITNESS WHEREOF, BREC and Contractor have executed this contract effective as of the date first written above.

WITNESSES:

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

By _____

Title _____

Contractor

By _____

Title _____

Typed Name and Title

ATTACHMENT E



ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT					
PLEASE TYPE or PRINT LEGIBLY					
<input type="checkbox"/> NEW		<input type="checkbox"/> REVISION (Please Check One)			
I authorize the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) to deposit payment for services rendered or goods provided directly into my account at the financial institution listed below. If BREC erroneously deposits funds into said account, I authorize BREC and the financial institution to initiate the transaction(s) necessary to correct the error. This authorization will remain in effect until BREC has received written notification from me of my termination and BREC has had reasonable opportunity to act upon it.					
Name of the Vendor/Payee			Financial Institution Name		
Vendor/Payee Address			Financial Institution Address		
City	State	Zip Code	City	State	Zip Code
Vendor/Payee E-mail for Vendor Accounts Receivable Dept.			Financial Institution Representative Name		
			Title		
Last four (4) digits of Social Security Number		OR	Last four (4) digits of Tax Identification Number		Financial Institution Telephone Number
[][][][]			[][][][]		()
Vendor/Payee Contact Name			Financial Institution Routing Number		
			[][][][][][][][]		
Contact Telephone Number	Contact Fax Number		Account Number	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
()	()		[]		
In the future, BREC may implement a system whereby purchase orders are sent to vendors via EMAIL. Please provide an email address where BREC may send future purchase orders below:					
Is the financial institution indicated above outside the United States?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Print Name and Title of Payee Authorized Official			Payee Authorized Signature		Date
INTERNAL USE ONLY					
Vendor ID #		Purchasing Initials		Accounts Payable Initials	

IMPORTANT:
Please attach a voided check, drawn on the account listed above, to page 2 of this form and make sure the account number & routing number on the check match the form above. Please return both pages of this completed form to us via email at: Vendors@BREC.org

IMPORTANT:

Please attach a voided check below and make sure that the account number & routing number on the check match page 1 of this form.

Please return both pages of this completed form to us via email at:

Vendors@BREC.org

The diagram shows a check form with the following fields and callouts:

- Check Number:** 2001 (Callout: "Check Number (it is needed to complete the form)")
- Pay To The Order Of:** (Callout: "Checking Account # usually follows the Routing & Transfer #")
- Amount:** \$ _____ DOLLARS
- Memo:** _____
- Routing & Transfer #:** 0123456789 (Callout: "Routing & Transfer # is 9 digit number (starts with 00000)")
- Bank Name:** YOUR BANK, 123 Your Bank's Street, Anywhere, USA, 12345
- Bank Address:** John & Jane Doe, 123 Your Street, Anywhere, USA, 12345

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The Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

ACH Vendor Payment Authorization
Frequently Asked Questions

FAQ's

Here are some frequently asked questions and answers:

- Q. What is ACH Vendor Payment?**
- A. ACH Vendor Payment is a system that deposits payment for goods and/or services that you have sold to the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) directly into your account at any financial institution that is a member of the Automated Clearing House Network.
- Q. Who is eligible for ACH Vendor Payment?**
- A. All vendors that provide goods and/or services to BREC who are now being paid by check through BREC's Accounts Payable Department.
- Q. What steps should I take to assure that my payment is deposited to my account?**
- A. Verify with your financial institution that the routing number used for wires into your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution.
- Q. When will my payment be deposited in my account?**
- A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advice e-mail.
- Q. Is my payment safe?**
- A. Billions of ACH transactions are transmitted successfully across the country. This could not be done without numerous checks and balances built into the system. NACHA manages the development, administration, and governance of the ACH Network. You may learn more at www.nacha.org.
- Q. What do I do if for some reason my payment is not deposited into my account?**
- A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the Accounts Payable Supervisor at (225) 272-9200, and ask that your payment be traced, starting with the originating financial institution.
- Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?**
- A. The target implementation date for changing over to ACH Vendor Payment is December 31, 2015. Beyond this date, most payments made by BREC to its vendors will be made via ACH transaction. However, as BREC transitions from the old "paper" method of paying vendors to ACH Vendor Payment, some vendors may begin to receive their payments via ACH transaction before December 31, 2015. In all cases, before a vendor receives their first payment via ACH transaction, they will receive an e-mail notifying them of the upcoming deposit.
- Q. What happens if I change financial institutions and/or account?**
- A. In the event that you change financial institutions, or account numbers within the same financial institution, simply provide a new ACH Vendor Payment Authorization Agreement and a voided check, and mark the "Revisions" box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor's responsibility to advise BREC of any changes and to do so in a timely manner. BREC requires fifteen (15) working days to process changes.
- Q. What if I want my payment to be forwarded to a financial institution outside the United States?**
- A. If you receive payments via direct deposit which are forwarded from a U.S. financial institution to a financial institution outside the U.S., please indicate YES in the ACH Vendor Authorization Agreement form and contact the Accounts Payable Supervisor at (225) 272-9200.
- Q. BREC will transmit payment information AND invoice information (in the form of "addenda" information) to the vendor's bank. What happens if my bank statement does not break down the invoices paid by BREC?**
- A. Tell your bank that you will be receiving payments via ACH and that BREC will be including addenda information with our payment in the CCD Plus format.
- Q. What do I need to do?**
- A. Just follow these simple steps:
- Complete the ACH Vendor Payment Authorization Agreement.
 - Attach a voided check which clearly shows:
 - the bank account holder's name
 - account number
 - financial institution's name
 - routing number
 - Send the signed agreement and voided check to: Vendor@BREC.org

If you have any questions about ACH Vendor Payment, please contact the Accounts Payable Supervisor at: (225) 272-9200



THE RECREATION AND PARK
COMMISSION FOR THE PARISH OF EAST
BATON ROUGE

FIN-A-0001 [Last Revised 03/2016]