General information and submittal instructions

1. Joplin Schools ("District") is seeking proposals for telemedicine services. A copy of Joplin Schools’ formal bid policy is attached and made a part of this RFP. Joplin Schools reserves the right to accept and/or reject any and/or all proposals.

2. Joplin Schools would enroll approximately 900 members plus 380 dependents/spouses in the program.

3. Services will be for the Employee Health Plan Year beginning October 1, 2016.

Submittal instructions

1. Proposals must be received by mail or email by 11:00 a.m. CT, Thursday, July 14, 2016.

2. Mailed proposals should be clearly marked TELEMEDICINE SERVICES RFP and sent to the attention of Becki England, Benefits Coordinator, Human Resources Department, Joplin Schools at P.O. Box 128, Joplin MO 64802 (physical address: 310 West 8th Street, Joplin MO 64801, 417-625-5200 ext. 2001).

3. Emailed bids in .pdf format may be sent to sealedbid@joplinschools.org by the date and time specified. Be sure that the subject line reads TELEMEDICINE SERVICES RFP and that the size of your submission does not exceed a total of 10 MB. If you choose to send the bid to the district’s secure mailbox, you will receive a complimentary “thank you” auto reply message. If you do not receive this message please contact Becki England at 417-625-5200 ext. 2001 immediately.

The District is not responsible for lateness or non-delivery by the U.S. Postal Service or by email to the District. The time and date recorded by the District shall be the official time of receipt. Late bids will not be considered. Joplin Schools is not responsible for non-delivery or non-receipt of electronic bids.
**Contract duration**

1. Joplin Schools proposes a one-year contract, renewable for successive years at Joplin Schools’ option.

2. Costs and services will be evaluated after nine months of service in order for Joplin Schools to determine the renewal option by 8/31/17.

**Proposal requirements**

The following is a list of the information to be provided by each proposer, clearly identified by item number and in this order at the beginning of the submission package. Failure to include all information listed below may result in the disqualification of a proposal.

1. Physical business location and mailing address

2. Copy of current business license and/or documents allowing company to perform said work in the city of Joplin and the state of Missouri

3. A detailed list of references using your telemedicine services, including name, company, title, phone number, email, and number of employees served.

4. Cost of monthly premium per employee per month (PEPM)

5. Copay cost. Can the copay be adjusted up or down to provide employer with the desired PEPM cost?


7. Is there a limited number or usage that affects coverage, benefits, and costs?

8. Is there utilization up cost, or does monthly premium remain the same throughout contract?

9. List all access vehicles for services including phone, email, internet/video, etc.

10. Include detailed implementation plan or strategy. How will you reach employees? Will there be a census or self-enrollment?

11. Does service travel from state to state or across state lines or is it limited to service in Missouri only? Does service travel internationally?

12. Is there an early termination fee? If so, what is the cost?
13. Provide credentials of the professionals who provide the telemedicine service.

14. Describe how prescription medications are handled in your treatment plan.

15. Provide a pro forma agreement for your services. Joplin Schools reserves the right to alter or write the agreement document.

16. Provide the days and hours telemedicine service is available throughout the year.

**Certification**

By my signature below, I certify that this proposal meets or exceeds the requirements of this RFP.

Authorized signature:____________________________________________________

Printed name and title:___________________________________________________

Date:__________________________ Phone and email:________________________

_____________________________________________________________________

_____________________________________________________________________
The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Purchases that may exceed $15,000 must have prior Board approval unless this policy's emergency provisions are applicable.

The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy. The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds, unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under $1,500. Purchases ranging from $1,501 to $4,500 shall be made on the basis of oral quotes from reputable suppliers. Purchases ranging from $4,501 to $15,000 shall be made on the basis of at least three written quotes. Purchases over $15,000 will be bid in accordance with procedure and submitted for Board action.

The district will select the lowest or best bid. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

Unless bids are for a one-time, specific purchase, bids will apply to purchases for up to the next 12-month period. Bid threshold amounts should reflect the known or estimated costs anticipated over the 12-month period. Bid periods that are over or under 12 months require approval by the superintendent or purchasing officer.

When the purchasing officer determines that the purchase requires competitive negotiations, products or services may be purchased by competitive proposals. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the
competitiveness of these providers. If the purchase is from a single-source provider, bid documentation must include an explanation of why a single-source vendor must be used and must be submitted to the superintendent or purchasing officer for review and approval.

Emergency Situations

Unless otherwise required by law, the superintendent may waive the requirement for competitive bids or proposals when he or she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary in order to protect against further loss of or damage to property, or to prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and will only be utilized for purchases that are necessary to alleviate the emergency.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Any employee or Board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and Board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and Board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or Board member to whom the card was issued. District employees and Board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow Board policy or district procedures and for any misuse of district resources, including district cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.