ILLINOIS VALLEY COMMUNITY COLLEGE
REQUEST FOR PROPOSALS
FOR MANAGEMENT OF
ON-SITE HEALTH CENTER

RFP ISSUE DATE: September 21, 2011
PROPOSAL DUE DATE: November 1, 2011
ISSUED BY: Michelle Carboni
Director of Purchasing
Illinois Valley Community College

Sealed Proposals will be accepted until 2:00 p.m. Central Daylight Time, November 1, 2011. Any Proposal received after the above indicated time will be returned unopened. Three (3) copies of each Proposal shall be delivered to:

Illinois Valley Community College
Purchasing Office
815 N. Orlando Smith Road
Oglesby, IL 61348
Attn: Michelle Carboni
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**NOTE:** TO SIMPLIFY ILLINOIS VALLEY COMMUNITY COLLEGE'S REVIEW PROCESS, THE FORMAT FOR ALL PROPOSALS MUST BE CONSISTENT WITH THE FORMAT IN SECTION 5, "INFORMATION REQUESTED." IN ADDITION, THE FINANCIAL BID FORM (ATTACHMENT B) MUST BE COMPLETED AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.
SECTION I: ADMINISTRATIVE INFORMATION

A. ISSUING OFFICE: This request for Proposal (RFP) is issued by Illinois Valley Community College by the Purchasing Department for the benefit of the Board of Trustees. The Purchasing Department is the SOLE point of contact concerning this RFP. All communication must be done through the Purchasing Department.

B. OFFICIAL MEANS OF COMMUNICATION: During the solicitation process for this RFP, all official communication between the Purchasing Department and offerors will be via postings on the College’s website. Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning offeror. It is incumbent upon offerors to carefully and regularly monitor the IVCC website for any such postings.

C. PURPOSE: This RFP provides prospective offerors with sufficient information to enable them to prepare and submit proposals for consideration by the Purchasing Department to satisfy the need for expert assistance in the completion of the goals of this RFP.

D. SCOPE: This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

E. SCHEDULE OF ACTIVITIES:

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F. INQUIRIES: Offerors may make written or fax inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Send all inquiries to:

Illinois Valley Community College
Purchasing Office
815 N. Orlando Smith Road
Oglesby, IL 61348
Attn: Michelle Carboni

RFP No. RFP2012-P03

Response to any offeror's inquiries will be published as a modification on IVCC website in a timely manner. Responses to inquiries may also be made verbally and/or in writing at a pre-conference meeting. Offerors should not rely on any other statements that alter any specification or other term or condition of the RFP.

G. MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by the offeror prior to the established due date and time.
H. PROPOSAL SUBMISSION: Proposals must be received on or before the date and time indicated in the Schedule of Activities. Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received by the Illinois Valley Community College Purchasing Office on or before the proposal opening date and time. Offerors mailing their proposals are advised to allow sufficient mail delivery time to ensure receipt of their proposals by the time specified. The proposal package shall be delivered or sent by mail to:

Illinois Valley Community College
Purchasing Office
815 N. Orlando Smith Road
Oglesby, IL 61348
Attn: Michelle Carboni

Proposals must be submitted and sealed in a package showing the following information on an envelope attached to the package:

OFFEROR’S NAME
RFP
PROPOSAL DUE DATE AND TIME

The Vendor Signature Form MUST be signed in ink by the offeror or an officer of the offeror who is legally authorized to bind the offeror to the proposal. Proposals which are determined to be at a variance with this requirement may not be accepted.

Offerors are advised that the College desires and encourages that proposals prepared in response to this RFP be submitted on recycled paper, and that all three (3) copies be printed on both sides of paper. While the appearance of proposals is important, and professionalism in proposal presentation should not be neglected, the use of nonrecycled or nonrecycled glossy materials is discouraged.

I. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, an addendum notice will be sent via the BIDS system.

J. ORAL PRESENTATIONS/SITE VISITS: Offerors who are deemed most qualified, after initial evaluation, may be asked to make oral presentations and/or to make their facilities available for a site inspection by the evaluation committee. Such presentations and/or site visits will be at the offeror’s expense.

K. ACCEPTANCE OF RFP TERMS: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the offeror, or an officer of the offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions including compensation, as set forth herein. An offeror shall identify clearly and thoroughly any variations between its proposal and the State’s RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

L. CONFIDENTIAL/PROPRIETARY INFORMATION: Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests for confidentiality shall be submitted, by the offeror with the proposal. The offeror must state specifically what elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identified, marked and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.
The College Purchasing Department will make a written determination as to the apparent validity of any request for confidentiality. The written decision of the Purchasing Department will be sent to the offeror as required.

M. PROPOSAL PRICES: Estimated proposal prices are not acceptable. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

N. DISCUSSION WITH RESPONSIBLE OFFERORS AND REVISIONS TO PROPOSAL: Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award; for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

O. SELECTION OF PROPOSAL: As described within the RFP, an Evaluation Committee will review and score offers submitted and make a recommendation for award. The selection will be for award to the responsible offeror whose proposal is determined to be most advantageous to the College. The Department of Purchasing, after review and approval of the Evaluation Committee’s written recommendation, will notify all offerors via a posting on the BIDS system of the results of the RFP evaluation. The posting will be an announcement of the “Notice of Intent to Make an Award” will name the apparent successful offeror.

P. AWARD OF CONTRACT: The award will be made to that offeror whose proposal, conforming to the RFP, will be the most advantageous to the College. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the State may elect to cancel the “Notice of Intent to Make an Award” letter and make the award to the next most responsible offeror.

Q. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal (including persons specified to implement the project) of the successful offeror will become contractual obligations if acquisition action ensues. Failure of the successful offeror to accept these obligations in a contract may result in cancellation of the award and such offeror may be removed from future solicitations.

R. STANDARD CONTRACT: The College will incorporate standard contract provisions and other provisions noted in this RFP into any contract resulting from this RFP.

S. RFP CANCELLATION: The College reserves the right to cancel this Request for Proposal at any time, without penalty.

T. COLLEGE OWNERSHIP OF CONTRACT PRODUCTS/SERVICES: Proposals, upon established opening time, become the property of Illinois Valley Community College. All products/services produced in response to the contract resulting from this RFP will be the sole property of Illinois Valley Community College unless otherwise noted in the RFP. The contents of the successful offeror's proposal will become contractual obligations.

U. INCURRING COSTS: The College is not liable for any cost incurred by offerors prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

V. NON-DISCRIMINATION: The offeror shall comply with all applicable state and federal laws, rules, and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.
W. REJECTION OF PROPOSALS: The College reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of Illinois Valley Community College.

X. PARENT COMPANY: If an offeror is owned or controlled by a parent company, the main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the offeror responding to the RFP.

Y. NEWS RELEASES: News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the College.

Z. CONTRACT CANCELLATION: The College reserves the right to cancel, for cause, any contract resulting from this RFP by providing timely written notice to the contractor.

AA. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. By submission of this proposal, each offeror, and in the case of a joint proposal, each party thereto, certified as to its own organization, that, in connection with this procurement:
   a. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
   b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly, to any other offeror or to any competitor; and
   c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2. Each person signing the Invitation for Bid form of this proposal certified that:
   a. S/He is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that s/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above; or
   b. S/He is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that s/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above, and as their agent does hereby so certify; and s/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above.

3. A proposal will not be considered for award where (1)(a), (1)(c), or (2) above has been deleted or modified. Where (1)(b) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or her/his designee, determines that such disclosure was not made for the purpose of restricting competition.

BB. ASSIGNMENT AND DELEGATION: Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

CC. AVAILABILITY OF FUNDS: Financial obligations of the College payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made
available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty.

DD. INSURANCE: The contractor shall procure, at its own expense, and maintain for the duration of the work, the following insurance coverages; the College shall be issued certificates as an additional insured.

1. **Standard Workers’ Compensation and Employers’ Liability** as required by State statute including occupational disease, covering all employees on or off the work site, acting within the course and scope of their employment.

2. **General and/or Personal Injury and/or Professional and/or Automobile Liability** - (including bodily injury, personal injury, and property damage) with the following minimum coverage, depending on the policy format:
   a. **Occurrence** basis policy - combined single limit of $1,000,000
   b. **Annual Aggregate** limit policy - not be less than $2 million plus agreement that vendor will purchase additional insurance to replenish the limit to $2,000,000 if claims reduce the annual aggregate below $2,000,000.
   c. **Claims-Made** policy - Combined single limit of $1,000,000, plus an endorsement that extends coverage two years beyond the policy expiration date.

3. Vendor shall provide such other insurance as may be required by law, or in a specific solicitation.

4. The College shall be named as an **additional insured** on all liability policies.

5. The insurance shall include a provision preventing **cancellation** without sixty (60) calendar days prior written notice to the College by certified mail.

6. Vendor shall provide the following documentation to the College within seven (7) working days of a request therefore, unless otherwise provided:
   a. **Certificate/s** of adequate insurance coverage, each with a reference to the College being named as an additional insured, or
   b. **Certificate/s** of adequate insurance coverage and an endorsement/s of additional insured coverage.

A completed Standard Certificate of Insurance form shall be provided to the College by the contractor prior to the purchase of the contract and upon any renewals.

EE. INDEPENDENT CONTRACTOR CLAUSE: All personal service contracts must contain the following clause:

“THE CONTRACTOR SHALL PERFORM ITS DUTIES HEREUNDER AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE. NEITHER THE CONTRACTOR NOR ANY AGENT OR EMPLOYEE OF THE CONTRACTOR SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE COLLEGE.

CONTRACTOR SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX WITHHOLDING, SHALL PROVIDE AND KEEP IN FORCE WORKERS’ COMPENSATION (AND SHOW PROOF OF SUCH INSURANCE) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW, AND SHALL BE SOLELY RESPONSIBLE FOR THE ACTS OF THE CONTRACTOR, ITS EMPLOYEES AND AGENTS.”
FF. INDEMNIFICATION: To the extent authorized by law, the contractor shall indemnify, save and hold harmless the College, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.
VENDOR SIGNATURE FORM
THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH YOUR BID RESPONSE

BID/RFP INVITATION NO:   RFP2012-P03

BID RECEIPT:

SEALED BIDS -- Bid to be submitted in sealed envelope bearing the NAME AND ADDRESS OF THE BIDDER, THE DATE AND HOUR OF OPENING, AND INVITATION NUMBER ON THE FACE OF THE ENVELOPE.

Bid must be received on or before the indicated due date and time in the:
Illinois Valley Community College
Purchasing Office
815 N. Orlando Smith Road
Oglesby, IL 61348
Attn: Michelle Carboni

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. Vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be emailed to purchasing@ivcc.edu with the subject proposal: Management of On-Site Health Center. Bidders are urged to read the bid thoroughly before submitting a proposal.

ALL PROPOSALS SHALL BE QUOTED F.O.B. DESTINATION UNLESS OTHERWISE SPECIFIED per the attached specifications, terms, and conditions.

Vendor is required to submit Federal Employer Identification Number (F.E.I.N.) prior to payment of Purchase Order.

F.E.I.N. __________________________________________________________________________

DELIVERY DATE ___________________ TERMS ___________________

SIGNATURE __________________________________________________________________________

TYPED/PRINTED __________________________________________________________________________

NAME ___________________ TITLE ___________________

COMPLETE COMPANY NAME __________________________________________________________________________

NAME __________________________________________________________________________
(Including: DBA, LLC)

ADDRESS __________________________________________________________________________

CITY/STATE/ZIP __________________________________________________________________________

PHONE ___________________ FAX ___________________

NAME OF AUTHORIZED SIGNATOR __________________________________________________________________________
(In Individual with authority to execute agreements/contracts for company)
SECTION 1: INTRODUCTION

Illinois Valley Community College (IVCC) invites your firm to submit a Proposal for Management of the On-Site Health Center. The College is seeking a contractual partnership with a health care management entity to provide an on-site health care program at IVCC for all students and employees with a full range of primary care services.

The criteria that will be used to evaluate Proposals include the following:

- Experience and expertise in providing health care management services
- Ability to establish a health care program supported by insurance reimbursement
- Experience of professional staff that will provide primary health care services
- Emphasis on quality patient care and satisfaction with the health care program
- Health care management plan including staffing, employee training, operating policies and procedures
- Capital equipment
- Pharmacy Services
- Plan for providing support and collaboration with IVCC for health education and outreach programming to students
- Fit with the IVCC community and understanding of the College’s mission

(Note: The above criteria are not in priority order.)

SECTION 2: HEALTH CENTER BACKGROUND INFORMATION

2.1 Facility/Location. The Health Center serves as an outpatient clinic for IVCC students and employees and will be located on the first floor of C Building on Main Campus at 815 N. Orlando Smith Road.

The Health Center facility will be comprised of approximately 250 square feet.

2.2 Hours of Operation. The hours of operation for the Health Center will be a minimum of 16 hours per week. The Health Center will be closed during academic breaks and holidays.

SECTION 3: DESCRIPTION OF STUDENT HEALTH CENTER PROGRAM

3.1 The Contractor shall have the exclusive right to operate the Health Center on the campus of Illinois Valley Community College. The Contractor shall operate the Health Center in a manner which positively reflects the image and reputation of the College and supports the academic mission of the College.

3.2 The Contractor shall provide all necessary professionally trained staff, primary health and medical care services, medical equipment and supplies associated with the operation of a college student health care facility on the IVCC campus. The Contractor’s health care services are desired to meet the standards of care as identified by the American College Health Association.

3.3 The Contractor shall provide a referral service to other health care providers when additional medical care is required for a student patient.
3.4 The Contractor shall have access to laboratory facilities needed to support the Health Center. The Contractor will also provide medication and pharmaceuticals appropriate to support the health care service for College students.

3.5 The Contractor should become involved in the academic, health, and social environment of the College and provide opportunities to collaborate and support special health education and prevention programs and other assistance based upon the needs of the College community.

3.6 The Contractor shall meet regularly with College officials to review the operations of the Health Center. The Contractor shall work cooperatively with the College in the development and improvement of the Health Center program including services, policies, and procedures. The Contract shall make every reasonable attempt to comply with requests from the College to improve the delivery of health care services at the Health Center.

3.7 Client Satisfaction. The Contractor must have been in business for a minimum of five (5) years and provide a reference list of five (5) health care clients that includes the institution’s name, contact name, title and phone number, start date of the original contract, and a brief description of the services provided that are comparable to what will be offered in the proposal.

3.8 Business Plan. The Contractor must have an established business operating plan that provides administrative support to both the Health Center staff and Illinois Valley Community College designated administrator(s) by offering the following:

- Professionally trained health care staff with extensive experience in primary health care that is readily accessible to the College campus community;
- Information technology systems for primary care delivery, patient management, appointment systems, and third party billing for insurance reimbursement;
- Accounting services that include regular reports of the performance of the Health Center as well as on-going support for fiscal management issues;
- Appropriate malpractice insurance consistent with state regulations for all physician and nurse practitioner providers in an amount no less than $1 million per incident and $6 million in aggregate;
- Legal services including issues revolving around questions of confidentiality, prescription authority, standing orders, and other clinically related issues;
- Quality initiatives that include following the standards by a nationally recognized ambulatory care accrediting body and the recommended Standards and Practices developed by the American College Health Association;
- Marketing and communication planning and implementation for the campus community.

3.9 Insurance Pricing. The contractor will negotiate pricing with the College’s sponsored insurance program, subject to the College’s approval, to ensure office visits, procedures, lab work, and pharmaceuticals are priced in acceptable amounts to keep the insurance program working collaboratively with the contractor.

3.10 Financial Stability. The prospective contractor must show evidence that sufficient cash reserves are available to ensure that there will be no disruptions in the management of the Health Center.

3.11 Use of Technology. The prospective Contractor must demonstrate the effective implementation of information systems for the delivery of primary health care services. In addition, the prospective Contractor must demonstrate effective implementation of demand management services that provide access to the student health program through technology-driven services and alternative service offerings.

3.12 Student/Employee Feedback. The Contractor shall provide a Patient Complaint Report to the College on a monthly basis in a manner compliant with HIPPA guidelines as a measure for student satisfaction and quality improvement in the delivery of health care services.
3.13 Web Site. Contractor shall provide and maintain an internet web site for the Health Center. All aspects of the Health Center web site, including links to and from the web site, shall require the College’s prior written approval.

3.14 Health Care Procedures. The Contractor shall not engage in any health care practice, policy, or procedure which is expressly prohibited by Illinois Valley Community College and State of Illinois.

3.15 Staffing. The Contractor shall be responsible, at its sole cost and expense, to employ all personnel necessary for the efficient operation of the Health Center in accordance with the requirements established by the College. The Contractor shall do everything in its power to ensure that the management team and the staff of the Health Center are stable and that their conduct and interaction with the College community, customers, and vendors are consistent with the mission and values of Illinois Valley Community College. All Contractor employees will adhere to the behavioral standards of IVCC while working on the College premises, per the most recent IVCC staff handbook. The Contractor shall remove any employee(s) from the premises when requested to do so by IVCC.

The health care administrator assigned to the Health Center by the Contractor must be approved in advance by Illinois Valley Community College. Subsequent changes in assignments will be made by the Contractor only after prior consultation with, and approval by, the College.

3.16 Hours of Operation. Changes to the hours of operation must be approved by the College.

3.17 Facility Renovation and Depreciation. The Contractor will be required to design and fixture the Student Health Center facility. All renovations and capital investments in the Health Center facility must meet College standards and must be approved in advance by the College. The capital investment by the Contractor to renovate and/or install fixtures in the Student Health Center facility will be depreciated on a straight-line basis over five (5) years. All Student Health Center design fees and fees associated with planning the facility renovation shall be incurred solely by the Contractor and the Contractor shall treat all design and planning fees as the Contractor’s operating expenses. Design fees and planning fees shall not be included as part of the capital investment to be depreciated.

All facility improvements and fixtures shall become the property of the College at the termination of the Contract. If the Contract or extensions thereto, ends for reasons other than poor performance prior to the capital investment being fully depreciated, then the College will reimburse the Contractor for the undepreciated portion of the capital investment. If the Contract is terminated for poor performance as outlined in Section 7.2, the College shall not be obligated to reimburse the Contractor for the undepreciated portion of the capital investment, and all facility improvements and fixtures shall become the property of the College.

3.18 College Obligations. The College will provide the Contractor with:

- Health Center facility consisting of approximately 250 square feet;
- Utilities including electricity and fuel for heating and cooling;
- Access to campus telephone service at the standard College rate;
- Security service provided by the Campus Security Services in the same manner provided for other College buildings; additional security services may be provided upon request with the Contractor agreeing to fully reimburse the College for such services;
- Cleaning of the center on the regular College schedule followed for other campus buildings.

3.19 Contractor Obligations. The Contractor will provide the following as part of its operation of the Health Center:

- Internal Security. The Contractor shall collaborate with College Security Services personnel and the Administration concerning questions of discipline, enforcing regulations, and internal security and theft control in the Health Center. The College requests that in non-emergency
situations, the Contractor's first point of contact with regard to security and safety issues will be Campus Security Services.

SECTION 4: INFORMATION REQUESTED

(NOTE: To simplify the College's review process, the Format for all Proposals must be consistent with the information requested below.)

4.1 Company history and background, including your Company's qualifications and experience in management and delivery of primary health care services. Please describe your Company's experience serving large, public, and community based institutions.

4.2 Personnel/Staffing. Please provide your Company Organization Chart, including your proposed Organization Chart and reporting structure for Illinois Valley Community College Health Center. In addition, please describe your Company's:

- Personnel policies
- Hiring policies
- Benefit programs
- Plan for hiring IVCC Health Center employees

4.3 Clinical Services. Please describe the scope of clinical services that you will provide at the Health Center to meet the needs of a diverse student population including:

- Primary care
- Specialty care
- Emergency care
- Ancillary services (i.e., lab, pharmacy, radiology)
- Referral network

4.4 Insurance Reimbursement. Please describe your plans for implementing insurance reimbursement for patient users of the Health Center through third party billing.

4.5 Health Education and Prevention. Please describe the type of support and collaboration for health education and prevention programs and/or services that you would provide to IVCC students and employees.

4.6 Clinical Consultations. Please describe your plan for establishing a collaborative relationship between the Health Center and Counseling Center for clinical consultations regarding psychotherapy treatment and psychiatric care.

4.7 Quality Assessment. Please describe your Company's policies and procedures for implementing assessment tools to measure patient satisfaction for health care services provided at the Health Center. Please include quality initiatives that will support accreditation by a nationally recognized ambulatory care accrediting body and the recommended standards and practices developed by the American College Health Association.

4.8 Marketing and Promotion. Please describe your plans for marketing health care services to IVCC students and employees as well as health education and prevention services to the College community.

4.9 Web Site Management. Please describe your ability to maintain a web site for the Health Center with on-line patient services and health information for the College campus community.
4.10 Facility. Please describe your plans and financial commitment to renovate, update, and fixture the Health Center facility.

4.11 Client List. A reference list of five (5) health care management clients that includes the institution's name, contact name, title and phone number, start date of the original contract and a brief description of the services provided.

4.12 Discontinued Client List. Please provide a list of all accounts that were canceled or not renewed during the past five years, including the reason for termination. Please include length of contract and contact information for the health care institution.

4.13 Miscellaneous. Please provide Illinois Valley Community College with other information you feel is pertinent.

SECTION 5: PROPOSED CONTRACT TERM & TERMINATION PROVISIONS

5.1 Term. The Contract shall be effective upon approval by the College (on or about January 1, 2012), and is renewable annually thereafter for a one (1) year period on the first day of each January and ending on the thirty-first day of each December (one year later) for the five-year period through December 31, 2017.

5.2 Termination. Illinois Valley Community College shall have the right to terminate the Contract at any time by providing the Contractor ninety (90) days written notice.

The Contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and practices for operation of a health care center located on a college campus. If the Contractor shall fail to fulfill or perform any material obligation of the Contractor under this Agreement (to be established upon the College's selection of a Contractor) and such failure shall continue for sixty (60) days following written notice (the "Default Notice") from the College to the Contractor informing the Contractor of its failure to fulfill or perform said material obligation, then the College may terminate this Agreement by providing the Contractor with written notice (the "Termination Notice").
STATE OF ILLINOIS ) ) SS
COUNTY OF LASALLE) 

AFFIDAVIT

I, ______________________, having first been duly sworn on oath, state the following:

1. This Affidavit is made on my personal knowledge, and, if sworn as a witness, I can testify competently to the facts as stated.
2. I have read and understand the instructions and specifications provided to me by Illinois Valley Community College.
3. I understand and agree that the service being considered is one that constitutes a service requiring a high degree of professional skill where the ability or fitness of the submitter plays an important part.
4. I understand and agree that because the service being considered does require the aforementioned high degree of professional skill, that this contract is thereby exempt from the bidding requirements set forth within 3-27.1 of the Illinois Public Community College Act (110 ILCS 805/3-27.1).
5. I acknowledge that when the College, though not required to do so by statute, has called for bids, the College may award the contract to any submitter it considers responsible or may opt to reject all submissions.
6. This Affidavit is made on my personal knowledge, and, if sworn as a witness, I can testify competently to the facts as stated.

Further Affiant Saith Not.

Dated this ____ day of ________, 20__. 

____________________________ (SEAL)

(Name)

Subscribed and sworn to before me this ____ day of ____________, 20__.

____________________________ 

Notary Public
Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

On-Site Health Center - Proposal # RFP2012-P03

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by proposal due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_______ Previous commitments

_______ Unable to supply service

Other _______________________________________________________

____________________________________________________________

____________________________________________________________

Company Name

____________________________________________________________

Date

____________________________________________________________

Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL  61348

Pertaining to the proposal titled: On-Site Health Center - Proposal # RFP2012-P03

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
**Request for Taxpayer Identification Number and Certification**

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
</tbody>
</table>

Check appropriate box:  
- Individual / sole proprietor  
- Corporation  
- Partnership  
- Other  
- Exempt from backup withholding

<table>
<thead>
<tr>
<th>Address (number, street, and apt or suite no.)</th>
<th>Requester’s name and address (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
</tr>
</tbody>
</table>

List account number(s) here (optional)

### Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 901.7701-4(a) and 7(a) for additional information.

**Special rules for partnerships:** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.