COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 902078

### for

Ergonomic Evaluation and Vendor Management Services

**Networking/Bidders Conference Held on March 24, 2022**

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| **This County of Alameda, General Services Agency (GSA), RFP Questions & Answers (Q&A) has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Q&A will also be posted on the GSA Contracting Opportunities website located at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)**.**  |

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Thank you for your participation and interest in the County of Alameda Request for Proposal (RFP) for Ergonomic Evaluation and Vendor Management Services

All the questions are taken verbatim from written questions emailed by potential Bidders. In the answers of these questions, the County of Alameda shall be noted as “County”. The Questions and Answers are the final stance of the County. Please consider this document in preparation of your bid response.

**Questions and Answers:**

1. Can a chiropractor or any other credential such as Master's Degree with a medical/sports medicine background be substituted for a Physical Therapist? Can you list any other credentials that would be approved other than Physical Therapists? I have a consultant with 20+ years of professional ergo experience who possess a Master's Degree Would this be approved as a minimum qualification?
	1. **Please see Addendum No. 1.**
2. Traveling to GSA to select equipment requires travel and professional time. How would this be paid for? The steps in doing this is very similar to doing a Chair Fitting. Would it be paid separately?
	1. **As stated in the Bid Form Instructions, “The cost quoted shall include all taxes (excluding sales and use tax) and all other charges, including travel expenses, and is the maximum cost the County will pay for the term of any contract that is a result of this RFP”.**
3. Can the employee assessment be done virtually or does it always have to be in-person?
	1. **Currently all assessments are virtually and/or telephonically. Virtual and telephonic evaluations will continue. Risk Management may implement in-person evaluations at a later time.**
4. Page 8, K(4): Can the vendor charge for a cancellation when the cancellation is by employees and occurs within 24 hours of the scheduled and confirmed evaluation appointment?
	1. **Please see Addendum No. 1**
5. Page 9, 4b: "tracking employee evaluations, related services, and program costs". What is meant by "program costs"?
	1. **Program costs would include but not limited to chair fittings, follow up consultation, and required time to track employee’s ergonomic evaluations.**
6. Page 9, DELIVERABLES/REPORTS: 1e: "photograph of workstation/equipment set-up before and after recommendations are completed". Regarding **"after recommendations are completed"** are these photographs of recommendations implemented during the initial evaluation session? Or are they photographs from a follow up evaluation if additional equipment and/or facility changes were provided? Or both?
	1. **These photographs would be of recommendations implemented during the initial evaluation session. The County does not require photos after the evaluations are complete.**
7. Page 10,2g: What is meant by "History of ergonomic evaluations"
	1. **The County has a restriction on the number of ergonomic evaluations for an employee over a 5-year period. Currently, that history is on an Excel spreadsheet. The County requires the Contractor(s) to track, consult the prior history, and track the ongoing history to determine the eligibility of employees.**
8. Who is the current vendor?
	1. **Work Station Ergonomics and VSI Risk Management & Ergonomics.**
9. May we have a copy of the current contract?
	1. **Yes. Please complete a Public Records Request online at** [**https://gsa.acgov.org/about-gsa/contact-us/public-records-request/**](https://gsa.acgov.org/about-gsa/contact-us/public-records-request/)**.**
10. Is a Doctor of Chiropractic with ergonomic certification an acceptable alternative credential?
	1. **Please see Addendum No. 1.**
11. 1500 evals per year is approximately 6/day. Are evals typically distributed so that there is this average daily total?
	1. **No. The County is averaging 20 to 25 evaluations a month.**
12. SLEB Certification: Ratha mentioned that it takes several weeks to attain certification once the process starts. Even if a SLEB application was submitted tomorrow, it doesn’t appear that they would attain certification by April 28. Will there be any extension allowed? At the last contract award, the company that won the award was not SLEB certified for about a year after they received the contract. Would you allow that to happen again? Part of the problem was that they had to establish an office location within the county and as you know, the auditor requires six months of “residency” before they will come out and inspect.
	1. **The SLEB certification process takes at least 45 days. All SLEB subcontractors or SLEBs bidding as a prime must be certified by the time of bid submittal. If a Bidder is not able to meet the requirement, the Bidder may take an exception. However, the County is not obligated to accept any such exception or clarifications.**
13. SLEB PARTNER: would the SLEB partner necessarily have to provide the exact same service as the contract requires. They can, for example, maintain the database or provide services as administrative assistant and perform scheduling and/or report transcription duties.  Is that true?
	1. **It is preferred that SLEB subcontractors provide direct support services of the contract, however, the County will allow SLEB subcontractors to provide indirect support services for the contract if there are limited opportunities.**
14. I:  Statement of work, page 5: A, second paragraph: If two bidders win the award, how will the work be split up?
	1. **Should more than one bidder be awarded a contract, Risk Management will attempt to evenly distribute assignments. However, Risk Management cannot guarantee that assignments will be equal.**
15. C. Bidder Qualifications, pg 6. 1. C. This is to confirm that all team members providing services including assessments, follow-ups and chair fittings, are licensed physical and/or occupational therapists. Will the consistency of this be checked on an occasional/regular basis and/or enforced as need be? There have been some Inconsistencies with this requirement in the past.
	1. **All contractors are responsible for submitting their credentials to the RFP for a qualified bid submittal. Bidder’s key personnel must maintain their credentials throughout the term of the contract in order to provide services.**
16. D. Specific requirements, page 7, 2. This training as described is extensive. After discussion today, it seems as if the vendor can discuss the outline and information to be presented with the RMU coordinator. Will billing be expected to be submitted in an hourly form to include preparation as well as actual class instruction?
	1. **Yes. All services should be accounted for on the submitted invoice.**
17. SPECIFIC REQUIREMENTS, PG.8, K (4).  Will the evaluator will be able to charge a cancellation fee if you get in less than 24 hour notice?
	1. **Please see Addendum No. 1**
18. SPECIFIC REQUIREMENTS, PG 9, 4 b:  Will RMU will be providing the vendor with the spreadsheet to be used to track referrals, appts., staff, program costs, etc?
	1. **Yes.**
19. DELIVERABLES/REPORTS: PG 10, 2.  Will RMU will be providing the vendor with the spreadsheet to be used to track referrals, appts., staff, program costs, etc?
	1. **Yes.**
20. DELIVERABLES/REPORTS: PG 10, 2.  Will billing for the above report(s) be submitted in the form of the number of hours required to complete the database?
	1. **Yes.**
21. Do you have an estimate or projection of how many assessments will be requested per annum or month?
	1. **Over the last eight months, the County is averaging about 20 to 25 ergonomic evaluations a month.**
22. Would RMU consider offering employees who work from home, a one-time consult for their home office, with the understanding that the county will not purchase the recommended items, but just so that the employee can avoid injury at home?
	1. **No. The current program does not include evaluations for remote work and the RFP is not requesting remote work evaluations.**
23. Does the owner or proprietor need to be a physical therapist or occupational therapist?
	1. **Please see Addendum No. 1**
24. Does the County General Services Agency (GSA) Property and Salvage have a listing of available ergonomic equipment?
	1. **No. Because the equipment inventory changes frequently, the Contractor(s) will need to visit Property and Salvage to see the available equipment.**

VENDOR BID LIST

 **RFP No. 902078 –** **Ergonomic Evaluation and Vendor Management Services**

This Vendor Bid List is being provided for informational purposes to assist bidders in making contact with other businesses as needed to develop local small and emerging business subcontracting relationships to meet the requirements of the [Small Local Emerging Business (SLEB) Program](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/).

This RFP is being issued to all vendors on the Vendor Bid List; the following revised vendor bid list includes contact information for each vendor attendee at the Networking/Bidders Conferences.

| **RFP No. 902078 -Ergonomic Evaluation Services** |
| --- |
| **Business Name** | **Contact Name** | **Contact Phone** | **Address** | **City** | **State** | **Email** |
| Bay Area Ergonomics | Susan Macdonald | 415 225-4667 |   |   |   | susan@ergonomicsconsulting.com |
| Benita Kim | Benita Kim | 415-846-9392 | P.O. Box 30967 | Walnut Creek | CA | bmkergo@gmail.com  |
| Du-All Safety | Joe Moulton | (510) 681-9728 | 45950 Hotchkiss St. | Fremont  | CA | joem@du-all.com  |
| Du-All Safety | Joe Moulton | (510) 681-9728 | 45950 Hotchkiss St. | Fremont  | CA | jdmoulton78@gmail.com |
| E3 Consulting Corporation | Ana Miller | 919-201-8705 | 1209 Manhattan Ave #200 | Manhattan Beach | CA | Ana@ergonomicconsultants.com  |
| E3 Consulting Corporation | Joy Boese | 310-291-0713 | 1209 Manhattan Ave #200 | Manhattan Beach | CA | e3consulting@earthlink.net  |
| E3 Consulting Corporation | Anita Garcia | 562-296-7095 | 1209 Manhattan Ave #200 | Manhattan Beach | CA | Anita@ergonomicconsultants.com  |
| EK Health | Suzy Hernandez | 916-534-0784 | 923 San Jose Blvd. | San Jose | CA | shernandez@ekhealth.com  |
| EK Health | Beth Detjens | 618-975-3141 | 992 S. De Anza Blvd, Suite 101 | San Jose | CA | bdetjens@ekhealth.com  |
| Emeryville Occupational Medical Center | Sue Brissette | 518 764-0767 |   |   |   | sbrissette.contractor@emeryvilleoccmed.com |
| Emeryville Occupational Medical Center | Steven Guest | (510) 653-5200 | 1900 Powell St. #910 | Emeryville | CA | gest.steven@gmail.com  |
| Emeryville Occupational Medical Center | Stephanie Weber | (510) 653-5200 | 1900 Powell St. #910 | Emeryville | CA | dr@emeryvilleoccmed.com  |
| Ergocation | Bib Niklewicz | (707) 484-7373 | 1038 Woodside Dr. | Napa | CA | ptsrgr8@sonic.net  |
| ErgoCure | Patricia Cruz | (925) 997-6362 | 2037 Eilene Drive  | Pleasanton | CA | pcruz@ergocure.com  |
| Future Industrial Technologies, Inc | Dennis Downing | 805-660-1905 | 5951 Encina Rd., #201 | Goleta | CA | dennis@backsafe.com  |
| Future Industrial Technologies, Inc | Julie Vilinsky | 805-512-0827 | 5951 Encina Rd., #201 | Goleta | CA | Julie@backsafe.com  |
| G.O.A.L.S. For Women | Gwendolyn Wilson | (516) 465-0565 | 3356 Adeline St. | Berkeley | CA | bayyinanuru@msn.com  |
| Humanscale | Dan Cannon | 808-633-2029 | 649 Front Street, Suite 200 | San Francisco | CA | dcannon@humanscale.com  |
| Kaiser Permanente | Mark McKenna | (510) 752-7792 | 280 W. MacArthur Blvd. | Oakland | CA | mark.e.mckenna@kp.org  |
| Kathy Burwell Consulting | Kathy Burwell | (415) 602-1405 | 416 Pine St. | Mill Valley | CA | kathy@kathyburwell.com  |
| Optimizing Motion | Kathryn Meeks | 408 690-3462 |   |   |   | meeks.kathryn@gmail.com |
| Physical Therapy Innovations | Allen Ling | (510) 524-2177 | 1940 Webster St. | Oakland  | CA | allen.ling@ptinnovations.com  |
| PreCare | Stephen Brown | (866) 996-1735 | 1151 Broadway #201 | Sonoma | CA | sbrown@precareinc.com  |
| Return to Work Services | Ana Recinos | 510 336-1203 | PO Box 667  | Fremont  | CA | info@returntoworkservices.com |
| Return to Work Services | Ana Recinos | 510-825-0351 | PO Box 668 | Fremont  | CA | arrecinos@returntoworkservices.com  |
| Return to Work Services | Ana Recinos | 510-825-0352 | PO Box 669 | Fremont  | CA | arrecinos@comcast.net  |
| Safety In Motion | Elizabeth Fordyce | (510) 708-0607 | 4454 Anderson Ave. | Oakland | CA | elizabethfordyce@sbcglobal.net  |
| Silicon Valley Ergonomics | Jane Tang | 408 913 9100 x128 |   |   |   | Jane@svergo.com |
| Site Solutions  | April Meagher | (925) 377-0199 | P.O. Box 1903 | Orinda | CA | sitesolutions@hotmail.com  |
| U.S. HealthWorks Medical Group | Shelly Neufeld | (510) 908-0440 | 13939 E. 14th Street | San Leandro  | CA | Shelly.Neufeld@ushworks.com  |
| VSI Risk Management & Ergonomics Inc. | Jeanne Iverson  | (510) 499-1918 | 32840 Palmdale Ct | Union City  | CA | jiverson@vsi-consulting.com  |
| Workstation Ergonomics | Yumi Yasuda | (510) 748-0903 | 1349 Weber St | Alameda | CA | Yumi.ergo@gmail.com  |