



Date: February 18, 2013

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Daniel Curia, Fire Chief
Subject: Contract for Firefighter Wellness Program and NFPA Qualifying Exams

Executive Summary

Since 1996, the Fire Department has had an active wellness program to help firefighters condition themselves and to identify and address potential health problems that may have job implications. The Department has historically contracted with a physician to provide these physical examinations and screenings using criteria established by the National Fire Protection Association and OSHA.

The current contract for these services has expired. Based on the evaluation of proposals submitted in response to a City issued Request for Proposals (RFP), the department is recommending a service provider to provide these services for the next three years.

Recommendations

That the City Council authorize the City Manager to:

1. Execute the contract with Research Triangle Occupational Health Services, P.A to provide medical services (including physical examinations) to current and prospective firefighters on the condition that annual amount paid under the contract shall not exceed \$54,000, and the total amount paid to the Contractor during the 3 year term of this contract shall not exceed \$162,000.

Background

The Fire Department has an active Wellness Program to help firefighters maintain their condition for work and to identify and address health problems that may have job implications. The Firefighter Wellness Program includes annual physical examinations and screenings for new-hires, firefighters, Hazardous Materials Team, and fitness for duty examinations. The physical examinations are conducted using criteria set forth in National Fire Protection Association Standard 1582, Standard on Medical Requirements for Firefighters, and Occupational Safety and Health Administration 29 CFR 1910.120, Standards for General Industry.

RTOHS is the current contractor and has provided this service since 1996.

Issues and Analysis

Due to the approaching contract expiration for Duke OEM, an RFP was issued for employment related medical services in September 2012. Within this RFP, the Fire

Department requested proposals for administering the firefighter wellness program and providing NFPA qualifying exams.

The City received four proposals; two were partial proposals while two firms submitted proposals to provide all the services outlined in the RFP. The partial proposals were received from:

- a) Job Ready Services, a facility located in Raleigh submitted a proposal to provide fitness for duty evaluations only.
- b) Research Triangle Occupational Health Services, PA (RTOHS) proposed to provide services to the Fire Department only.

The two full service proposals were received from:

- a) Duke University Medical Center, Division of Occupational & Environmental Medicine (Duke OEM)
- b) Occupational Health Centers of North Carolina, dba Concentra Medical Centers (Concentra)

The evaluation committee included a representative from the Human Resources Department, the Fire Department, the Police Department and the Department of Equal Opportunity/Equity Assurance (EOEA). The proposals were evaluated on the following categories:

- understanding of the project
- methodology used for the project
- management plan for the project
- experience and qualifications
- contract cost

Dr. Stewart Manning at RTOHS has been integrally involved in the adoption of the NFPA Medical Standard and worked with the City Fire Department to develop the initial firefighter wellness program, as well as performing fitness for duty evaluations. RTOHS has performed this service satisfactorily since 1996, as well as helped the Fire Department negotiate a heavily discounted price with Triangle Heart Associates for exercise treadmill testing.

Alternatives

This program is vital to ensure that City firefighters remain fit for duty and have a means to identify and address potential health problems that may have job implications. There is no alternative but to contract out for Firefighter Wellness Program and NFPA Qualifying Exams. The City does not have this expertise on staff nor the capacity to perform these exams in accordance with NFPA or OSHA requirements.

Financial Impact

This is a three year contract that will cross 4 fiscal years. The annual amount paid under this contract shall not exceed \$54,000 per year, and the total amount paid under this contract during the 3 year term shall not exceed \$162,000. The city will have funds available for each fiscal year of the contract in 0B000000-725000. The funds will be available as follows:

- (1) Fiscal year 13 - (04/13 - 06/13): \$13,500
- (2) Fiscal year 14 - (07/13 - 06/14): \$54,000
- (3) Fiscal year 15 - (07/14 - 06/15): \$54,000
- (4) Fiscal year 16 - (07/15 - 03/16): \$40,500

The total amount to be paid is \$162,000. Funds for this contract are currently budgeted in the Fire Department annual operating budget.

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by Research Triangle Occupational Health Services, PA, (RTOHS), of Durham, NC and have determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE REQUIREMENTS

No MSDBE or WSDBE goals were set.

WORKFORCE STATISTICS

Workforce statistics for Research Triangle Occupational Health Services, PA are as follows:

Total Workforce	7
Total Females	6 (86%)
Total Males	1 (14%)
Black Males	0 (0%)
White Males	1 (14%)
Other Males	0 (0%)
Black Females	1 (14%)
White Females	5 (72%)
Other Females	0 (0%)