MARICOPA COUNTY SPECIAL HEALTH CARE DISTRICT
MARICOPA INTEGRATED HEALTH SYSTEM

ADDENDUM #6 TO THE REQUEST FOR PROPOSAL
FOR
PROSTHETICS & ORTHOTICS SERVICES AND EQUIPMENT
90-17-054-RFP

COVER SHEET

BY SIGNING AND RETURNING THIS COVER SHEET, I CERTIFY RECEIPT OF ADDENDUM SIX (6) TO THE PROSTHETICS & ORTHOTICS SERVICES AND EQUIPMENT-RFP

Printed Name of Authorized Individual

Name of Submitting Organization

Signature of Authorized Individual

Date

THE SIGNATURE PAGE OF THIS ADDENDUM SIX (6) MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL.
The Maricopa County Special Health Care District ("District") d.b.a. Maricopa Integrated Health System (MIHS) is hereby issuing Addendum Six (6) to the Request for Proposals which requested sealed proposals from qualified Proposers to provide Prosthetics & Orthotics Services and Equipment.

Pursuant to the Procurement Code Clause HS-305, Addenda to Solicitations, Paragraph A (1, 2), this Addendum Six (6) will make changes to the Solicitation and correct defects and ambiguities.

<table>
<thead>
<tr>
<th>Question. Section 3.3 Service Requirements states: “Provider must bill patient directly (MIHS will not reimburse contractor for any/all DME supplies/equipment, etc.). Per Section 3.3, for services provided by the contracted Prosthetic and Orthotics Services and Equipment Providers, will MIHS pay providers for any products and services provided to MIHS in-patients and/or out-patients?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer.</strong> MIHS will not pay provider(s)/vendors for any products and/or services provided to out-patients.</td>
</tr>
</tbody>
</table>

**Question.** Section 3.3 Services Requirements states: “Contractor shall provide a full time Casting Technician ("cast tech") to service the CHC and Maricopa Medical Center at no extra cost to MIHS. This cast tech will be onsite at MIHS five (5) day totaling 40 hours a week to provide orthotic products/supplies/services & assistance in casting services to in & out patients at Maricopa Medical Center and to all clinics at CHC.” Per Section 3.3, is the purpose of the full time Casting Technician to be available at no charge to MIHS to provide the Provider’s orthotic products/supplies/services?

**Answer:** Section 3.0 paragraph 3.1 states: “the provider/vendor is requested to provide an on-site full time casting technician as described within this RFP at no additional charge.

**Section 3.0, paragraph 3.3 states:** “Contractor shall provide a full time Casting Technician ("cast tech") to service the CHC and Maricopa Medical Center at no extra cost to MIHS. These casting services will include but are not limited to: Taking a splint off and/or putting a splint on, Taking a cast off and/or putting a cast on, Remove Sutures, Staples and/or Pins. It is intended that there is no charge for this casting technician to MIHS unless MIHS requests a casting Technician to cover MIHS Cast Technician’s vacation, sick time etc. The hours will be determined by the appropriate person within MIHS and hours worked will need to be verified in writing by the appropriate MIHS person.

**Question:** If the Provider’s Cast Technician is requested to assist in providing casting services (Taking a splint off and/or putting a splint on, taking a cast off and/or putting a cast on, and/or removing sutures, staples and/or pins), other than during times wherein the provider/vendor is requested to provide coverage for MIHS’ Cast Technician during the Cast Technician’s vacation, sick time, etc., which is paid for by MIHS at an agreed service rate; as such, will MIHS pay the provider/vendor for the cast technician services at the same rate as is paid for cast technician coverage during vacation, sick time, etc.?

**Answer:** Attachment E, “Pricing” request an hourly rate for: Hourly Rate for Casting Technician (includes mileage etc.) The hourly rate is for the times the MIHS casting tech is sick, on vacation, etc. and the authorized MIHS representative requests a casting technician from provider/vendor for a specific period of time at the agreed upon Hourly Billing Rate. This is the only time an hourly rate is to be charged to MIHS by the provider/vendor. During the time MIHS is paying
PROSTHETICS & ORTHOTICS SERVICES AND EQUIPMENT
90-17-054-RFP
ADDENDUM #6

3. **Question.** Attachment D Additional Information, Section 7 state: “In exchange for work space and storage in the CHC Ortho Clinic plus assistance from MIHS staff with the application of Contractors appliances, Contractor will provide full Casting Technician (“cast tech”) to service the CHC and Maricopa Medical Center at no extra cost to MIHS.” However, based upon federal compliance statutes, Contractor must have a lease agreement in place with MIHS for any space provided to Contractor; and as such, Contractor cannot provide cast tech services without charging MIHS at an agreed upon service rate that is compliant with current market rates for the same or similar services. Should this section of the contract be addressed in Attachment G: Exception to RFP Requirements and/or Contract Provisions?

**Answer.** Attachment D, Additional Information #7 is deleted.

4. **Question.** Should this section of the contract be addressed in Attachment G: Exception to RFP Requirements and/or Contract Provisions?

**Answer.** Per Attachment G, “Proposers must use this section to state any exceptions to the RFP requirements and/or any requested language changes to the standard . . .”

5. **Question.** In Attachment D: Additional Information, Section 10 states: “DME may be requested by MIHS departments. Sections 11 and 12 of Attachment D also refer to “Braces and orthotics services and Artificial Limbs and prosthetics services”. What DME products would be included under Section 10 of Attachment D?

**Answer: **Attachment D item 11 states: **Braces and orthotics services** – please describe in detail your braces and orthotics services.” This question does not refer to products, it is requesting you describe in detail your braces and orthotics services.

**Answer:** Attachment D item 12 states: **Artificial Limbs and prosthetics Services** – please describe in detail your artificial limbs and prosthetics services.” This question does not refer to a product; it is requesting you describe in detail your Artificial Limbs and prosthetics services.
### Question 6

Section 3.3 Services Requirements states: provider shall respond to MIHS (be present at physical location) within 30 minutes after receipt of phone call for any after hour, weekend or holiday emergencies, in some cases, DME must be delivered within 30 minutes from receipt of MIHS notice. Does the provider’s receipt of the phone call from MIHS for on-call services that is taken by the Provider’s answering service begin the 30 minute time line for being present at the physical location, or does the provider have 30 minutes to respond back to MIHS after the on-call answering service receives the call from MIHS? Once the provider receives the on-call order directly from MIHS, is the provider required to provide the prescribed device to the MIHS patient within 30 minutes? What exceptions to the 30 minute requirement are there for patients that require custom devices, special order devices, or off-the-shelf devices that require extensive modifications in order to fit the patient appropriately?

### Answer

Once the provider/vendor receives the on-call order directly from MIHS, the provider/vendor is required to provide the prescribed device to the MIHS patient within 30 minutes. Any exceptions would be mutually agreed upon between MIHS prescribing provider and vendor.

### Question 7

The RFP requires that the provider/vendor sign a Business Associates Agreement (BAA). However, Federal Statutes preclude an orthotic and prosthetic/ancillary provider from signing a BAA. The Privacy Rule, 45 CFR 164.502(e) states that a hospital is not required to have a business associate contract with the specialist to whom it refers a patient and transmits the patient’s medical chart for treatment purposes (website listed below). Subsequently, will the BAA requirement be removed as a requirement for the Providers?


### Answer

Provider/Vendor must sign a Business Associates Agreement (BAA)

### Question 8

Section 3.0 Work Statement, paragraph 3.5 (A) shall now read:

### Answer

In the past MIHS has maintained a “supply locker” for durable medical equipment, which is stocked by the provider/vendor. Products in the supply locker are on consignment until used. MIHS may consider allowing the provider/vendor the ability to keep their DME supplies in the supply locker if adequate space is determined to be available by MIHS. If adequate space is determined to be available and if the vendor intends to store any of their property or equipment at MMC, provider/vendor will need to execute a lease with MIHS for that space. The current fair market value for that space within the Medical Center is $22 per square foot.

### 9. The following item is deleted:

Section 3.0 Work Statement, paragraph 3.5 (D)

### 10. The following is modified:

Section 3.0 Work Statement, paragraph 3.5 (B) shall now read: “The DME provider/vendor will determine the inventory level to ensure there is adequate stock meeting MIHS needs.”