

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NEW YORK STATE OFFICE OF COURT ADMINISTRATION CONTRACT & PROCUREMENT ADMINISTRATION 42 KARNER ROAD, ALBANY, NY 12205 (Agency Name and Address)
Direct Inquiries to: BETTY FALTERMEIER, COURT ANALYST Telephone No.: (518) 869-4732

Price to include delivery to (describe exact location and method of delivery)

PER ATTACHED RFP/SPECIFICATIONS

Bid Number: OCA/CPA-318	Commodity Group:
Opening Date: January 5, 2006 Time: 11:00 AM	Commodity Name: MEDICAL SCREENING EXAMINATIONS FOR COURT SECURITY PERSONNEL

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p>UCS ATTACHMENT I, ATTACHMENT II AND ATTACHMENT III ARE ATTACHED & INCORPORATED HEREIN.</p> <p>The Administration of Medical Screening Examinations for Court Security Personnel and Other Special Medical Services.</p> <p>Contract Term(s) Two years with an option to renew for two (2) additional one (1) year periods. July 1, 2006 through June 30, 2009.</p>	<p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP/SPECIFICATIONS.</p>

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number	

DOCUMENT ENCLOSURE CHECKLIST

Page 1

All of the following documents and information, must be **fully executed** as indicated (**Notarized where required**) and returned as specified. Failure to include **any** of the required documents or information may result in rejection of the bidder's proposal.

- Document Enclosure Checklist
- Request for Bid Form
- Attachment I, pages 3 of 10 (Non-Collusive Bidding Certificate) and 4 of 10 (Acknowledgment Form)
- Attachment II- ST-220 (Vendor Tax Compliance & Certification)
- Attachment III- Vendor Responsibility Questionnaire
- Appendix B - Description of Bidder's Facilities, etc.
- Appendix C - Technical Approach
- Appendix D (A, B, C and D) - Staff, resources, scheduling, etc.
- Attachment 6 - Schedule of Charges
- Appendix E - List of references
- Appendix F - Additional information
- Proof of Insurance
- Eight (8) complete sets of proposals and documentation as required

Note: All documents which require signatures must bear the original signature of the **same authorized individual** and signatory notarizations **must** be that of the person whose signature is affixed to required documents.

DOCUMENT ENCLOSURE CHECKLIST

Page 2

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

***** GENERAL SPECIFICATIONS *****

**RFP# OCA/CPA-318
MEDICAL SCREENING EXAMINATIONS
FOR COURT SECURITY PERSONNEL
AND OTHER SPECIAL MEDICAL SERVICES**

**BID OPENING: 01/05/06
11:00 AM**

NOTE: In addition to such other specifications and criteria presented herein, the NYS Unified Court System Standard Request for Bid Clauses & Forms - Attachment I, Contractor Certifications, ST-220, and Attachment III, Vendor Responsibility Questionnaire must be downloaded from the Contract & Procurement web site under addenda for the appropriate solicitation and are incorporated and made a part hereof.

Purpose and Scope:

The New York State Office of Court Administration, Contract and Procurement Administration (hereinafter CPA) is soliciting sealed proposals on behalf of the OCA Division of Human Resources (hereinafter OCA/HR) for the provision of medical screening examinations and other special medical services described herein for Court Security and other specified employees of the Unified Court System (hereinafter UCS). Although geographically the greatest number of employees and candidates are located in the five boroughs of New York City, Nassau and Suffolk; testing will be done throughout New York State, therefor, the award shall be for one (1) or multiple contractual agreements.

Term of Contract:

Contract will be awarded for an initial period of three (3) years commencing on or about July 1, 2006 through June 30, 2009. The UCS reserves the right to renew such contract for two (2) additional one (1) year periods upon the same terms and conditions. The UCS further reserves the right to extend the contract for a period of ninety (90) days upon written notification to contractor(s) prior to contract termination date, or any renewal period thereof. Any such renewal or extension shall be subject to approval by the Office of the Attorney General (hereinafter OAG) and the Office of the State Comptroller (hereinafter OSC).

Pre-Bid Conference:

A pre-bid conference will be conducted at Office of Court Administration, 42 Karner Road, Albany, NY 12205 at 11:00 a.m. on December 13, 2005. While attendance is not mandatory, prospective bidders are strongly encouraged to be represented. Although the conference will be conducted in an informal manner, questions regarding this solicitation are to be submitted, in writing, a minimum of three (3) business days prior to the conference and **solely** to the attention of:

Betty Faltermeier, Court Analyst
Office of Court Administration
Contract and Procurement Administration
42 Karner Road
Albany, NY 12205
e-mail: bfalterm@courts.state.ny.us
Fax: (518) 869-4735

Questions will receive a written response in the form of a Q&A sheet available at the pre-bid conference. Those and any other questions and clarifications will appear on our web site, <http://www.nycourts.gov>, in the addenda column for the appropriate solicitation after the conference. Please advise of planned attendance by close of business on December 8, 2005.

Unacceptable Proposals:

The UCS may reject any proposals from bidders who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the State of New York; who have been declared not responsible, or disqualified by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualification of the bidders to receive public contracts.

Implied Requirements:

Products and services that are not specifically requested in the RFP, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer, except as specified herein.

Silence of the Specifications:

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Eligibility of Bidders:

Vendor must have a minimum of three (3) years experience in providing quality medical services utilizing state-of-the-art equipment, sufficient staff to meet UCS needs, must provide information pertaining to the organization which demonstrates its experience and competence in the conduct of service comparable in nature, volume, and scope to that described in the solicitation. See additional eligibility and qualification factors contained herein.

Online RFP Package Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website <http://www.nycourts.gov/admin/bids> shall remain solely and wholly responsible for reviewing the respective solicitation and bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Basis of Proposals and Award of Contract:

The OCA/HR intends to award two (2) or more contracts **per region** for the provision of all services specified herein. Proposals must, therefore, address each area of services presented in the “Detailed Specifications” section of this RFP, unless specified otherwise herein.

Accordingly, bidders may submit responses for any or all regions, but must bid and provide full service for all locations in the region.

Regions: (See attachment 7 for map)

Region 1 Manhattan and the Bronx

Region 2 Nassau, Suffolk, Richmond, Kings, Queens, Rockland, Westchester, Orange, Putnam and Dutchess

Region 3 Sullivan, Ulster, Columbia, Greene, Schoharie, Albany, Rensselaer, Schenectady, Montgomery, Fulton, Saratoga, Washington, Warren, Hamilton, Essex, St. Lawrence, Franklin, Clinton, Chemung, Tioga, Broome, Schuyler, Tompkins, Cortland, Chenango, Madison, Otsego and Delaware.

Region 4 Onondaga, Oneida, Oswego, Lewis, Jefferson, Herkimer, Steuben, Livingston, Ontario, Yates, Cayuga, Monroe, Wayne, Seneca, Chautauqua, Cattaraugus, Allegany, Erie, Wyoming, Genesee, Niagara and Orleans.

Award Selection Criteria:

The proposals will be evaluated and weighted based upon the criteria set forth within the **Detailed Specifications, page 15.**

If requested by UCS, bidders must be prepared to make a presentation, at a location to be determined by UCS, to explain and/or clarify their proposals.

Method of Award:

Award shall be made to the responsible proposer who receives the highest point value as indicated in **Award Selection Criteria**. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder’s performance history, financial stability, resources, cost factors and experience with comparable awards/contracts.

Evaluation Committee:

All timely proposals will be reviewed and evaluated by a committee established by OCA/HR. The committee’s review and evaluation shall be based on the factors enumerated in the Method Of Award above and the Award Selection Criteria as set forth in the Detailed Specifications and the decision made by the committee as to award of the contract shall be final.

Price:

All cost factors presented in the bidder's proposal shall be net and **inclusive of all of the requirements and services contained herein** pertaining to the portion of the solicitation proposed, including, but not limited to material, equipment and reports, unless specified otherwise herein, and shall remain firm throughout the initial contract period.

Pricing Structure:

All pricing is to be provided on **Attachment 6 (Proposal Pricing Form)** unless specified otherwise herein. Proposers are cautioned to be thorough and accurate. In the event of a miscalculation, the unit pricing will prevail.

Price Increases:

Price increases will be considered for any **renewal period only** based upon, and not exceeding, the increase, if any, of the Consumer Price Index for the prior year. Such increases must be requested in writing, ninety (90) days prior to the expiration of the contract, or any renewal thereof, and shall not take effect until approved, in writing, by the UCS and OSC.

Required Copies:

In addition to all required original RFP documents (fully executed RFP form, Non-Collusive Bidder Certificate, Acknowledgment, ST-220 Taxpayer Certification, Bid Response Form) and any other required documentation, brochures, etc., **proposer must included eight (8) copies of all such material. Failure to provide same may result in disqualification of bidder's response!**

Please note: Copies of the proposal, brochures, etc., should **not** be submitted in a binder, or in any other bound fashion except that they may be submitted bound only by rubber bands, clips or similar devices.

Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. **Do not retype or amend any portion of this solicitation.** Failure to comply may result in disqualification.

Organization of Proposals:

Each proposal is to be prepared and submitted on bidder's letterhead and be clearly marked: RFP# OCA/CPA-318 in the top left or right of the first page and the page bearing the signature of the appropriate, authorized person. The shipping carton/package must be sealed and the following statement clearly marked in the lower left corner, in large block lettering **"SEALED PROPOSAL-DO NOT OPEN, RFP#OCA/CPA-318, 01/05/06, 11:00 AM"**

The proposal is to be organized as follows:

- 1. Document Enclosure Checklist**
- 2. Signed and completed Request for Bid Form.**
- 3. Fully executed and appropriately notarized Attachment I, pages 3 of 10 (Non-Collusive Bidding certificate) and 4 of 10 (Acknowledgment Form).**

4. **Fully executed and appropriately notarized Attachment II** (ST-220 Tax Compliance & Certification)
5. **Fully executed and appropriately notarized Attachment III** (Vendor Responsibility Questionnaire)
6. **Appendix B** - Description of bidder's facilities, operational history, statement of policies, goals and objectives.
7. **Appendix C -Technical Approach**
 - A. Statement of work as understood by the proposer.
 - B. Detailed presentation that is responsive to the specifications and requirements contained herein.
8. **Appendix D**

A. Staff

Bidders must identify the specific medical and administrative staff who will be assigned to the contractual services, including their experience and qualifications; provide information pertaining to the organization which demonstrates its experience and competence in the conduct of service comparable in nature and scope to that described in the solicitation. Bidders, in addition to the above information, must identify the methods, procedures and equipment that will be used; include a viable scheduling plan and a description of the physical facilities which will be used to accommodate the estimated number of candidates. The bidder must be able to provide sufficient staff to meet UCS needs and should include, in appropriate numbers, physicians, medical technicians, X-ray technicians, receptionist/clerical support and an Administrator. At least one physician must be present to make the initial overall determination as to the fitness of each Court Office Candidate to participate in the follow-up physical ability examination.

B. Site Equipment and Laboratory Testing

- a) State geographically and describe in detail the site(s) where the examinations will be given.
- b) Specify the type of equipment that will be used at every site during the medical examination. In particular, the equipment used to test vision, hearing, pulmonary function, and all X-Ray work must be identified.
- c) Indicate which, if any, laboratory testing or other work is to be subcontracted to another company and, if so, identify that company. **(See Subcontracting statement, page 6 of the General Specifications)**

C. Scheduling

Bidders must state:

- a) The maximum number of candidates that can be examined in a full and/or half business day.

- b) The minimum amount of prior notice required on the part of OCA to schedule a full or half day's worth of examinations and the time required for individual medical examinations (i.e., return to work, nursery attendant or examinations for employees protected under OSHA requirements)
- c) The minimum amount of prior notice required on the part of OCA to cancel, without charge, a full or half day's worth of examinations and individual medicals, and the charges, if any, for cancellation after this minimum notice requirement.
- d) Whether weekend, evening or other special scheduling considerations can be arranged including, but not limited to, on-site testing to administer the Hepatitis B vaccinations and tuberculosis testing.

D. Staffing Plan and Organizational Experience

Particulars of services (experience, staffing, methods, resources). The proposal must identify the specific medical and administrative staff that will be assigned to the contractual service, including qualifications and experience of the physicians and supporting medical staff.

9. Attachment 6 - Proposal Pricing Form

10. Appendix E - List of four (4) references, including names and phone numbers of clients for whom comparable services have been performed within the past two (2) years, including name and title of the person having direct knowledge of bidder's performance.

11. Appendix F - Any additional services offered, which are not specifically stated in the RFP, including pricing.

12. Proof of Insurance

Subcontracting:

Subcontracting of the medical services described herein is acceptable upon the following conditions:

Bidder must identify each proposed subcontractor, type of service(s) to be performed and the length and nature of bidder's relationship with the proposed subcontractor.

All proposed subcontractors are subject to the approval of the OCA/HR **prior** to any engagement by the contractor and such approved subcontractors shall be held to the same performance standards as the awarded contractor(s)

and

The UCS and/or OCA/HR shall communicate only with the awarded contractor(s). The awarded contractor(s) shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives.

Compliance with Laws:

Contractor(s) shall be compliant with all applicable Federal, State and Local laws, rules and regulations.

Insurance Requirements:

Bidder's must submit proof of the following comprehensive and general liability insurance coverage (a certificate of coverage is acceptable):

- A. Minimum \$1,000,000.00 for bodily injury and property damage per occurrence and \$2,000,000.00 in the aggregate.
- B. \$1,000,000 per occurrence of professional liability insurance for all staff involved with delivery of any and all services.

Such insurance shall be maintained and kept current throughout the contract period, or any renewal or extension thereof and shall be at no cost to the UCS.

Liability - Personal Injury:

Awarded contractor(s) shall hold harmless the State of New York, the Unified Court System and the Office of Court Administration with respect to any injuries sustained by contractor's employees, agents, subcontractors, etc. during the contract period.

Estimated Quantities:

Any requirements specified in this solicitation constitute estimates **only**, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an **estimated quantity term contract**.

Termination:

The UCS may terminate any contract(s) resulting from this proposal at any time by giving the contractor(s) ten (10) days written notice. In the event of such termination, the UCS shall be liable only for those services performed by the contractor(s) up to and including the effective date of the termination.

Bidder's/Contractor's Facility:

For purposes of evaluation, **bidder's** proposed facilities shall be available for inspection. Subsequent to the award, **contractor's** facilities shall be made available for periodic inspection upon request.

Confidentiality:

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the contractor(s) by an individual or entity of the UCS, or otherwise obtained by the contractor(s) in the performance of the contractual services, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement(s) without the express prior written authorization of the OCA/HR. Any breach of this confidentiality by the bidder, by any of its employees, servants, subcontractors, agents or volunteers may result in the immediate termination of any resulting agreement by the UCS and may subject the bidder to further penalties.

Submission of Paperwork:

Bids must be submitted in a sealed envelope or carton for delivery on or before 01/05/06, 11:00 a.m. and the following clearly marked in large block letters on the exterior, front and back, "Sealed Proposal - Deliver Immediately - Do not open. RFB# OCA/CPA-318, Due date 11:00 a.m., 01/05/06.

And mailed to the attention of:

Betty Faltermeier
Court Analyst
Office of Court Administration
Contract & Procurement Unit
42 Karner Road
Albany, NY 12205

All times indicated are E.S.T. or E.D.S.T. (Eastern Standard Time or Eastern Daylight Savings Time)

Please read the "bid Instructions - General Requirements" on the [Bid Instruction](#) page of the Procurement and Contract Opportunities site (<http://www.nycourts.gov/admin/bids>)

Background and Purpose of Project

Introduction:

The Office of Court Administration (OCA) provides administrative support and services to the New York State Unified Court System (UCS), which employs over 14,000 individuals in Judicial and Non-Judicial occupations. OCA has the responsibility for evaluating the merit and fitness of eligible candidates for certain positions within the UCS. This RFP is to identify qualified contractors who are capable of providing medical screening services, as well as certain other specified medical services, for Court Security and other personnel.

Project Background:

Court Security Personnel are “Peace Officers” and may perform the following security and administrative functions:

- Maintain order in the courtroom and other court premises.
- Patrol courthouse and surrounding areas
- Accept and safeguard exhibits
- Check for concealed weapons
- Call and annotate court calendars
- Assist in other aspects of case processing in the courtroom and in court offices
- Additionally, they may make arrests under specific circumstances
and
- May carry firearms, if authorized

The incumbency in the court security title as of November 2005 was approximately 2000. To be eligible for appointment to the Court Officer position, candidates proceed through the following employment procedures:

1. A written exam - Pass and be reachable for appointment (based on ranking on an eligible list)
2. Preliminary Medical Exam
3. A medical examination, including a drug test
4. A physical ability test
5. A psychological evaluation
6. A background investigation
7. Pre-appointment “Mini” medical screening for eligible candidates immediately prior to entering the training academy.

To fill new positions that will become available over the next few years, the UCS expects to screen the medical fitness of at least **4,300** individuals per year: **3,700 complete medical evaluations** and **600 “Mini” medical evaluations** for eligible candidates about to enter the training academy.

The following additional services will be required during each year in which there is a contract for these services. Approximately **50 UCS Employees** will be evaluated to determine their fitness to return to work; **100 Court Clerks** will be evaluated to determine their fitness to participate in firearms training; **8 Nursery Attendants** will be medically evaluated, **50 Firearms Training Officers** will be tested for lead and zinc exposure and hearing tests under the Occupational Safety and Health Act (OSHA) requirements; approximately **1,600 Peace Officers** will receive Hepatitis B vaccination and approximately **2,000 Peace Officers** will be TB tested and **20 given post-exposure medical evaluations** under the OSHA regulations. Pricing is also required for optional medical testing which may, or may not be utilized under this contract.

A summary of the medical standards and the physical ability tests to be used are described in Attachments 4 and 5. The UCS has also developed, with the assistance of expert consultants, a Physician’s manual. This manual will be made available to the selected contractor(s).

*****DETAILED SPECIFICATIONS*****

Statement of Work

Please Note: Pricing for each item must be inclusive of all medical procedures and reports. Items noted "Where Medically Indicated" or "If Clinically Indicated" should **not** be included in the unit pricing for that item, but priced separately in 3-A. "OSHA Requirements" or 3-B. "Optional Testing" section of the Bid Response Form (even if Item 3 will not be bid upon) with the exception of the Nursery Attendant Category.

All tests indicated as Urine Test for Drug Screening, the following conditions will apply:

Contractor must assure a chain of custody procedure to ensure accuracy of identification of specimen source as part of the standard collection procedure, using the enzyme multiplied immunoassay technique (EMIT) and a Gas Chromatography/Mass Spectrometry (GC/MS) for confirmation.

Item 1. Preliminary medical examinations for Court Officer Candidates

A. Preliminary Medical Contents

- Height/Weight
- Blood Pressure
- Vision

Item 2. Full Medical Examinations for Court Officer Candidates

A. Full Medical Examination Contents

- **Review of Personal Health History (Medical questionnaire to be provided by contractor)**

- **Complete Physical Examination, including:**

Height	Weight	Blood Pressure
Pulse	Neck	Nervous System
Heart	Lungs	Skin
Spine	Extremities	Lymph Nodes
Chest	External Genitalia (Men)	

Eyes :	Pupils	Field of Vision
	Fundi	Extra Ocular Movement

Ears:	Tympanic Membranes	Wax
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Nose, Mouth, Throat, Dental Hygiene

Abdomen and Viscera - Liver, Kidneys, Spleen

- **Tests**

Eye Tests: Ortho-Rater Tests of Color Vision
 Near and Distant Vision with/without Corrective Lenses
 Hearing Tests: Audiometric Screening in Voice Frequency Ranges
 of 500, 1000, 2000, 3000, 4000 and 6000

Radiological Studies: X-Ray Examination of the Chest
 (14" X 17" Chest Films, PA)

Pulmonary Function Analysis to determine FVC and FEV values.

- **Laboratory studies:**

Hematology:

Red Blood Count	Hemoglobin	Platelets
White Blood Count	Hematocrit	MCH, MCV, MCHC

SMA-25 Blood Chemistry Analysis, Including Triglycerides:

LHD	Calcium
Uric Acid	Total Protein
SGPT	Globulin
Creatinine	Triglycerides
SGOT	Chloride
Phosphorous	Bilirubin (Total)
Sodium	Potassium
Cholesterol	BUN (Urea Nitrogen)
Glucose A/G Ratio	C02 Content
Alkaline Phosphatase	BUN/Creatinine Ratio

- **Urinalysis:**

Glucose	PH Reaction	WBC/HPF	Bile
Albumin	Specific Gravity	Acetone	Appearance
RBC/HPF	Occult Blood	Color	

Urine Test for Drug screening

- **Optional Testing Procedures:**

(Must be performed where medically indicated)

Lateral Chest X-Ray
 Electrocardiogram

Lumbar Spine X-Ray (4 Views)
Drug Screening

B. Pre-Appointment “Mini” Medical Examination Contents:

- Review of personal health history, including medical questionnaire previously completed.
- Complete Physical Examination, including:

Height	Weight	Blood Pressure
Pulse	Field of Vision	Ocular Movement
Pupils	Fundi	Tympanic Membrane
Ear Wax	Nose	Mouth
Throat	Neck	Chest
Heart	Lungs	Skin
Spine	Extremities	Lymph Nodes
External Genitalia (men)		Nervous System
Abdomen and Viscera (Liver, Kidneys, Spleen)		
- Pulmonary Function Analysis to determine FVC and FEV₁ values.
- Laboratory Studies:
 - A) Urinalysis: Routine (e.g., glucose albumin, specific gravity, PH, occult
Urine Test for drug screening
 - B) Hematology: Red blood count and white blood count (CBC)

C. Re-evaluation: Medical Information Submitted by Candidate

In cases where an eligible candidate with remedial disqualifying conditions such as pulmonary function test, abnormal lab results or a heart murmur, provides documentation from their personal physician that his or her condition has improved, the contractor will be requested to review the new material and make a determination as to the medical qualification of the candidate at no additional charge. Bidder should state the time frame in which OCA will receive the results of this review.

D. Re-evaluation: Candidates re-evaluation at Medical Facility

1. Eye Screening
2. Audio Test
3. Height/Weight
4. PFT
5. Blood Pressure

Bidder should state the time frame in which OCA will receive the results of this review. Although the physical re-evaluation at the Medical Facility is a chargeable service; there shall be no additional charge for the report.

E. Employee Return to Work Examination

- Review of all medical information;
- Complete physical examination (See description of Complete Physical Examination, Page 10)
- Routine urinalysis (e.g., glucose, albumin, specific gravity, PH, occult blood)
- Hematology (CBS - Red Blood Count and White Blood Count)
- Specific evaluation of employees disability

F. Annual Medical Examination for Nursery Attendant

1. Rubella/Titer (If previously negative);
2. Mantoux test for Tuberculosis; and
3. Chest X-Ray (If clinically indicated)

G. Medical Evaluation for Court Clerks to Determine Fitness for Firearms Training

1. Eye test: Near and distant vision without correction
2. Hearing Test: Audiometric Screening in voice frequency ranges 500, 1000, 2000, 3000, 4000 and 6000;
3. Urine Test for Drug Screening

ITEM 3. OSHA and Optional Testing

A. Occupational Health and Safety Act (OSHA) Requirements for Covered Employees

1. Mantoux Test for Tuberculosis
2. Medical evaluation for positive Mantoux Test;
3. Hepatitis B Vaccination (3 injections);
4. Post blood-exposure evaluation including an HIV Test and pre and post test counseling;
5. Medical evaluation to determine fitness to use the HEPA Respirator;
6. Lead, Zinc and Hearing Tests

B. On-Site Visitation.

There are instances when the vendor will be requested to make a site visitation to provide tests, vaccinations, etc.

State price for:

- Full day - Registered Nurse
- Half day - Registered Nurse
- Full day - Medical Assistant
- Half day - Medical Assistant

Results and Reports

7. Reports are required for **all medical examinations and must be included in pricing for each item.**
8. The contractor will be required to certify in writing whether, on the day of the medical examination, the eligible candidate is authorized to participate in a follow-up physical ability examination (see Attachment 4). It is understood that eligible candidates cleared to participate may ultimately be rejected in accordance with the results of laboratory tests for blood chemistry and urinalysis.
9. Final written determination of eligible candidate's medical qualifications, including results of the aforementioned laboratory tests, shall be reported to the Office of Court Administration Personnel Office within ten (10) working days of the medical examination. The composition of the report shall be in a format agreed upon by both parties.
10. in cases where a candidate is disqualified, the report shall indicate:
 1. All disqualifying factors:
 2. Where appropriate, specific actions required by the eligible candidate to correct the condition and,
 3. The specific type of medical examination required to verify that the condition(s) have been corrected

Evaluation of the Proposal

The Evaluation Committee will review all proposals. Selected proposers may be requested to present additional information and/or be requested to appear for an oral presentation. Evaluation of the proposals will include, but not be limited to:

PERCENTAGE POINTS	AWARD SELECTION CRITERIA
1. 40%	EXPERIENCE
20%	Experience with OSHA/PESH required testing.
15%	Experience in pre-employment and pre-appointment medical screening, particularly with public sector.
5%	Qualifications and experience of staff.
2. 35%	PRICING
10%	Price to administer TB testing and Hepatitis B vaccinations to employees in their court locations
15%	Price for pre-employment full and pre-employment "Mini" medical examinations
5%	Pricing for <u>optional examinations</u> listed in RFP
5%	Pricing For: Court Clerks requesting firearms medical evaluation Return to work examination Post medical evaluation Medical evaluation for a positive Mantoux Test Nursery Attendant medical evaluation Firearms instructors medical evaluation
3. 25%	SCHEDULING
5%	Number of candidates that can be scheduled in a one (1) day session
10%	Special scheduling considerations (on-site testing)
5%	Cost of cancellations after required notification lead time and amount of notice required to cancel without charge.
5%	Amount of notice needed to schedule medical evaluations

ATTACHMENT 4

SUMMARY OF MEDICAL STANDARDS FOR COURT OFFICER POSITION

**STATE OF NEW YORK
OFFICE OF
COURT ADMINISTRATION**

Summary of Medical Standards for Court Officer Position

Each candidate is required to be free of any medical impairment which would jeopardize his or her safety, health or ability to carry out effectively the duties of the position. Candidates are required to meet the medical requirements stated below, both at the time of the initial medical examination and again prior to entering the Court Officer Academy.

Hearing

Each candidate must be able to pass an audiometric test of hearing acuity with use of a hearing aid. Bilateral testing is conducted in the frequency ranges of 500, 1000, 2000, 3000, 4000 and 6000 Hz. A candidate is qualified if the uncorrected bilateral hearing loss is less than or equal to 25 dB for the average of the following frequencies: 500, 1000, 2000, 3000 Hz and, no greater than a 45 dB loss at 4000 and 6000 Hz in either ear.

Vision

Each eligible candidate must have at least 20/30 vision using both eyes with or without correction (corrective lenses or glasses are permitted). Candidates are disqualified if visual acuity is worse than 20/70 binocular (using both eyes) without correction on both near and far vision testing. Testing each eye separately, candidates must have at least 20.40 or better acuity in the best eye and 20/100 or better acuity in the worse eye without correction on both near and far testing. The visual fields must not be less than 145 degrees and color vision is also required. Vision is evaluated with and without corrective lenses, including contacts.

Cardiovascular System

Candidates must be free of any impairments due to organic heart disease resulting from failure of myocardial function and impairment of coronary circulatory function. Candidates are examined for hypertensive circulatory disease and for vascular diseases affecting the extremities. Blood pressure should not exceed 140/90. Candidates are evaluated on an individual basis relevant to the physical demands of the job.

Respiratory System

Each candidate will be assessed for pulmonary functioning. The test of ventilatory function must be within normal values: FVC - 80% or greater, FEV₁ - 80% or greater, D_LCO - 80% or greater.

Hematology

Eligible candidates must be free of blood system impairments that will interfere with performance of the required job duties. Hematological impairments will be evaluated on an individual basis.

Musculoskeletal System

Candidates must be free of musculoskeletal impairments which may affect job performance. Functional use of the arms, hands, legs, feet and back must be demonstrated at the time of the medical examination. If the history and/or physical examination suggests a low back disorder, lumbar spine X-Rays will be conducted.

Peripheral Spinal Nerves and Central Nervous System

Candidates are evaluated on an individual basis to determine the impact of specific impairments of peripheral spinal nerves on job performance. Candidates are evaluated for impairments in the following three categories: unilateral spinal nerve root impairment, spinal nerve plexus and named spinal nerves. For impairments associated with central nervous system functioning, any impairment associated with "station and gait", respiratory impairment due to spinal cord damage or urinary-bladder function may be considered disqualifying. Episodic neurological disturbances (e.g., seizures) will be disqualifying. Candidates should be free of significant speech pathology which interferes with communication.

Digestive System

Candidates must be free of disorders of the digestive system which can interfere with the task requirements of the job. Symptoms and signs of organic upper digestive tract disease, progressive chronic liver disease or colonic or rectal disease may be disqualifying.

Endocrine System

Diabetes Mellitus will be considered disqualifying if symptoms of target organ damage are present or if frequent blood sugar irregularities and/or with postprandial blood sugar greater than 200. History of ketoacidosis or hypoglycemic coma are disqualifying.

Mental Health

Candidates will be evaluated for emotional and psychological problems that might interfere with effectively carrying out the duties of the Court Officer job. Candidates who are dependent upon or abuse alcohol and/or drugs will be disqualified. At the time of the physical ability test, each candidate will be required to take a series of written psychological assessment tests which will be used in conjunction with a follow-up psychological and/or psychiatric interview to assess a candidate's mental health and suitability for the job.

*******Please Note*******

This is only a summary of the medical standards. The Office of Court Administration reserves the right to modify these standards at any time during the duration of the eligible list.

MAXIMUM HEIGHT/WEIGHT STANDARDS FOR COURT OFFICER JOB¹

HEIGHT	MEN	WOMEN
4' 10"		144
4' 11"		147
5' 0"		151
5' 1"		154
5' 2"	165	157
5' 3"	168	162
5' 4"	172	166
5' 5"	176	171
5' 6"	180	175
5' 7"	185	179
5' 8"	189	184
5' 9"	194	187
5' 10"	198	190
5' 11"	202	194
6' 0"	207	197
6' 1"	211	
6' 2"	217	
6' 3"	222	
6' 4"	227	
6' 5"	233	
6' 6"	239	

¹BASED UPON METROPOLITAN LIFE INSURANCE COMPANY
HEIGHT/WEIGHT TABLES AS APPLIED TO A LARGE FRAME INDIVIDUAL PLUS 10%

ATTACHMENT 5

PHYSICAL ABILITY TESTS FOR THE COURT OFFICER POSITION

**STATE OF NEW YORK
OFFICE OF COURT ADMINISTRATION**

**Physical Ability Tests
for the
Court Officer Position**

Each candidate will be required to qualify on a series of physical tests designed to measure such physical abilities as strength, muscular endurance, arm-hand steadiness and stamina as assessed by the following nine (9) physical tests:

Arm Lift - This test measures upper body static strength. Candidates are required to exert maximum strength in an upward direction to determine the maximum force generated by the arm muscles.

Leg Lift - This test measures lower body static strength. Candidates are required to exert maximum strength in an upward direction to determine the maximum force generated by the leg muscles.

Arm Endurance - This test measures upper body dynamic strength. Candidates are required to crank an arm ergometer as fast as possible for one (1) minute in order to assess the ability to exert muscular force as fast as possible for one (1) minute in order to assess the ability to exert muscular force repeatedly over a short period of time.

Leg Endurance - This test measures lower body dynamic strength. Candidates are required to pedal a stationary bicycle as fast as possible for one minute in order to assess the ability to exert muscular force repeatedly over a short period of time.

Arm-Hand Steadiness - This test measures the ability to maintain static arm-hand steadiness. Candidates are required to hold an actual weapon as steady as possible in a small hole without hitting the sides.

Step Test - this test of aerobic fitness is designed to evaluate the recovery of the heart rate and its associated maximal oxygen consumption. Candidates are required to step up and down on either a 15 3/4 inch (men) or 13 inch (women) bench for five (5) minutes to the beat of a metronome. Your heart rate will be recorded via a pulse-meter at the end of a 30 second rest (recovery) period.

Sit-ups - This test measures the strength of your abdominal muscles. Candidates are required to perform as many sit-ups as possible in sixty (60) seconds.

Pull-up Trainer - The purpose of this test is to determine the ability to exert upper body muscle force repeatedly for a short period. The test involves moving the body in an upward direction while laying on a slant board.

ATTACHMENT 6

PROPOSAL PRICING

FORMS

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 1 - PAGE 1 OF 3

TYPE OF EXAMINATION (SEE STATEMENT OF WORK)			
ITEM 1	UNIT PRICE	TIMES EST. QTY.	TOTAL PRICE
A. PRELIMINARY MEDICAL EXAMINATION		3200	
ITEM 2			
A. FULL MEDICAL EXAMINATION		1800	
B. "MINI" MEDICAL EXAMINATION		400	
C. RE-EVALUATION - INFORMATION SUBMITTED BY PHYSICIAN*		100	
D. RE-EVALUATION - CANDIDATE EVALUATED AT THE FACILITY*		400	
E. RETURN TO WORK		50	
F. NURSERY ATTENDANT (NYC & BOROUGHES)			
RUBELLA TITER (IF PREVIOUSLY NEGATIVE)		6	
MANTOUX TEST FOR TB		6	
CHEST X-RAY (IF CLINICALLY INDICATED)		2	
G. MEDICAL EXAMINATION FOR COURT CLERKS REQUESTING FIREARMS TRAINING		100	
*PROPOSED TIME FRAME FOR RECEIPT OF RE-EVALUATION REPORTS			
C.			
D.			
ITEM 3			
A. OCCUPATIONAL HEALTH AND SAFETY ACT REQUIREMENTS (OSHA)			
MANTOUX TEST FOR TB		1200	
MEDICAL EVALUATION FOR POSITIVE MANTOUX TEST (INCLUDING CHEST X-RAY)		30	
HEPATITIS B VACCINATIONS (EACH VACCINATION)		1000	

**OCA/CPA-318
 MEDICAL SCREENING EXAMINATIONS FOR
 COURT SECURITY PERSONNEL AND OTHER
 SPECIAL MEDICAL SERVICES**

**BID OPENING: 01/05/06
 11:00 AM**

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 1 - PAGE 2 OF 3

ITEM 3 - CONTINUED	UNIT PRICE	TIMES EST. QTY.	TOTAL PRICE
POST BLOOD EXPOSURE EVALUATION INCLUDING AN HIV TEST AND PRE- AND POST-TEST COUNSELING		10	
MEDICAL EVALUATION TO DETERMINE FITNESS TO USE THE HEPA RESPIRATOR		200	
LEAD/ZINC EXPOSURE AND HEARING TESTS		40	
B. OPTIONAL TESTING			
LATERAL CHEST X-RAY		6	
ELECTROCARDIOGRAM		30	
LUMBAR SPINE X-RAY (4 VIEWS)		6	
EYE SCREENING		200	
AUDIO TEST		75	
DRUG SCREENING WITH GC/MS CONFIRMATION		5	
PFT		40	
HEIGHT/WEIGHT		300	
C. ON-SITE VISITATIONS			
FULL DAY - REGISTERED NURSE			
HALF DAY - REGISTERED NURSE			
FULL DAY - MEDICAL ASSISTANT			
HALF DAY - MEDICAL ASSISTANT			

**OCA/CPA-318
MEDICAL SCREENING EXAMINATIONS FOR
COURT SECURITY PERSONNEL AND OTHER
SPECIAL MEDICAL SERVICES**

**BID OPENING: 01/05/06
11:00 AM**

PROPOSAL PRICING FORM
(PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 1 - PAGE 3 OF 3

Name of Firm

Date

Authorized Signature

Title

Name in Print

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 2- PAGE 1 OF 3

TYPE OF EXAMINATION (SEE STATEMENT OF WORK)			
ITEM 1	UNIT PRICE	TIMES EST. QTY.	TOTAL PRICE
A. PRELIMINARY MEDICAL EXAMINATION		250	
ITEM 2			
A. FULL MEDICAL EXAMINATION		200	
B. "MINI" MEDICAL EXAMINATION		160	
C. RE-EVALUATION - INFORMATION SUBMITTED BY PHYSICIAN*		75	
D. RE-EVALUATION - CANDIDATE EVALUATED AT THE FACILITY*		200	
E. RETURN TO WORK		10	
F. NURSERY ATTENDANT (NYC & BOROUGHES)			
RUBELLA TITER (IF PREVIOUSLY NEGATIVE)		0	
MANTOUX TEST FOR TB		0	
CHEST X-RAY (IF CLINICALLY INDICATED)		0	
G. MEDICAL EXAMINATION FOR COURT CLERKS REQUESTING FIREARMS TRAINING		40	
*PROPOSED TIME FRAME FOR RECEIPT OF RE-EVALUATION REPORTS			
C.			
D.			
ITEM 3			
A. OCCUPATIONAL HEALTH AND SAFETY ACT REQUIREMENTS (OSHA)			
MANTOUX TEST FOR TB		250	
MEDICAL EVALUATION FOR POSITIVE MANTOUX TEST (INCLUDING CHEST X-RAY)		10	
HEPATITIS B VACCINATIONS (EACH VACCINATION)		400	

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 2 - PAGE 2 OF 3

ITEM 3 - CONTINUED	UNIT PRICE	TIMES EST. QTY.	TOTAL PRICE
POST BLOOD EXPOSURE EVALUATION INCLUDING AN HIV TEST AND PRE- AND POST-TEST COUNSELING		6	
MEDICAL EVALUATION TO DETERMINE FITNESS TO USE THE HEPA RESPIRATOR		150	
LEAD/ZINC EXPOSURE AND HEARING TESTS		25	
B. OPTIONAL TESTING			
LATERAL CHEST X-RAY		1	
ELECTROCARDIOGRAM		40	
LUMBAR SPINE X-RAY (4 VIEWS)		2	
EYE SCREENING		50	
AUDIO TEST		50	
DRUG SCREENING WITH GC/MS CONFIRMATION		4	
PFT		15	
HEIGHT/WEIGHT		100	
C. ON-SITE VISITATIONS			
FULL DAY - REGISTERED NURSE			
HALF DAY - REGISTERED NURSE			
FULL DAY - MEDICAL ASSISTANT			
HALF DAY - MEDICAL ASSISTANT			

**OCA/CPA-318
MEDICAL SCREENING EXAMINATIONS FOR
COURT SECURITY PERSONNEL AND OTHER
SPECIAL MEDICAL SERVICES**

**BID OPENING: 01/05/06
11:00 AM**

**PROPOSAL PRICING FORM
(PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)**

REGION # 2 - PAGE 3 OF 3

Name of Firm

Date

Authorized Signature

Title

Name in Print

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 3- PAGE 1 OF 2

TYPE OF EXAMINATION (SEE STATEMENT OF WORK)			
ITEM 1	UNIT PRICE	TIMES EST. QTY.	TOTAL PRICE
A. PRELIMINARY MEDICAL EXAMINATION		250	
ITEM 2			
A. FULL MEDICAL EXAMINATION		100	
B. "MINI" MEDICAL EXAMINATION		40	
C. RE-EVALUATION - INFORMATION SUBMITTED BY PHYSICIAN*		50	
D. RE-EVALUATION - CANDIDATE EVALUATED AT THE FACILITY*		50	
E. RETURN TO WORK		20	
*PROPOSED TIME FRAME FOR RECEIPT OF RE-EVALUATION REPORTS			
C.			
D.			
ITEM 3			
A. OCCUPATIONAL HEALTH AND SAFETY ACT REQUIREMENTS (OSHA)			
MANTOUX TEST FOR TB		150	
MEDICAL EVALUATION FOR POSITIVE MANTOUX TEST (INCLUDING CHEST X-RAY)		5	
HEPATITIS B VACCINATIONS (EACH VACCINATION)		100	
POST BLOOD EXPOSURE EVALUATION INCLUDING AN HIV TEST AND PRE- AND POST-TEST COUNSELING		2	
MEDICAL EVALUATION TO DETERMINE FITNESS TO USE THE HEPA RESPIRATOR		25	
LEAD/ZINC EXPOSURE AND HEARING TESTS		12	

**OCA/CPA-318
 MEDICAL SCREENING EXAMINATIONS FOR
 COURT SECURITY PERSONNEL AND OTHER
 SPECIAL MEDICAL SERVICES**

**BID OPENING: 01/05/06
 11:00 AM**

**PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)**

REGION # 3 - PAGE 2 OF 2

B. OPTIONAL TESTING			
LATERAL CHEST X-RAY		0	
ELECTROCARDIOGRAM		10	
LUMBAR SPINE X-RAY (4 VIEWS)		0	
EYE SCREENING		25	
AUDIO TEST		15	
DRUG SCREENING WITH GC/MS CONFIRMATION		1	
PFT		10	
HEIGHT/WEIGHT		50	
C. ON-SITE VISITATIONS			
FULL DAY - REGISTERED NURSE			
HALF DAY - REGISTERED NURSE			
FULL DAY - MEDICAL ASSISTANT			
HALF DAY - MEDICAL ASSISTANT			

 Name of Firm

 Date

 Authorized Signature

 Title

 Name in Print

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 4- PAGE 1 OF 2

TYPE OF EXAMINATION (SEE STATEMENT OF WORK)			
ITEM 1	UNIT PRICE	TIMES EST. QTY.	TOTAL PRICE
A. PRELIMINARY MEDICAL EXAMINATION		250	
ITEM 2			
A. FULL MEDICAL EXAMINATION		150	
B. "MINI" MEDICAL EXAMINATION		50	
C. RE-EVALUATION - INFORMATION SUBMITTED BY PHYSICIAN		35	
D. RE-EVALUATION - CANDIDATE EVALUATED AT THE FACILITY		20	
E. RETURN TO WORK		5	
*PROPOSED TIME FRAME FOR RECEIPT OF RE-EVALUATION REPORTS			
C.			
D.			
ITEM 3			
A. OCCUPATIONAL HEALTH AND SAFETY ACT REQUIREMENTS (OSHA)			
MANTOUX TEST FOR TB		200	
MEDICAL EVALUATION FOR POSITIVE MANTOUX TEST (INCLUDING CHEST X-RAY)		5	
HEPATITIS B VACCINATIONS (EACH VACCINATION)		100	
POST BLOOD EXPOSURE EVALUATION INCLUDING AN HIV TEST AND PRE- AND POST-TEST COUNSELING		2	
MEDICAL EVALUATION TO DETERMINE FITNESS TO USE THE HEPA RESPIRATOR		25	
LEAD/ZINC EXPOSURE AND HEARING TESTS		12	

PROPOSAL PRICING FORM
 (PLEASE FILL OUT A SEPARATE FORM FOR EACH REGION BID)

REGION # 4 - PAGE 2 OF 2

B. OPTIONAL TESTING			
LATERAL CHEST X-RAY		0	
ELECTROCARDIOGRAM		10	
LUMBAR SPINE X-RAY (4 VIEWS)		0	
EYE SCREENING		25	
AUDIO TEST		10	
DRUG SCREENING WITH GC/MS CONFIRMATION		2	
PFT		10	
HEIGHT/WEIGHT		35	
C. ON-SITE VISITATIONS			
FULL DAY - REGISTERED NURSE			
HALF DAY - REGISTERED NURSE			
FULL DAY - MEDICAL ASSISTANT			
HALF DAY - MEDICAL ASSISTANT			

 Name of Firm

 Date

 Authorized Signature

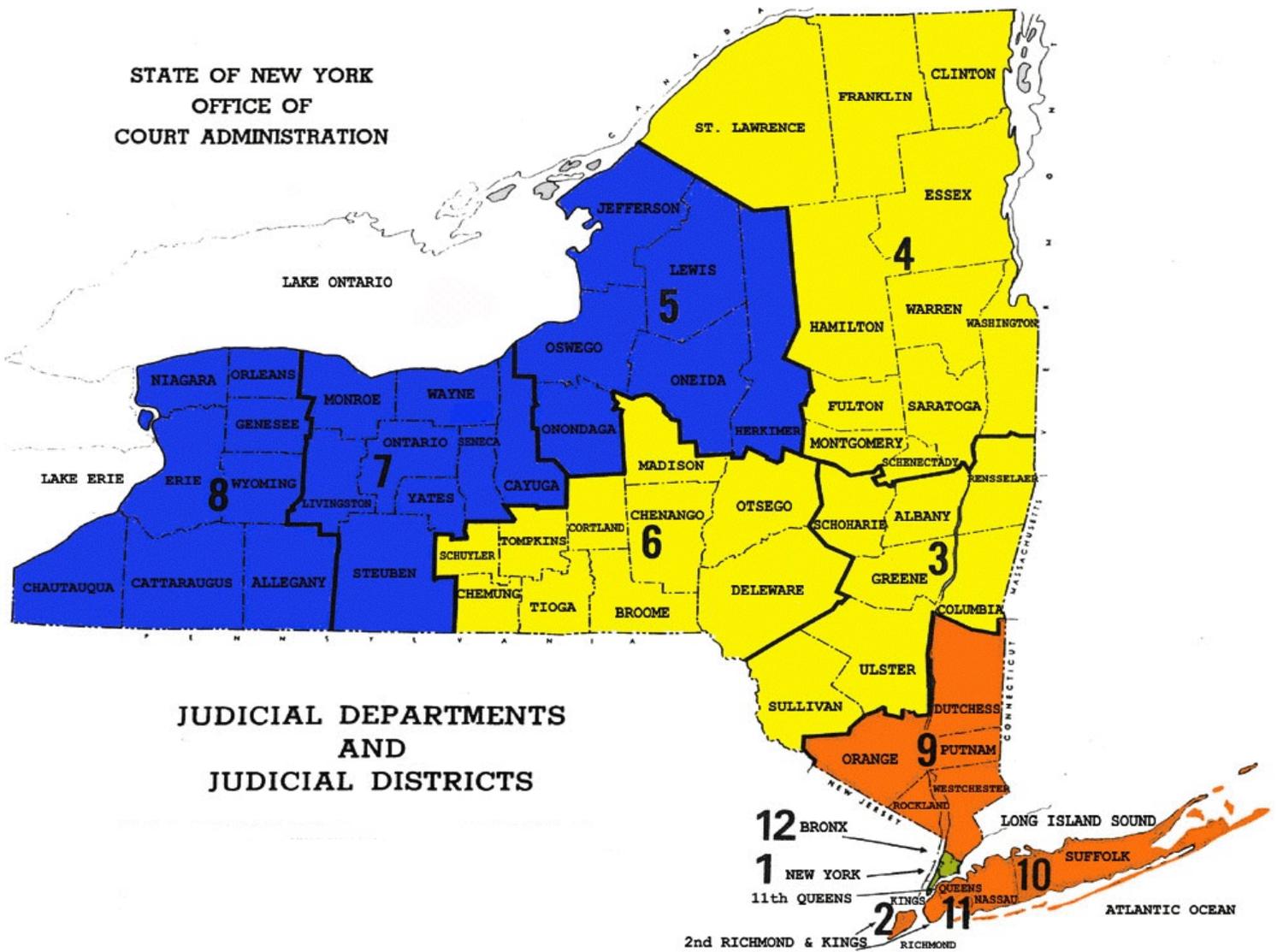
 Title

 Name in Print

ATTACHMENT 7

UCS REGIONAL MAP

ATTACHMENT 7



- 1ST JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 1, 12
- 2ND JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 2, 9, 10, 11
- 3RD JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 3, 4, 6
- 4TH JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 5, 7, 8

LIST OF ATTACHMENTS

ATTACHMENT I: NYS Unified Court System Standard Request for Bid Clauses & Forms

ATTACHMENT II: ST-220 Vendor Tax compliance and Certification

ATTACHMENT III: NYS Vendor Responsibility Questionnaire

NOTE: The above attachments, I, II and III, must be downloaded separately from the specifications. They may be found on the Addenda section of this solicitation.

ATTACHMENT 4: Summary of Medical Standards for Court Officer Position

ATTACHMENT 5: Physical Ability Qualifying Test for Court Officer Positions

ATTACHMENT 6: Proposal Pricing Forms

ATTACHMENT 7: Regional UCS Map