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## Request for Qualifications (RFQ)-Anesthesiologists

1) Mississippi State Hospital (MSH) will accept Statement of Qualifications (SOQ) until 9 A.M. (Central Time), April 20, 2016 for the purpose of hiring anesthesiologists as contract workers to administer anesthesia for patients/residents/clients receiving electroconvulsive therapy (ECT) at Whitfield Medical-Surgical Hospital (WMSH). A statement of qualifications along with supporting credentials to serve in this capacity should be contained in a sealed envelope with a separately sealed envelope containing the price proposal. The SOQ can be mailed or hand delivered to the Purchasing/Procurement Office (bldg. 93), 3550 Hwy 468 West/PO Box 157-A, Whitfield, MS 39193. For more information, call 601.351.8496.

### 2) Purpose

The Mississippi State Hospital seeks to contract with up to six (6) anesthesiologists. The successful contract workers shall administer anesthesia to patients/residents/clients who are receiving ECT at Whitfield Medical-Surgical Hospital.

### 3) Background

- a) MSH is a large psychiatric hospital and is the largest facility operated by the Mississippi State Department of Mental Health. It is located about fifteen miles southeast of Jackson, Mississippi and directly south of the Jackson International Airport on County Road 468.
- b) MSH was completed in 1935. The hospital complex was built on the cottage plan and occupies 350 acres. It includes over 130 buildings.
- c) MSH is licensed for 1329 beds. The hospital and nursing homes have an average daily census of 726 patients.
- d) All divisions of MSH and Jaquith Nursing Homes are accredited by the Joint Commission.
- e) The operational divisions of MSH are Whitfield Medical Surgical Hospital, Jaquith Nursing Homes, child and adolescent psychiatric, adult psychiatric, medical psychiatric, forensic services, and chemical dependency services.

### 4) Definitions

- a) RFQ - Request for Qualifications
- b) SOQ - Statement of Qualifications
- c) Respondent - An individual that submits or intends to submit a proposal in response to this Statement of Qualifications

- d) MSH/Hospital - Mississippi State Hospital
- e) JC - Joint Commission
- f) Must/Mandatory/Required - A requirement that must be met in order for a proposal to receive consideration.
- g) Contract - The written agreement resulting from this Request of Qualifications/ Statement of Qualifications executed by MSH and the contract worker.
- h) Contract worker - An individual with which a written agreement is executed.

5) Minimum qualifications include:

- a) Education  
Graduation from a school of medicine accredited by the Liaison Committee on Medical Education (LCME);  
  
**OR**  
  
Graduation from a school of medicine accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA);  
  
**OR**  
  
Graduation from a foreign medical school and certification by the Educational Commission for Foreign Medical Graduates (ECFMG) or equivalent;  
  
**AND**  
  
Successful completion of an anesthesiology residency program which is accredited by either the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association.
- b) Degree, License, Insurance, and Registration
  - (1) Doctor of Medicine (MD) degree or a Doctor of Osteopathy (DO) degree;
  - (2) Current, unrestricted license to practice medicine as a physician in the State of Mississippi;
  - (3) Current registration certificate issued by the Drug Enforcement Administration (DEA).

- 4) Evidence of Professional Liability Insurance with coverage of at least \$1,000,000 inclusive per occurrence and \$3,000,000 aggregate.
- c) Credentials
  - (1) If the respondent is not a credentialed member of the MSH Medical Staff, the respondent must submit a completed Mississippi State Hospital Medical Staff Application packet. (Attachment A)
  - (2) After Facility receives the completed application and all of the credentialing documents required for the Medical Staff Application, the Respondent must be interviewed by the Mississippi State Hospital Medical Staff Credentials Committee. It is incumbent upon the Respondent to ensure that all required credentialing documents are received by the Facility prior to the Credentials Committee interview.

The applicant will be assigned a time for the Credentials Committee interview.

- d) Medical Staff Appointment and Privileges  
If the applicant is not appointed to the MSH Medical Staff with clinical privileges, the applicant must obtain appointment to the MSH Medical Staff and be granted privileges to practice psychiatry at MSH by the Mississippi Board of Mental Health prior to being employed as a Contract Worker.

#### 6) Essential Functions

Under the direction of the MSH Clinical Director and/or the ECT Service Chief, the Contract Workers will perform the following essential functions at WMSH:

- a) Administering anesthesia to patients/residents/clients while they are receiving ECT;
- b) Providing anesthesia services on schedule mutually agreed on by the ECT Service chief or designee;
- c) Completing pre- and post-anesthesia records and other clinical documentation as required;
- d) Adhering to Joint Commission and CMS standards related to the provision/administration of anesthesia;
- e) Providing clinical supervision of the registered nurse and/or operating room technician while ECT is being performed
- f) Managing urgent and emergent medical conditions related to the operative and post-operative administration of anesthesia;

- g) Participating in quality assurance and performance improvement activities;
- h) Abiding by all of the WMSH and MSH Policies and Procedures, DMH Policies, Joint Commission Standards, CMS Standards, and the MSH Medical Staff Bylaws and Rules and Regulations.

7) Performance Measures

- a) Completing all sections of the ECT pre-anesthesia assessment form;
- b) Documenting medication reconciliation;
- c) Documenting lab values review.

8) Other Requirements

- a) Up to 12 hours of work per week will be divided among up to six (6) Contract workers to performing the aforementioned essential functions;
- b) It is our intent to procure professional physician services, for the patients/residents/clients at Whitfield Medical-Surgical Hospital in the types and quantities listed in this RFQ, however quantities may be increased or decreased accordingly if the needs of MSH require such a change. Contract awards shall be a requirement contract as defined by paragraph 3-501.05.3 of the Mississippi Personal Service Contract Procurement Regulations and therefore quantities of MSH service requirements will be considered indefinite, no specific quantity of services are guaranteed.

9) Evaluation of SOQ will be based on weighted scoring from the respondent's content in section 13.

10) Performance of the services will begin on July 1, 2016 and end on June 30, 2020 with the option to extend the contract for one additional year.

11) Type of contract will be a Contract Worker.

12) The deadline for submission of the SOQ will be April 20, 2016 at 8 AM.

13) Content will include:

- a) Name of respondent
- b) Credentials and MSH Medical Staff Application (Weight of Factor 30%)
- c) Experience (Weight of Factor 20%)
- d) Board Certification (Weight factor 5%)
- e) Interview (Weight of Factor 20%)

14) Pricing will be through sealed proposal

- a) The offer will be submitted at the same time as the statement of qualifications and will be submitted in a separately sealed envelope. Please list price per hour for normal working hours and a price per hour for standby: Example \$10 per normal work hours and \$1 per hour standby. (Weight of Factor 25%)
- b) The original copy of the price proposal shall be signed and submitted in a sealed envelope or package to the Purchasing/Procurement Office (bldg. 93), 3550 Hwy 468 West, Whitfield, MS 39193 no later than 8AM on April 20 , 2016. Timely submission of the price proposal is the responsibility of the respondent. Price proposal received after the specified time shall be rejected and returned to the respondent unopened. The envelope or package shall be marked with the price proposal. Each page of the price proposal and all attachments shall be identified with the name of the respondent.

15) Price Proposal Withdrawal

- a) If the price proposal is substantially lower than those of other respondents, a mistake may have been made. A respondent may withdraw his/her proposal from consideration if certain conditions are met:
  - 1) The proposal is submitted in good faith.
  - 2) The price proposal is substantially lower than those of other respondents because of a mistake.
  - 3) The mistake is a clerical error, not an error of judgment.
  - 4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the proposal demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.
- b) To withdraw a proposal that includes a clerical error after the opening, the respondent must give notice in writing to MSH of claim of right to withdraw a proposal. Within two (2) business days after the opening, the respondent requesting withdrawal must provide to MSH all original work papers, documents, and other materials used in the preparation of the proposal.
- c) A respondent may also withdraw a proposal, prior to the time set for the opening of proposal, by simply making a request in writing to MSH. No explanation is required.
- d) A respondent may also withdraw a proposal if MSH fails to award or issue a notice of intent to award the proposal within two (2) working days after the date fixed for the opening of the price proposal.

- e) No respondent who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded, or otherwise benefit from the contract.
- f) No partial withdrawals of a proposal are permitted after the time and date set for the SOQ opening; only complete withdrawals are permitted.

16) Method of Award

Awards may be made to up to six (6) vendors receiving the six (6) highest scores during the evaluation process.

17) Proposal Certification

The respondent agrees that submission of a signed proposal is certification that the respondent will accept an award made to it as a result of the submission.

18) Proposal Investigations

Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the MSH upon which the proposal will rely. If the respondent receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the respondent from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever for additional compensation.

19) Debarment

By submitting a proposal, the respondent certifies that it is not currently debarred from submitting proposals/bids for contracts issued by any political subdivision or agency of Mississippi, and that it is not an agent of a person or entity that is currently debarred from submitting proposals/bids for contract issued by any political subdivision or agency of Mississippi.

20) Exceptions

Respondents taking exception to any part or section of the solicitation shall indicate such exceptions on the proposal. Failure to indicate any exception will be interpreted as the respondents intent to comply fully with the requirements as written. Conditional or

qualified proposals/bids, unless specifically allowed, shall be subject to rejection in whole or in part.

#### 21) Expenses Incurred in Preparing Proposal

MSH accepts no responsibility for any expense incurred by the respondent in the preparation and presentation of a proposal/bid. Such expenses shall be borne exclusively by the respondent.

#### 22) Late Submissions

- a) A proposal received at the place designated in the solicitation for receipt of proposal after the exact time specified for receipt will not be considered unless it is the only proposal received, or it is received before award is made and was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of the RFQ. It must be determined by MSH that the late receipt was due solely to mishandling by MSH after receipt at the specified address.
- b) The only acceptable evidence to establish the date of mailing of a late proposal is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Respondents should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.
- c) The only acceptable evidence to establish the time of receipt at the office identified for proposal opening is the time and date stamp of that office on the proposal wrapper or other documentary evidence of receipt used by that office.

#### 23) Nonconforming Terms and Conditions

A proposal response that includes terms and conditions that do not conform to the terms and conditions in the RFQ document is subject to rejection as non-responsive. MSH reserves the right to permit the Responded to withdraw nonconforming terms and conditions from its proposal response prior to a determination by MSH of non-responsiveness based on the submission of nonconforming terms and conditions.

#### 24) Reservation of Right

Any and all forms, reports, designs, and other materials prepared by Respondents for the Hospital shall be used by Hospital and Mississippi Department of Mental Health only for its own internal operations. Hospital retains all rights and interest in said reports.

#### 25) Applicable Law

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law's provisions, and any litigation with respect hereto shall be brought in the courts of the State. The respondent shall comply with applicable federal, state, local laws and regulations.

#### 26) Availability of Funds

It is expressly understood and agreed that the obligation of the Hospital to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are at, any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Hospital, the Hospital shall have the right upon ten (10) working days written notice to Contract Worker, to terminate this agreement without damage, penalty, cost or expenses to the State of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### 27) Representation Regarding Contingent Fees

The respondent represents that it has not retained a person to solicit or secure a Hospital contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the consultant's bid or proposal.

#### 28) Representation Regarding Gratuities

The bidder, offeror, or respondent represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Procurement Regulations.

#### 29) Acknowledgment of Amendments

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the Mississippi State Hospital by the time and at the place specified for receipt of bids.

### 30) Certification of Independent Price Determination

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

### 31) Procurement Regulations

The contract shall be governed by the applicable provisions of the Mississippi Personal Services Contract Review Board Regulations, copy of which is available at 210 East Capitol, Suite 800, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.mspb.ms.gov>.

### 32) Trade Secrets, Commercial and Financial Information

It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

### 33) Transparency

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 et seq. and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 et seq. Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by respondent as trade secrets, or other proprietary information, including confidential vendor information or

any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

#### 34) Compliance with Laws

The respondent understands that the Hospital is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful and the respondent agrees during the term of the agreement that the respondent will strictly adhere to this policy in its employment practices and provisions of services. The respondent shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified, as well as in accordance with the standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

#### 35) HIPAA

Respondent agrees to comply with the Final Omnibus Rule of the Health Insurance Portability and Accountability Act of 1996 and any amendments there to, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the service under this contract.”

#### 36) E-Payment

Respondent agrees to accept all payments in United States currency via the State of Mississippi’s electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies,” which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305.

#### 37) E-Verification

Respondent represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act 2008 and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 et seq. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Respondent agrees to maintain records of such

compliance and, upon request of the State, to provide a copy of each such verification to the State. Respondent further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Respondent understands and agrees that any breach of these warranties may subject Contract Worker to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contract Worker by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or(c) (c) both. In the event of such termination/cancellation, Contract Worker would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit to do business in the State.

### 38) Stop Work Order

- a) Order to Stop Work: The Procurement Officer, may, by written order to Contract Worker at any time, and without notice to any surety, require Contract Worker to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contract Worker, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contract Worker shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Procurement Officer shall either:
  - 1) cancel the stop work order; or,
  - 2) terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
  
- b) Cancellation or Expiration of the Order: If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contract Worker shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contract Worker price, or both, and the contract shall be modified in writing accordingly, if:
  - 1) the stop work order results in an increase in the time required for, or in Contract Worker's properly allocable to, the performance of any part of this contract; and,

- 2) Contract Worker asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c) Termination of Stopped Work: If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- d) Adjustments of Price: Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

39) Approval

It is understood that this contract requires approval by the Personal Service Contract Review Board. If this contract is not approved, it is void and no payment shall be made hereunder.

40) Contract Worker Agreement

Respondent must agree to the Contract Worker agreement (Contract Worker March 2016 Revision) and (Attachment A)

41) The deadline for submission of questions will be April 13, 2016.