

**PECAN VALLEY CENTERS  
FOR  
BEHAVIORAL AND DEVELOPMENTAL HEALTHCARE**

**REQUEST FOR PROPOSAL  
Laboratory Testing Services**

| <b>CONTACT INFORMATION</b>                          |   |
|---|---|
| <b>For Questions: Agency Contact Representative</b> | <i>Mike Taylor</i>  |
| <b>E-mail</b>                                       | <i><a href="mailto:mtaylor@pecanvalley.org">mtaylor@pecanvalley.org</a></i> |
| <b>Fax</b>  | <i>817-579-4410</i>   |
| <b>Mailing Address</b>                              | <i>Pecan Valley Centers<br/>P.O. Box 729<br/>Granbury, TX 76048</i>         |

| <b>SCHEDULE OF EVENTS</b>  |  |
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| <p>The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary. <b>[Note: Recent changes were made to Proposal Due date and Award Date]</b></p> |  |
| <b>RFP released:</b>   | Monday, October 02, 2018                         |
| <b>Proposals Due:</b>  | 2:00 p.m. CST/CDT on Wednesday, October 25, 2018 |
| <b>Award Date:</b>   | Tuesday, November 1, 2018                        |

**REQUEST FOR PROPOSAL  
PREPARATION, SUBMISSION, PROCESS AND AWARD**

Pecan Valley Centers (Center) is seeking proposals for the provision of laboratory testing services for Pecan Valley Centers' consumers. The contract will be awarded for the time period November 1, 2017 through August 31, 2019. The entity awarded the contract will sign a contract to provide services under the regulations of the Texas Department of Health and Human Services.

**Bids must be received by October 31, 2017 to be considered.**

Pecan Valley Centers provides mental health service needs to over 3,000 consumers in a 6 county area consisting of Erath, Hood, Johnson, Palo Pinto, Parker, and Somervell. Laboratory testing services are provided through 5 Mental Health Centers.

**ELEMENTS OF THE PROCUREMENT PACKAGE INCLUDE:**

1.1 Services.

A. Contractor will provide the following services to Center:

- 1) Laboratory testing services on samples collected from Center patients. The list of lab tests (and panels) approved for Center services is provided in "Attachment A".
- 2) Sample collection from each of the Centers clinic sites (see "Attachment B") via one of the following methods (please describe the availability of each option for each clinic):
  - a. Contractor provided phlebotomist / technician to perform blood draws and sample collection.
  - b. Courier service for samples collected by Center medical staff.
- 3) Provide all lab draw supplies for Center sites where Center nurse draws client blood samples.
- 4) Completion of all services by a specialist certified or licensed to provide the prescribed tests.
- 5) Same day courier pickup service for Center sites where Center nurse draws client blood samples.
- 6) Reporting of Panic Values to Center by a specialist certified and/or licensed to provide the prescribed tests.
- 7) Electronic interface for transmission of orders and results using current HL7 format between the lab facility and the Centers electronic health record system. Laboratory services provider must make this HL7 data available to Center data systems by SFTP (Secure FTP)

SSH), FTPS (FTP Secure SSL) or other secure/encrypted mechanism agreed upon by the Provider and Center Information Technology staff.

8) In addition to the EHR interface above, an alternative method to order lab services and review results via secured (https) website.

9) Accept assignment on all clients identified as having 3<sup>rd</sup> party coverage and bill its fees directly to this coverage. In those cases where a claim is returned because eligibility has terminated or the client has reached the maximum allowable benefits, Contractor may bill these charges back to Center according to the Fee Schedule by so identifying each charge and reason.

10) Client will not be billed for any lab services requested through Pecan Valley Centers. All copays will be billed to Pecan Valley Centers.

**B. Contractor must provide services in accordance with the following specifications:**

1) Location and hours of operation must accommodate Center and consumer needs in the same manner as the general public.

2) Contractor must in the performance of this contract interact with staff, other contractors and/or consultants of Center in a cooperative manner and will consult with such persons regarding services provided under this Contract as necessary.

3) Contractor will maintain general liability insurance.

4) Contractor's employees must attend Contractor provided orientation training as well as annual refresher training, which shall include instruction in client confidentiality. The cost of attending meetings, staffing or training programs shall be the Contractor's sole responsibility.

**C. Contractor must maintain proof of appropriate licenses/permits to operate a laboratory and supply the Center with copies of applicable documents and audits.**

**D. Contractor will comply with Confidentiality requirements.**

1) Contractor agrees to keep all client information confidential in accordance with all applicable state and federal laws, statutes, and regulations protecting the confidentiality of such information.

2) Contractor agrees to institute appropriate procedures for safeguarding client information, especially client identifying information. The term "client identifying information" includes, but is not limited to, a client's medical record, graphs, or charts; statements made by the client, either orally or in writing, while receiving services; photographs, videotapes, etc.; and any acknowledgment that a person is or has been a client of the facility, center, or other designated provider.

3) Contractor agrees to comply with all applicable regulations applicable to the security and

privacy of protected health information.

E. Contractor must file the following documentation in a timely manner:

- 1) A Monthly invoice will be mailed to Pecan Valley Centers' business office.
- 2) A monthly summary invoice by Center location will also be mailed to the Centers' designated recipient.
- 3) Monthly data will be made available to Center via \*.csv or similar electronic format at no charge to Center.
- 4) Renewal certificates of all required insurance, certificates and permits.

## 2. BASIS OF AWARD

A. Proposals received will be considered inclusive of the contract costs associated with providing services under contract.

B. The following criteria will be used to evaluate and make a contract award based on weighted scale to include:

- 1) The low cumulative cost for the top 75% of most used lab tests.
- 2) The amount and level of service and value added services provided as indicated in the Lab's proposal.
- 3) Responses to questions in the "Response to Procurement Package".

C. Evaluation and award selection will be made by a panel consisting of the Director of Nursing, the Associate Executive Director of Administrative Services, the Associate Executive Director of Program Services, the Chief Financial Officer, and the Executive Director.

D. Center reserves the right to accept or reject any or all proposals. Further, Center reserves the right to delete any items from this RFP or resulting contract when deemed to be in the best interest of the consumer and Center.

E. Center will not be bound to act by any previous communication with bidders, other than this RFP and state law.

F. Bids will be awarded in the best interest of Center and consumers.

## 3. GENERAL TERMS, CONDITIONS AND INFORMATION

A. The purpose of this Request for Proposal (RFP) is to establish a contract to provide Laboratory Testing Services for Pecan Valley Centers' consumers.

B. The term of the contract will be from November 1, 2018 through August 11, 2019, unless terminated sooner in accordance with Texas Department of Health and Human Services, Texas Administrative Code, Title 25, Chapter 4, Subchapter B - Contract Management Rule. Pecan Valley Centers reserves the right to extend the awarded contract up to 2 additional one year terms.

C. Proposals will be considered all inclusive for all costs associated with the provision of proposed services. Award may be made with further negotiations.

D. The successful Bidder will receive verbal and written notice of award from Pecan Valley Centers. The unsuccessful bidders will receive written notice of award.

E. In the performance of the services outlined, the bidder represents that they have the necessary knowledge, abilities, skills and resources to perform said services in accordance with the requirements hereof and within good industry standards and practices. Further the bidder represents that they are familiar with the scope and nature of this work and understand the conditions under which it will be obligated to operate. Bidders who cannot meet these requirements will not be considered by Pecan Valley Centers.

F. Winning bidder will provide at their own expense, any and all equipment, property, insurance, taxes and any other item necessary to perform the services and requirements outlined.

G. After bids have been evaluated and an award is made creating a contractual agreement, the contract may be amended by mutual agreement with written documentation at any time during the contract period. The contract shall be governed, construed and interpreted under the laws of the State of Texas.

H. Either party may cancel the contract upon 90 day written advance notice with the following exceptions:

1) Pecan Valley Centers reserves the right to cancel the contract without penalty upon 10 days advance notice to contractor in the event funds are not allocated for the contract upon expiration of a fiscal year or as soon as possible if the State of Texas Legislature or Texas Department of Health and Human Services does not fund this program.

2) In the event contractor is in default of any of its obligations under the contract, Pecan Valley Centers may serve written notice upon the Contractor setting forth such default and demand compliance with the contract. Unless within 10 days after serving such notice, such default shall cease and satisfactory arrangements for corrections are made, Pecan Valley Centers may terminate the contract by serving written notice upon the Contractor. Additionally, Pecan Valley Centers reserves the right to terminate the contract at any time if the Contractor

continually is in default or if in Pecan Valley Centers opinion has materially breached the agreement.

4. RESPONSE TO PROCUREMENT PACKAGE

1. Please provide the name, address, phone number and contact person of the company that is proposed in this bid.

2. Provide the cost per unit for each lab test and panel listed on "Attachment A" and explain the discount for any tests ordered whether they are on the contract or not.

1. Describe the Lab's ability to perform the contract and to provide the services within the period required, without delay or interference.

4. Describe the quality of the Lab's facilities and equipment available to provide the service (e.g. fax, computer programs).

7. Describe the Lab's staff and ancillary services which are available to perform the contract and provide the services. Include any accreditation or other means to assure competency, licensure issues.

8. Describe the Lab's history of compliance with the laws related to its business operation and the service, and whether the bidder is currently in compliance with such laws.

9. Describe the Lab's ability to meet all applicable written Texas Department of Health and Human Services policies, principles and regulations.

10. Describe the Lab's financial resources that assure the ability to perform the contract and to provide these services.

11. List the name, address, telephone number and contact person of all agencies for whom you provide these lab testing services.

12. The undersigned proposes to furnish all requested services per requirements listed in the accompanying Request for Proposal document.

11. It is understood and agreed that this proposal shall constitute an offer, which when accepted in writing by Pecan Valley Centers subject to terms and conditions of such acceptance, will result in a contract between undersigned and Pecan Valley Centers per Pecan Valley Centers' policy.

14. By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder or anyone acting for such firm, corporation, partnership, or institution has violated the antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

15. By signature hereon, the bidder certifies that they are not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code. Making a false statement as to corporate tax status is a material breach of contract.

16. By signing this proposal, the bidder affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor, or service to a public servant in connection with the submitted bid.

17. Failure to sign the proposal or signing it with a false statement shall void the submitted proposal or any resulting contract and the bidder shall be removed from all proposed lists.

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Person, firm or corporation:

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P.O. Box or Street Number, City, State, Zip:

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Signed by:

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Title:

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Date:

Return completed proposal in a sealed envelope marked "Lab Services RFP" to:

Mail or hand deliver to:  
Pecan Valley Centers  
Attn: Ruben DeHoyos  
2101 W. Pearl Street

Granbury, Texas 76048

**Fax bids will not be accepted. Bids must be received by Tuesday, October 11, 2017 to be considered.**



## Attachment A

**Approved Lab Tests:** additional testing must be approved by authorizing center

### Test Name

1. 24HR CREATININE CLEARANCE
2. AMITRIPTYLINE
3. ANTI-NUCLEAR ANTIBODIES
4. AUTO DIFF 3-PART
5. AUTO US W/MICROSCOPIC
6. BASIC METABOLIC PANEL
7. BLOOD COLLECTING FEE
8. BUN
9. CALCULATED T7 (FTI)
10. CARBAMAZEPINE, TOTAL
11. CBC W/MANUAL DIFF
12. CK REFLEK CKMB
13. CK, TOTAL
14. CLOZARIL (CLOZAPINE)
15. COMP METABOLIC PANEL
16. COMPLETE BLOOD COUNT
17. CREATININE
18. CREATININE CLEARANCE, 24HR
19. DESIPRAMINE
20. DRUG ABUSE SCREEN II
21. DRUG ABUSE SCREEN III
22. DRUG SCREEN, SERUM
23. ELECTROLYTES PANEL
24. ETHANOL, BLOOD
25. FOLLICLE STIM HORMONE
26. FREE T4 (THYROXINE)
27. FTA-ABS (TREPONEMAL AB)
28. GGT
29. GLUCOSE
30. HEMOGLOBIN A1C
31. HEPATIC FUNCTION PANEL
32. HEPATITIS PANEL, ACUTE
33. HEPATITIS PROFILE (A,B,C)
34. IMIPRAMINE
35. LIPID PANEL
36. LITHIUM
37. MANUAL SEDRATE
38. MANUAL UA W/MICRO

39. MC DIABETES SCR N FAST GLU
40. MC PRE-DIAB SCR N FAST GLU
41. NORTRIPTYLINE (PAMELOR)
42. PREGNANCY TEST, SERUM
43. PREGNANCY TEST, URINE
44. PROLACTIN
45. PROTHROMBIN TIME
46. PTT
47. RPR
48. SEDIMENTATION RATE
49. SGPT (ALT)
50. SODIUM
51. T4
52. THYROID I PROFILE
53. THYROID II PROFILE
54. TSH
55. UA MANUAL DIPSTICK
56. ULTRA-SENSITIVE TSH
57. URIC ACID
58. URINALYSIS W/REFLEX
59. URINE, CULT IF INDICATED
60. VALPROIC ACID (DEPAKENE)
61. VITAMIN B 12 AND FOLIC ACID
62. WHITE BLOOD COUNT
63. AMPHETAMINE CONFIRMATION, UR
64. BETA STREP GP A CULTURE
65. HALOPERIDOL (HALDOL(R)) SERUM

**Attachment B**

**Pecan Valley Centers Clinic Sites**

**Cleburne Clinic**

1601 N. Anglin St  
Cleburne, TX 76031

**Granbury Clinic**

104 Pirate Dr.  
Granbury, TX 76048

**Glen Rose Clinic**

301 Bo Gibbs Dr.  
Glen Rose, TX 76043

**Mineral Wells Clinic**

214 SW 26<sup>th</sup> Ave Ste. A  
Mineral Wells, TX 76067

**Stephenville Clinic**

906 Lingleville Hwy,  
Stephenville, TX 76401

**Weatherford Clinic**

1715 Santa Fe Drive  
Weatherford, TX 76086

## Q&A for Pecan Valley Centers RFP for Laboratory Services

- Q1: What is the number of patient lives serviced by Pecan Valley Centers?  
A1: Please refer to the RFP
- Q2: What is the insurance mixture for this population i.e. what percentages are covered by Medicaid, Medicare, and Third Party insurance?  
A2: Approximately 35% Medicaid, 20% Medicare, and 5% Private, 40% General Revenue (State GR)
- Q3: What percentage of the population is estimated as indigent?  
A3: 40%
- Q4: We need to know what is the total number of FTE phlebotomist needed for this contract: Please specify which sites will not require a phlebotomist due there being a center nurse that draws blood samples.  
A5: Our best estimate is 1 FTE phlebotomist to travel to all 5 clinics, visiting 1 clinic per day of the week.
- Q5: Can you estimate the annual specimen volume for the Approved Lab Tests shown in Attachment A?  
A6: Approx. 14,500 specimens annually, across all 6 of our clinics.
- Q6: What is the name of the electronic health record which shall be used to transmit orders and results via the lab interface?  
A7: The EHR that will be used will be Streamline's Smartcare. This system has not yet been implemented.