



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Request for Proposals

Date: April 1, 2022

Request for Proposal #: 2022-001

Project: Medical Mobile Unit

Projected Start Date: July 1, 2022

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SECTION I – SUMMARY

The Desert Healthcare District and Foundation (“District”) accepted and matched a grant award from the Coachella Valley Resource Conservation District to purchase and operate a 26ft. medical mobile unit, that includes two examinations rooms, along with a full restroom to make mobile healthcare and health education programs and services available to residents in underserved and rural areas of the Coachella Valley. The addition of a mobile unit will continue to build upon the remarkable progress accomplished by the Coachella Valley Equity Collaborative’s COVID-19 response by collaborating with community-based organizations, faith-based organizations, governmental agencies, business owners, and medical providers to address health equity by reducing barriers to access like transportation, days and hours of the provision of services, and the proximity of services.

The District is seeking vendor(s) to operate a medical mobile unit in the Coachella Valley. The selected vendor will be responsible for:

- License, manage, and operate the medical mobile unit.
- Provide ongoing medical and health education programs and services in medically underserved areas and rural communities of the Coachella Valley.
- Establish partnerships with other healthcare providers to increase the utilization and reach of the medical mobile unit.

The medical mobile unit will be equipped to provide health screenings, preventive medical services, basic medical services, health education, medical consultations, and telemedicine that is lacking in medically underserved areas of the Coachella Valley, where limited or no health services are available. Addressing and reducing barriers to access like transportation, day/hours of operations, and increasing the proximity of health and wellness services to where community residents live, work, and pray, have demonstrated increased participation within community residents, who typically didn't have access.

The District may select one or more qualified organizations to provide the services sought in this Request for Proposals (“RFP”) to support ongoing efforts to improve access to health and wellness programs and services in the Coachella Valley.

To respond to this RFP, an interested organization should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to:

Alejandro Espinoza, Chief of Community Engagement
Desert Healthcare District and Foundation
41-550 Eclectic Way., Palm Desert, CA 92260
aespinoza@dhcd.org

Requests for Proposals must be submitted and received by
5:00 p.m. on Friday, April 29, 2022 (“deadline”).
Late submissions will not be considered.

The Request for Proposal must address all information requested in this document. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. **Any questions regarding this RFP should be submitted through email to Alejandro Espinoza, Chief of Community Engagement aespinoza@dhcd.org**

SECTION II – BACKGROUND

A. Overview

The Desert Healthcare District (“District”) is a California Special District formed in 1948 with the mission to build a hospital to meet the growing healthcare needs of the residents in Palm Springs and the surrounding areas in the Western Coachella Valley. The Desert Healthcare Foundation (“Foundation”) founded in 1967 as a subsidiary of the District. Over the years, the Foundation has provided and funded a number of important healthcare services in the communities served by the District. In 1997, after a lengthy public process, the District Board voted unanimously to enter into a lease of its 385-bed, acute-care hospital, to Tenet Health Systems (“Tenet”) for 30 years. Because of the success of the District and Foundation in addressing the healthcare needs of the Western Coachella Valley, special legislation was passed and in 2018 the voters of the Eastern Coachella Valley voted to annex into the District and greatly expand the District boundaries to include the residents of the entire Coachella Valley.

Today the District is governed by a seven-member board elected by the residents in zones representing all of the communities within its boundaries. The District has an annual operating budget of over \$7.2 million, as it pursues its mission to promote good health for its residents through community health initiatives, providing grants of over \$3 million annually, and serving as good stewards in protecting and enhancing the District’s assets.

SECTION III – GENERAL DESCRIPTION OF SERVICES

A. Statement of Need

The selected vendor(s) will have the experience, capacity, and resources to provide the following services to support the District's ongoing efforts to increase equitable access to health and wellness programs and services in the Coachella Valley.

1. Licensing
 - a. Contractor(s) shall license, manage, and operate the medical mobile unit in compliance with the State of California and Federal regulations.
2. Logistical Support and Medical Waste Management
 - a. Contractor(s) shall provide and oversee on-site support, medical equipment, medical staff, medical waste management, logistical support to operate the medical mobile clinic.
 - i. Tables, chairs, tents, computers, and other logistical support to make the hosting location functional for operations.
 - ii. Ensure appropriate information technology (IT) support is available as needed.
 - iii. Develop a policy and procedures manual for the mobile health unit.
 - iv. Have a written emergency medical protocol with policies, procedures, and standing orders, as well as appropriate equipment and medications.
 - v. Storage and disposal of medical waste *
 - b. The contractor(s) shall provide adequate storage of the medical mobile unit.

**Contractor(s) are responsible for complying with regulated medical waste management requirements, including those for packaging, transportation, storage, treatment, and disposal in compliance with existing state regulations.*

3. Field Operations
 - a. Upon receipt of Notice to Proceed, the Contractor(s) shall mobilize and deploy all approved personnel to provide medical and health education services.
 - b. Contractor(s) shall provide medical and health education services in medically underserved and rural communities within the Desert Healthcare District geographic boundaries.
 - c. The Contractor(s) shall be prepared to provide extended hours of operation, including evenings, weekends, and holidays.
 - d. The Contractor(s) shall establish partnerships with other agencies to increase utilization of medical mobile unit (e.g. Coachella Valley Volunteers in Medicine, CSUSB Street Medicine program).
 - e. The Contractor(s) shall ensure the medical mobile unit is operational at least four (4) days per week.

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- f. The Contractor(s) must ensure the medical mobile unit is ADA accessible.
4. Reporting
 - a. Contractor(s) shall provide a monthly report on activities performed by the medical mobile unit.
 5. Data Collection
 - a. Contractor(s) will ensure that all personal and private medical records and information are collected and stored in compliance with HIPPA standards.
 6. Other Requirements
 - a. The Contractor(s) shall have the necessary staffing to meet operational requirements at the site performed by the Contractor.
 - b. The Contractor(s) shall provide liability insurance covering all operational aspects of the medical mobile unit.
 - c. The Contractor(s) shall have the necessary PPE for all Contractor(s) staff and volunteers.

Desired Qualifications:

1. Licensed medical provider
2. Must be located and operate within the Coachella Valley
3. Demonstrated current experience working with organizations and community members to implement initiatives and/or policies intended to improve access to medical services and health education.
4. Capacity, staffing, and resources to operate a medical mobile unit

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for the rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the submission preparation period before the deadline. If changes are made, you will be notified via email.
5. The District reserves the right to reject any and all submissions.
6. All questions must be in written form and submitted via email no later than **4:00 p.m. on Monday, April 25, 2022**. Organizations will not be able to submit questions after this time. All questions will be answered in writing via email by **12:00 p.m. on Wednesday, April 27, 2022**.
7. The cost for developing the proposal is the responsibility of the responding organization and shall not be billable to the District.

B. Submittal of Proposals

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Proposals and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. Deadline – All proposals are due no later than **4:00 p.m. on Friday, April 29, 2022**, and should be submitted via email to:

Alejandro Espinoza, Chief of Community Engagement
Desert Healthcare District and Foundation
41-550 Eclectic Way., Palm Desert, CA 92260
aespinoza@dhcd.org

2. Uploading large documents may take significant time, depending on the size of the file(s) and Internet connection speed. Bidders should plan sufficient time before the deadline to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the responding organization.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, is not in the prescribed format, or is not signed by an individual authorized to represent the organization.
6. Disposition of the Submissions – All responses to this RFP become the property of the District and will be kept confidential until a recommendation for the award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals may be altered up until the deadline. Proposals may not be modified after the deadline.

SECTION V – SUBMISSION CONTENTS

A. Contents of Proposal

Submitted proposals should follow the format outlined below and include all requested information. Please number your responses exactly as the items are presented here, except work samples, which should be included in a separate appendix.

1. Experience, Structure, Personnel

a. Contact Information – Provide the following information about the organization:

- Address and telephone number of the organization
- Name of organization’s representative designated as the contact and email address
- Name of project manager, if different from the individual designated as the contact

b. Organization History – Provide a brief history of your organization, include any experience working with organizations that strongly support diversity and equitable practices, policies, and procedures. Describe the technical capabilities of the organization in all areas relevant to the services sought through this RFP.

c. Assigned Personnel – List all key personnel who would be assigned to the District projects by position and duties. Provide descriptions of education and training, along with a summary of experience in providing services similar to those sought through this RFP.

d. Subcontractors – List any subcontractors that will be used and the work to be performed by them.

e. Conflict of Interest – Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The District reserves the right to consider the nature and extent of such work in evaluating the proposal.

f. Additional Information – Provide any other information that the organization wishes the District to consider in evaluating the submission.

2. Budget

Budget must be submitted using the [budget template](#) from the Desert Healthcare District and Foundation. Program/project budgets must include each line item for which support is being requested. Be sure to complete all three worksheets of the budget template.

A detailed narrative of project expenses must be included; a section of the spreadsheet was created for the budget narrative. For each line item in the budget, please provide a detailed description of how the requested funds will be used.

Please note: Line items may not be added or changed without a grant amendment and prior authorization is required for transferring funds (<10%) between existing line items.

a. Operational Costs

- *Total Staffing Costs:* All employees' salaries and professional services/consultants allocated to the program/project.
- *Equipment:* Include all equipment purchases. Itemize each item purchased and its cost. (Capital expenses are on hold.)
- *Supplies:* Include the cost of all supplies, including office supplies, related to the program/project.
- *Printing/Duplication:* Include such items as printing, copying, and publication services.
- *Mailing/Postage:* Any mailing and postage expenses, related to the program/project.
- *Travel/Mileage:* Include any travel expenses associated with the grant. The mileage rate is based on the current IRS mileage rate.
- *Education/Training:* Specific to the program/project and workforce development to increase the capacity of the organization.
- *Office/Rent/Mortgage:* Include line items for facility costs incurred by the program/project.
- *Telephone/Facsimile/Internet:* Include phone, fax, and electronic communications, incurred by the program.
- *Utilities:* Include line items for the cost of utilities incurred by the facility(ies) used by the program/project.
- *Insurance:* List any insurance needs for the implementation of the program/project.
- *Other facility costs:* Account for any other facility costs not already listed.
- *Other program costs:* Account for any other program costs not already listed.

b. Labor Costs

- *Employee Position/Title:* Identify each employee position/title, annual salary, percentage of time allocated to the program/project (i.e., 1.0 FTE, 0.5 FTE), and actual salary. **(Please describe in detail the scope of work and duties for each employee in the budget narrative)**
- *Employee Benefits:* Include a total percentage and amount of all related benefits for ALL previously listed employees. **(Please describe in detail the employee benefits including the percentage and salary used for calculation in the budget narrative)**
- *Professional Services/ Consultants:* Provide the company and staff title, along with the hourly, hours/week worked, and/or monthly fees for any professional service or consultants. **(Please describe in detail the scope of work for each professional service/consultant in the budget narrative.)**

SECTION VI – PROPOSALS EVALUATION

In evaluating proposals submitted pursuant to this RFP, the District places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services
- Experience of the organization and employees to be assigned to District project in general.
- Experience of the organization working with organizations and community members that strongly support diversity and equitable practices, policies, and procedures.
- Demonstrated knowledge and expertise in improving access to health and wellness programs and services.
- Innovative or outstanding work by the organization that demonstrates the organization’s unique, creative qualifications to provide medical services through the medical mobile unit.
- Selected organization’s staff ability, availability, and facility for working with District directors, officers, and staff.
- Conformity with applicable District policies as noted in the RFP.
- Proposed fee structure relating to services the organization would provide.

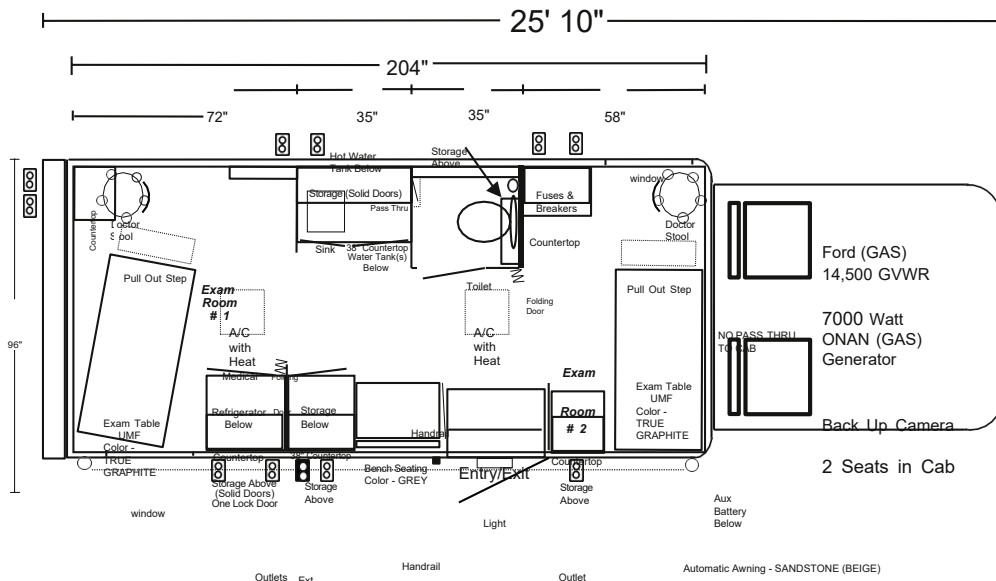
The District reserves the right to reject any and all statements of qualifications submitted and/or request additional information.

SECTION VII – TIMELINE

Date	Activity
April 1, 2022	Request for Proposals Released
April 29, 2022	Proposal packages due to the Desert Healthcare District via electronic submission to aespinoza@dhcd.org by 5:00pm.
May 2022	Program Committee reviews staff recommendations.
May 2022	Board of Directors approves applicant at the May Board Meeting.
July 1, 2022	Contract period begins.

26 Ft Medical Mobile Clinic

with Two Private Exam Rooms, Center waiting area with sink & Bathroom
 Desert Healthcare District & Foundation - Mr. Alejandro Espinoza



Includes:

- Commercial Black Flooring
- Counter Top Color (White Faux Marble)
- Cabinet & Interior Wall Color (Grey/White)
- Center Entry/Exit with 30" Swing Door
- Video Camera for Backing Up
- ONAN EFI Gasoline Generator 7K
- AGM Battery and Charger
- Bench Seat (Color - GREY)
- Two A/C Units with Heat - T-Stat Controlled
- One Locking Upper Cabinet
- Exam Tables (Color - TRUE GRAPHITE)

Options:

- Dr. Stools (Color - BLACK)
- Includes all Standard Features

30" Swing Door with a window and an automatic

- 2nd Exam Table (UMF - Front Pullout Step)
- Medical Fridge Replacing our Standard Fridge Stat
- System Automatic Awning - Color - SANDSTONE (BEIGE)
- Hot Water Tank
- Exterior Outlet on Passenger Side
- Solar Panel System - 170 Watt
- Wi-Fi Cradle Point & Antenna Install
- Spare Tire with Holder Under Vehicle
- Delivery

Rep. Suzanne
 "Your Mobile Workplace"



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