City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE
2017 DEC -7 A 11:54
RECORDED

December 7, 2017

TO: The City Council
RE: Appropriation Request – Health – Medical & Behavioral Services

Dear Councillors:

I respectfully request an appropriation of $100,000.00 towards the funding of medical and behavioral services to the vulnerable Waltham population. These services will be provided by the Charles River Community Health as result of their response to a Request for Proposal (RFP) from the City of Waltham.

From:		
Unreserved Fund Balance	#001-000-3590-3590	$100,000.00
To:		
Health-Medical & Behavioral Services	#001-510-5400-5306	$100,000.00

The Health Director John Zuppe and the City social worker will be available to answer questions concerning this request.

Sincerely,

Jeannette A. McCarthy
JAM/ccb
Enclosures
cc: John Zuppe
Meghan Ritcey

610 Main Street • Waltham, Massachusetts 02452 • (781) 314-3100 • Fax (781) 894-9581

Bid Opening Record

Service or Product: PROVIDE ALL MEDICAL & BEHAVIORAL SERVICES TO WALTHAMS VULNERABLE

DATE: SEPT. 13, 2017

	Company	Certificate of Insurance	Non-Collusion Certificate	Vote Authorization Certificate	Tax Compliance Certificate	Right to Know Certificate	Three References	Debarment Certificate	OSHA 10 Certification	DCAM Certificate	Number of Addenda	Letter from Surety Co.RE: Performance Bond Capability	CORI	CORP. ID	5% Bid Bond or Certified Check	IF CERTIFIED BID BOND CHECK	PRICE
1	CHARLES RIVER COMMUNITY HEALTH BRIGHTON, MA		✓	✓	✓		✓	✓						✓		Chk # Bank Chk Amount $	$ 126,068 / YR.
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CPO Signature: Jennifer Andrulis

Witness Signature: Elaine MacKenzie

City of Waltham
Waltham, Massachusetts
Purchasing Department

2017 SEP 13 AM 8:59

TRANSMITTAL/RECORD RECEIPT OF BID

The bid and/or proposal for the following solicitation:

Medical + Behavioral Services

Was received by the Waltham Purchasing Department on the date and time stamped.

Company: Charles River Community Health

Joseph D. Pedulla

Joseph Pedulla, MCPPO
Chief Procurement Officer

JPedulla@city.waltham.ma.us

Charles River Community Health

September 12, 2017

Mr. Joseph Pedulla, MCPPO
Chief Procurement Officer
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

Dear Mr. Pedulla,

Enclosed please find a bid package from Charles River Community Health in response to the Request for Quotation to Provide All Ranges of Medical and Behavioral Services to Vulnerable Waltham Population.

Please feel free to contact me at 617-208-1511 or ebrowne@charlesriverhealth.org with any questions regarding our bid.

We thank the City of Waltham for the opportunity to provide this bid, and look forward to your response.

Sincerely,

Elizabeth Browne
Executive Director

Enclosure

495 Western Avenue, Brighton, MA 02135 PHONE: 617-783-0500 ADMIN FAX: 617-783-5514 CLINICAL FAX: 617-562-1398
564 Main Street, Waltham, MA 02452 PHONE: 781-693-3800 FAX: 781-693-3817
charlesriverhealth.org

MEDICAL AND BEHAVIORAL SERVICES

BID PRICE SHEET

Mr. Joseph Pedulla, CPO, Waltham Purchasing Department:

A. The undersigned proposes to provide on-site or off-site medical services to its most vulnerable populations and all labor and materials required to provide the same yearly (52 weeks of services)

B. This Bid includes addenda number(s) Exhibit A, _____, _____, _____, _____, _____.

C. The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work and that they will comply fully with all laws and regulations applicable.

D. The undersigned further certifies under the penalties of perjury that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of Section Twenty-Nine F of Chapter Twenty Nine or any other applicable debarment provisions of any other chapter of the General Laws or any rule of regulation promulgated there under.

Proposer's All Inclusive per annum price, billable monthly $ 196,068

I/We Recognize Receipt of Addenda #: Exhibit A, _____, _____, _____, _____, _____.

Date 9/12/17

Company's Name Charles River Community Health

Address 495 Western Ave.

City Brighton, State and Zip Code: MA 02135

Phone: 617-783-0500

E-Mail Address: ebrowne@charlesriverhealth.org

Signature Garrett Browne

Intent of Project

The city seeks a company to offer on-site or off-site medical services to its most vulnerable populations (youth, homeless, disabled, veterans, low income, etc.) to include but not limited to primary care. These populations are often underserved in the medical community and Waltham seeks to overcome that challenge by providing affordable and accessible health care to these individuals. The city wishes to engage a company(s) or organization(s) with experience treating vulnerable populations and screening these individuals. The services shall be provided for 52 weeks and billed to the City with monthly invoices by dividing the lump sum yearly bid amount in 12 equal increments.

Specifications

If Federally Funded

If this project is a Federally Funded activity and if the City has applied for and received funds from the United States Government under the provisions of Title I of the Housing and Community Development Act of 1974, as amended, Public Law 93-383; and Catalog of Federal Domestic Assistance Number 14.218; the services provided under this activity must comply with HUD contract provisions 24CFR part 85.36(I), Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and all other Federal, State and Local regulations as set forth in the contract documents. The City of Waltham is an Equal Opportunity Employer, women or minority owned businesses are strongly encouraged to bid. At the time of contract the contractor must have a current Dun and Bradstreet Number and active SAM.gov registration.

Comply with all guidelines and regulations set forth in the Health Insurance Portability and Accountability Act (HIPAA)

The company must provide:

- A Licensed Registered Nurse (RN), Licensed Practical Nurse (LPN), Physician Assistant (PA), or Nurse Practitioner (NP) shall perform intake screening examinations on all incoming clients; each client shall be prioritized and triaged for either examination or referral.
- Onsite medical services including but not limited to:
  - A. Primary care and women's services to include but not limited to preventative screenings
  - B. Free call support at clinic for scheduling
  - C. staffing blend of MD, mid-level providers and nurses
  - D. Immunizations
  - E. Acute care and primary care exams
  - F. Treatment of cuts, lacerations, bites and stings
  - G. Urine testing
  - H. Blood testing
  - I. AIDS and HIV related screenings
- On-site medical services clinic 52 weeks per year
- Medical supplies for the treatment of minor illnesses and injuries
- Routine physical examinations and vaccinations for dependent children under the age of 18
- Limited disease management for chronic illnesses, i.e. diabetes, high cholesterol, hypertension, etc.
- Blood screenings and flu shots for employees and dependents unable to attend City sponsored events
- Integrate individual medical records with blood screening results and other diagnostic tests
- Electrocardiogram
- Health related information (i.e. brochures, newsletters, on-line educational information, 24/7 nurse hotline)
- Compliance with all guidelines and regulations set forth in the Health Insurance and Accountability Act (HIPPA)

- Support wellness initiatives such as nutritional and fitness counseling, tobacco cessation in group and individual setting and wellness.
- Drug screening and collection
- Behavioral screening, initial counseling, support and placement in a facility adequate for the condition of the Client

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2017 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

Charles River Community Health
495 Western Avenue, Brighton MA 02135

hereinafter called the CONTRACTOR.

ARTICLE 2. Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish a facility, services as well as any and all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, and Project. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

ARTICLE 3. In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

ARTICLE 4. A portion of funds may be Federally Funded. The City has applied for and received funds from the United States Government under the provisions of Title I of the Housing and Community Development Act of 1974, as amended, Public Law 93-383; and Catalog of Federal Domestic Assistance Number 14.218; The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(I), Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Documents. This municipality is an Equal Opportunity Employer, businesses owned by women or minorities are strongly encouraged to bid. At the time of contract the contractor must have a current DUN's number and active SAM.gov registration at the time of award.

This Agreement entered into as of the day and year first written above.

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

_____
Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

_____
John B. Cervone, City Solicitor
Date: _____
APPROVED AS TO FORM ONLY

_____
John Zuppe, Director - Health Department
Date: _____

_____
Joseph Pedulla, Purchasing Agent
Date: _____

_____
Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

FOR THE COMPANY

Garrett Byrne
CONTRACTOR (Signature),
Date: 9/12/17

Charles River Community Health
Company
495 Western Ave, Brighton, MA 02135.
Address

FOR THE CITY

_____
Jeanette A. McCarthy, Mayor, City of Waltham
Date: _____

_____
John B. Cervone, City Solicitor
Date: _____
APPROVED AS TO FORM ONLY

_____
John Zuppe, Director – Health Department
Date: _____

_____
John Pedulla, Purchasing Agent
Date: _____

_____
Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAIALBLE FOR THIS CONTRACT

FOR THE COMPANY

Charlotte Blume
CONTRACTOR (Signature)
Date: 9/12/17

Charles River Community Health
Company

495 Western Avenue, Brighton MA 02135
Addresss

EXHIBIT A. ADDENDUM TO AGREEMENT

CITY OF WALTHAM

The Agreement by and between the CITY and CONTRACTOR is hereby amended as follows:

ARTICLE 5. CONTRACTOR will provide services under this Agreement beginning on January 2, 2018.

ARTICLE 6. CONTRACTOR will provide services as listed in the Specifications with the following modifications:

a. Intake screening shall be conducted by a Community Health Worker, with additional support provided by a Registered Nurse (RN) or Nurse Practitioner (NP) as needed.
b. Those individuals screened by the CONTRACTOR whose screening indicates a need for social services will be referred to the appropriate organization/agency.
c. Those individuals screened by the CONTRACTOR whose screening indicates a need for clinical services will be referred to the appropriate provider based on the individual's preference:
    i. If the individual wishes to become a patient of CONTRACTOR, clinical services will be provided after the individual has followed CONTRACTOR's standard process for becoming a new patient.
    ii. If the individual screened is a patient at a practice other than CONTRACTOR or wishes to become a patient at a practice other than CONTRACTOR, the CONTRACTOR will help connect the individual with the practice/provider the individual wishes to see.
d. CONTRACTOR will not provide clinical services to individuals who are not its patients, given lack of medical history and other key health information such as allergies and medications. The only exception to this are public health clinics CONTRACTOR wishes to perform outside of this Agreement, such as public flu vaccine clinics available to anyone in the community.

This Addendum entered into as of the day and year first written above.