



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 20-11380-C**  
**FOR**  
**Wellness Fitness Program**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "C"**  
February 8, 2020

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on Thursday, March 5, 2021**. All responses should be sent via email to [purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info) and have **"Wellness Fitness Program"** and **Specification No. 20-11380-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposals shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet  
General Services Manager

## Addendum "A"

### Questions and Answers for Specification No. 20-11380-C Wellness Fitness Program

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 20-11380-C**, Wellness Fitness Program. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

**1. Q.** Will you accept an on-site location provided by the City of Berkeley for all services for police and fire department physicals?

**1. A.** *The City does not have enough information to provide an answer to the facility question. Vendors should submit proposal that include all potential costs for an independent facility and requirements for a space provided by the City. These requirements should include but are not limited to; square footage required, internal infrastructure needed, and any other needs that could help the City understand the space requirements.*

**2. Q.** Who is your current provider?

**2. A.** *Emeryville Occupational Medical Center (EOMC).*

**3. Q.** What is their scope of services provided?

**3. A.** *See contract posted as an addendum.*

**4. Q.** Can we have a Copy of their current contract and pricing schedule?

**4. A.** *See contract posted as an attachment below this addendum.*

**5. Q.** Will you accept the mid-level practitioner (ARNP) model that we currently use successfully in California public safety departments?

**5. A.** *The City is open to any model that a vendor believes delivers a good customer experience for the patient/employee. If a vendor has implemented the same or similar model elsewhere, seeing data or references that support the success of that model in the proposal would be desirable.*

**6. Q.** Who is on your selection team?

**6. A.** *A combination of police officers, fire fighters and management staff from each department.*

**7. Q.** Is this mandatory for all Police and Fire Department members

**7. A.** Here are excerpts from the Police and Fire Memorandum of Understandings (MOU) that provide the exact language in question.

*Berkeley Police Association MOU*

*47.1 Employees in the classifications of Police Officer, Police Sergeant, Police Lieutenant and Police Captain shall each year receive a City-paid mandatory physical examination ) physical examination based on the City's specification as to scope of examination and with the City's designated Occupational Medicine Provider.*

*47.2 As an alternative to receiving an annual physical examination with the City's designated Occupational Medicine Provider, an employee may provide verification that the employee received a physical examination consistent with the City's requirements as to the scope of examination with the employee's own personal physician. Employees who choose their own personal physician must notify Policy Personnel and training at least sixty (60) days prior to a deadline to be announced by the City to conduct the annual physical examination. Failure by the employee to meet the sixty (60) day notification deadline will result in the employee needing to receive the annual physical examination with the City's designated Occupational Medicine provider.*

*Berkeley Fire Fighters Association: It should be noted that until several years ago, every member of the fire department received an annual physical and wellness exam that was compliant with NFPA 1982. The Department has a desire to return to that model.*

*39.1 The City and the Association are committed to maintaining a wellness program that provides represented employees information and resources that aid in maintaining health and wellness.*

*39.2 Part of this WFI may include a physical assessment (based on the City's specification as to scope of examination and examiner), diagnostics, education and referrals to other practitioners at a schedule to be determined by the Fire Chief or when required by MOU, Department policy and/or applicable law.*

**8. Q.** What time is the zoom scheduled?

**8. A.** The optional vendors Zoom session is scheduled for February 9<sup>th</sup>, 2020 at 1000hrs PST.

<https://zoom.us/j/97264031807?pwd=Z0tZWjMrUXpidDlQTTYrbXk0Y3NIQT09&from=addon>

*Meeting ID: 972 6403 1807*

*Passcode: 700176 One tap mobile*

*+16699009128,,97264031807# US (San Jose)*

*+13462487799,,97264031807# US (Houston)*

**9. Q.** Can you describe what you mean in Scope of Services 2.4 Project Approach, Contractors are encouraged to create model employee wellness program.

**9. A.** *The City's believes that vendors submitting proposals have the best understanding of what makes wellness fitness programs successful based on their experience in other jurisdictions. This statement is meant to encourage submissions that provide the City with a proposal for a model program.*

**10. Q.** Do references outside of California hurt the scoring process?

**10. A.** *References should be California cities or other large public sector entities. References that are from outside of California will not necessarily negatively impact scoring.*

**11. Q.** Do you recommend adding in an inflation/cost of living increase on out years? If so, what is an acceptable percentage for the area?

**11. A.** *The decision to include something like this is completely at the discretion of the vendor. The typical inflators that are used in this area are the SF Bay Area CPI or PIG.*

**12. Q.** Will a facility be provided to perform these services, or is it the responsibility of the contractor to occupy a facility?

**12. A.** *See answer to question 1.*

**13. Q.** Will all 1-1 services be in person services, or will they be virtual as well?

**13. A.** *The City is open to a hybrid model that combines in-person and virtual service.*

**14. Q.** Are there plans on increasing the staffing of these agencies? Current headcount is 335. Will that change with recruit academies?

**14. A.** *Both departments will likely be undergoing structural change in the coming two (2) calendar years. The City has not progressed far enough in the planning process to provide an accurate impact to staffing. That should become clearer as we move through the upcoming budget process that will culminate in July 2021 with a new adopted budget.*

Except as provided herein all other terms and conditions remain unchanged.