



**Request for Proposal**

**For CMU 2833 Student Health, Medical Billing and Coding Services**



**RFP Issue Date:** January 27, 2025  
**Proposal Due Date:** February 21, 2025, 11:00 AM MST  
**Issued By:** Kent Marsh VPCSCO

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## Section 1: Administrative information

### 1. Issuing Office

This Request for Proposal (RFP) is issued by the Colorado Mesa University (University) Purchasing Department on behalf of the Vice President for Student Services. The Purchasing Department is the SOLE point of contact concerning this RFP. All communication must be done through the Purchasing Department.

### 2. Official Means of Communication

During the solicitation process for this RFP, all official communication between the Purchasing Department and Offerors will be via postings on the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access of the solicitation documents and for electronic submission of proposals. **NOTE: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.** The University does not have access or control of the vendor side of the RMEPS site; contact RMEPS directly to resolve any issues encountered prior to response deadline at (800) 835-4603.

The Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Offeror. **It is incumbent upon Offerors to carefully and regularly monitor the RMEPS website for any such postings.**

The Purchasing Department will also post communications through the University Open Solicitations website at: <https://www.coloradomesa.edu/procurement-payment/open-solicitations.html>. Information on this website is for reference only; the RMEPS website is the platform of record. It is incumbent that bidders review the University's Solicitation instructions.

### **3. Purpose**

This RFP provides prospective Offerors with sufficient information to enable them to prepare and submit proposals for consideration by the Purchasing Department to satisfy the need for expert assistance in the completion of the goals of this RFP.

### **4. Definitions**

- A. In the following RFP, the term "University" shall be understood to mean "Colorado Mesa University."
- B. In the following RFP, the term "Offeror" shall be understood to mean the individual, company, corporation, or firm formally submitting a response to this RFP and may also be referred to as the "Bidder," "Vendor" or "Contractor."
- C. In the following RFP, the term "Response" shall be understood to mean a written offer to provide goods and/or services in accordance with the general conditions, instruction, and specifications stated herein with the exceptions clearly stated, and may be used interchangeably with the terms "Proposal" and "Bid."
- D. The term, "Operator," as used herein, shall be understood to mean the winning Offeror that has been selected to perform the work following the solicitation.

### **5. Scope**

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

## 6. Schedule of Activities all times Mountain Time Zone

RFP Issue Date	January 27, 2025
Pre-bid Meeting	February 5, 2025, 11 AM
Written Inquiries Due	February 11, 2025, 11 AM
Response to Written Inquiries	February 13, 2025
Proposal Submission Deadline	February 21, 2025, 11 AM
Oral Presentations (if necessary)	Week of March 1, 2025
Notice of Award	February 2025 ( <i>estimated</i> )
Contract Issued	February 2025 ( <i>estimated</i> )

## 7. Inquiries

Offerors may make written, email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Offerors shall confirm successful receipt of said inquiries.

Send all inquiries to <https://www.rockymountainbidsystem.com>

Response to any Offeror's inquiries will be published as a modification on the RMEPS website and the University Open Solicitations website in a timely manner per the Schedule of Activities. Offerors should not rely on any other statements that alter any specification or other term or condition of the RFP.

## 8. Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any part of this RFP, an addendum notice will be posted on the RMEPS website and the University Open Solicitations website. Bidders shall not rely on any other interpretations, changes, or corrections.

## 9. Written Inquiries and Responses

Any explanation desired by an Offeror regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing and clearly marked with the RFP number and title. Inquiries can be emailed to the point of contact for the Request for Proposal; it is incumbent upon the Offeror to verify receipt of written inquiries. Written responses to inquiries will be provided as an addendum to be posted on the RMEPS website and the University Open Solicitations website on the date shown in the Schedule of Activities.

## 10. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Offeror prior to the established submission due date and time.

## 11. Proposal Submission

Proposals must be received on or before the date and time indicated in the Schedule of Activities. Bids will be accepted electronically through the RMEPS website. The Vendor Signature Form MUST be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. The Vendor Signature Form is to be included with the proposal. Proposals which are determined to be at a variance with this requirement will not be accepted.

## **12. Acceptance of RFP Terms**

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the Offeror, or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the University's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

## **13. Bid Opening**

Due to the complexity of this Proposal, information provided at the Bid Opening shall be restricted to the NAME AND NUMBER OF RESPONDERS. Inspection of the Offerors' proposals will not be allowed until after the notice of intent to award is posted on the RMEPS website.

## **14. Oral Presentations/Site Visits**

The Evaluation Committee may conclude after the completion of the proposal evaluation that oral interviews/presentation and/or demonstrations are required to determine the successful Offeror. All Offerors may not have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the Offerors to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. Offeror's key personnel may be required to participate in a structured interview to determine their understanding of the requirements of this proposal, their authority and reporting relationships within their firm, and their management style and philosophy.

Detailed notes of oral interviews/presentations and/or demonstrations may be recorded and supplemental information (such as briefing charts, etc.) may be accepted. Additional written information gathered in this manner shall not constitute replacement of proposal contents. Once oral interviews/presentations and/or demonstrations have been completed the University reserves the right to make a contract award without any further discussion with the Offerors regarding the proposals received. Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the Offeror.

## **15. Protested Solicitations and Awards**

Any actual or prospective Offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the University Purchasing Director. The protest shall be submitted in writing within seven working days after such aggrieved person knows, or should have known, of the facts giving rise thereto. [Reference Colorado Revised Statutes (CRS) Section 24-109-101 et. seq., 24-109-201 et. seq., and University Procurement Rules Section 18.C.1 through 18.C.9.]

With regard to the emphasized language above, it is important for Offerors to note that a challenge to the solicitation's requirements or specifications should be made within 7 days of when the protested item is known. In other words, if you believe that the solicitation contains a requirement you want to protest, the protest should be submitted within the 7-day time period, even if that means it is filed during the time the solicitation is still open.

As noted in the paragraph above, announcement of the apparent winning Offeror will be made via a posting on the RMEPS website. The requirement for timely submission of any protest (7 working days) will begin on the first working day following posting of the award notice on the RMEPS website.

## **16. Confidential/Proprietary Information**

Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The Offeror must state specifically what elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identified, marked, and separately

packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

### **17. RFP Response Material Ownership**

All material submitted regarding this RFP becomes the property of the University. Proposals may be reviewed by any person after the "Notice of Intent to Make an Award" letter has been issued, subject to the terms of § 24-72-201 et.seq. CRS, as amended, Public (open) Records.

### **18. Proposal Prices**

Estimated proposal prices are not acceptable. Proposal prices will be considered to be your best and final offer, unless otherwise stated in the RFP. The proposal price will be considered in determining the apparent successful Offeror.

### **19. Discussion with Responsible Offerors and Revisions to Proposal**

Discussions may be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award; for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The University reserves the right to hold discussions with Offerors who have been found to be in the competitive range, such discussions may result in the University conducting Best & Final Offers.

### **20. Selection of Proposal**

As described within the RFP, an Evaluation Committee will review and score offers submitted and make a recommendation for award. The selection will be for award to the responsible Offeror whose proposal is determined to be most advantageous to the University. The Purchasing Department, after review and approval of the evaluation committee's written recommendation, will notify all Offerors via a posting on the RMEPS website of the results of the RFP evaluation. The posting will be an announcement of the "Notice of Intent to Make an Award" will name the apparent successful Offeror.

### **21. Award of Contract**

The award will be made to the responsive and responsible Offeror whose proposal, conforming to the RFP, will be the most advantageous to the University, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the University may elect to cancel the "Notice of Intent to Make an Award" letter and make the award to the next most responsible Offeror.

### **22. Acceptance of Proposal Content**

The contents of the proposal (including persons specified to implement the project) of the successful Offeror will become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract may result in cancellation of the award and such Offeror may be removed from future solicitations. Under these conditions, the University reserves the right to enter into negotiations with the next ranking bidder on the same terms and conditions as set forth in the Request for Proposal.

### **23. Standard Contract**

The successful bidder will enter into a contract with the University. The state contract contains certain required provisions for doing business with the state of Colorado, labeled "Special Provisions." The Special Provisions are required to be contained in every state contract without modification or exception. The Offeror shall include with its proposal a separate page entitled "Exceptions to Contract Terms," setting forth in detail all objections and exceptions it may have to any other terms and provisions contained in the special provisions, and failing such, shall be deemed to have accepted such terms and provisions. Failure to accept the University's standard contract provisions may result in cancellation of the award. The state contract, including the Special Provisions, is attached electronically as a separate PDF document.

### **24. RFP Cancellation**

The University reserves the right to cancel this Request for Proposal at any time, without penalty.

### **25. Ownership of Contract Products/Services**

Proposals, upon established opening time, become the property of the University. All products/services produced in response to the contract resulting from this RFP will be the sole property of the University unless otherwise noted in the RFP. The contents of the successful Offeror's proposal will become contractual obligations.

### **26. Incurring Costs**

The University is not liable for any cost incurred by Offerors prior to issuance of a legally executed contract. No proprietary interest of any nature shall accrue until a contract is awarded and signed by all concerned parties.

### **27. Non-Discrimination**

The Offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.

### **28. Rejection of Proposals**

The University reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the University.

### **29. Parent Company**

If an Offeror is owned or controlled by a parent company, the main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the Offeror responding to the RFP.

### **30. News Releases**

News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the University.

### **31. Contract Cancellation**

The University reserves the right to cancel, for cause, any contract resulting from this RFP by providing timely written notice to the offeror.

### **32. Certification of Independent Price Determination**

- A. By submission of this proposal, each Offeror, and in the case of a joint proposal, each party thereto, certified as to its own organization, that, in connection with this procurement:



1. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
  2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly to any other Offeror or to any Competitor; and
  3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the Vendor Signature Form of this proposal certified that:
1. They are the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein and that they have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
  2. They are not the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and they have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.
- C. A proposal will not be considered for award where (A)(1), (A)(3), or (2) above has been deleted or modified. Where (A)(2) above has been deleted or modified, the proposal will not be considered for award unless the Offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or their designee, determines that such disclosure was not made for the purpose of restricting competition.

### **33. Conflicts of Interest**

The holding of public office or employment is a public trust. A public officer or employee whose conduct departs from their fiduciary duty is liable to the people of the state. Rules of conduct for public officers and state employees:

- A. Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached their fiduciary duty.
- B. A public officer or a state employee shall not:
  1. Engage in a substantial financial transaction for their private business purposes with a person whom they inspect, regulate, or supervise in the course of their official duties.
  2. Assist any person for a fee or other compensation in obtaining any contract, claim, license, or other economic benefit from their agency.
  3. Assist any person for a contingent fee in obtaining any contract, claim, license, or other economic benefit from any state agency, or
  4. Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which they either have a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- C. A head of a principal department or a member of a quasi-judicial or rule-making agency may perform an official act notwithstanding paragraph (4) of subsection (B) of this section if their participation is necessary to the administration of a statute and if they comply with the voluntary disclosure procedures under CRS section 24-18-110.
- D. Paragraph (3) of subsection (B) of this section does not apply to a member of a board, commission, council, or committee if they comply with the voluntary disclosure procedures under CRS 24-18-110 and if they are not a full-time state employee. Reference CRS 24-18-108.

### **34. Taxes**

Colorado Mesa University, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code Registration No. 84-6000546) and from all state government use taxes (Ref. Colorado Revised Statutes Chapter 39-26.114(a)). Our Colorado State Sales Tax Exemption Number is 98-03693. Seller is hereby notified that when materials are purchased in certain political subdivisions the seller may be required to pay sales tax even though the ultimate product or service is provided to the state of Colorado. This sales tax will not be reimbursed by the state.

### **35. Assignment and Delegation**

Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

### **36. Availability of Funds**

Financial obligations of the University payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the University and the state of Colorado.

### **37. Bid Bonds/Security**

If the RFP so states, a bid security in an amount equal to 5% of your proposal shall be furnished if your proposal exceeds \$50,000. If the specifications so state, it may be required for projects of less than \$50,000.

### **38. Insurance Requirements**

- A. The Offeror shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:
  1. Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of offeror's employees acting within the course and scope of their employment.
  2. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent offerors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
    - i. \$1,000,000 each occurrence.
    - ii. \$2,000,000 general aggregate.
    - iii. \$2,000,000 products and completed operations aggregate; and
    - iv. \$50,000 any one fire.
  3. \$1,000,000 misconduct and molestation liability coverage. Can be included as a rider or separate policy. Coverage limits should be at least \$1,000,000 incident, \$1,000,000 aggregate per policy period (1-yr).
- B. Colorado Mesa University shall be named for all Insurance policies (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent). Coverage required of the contract will be primary over any insurance or self-insurance program carried by the University.
- C. The Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to the University.
- D. The offeror will require all insurance policies in any way related to the contract and secured and maintained by the offeror to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the University, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

- E. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the University.
- F. The offeror shall provide certificates showing insurance coverage required by this contract to the University within seven business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the contract. No later than 15 days prior to the expiration date of any such coverage, the offeror shall deliver the state certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the University may request in writing, and the offeror shall thereupon within 10 days supply to the University, evidence satisfactory to the University of compliance with the provisions of this section.
- G. Notwithstanding subsection A of this section, if the offeror is a “public entity” within the meaning of the Colorado Governmental Immunity Act CRS 24-10-101, et seq., as amended (“Act”), the offeror shall at all times during the term of this contract maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by the University, the contractor shall show proof of such insurance satisfactory to the University.

### **39. Independent Contractor Clause**

All personal service contracts must contain the following clause:

“The contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the state. Contractor shall pay when due all required employment taxes and income tax withholding, shall provide and keep in force worker’s compensation (and show proof of such insurance) and unemployment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the contractor, its employees and agents.”

### **40. Indemnification**

To the extent authorized by law, the contractor shall indemnify, save and hold harmless the University, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

### **41. Venue**

The laws of the state of Colorado, U.S.A. shall govern in connection with the formation, performance, and the legal enforcement of any resulting contract. Further, Title 24, C.R.S. as amended, Article 101 through 112 and Rules adopted to implement the statutes govern this procurement.

## **Section 2: Background, Overview, and Goals**

Colorado Mesa University provides the University’s student population access to health services through the Student Wellness Center. A goal of the Student Wellness Center is to provide health care services from one convenient location within close proximity to campus. The University has the opportunity with this contract to partner with a health care provider (Offeror) utilizing University owned facilities located at 1060 Orchard Avenue Grand Junction, CO 81501. The University will provide the building, facility maintenance, and utilities. The Wellness Center has 2,356 square of space that is divided as follows: 1,829 sf for student health services and 527 sf for behavioral health services. Included in this space is a common administrative area to serve both services. This location currently has a community care facility as a tenant that is not affiliated with the Student Wellness Center. The community care facility will remain for the foreseeable future.

Custodial and general facility maintenance can be an option addressed in the final contract.

There are two distinct service components required by this RFP. We invite creative ideas that will assist in providing comprehensive health services to our students.

**The University invites responses on all or a portion of the scope of work outlined in this RFP. The University retains the right to make a single, or multiple awards.**

Student Health Services—Student Wellness Center

The successful health care provider will provide medical treatment and prevention for students and their dependents, similar to the services of a family physician. Services to be delivered are:

- Physical examinations, pap smears, etc.
- Diagnosis and treatment of illness
- Injury treatment and follow-up care
- Health education/counseling and pamphlets
- Diagnostic laboratory and radiology services
- Immunizations
- Family planning education and birth control
- Emergency medical assistance
- Mentoring students from the Health Sciences and Social Work programs to help support the workforce

Based on historical information the provider will have 30 to 40 student encounters per day when the University is in session. The provider will also offer services when the University is not in session. This is outlined later in the document in more detail.

In addition to the provision of medical services, the successful provider will assign all coding, process billing and insurance, collection, accounting, reconciliation and reporting to the University. The health care provider will utilize their existing hosted EMR solution for all coding and billing for the student health services. The Offeror will complete the fee proposal; refer to Exhibit A, which must be filled out and turned in with your proposal response.

### 1.) **Behavioral Health Services—Student Wellness Center**

The University currently does self-operate and provide professional Behavioral Health Services for University students. However, the University would like to consider that the Offeror would also provide these services to students to consolidate all services under one entity and provide consistent care for our students. The University historically has had 225 encounters per month for behavioral health care services when school is in session. The summer months slow down but there is still a need. The Offeror will complete the fee proposal; refer to Exhibit A, which must be filled out and turned in with your proposal response.

Preference would be given to proposals that are innovative and incorporated a holistic approach to treating patients. We would like to see an integrated approach with warm hand-offs between medical and behavioral services as necessary.

**The University has scheduled a pre-bid meeting for all interested firms to attend on February 5, 2025, 11:00 AM to discuss the requirements of the RFP. This is an opportunity to ask questions and to promote a better understanding of the University's goals. This pre-bid meeting will be held at:**

Colorado Mesa University, UC 222  
1455 N. 12<sup>th</sup> Street  
Grand Junction, CO 81501

<http://www.coloradomesa.edu/campus-info/documents/campusmap.pdf>

Building #60 on the campus map. Parking is available in the parking structure directly north of the building.

## **Section 3: Statement of Work**

### **The Facility**

The facility for delivery of health services and behavioral health services will be provided and maintained by the University as described in the Background, Overview and Goals. The provider will be assessed rent on a per square foot basis.

Please reference proximity of the Center to an acceptable prescription drug provider/retailer in your proposal. Assistance by the Center staff will be provided with insurance billing and referral to Colorado discount programs.

### **Hours of Operation**

Currently, the facility is located at 1060 Orchard, but the University has a desire to relocate to another building that is within walking distance from the main campus. The University would welcome a partnership in remodeling a building or for providing new construction for a facility to house and provide services for the next generation of University students.

## **Hours of Operation**

The hours of operation of the Student Wellness Center shall be Monday through Friday at a minimum. There should also be weekend hours which are negotiable. The Center shall be open throughout the year including all University breaks (fall, winter, spring, and summer breaks). Since many students live in Grand Junction all year, it is beneficial to have the Center always open and not closed during breaks. The University requires business hours and business after hours care. The provider may offer additional hours for the student's convenience. If the provider is offering additional hours, please describe in the proposal response. Consideration for the medical side of the facility be open to the public will be considered but students are priority. The behavioral side of the facility must be kept open for students, with an opportunity for discussion if there are additional time slots available for public.

For afterhours care, students will call a phone number to connect to the 24-hour/7 day a week answering service; the service is to page the physician on call. This ensures that any urgent medical circumstance not warranting a 911 call has an immediate response.

## **Co-Pay**

A per visit co-pay, not to exceed \$15 of the student's insurance may be charged for behavioral mental health and/or medical services. This is to encourage access. If the student cannot pay the \$15, the staff may reach out to Student Services for a waiver.

All students holding a valid University identification card (or "Mav Card") are eligible for health services through the Student Wellness Center. Students will be responsible for payment of a co-pay for diagnostic and other services not provided by the Center. Such services may include but are not limited to lab, x-ray, emergency room, hospitalization and prescription drugs.

Providers will coordinate health care solutions for students and their dependents to access health insurance through a case management system coordinating enrollment with Department of Health and Human Services. Students may use other health care providers for services not specifically covered in this RFP.

## **HIPAA Privacy**

The University is currently categorized as a hybrid HIPAA entity. In that regard, the University expects monthly utilization and financial statements to document patient encounters.

Students of Concern: Should a student show early warning signs or precursors to violent behaviors or suicidal tendencies, the University would expect a conversation between the provider and the Director of Student Health and Wellness. The Director of Student Health and Wellness will determine if further action by the University is warranted.

The University would like to utilize reporting data from both the medical and behavioral sides of the Center for grant writing purposes. This should not violate HIPAA or FERPA but would assist the University in the grant process.

## **Uninsured/Underinsured**

The Offeror will also outline in their response a system that accounts for uninsured and underinsured students that are designated as indigent by the University and cannot pay the co-pay or meet their deductible. The provider will outline the billing system that will be used for behavioral health services. They will define how encounter data will be processed, submitted, and reviewed.

## **STUDENT HEALTH SERVICES**

### **Medical Staffing**

Only licensed MD or DO physician and licensed physician's assistant or nurse practitioner (APP) with prescription privileges in Colorado, who are in good standing with appropriate licensing agencies, will staff the Student Wellness Center. The medical staff will also be available for student orientation programs and programs the University deems appropriate to assist and promote wellness programs on campus.

The health service provider must coordinate with appropriate University personnel (Vice President for Student Services and/or the Director of Student Health and Wellness) and community personnel related to issues involving immunization, disaster preparedness, and other public health policy issues, i.e., pandemic flu, and H5N1 planning. The health service provider will provide University personnel with consultation on medical information related to issues pertaining to college student populations.

### **Behavioral Health Staffing**

Behavioral Health providers who hold provisional licenses or full licensure (i.e. PMHNP, LPCC, LSW, LPC, LAC, LCSW) and are in good standing with Colorado Department of Regulatory Agency will provide behavioral health services to students. For providers with provisional licensure and who require supervision, they must be supervised by an approved supervisor. Graduate level students completing a practicum or internship are allowed with appropriate supervision and agreement with graduate school. If a psychiatric nurse practitioner is on site, this provider must have prescription privileges in Colorado, be in good standing with appropriate medical licensing agencies, and hold a DEA license. The behavioral health staff will also be available for Student Orientation Programs and programs the University deems appropriate to assist and promote wellness programs on campus.

The behavioral health service providers must coordinate with appropriate University personnel (Vice President for Student Services and/or the Director of Student Health and Wellness) and community personnel related to issues involving imminent risk to self, others, or grave disability.

The University would like to consider the opportunity for the Offeror to provide for full-service Medical and Behavioral Health. ***However, if the Offeror cannot provide Behavioral Health, The University is asking that the Offeror does include billing, coding, and insurance contracting and credentialing within their bid as part of the scope of services.***

### **Regular Reports Provided to Student Services**

Regularly scheduled meetings between the health services provider and the CMU Liaison (Director of Student Health and Wellness), will be held as part of establishing the Student Wellness Center as a center of excellence. A strong partnership is expected. Monthly, semester and year-end reports on utilization and other information, in a format defined by the University shall be provided to the Director and to the Vice President for Student Services. Information shall be shared within the confines of all applicable laws with both University officials.

## **Customer Procedure**

The current process for University Students visiting the Student Wellness Center is noted below. While this is the current practice and sets a minimum standard, providers are encouraged in their proposal to make suggestions that will enhance service, as appropriate.

### ***For all appointments:***

Student calls the clinic and schedules a medical appointment and is seen within 24 hours of making an appointment; and reasonable provisions are made for walk-in traffic. For those needing behavioral services, an appointment within 2 working days for medical and 10 working days for behavioral is appropriate, with reasonable provisions made for emergent situations and walk-in situations.

At time of appointment, student checks in with the receptionist at front desk, provides proof of enrollment via student ID and pays any required co-pay.

Student completes paperwork to establish confidential medical record. Paperwork includes disclosure statements, health questionnaire, HIPAA forms, etc. Receptionist escorts student to licensed medical professional's office. Health insurance may or may not be provided at this time.

### ***For medical appointments:***

A licensed medical professional takes vital signs, asks about chief complaint, allergies, current medications, etc.

A licensed medical professional escorts student to an exam room.

An advanced practice provider (APP) or physician examines student.

The APP or physician develops treatment plan, prescribes medication, etc.

The APP or physician discusses follow-up plan with the student.

The APP or physician coordinates care and medication management with mental health professionals or other professionals that may be involved in the case.

The APP or physician charts in medical record.

Coding, billing, collection should be handled through the Offeror.

### ***For behavioral appointments:***

A licensed (or supervised person obtaining their license) will meet with the student for their appointment.

If the student is a walk-in, a "care coordinator" (intern student from CMU) may meet with the student and provide direction for the next steps. If situation is emergent, a process will be followed where the student is seen within the hour by a licensed professional.

Prescription reviews and changes may be made by a Psychologist, Psych Nurse Practitioner or through the medical side of the facility with a licensed doctor.

All records should be charted and submitted for billing.

Coding, billing, and collection should be handled through the Offeror.

- The University does not want students who are unable to pay to go without the help needed. The University will develop a process with the Offeror to ensure all students have access to medical and behavioral health services regardless of the financial situation.

**Length of Contract:** The University intends to award a five-year initial contract, subject to annual renewal.



The Offeror will outline in the provision of administrative support services for EMR records management, scheduling, front desk intakes, billing, coding, collection, accounting/reconciliation, and reporting to the University for professional behavioral health treatment provided University personnel. The Offeror will complete the fee proposal; refer to Exhibit A, which must be filled out and turned in with your proposal response.

## **Section 4: Offeror's Response Format**

The Offeror's response shall:

- Offeror's response format shall be structured to respond to each item listed in this section. Responses should be prepared to bring clarity to the Offeror's proposal and subsequent evaluation process, simply and economically, in a straight-forward and concise manner to fully describe the Offeror's ability to meet the requirements of the RFP.
- Offeror shall provide documentation demonstrating their company as an established health services provider with adequate resources and personnel to perform the work as identified above. The Offeror must demonstrate a satisfactory record of performance. Provide an illustrative narrative that defines your company's qualifications that uniquely position the Offeror as a partner for the University including but not limited to customer base, years in business, and the number of professional staff employed. Offeror may list any additional information not requested as part of this solicitation which the Offeror believes should be considered in the evaluation of a response.
- The University will require the Center to be open for student use by August 1, 2025. Describe in the response how Offeror will ensure meeting these deadlines.
- The University will partner with the successful Offeror for medical coding and billing services for both aspects of service defined in this RFP. Define where the EMR is located that will be used for these services.
- Students may use the health care provider for services not specifically covered in this RFP. Provide an itemized list of other health care services to be offered at a discounted rate from published fee schedule for covered University students; attach this list to the fee schedule.
- Is the company currently for sale or involved in any transaction to expand or become acquired by another business entity? If yes, explain the future impact to the organizational and operational structure of your existing company.
- Provide any details of past or impending litigation or claims filed against the company that would negatively impact the company's performance under an agreement with the University.
- Is the company currently in default of any loan or financing agreement with any bank, financial institution, or other entity? If so, specify the dates, details, circumstances, and prospects for resolution.
- Submit the name(s) and resume(s) of any physician or physician's assistant or Nurse Practitioner proposed to provide services to the University. Any future changes shall be promptly communicated to the University.
- Provide copies of any licenses and/or certifications pertinent to this proposal and a copy of the Offeror's most recent accreditation report.
- Provide a list of three references from agencies the Offeror has partnered with for providing health services with a similar scope to this request for proposal. Include company name, address, current contact name and current telephone number.
- Additionally, describe how all testing and lab work will be accomplished.

- Provide an itemized list of other health care services to be offered at a discounted rate from published fee schedule for covered University students; attach this list to the fee schedule.

## Section 5: Evaluation Process and Criteria

### 1. Evaluation Process

All proposals submitted in response to this RFP will be reviewed for responsiveness prior to referral to the evaluation committee. Each response will be scored by each member of the Evaluation Committee in each of the following areas outlined in Section 4, Offeror’s Response Format and each area will be rated on a scale from 1-10 with 10 being the highest rating and 1 being the lowest rating.

### 2. Evaluation Criteria

- |   |     |
|---|-----|
| a) Adequacy and completeness of the proposal regarding goals and requirements specified in RFP.<br>Demonstrating compliance if terms and conditions and other conditions provisions in the proposal | 25% |
| b) Demonstrated commitment to delivery of quality care and customer service   | 40% |
| c) Financials (Cost sharing model)  | 35% |

While a numerical rating system may be used to assist the evaluation committee in selecting the competitive range (if necessary) and making the award decision, the award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the proposals using the factors and any relative weights if established.

### 3. Basis of Award

The technical factors will be assessed based on the soundness of the Offeror’s approach and understanding of the requirements. The experience and/or demonstrated capabilities factor will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Assessments include a judgment concerning the potential risk of unsuccessful or untimely performance and the anticipated amount of CMU’s involvement necessary to ensure timely, successful performance. The selection is a business judgment that will reflect an integrated assessment of the relative merits of proposals using the factors identified above. The University reserves the right to reject any (or all) proposal(s) that pose in the judgment of the University, unacceptable risks of unsuccessful or untimely performance, unacceptable CMU resource requirements, or costs exceeding the budget constraints.

Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the Offeror.

## Section 6: Required Submittals

- Refer to Sections 4: Offeror’s Response Format for required information
- Vendor Signature Form

**VENDOR SIGNATURE FORM**

**CMU 2833**

**Student Health, Medical Billing and Coding Services**

Proposals Due: February 21, 2025, Time: 11:00 am MST

Bids will be accepted electronically through the Rocky Mountain ePurchasing System (RMEPS) website at <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access of the solicitation documents and for electronic submission of proposals. [Note: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.] Colorado Mesa University does not have access or control of the vendor side of the RMEPS website, contact RMEPS directly to resolve any issues encountered prior to response deadline (800) 835-4603.

The Offeror herein noted has carefully examined all components, instructions and requirements of this RFP and proposes to furnish the services described herein. The undersigned hereby agrees to operate a childcare facility on the University campus, on behalf of Colorado Mesa University in accordance with the specifications, requirements, terms, and conditions contained herein for the rates quoted. The undersigned certifies that all representations, certifications, and statements within its proposal are true and accurate as of the date of the proposal submission. The person signing this Vendor Signature Form certifies that they are a duly authorized officer for the Offeror, and that the information and any materials enclosed with this proposal represent the capability of the company to provide the services described in the quote.

This Vendor Signature Form page **MUST** be signed for proposal to be valid.

**COMPLETE THE FOLLOWING:**

Federal Employer ID No. \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Contact for Clarifications:**

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

**Offeror Acknowledges Receipt of Addendum No. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Addendums MUST be acknowledged)**

**Exhibit A-Fee Proposal**

**Health Services**

- Administrative Support
- Provision of Medical Services
- Billing and Coding Services

**A**

Percent University retains of collected revenues: \_\_\_\_\_

Percent Provider retains of collected revenues: \_\_\_\_\_

**B**

Percent University retains of billing: \_\_\_\_\_

Percent Provider retains of billing: \_\_\_\_\_

Required co-pay (if any): \_\_\_\_\_

**Behavioral Health Services**

- Administrative Support
- Billing and Coding Services

**A**

Percent University retains of collected revenues: \_\_\_\_\_

Percent Provider retains of collected revenues: \_\_\_\_\_

**B**

Percent University retains of billing: \_\_\_\_\_

Percent Provider retains of billing: \_\_\_\_\_

University

- **Provide a detailed calculation of fee proposals to accompany Fee Proposal response.**

- **Provide a response for both Model A (Collected Revenues) and B (Billing)**