

**City of Union City Request for Proposals From Police Physicians for
the City of Union City for the period commencing on July 1, 2014 and
ending on June 30, 2015**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) from Police Physicians licensed to practice medicine in the State of New Jersey as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for a contract for the term beginning on July 1, 2014 and ending on June 30, 2015. All candidates are required to comply with N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful Physician must have significant experience in providing medical services in the capacity of a Police Physician. The successful Physician will provide the City of Union City with medical services in the capacity of a Police Physician including but not limited to:

1. Conduct pre-employment medical examinations;
2. Conduct return-from-illness examinations;
3. Perform medical examinations with respect to employees referred to him for medical examination and report from time to time by the Chief of Police or his/her designee.
4. Each examination shall be followed by a written report regarding the findings and status of the employee regarding his/her fitness for duty.
5. The Physician is required to personally attend office hours. Additionally, the Police Physician will make themselves available on an on-call basis to schedule physical examinations at other times during the normal business week, or shall arrange for such examination by another physician under his/her direction and control at no additional cost to the City of Union City.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq*.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Business;
2. Address of principal place of business and all physicians or business' offices and corresponding telephone and fax numbers.
3. Areas of Practice;
4. Description of Physician's education, licensing, experience, qualifications, number of years with the practice and a description of experience with services similar to those described above;
5. At least four (4) references;
6. Examples of your record of success as a Police Physician;
7. The Physician's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate;
9. Statement of corporate ownership (c.52:25-24.2);

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing medical services to police departments in urban environments substantially similar to Union City and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
5. Cost competitiveness in light of all of the above factors; and

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:a.m. on June 3, 2014. The RFP must be received no later than 11:00 a.m. on June 3, 2014 by:

Dominick Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" paper.