



Poudre School District

SOLE SOURCE NOTIFICATION # 21-690-002

PROPOSED SOLE SOURCE PURCHASE OF EMPLOYEE HEALTH AND WELLNESS

Poudre School District (PSD) intends to issue a sole source purchase order to the PVH-ICM Employee Health & Wellness Clinic, for the purchase of health and wellness services for eligible PSD employees and their dependents. Any purchase order resulting from this sole source will be governed by PSD's terms and conditions and a negotiated contract.

Eligibility for employee health and wellness services varies by service as noted in section below.

It is PSD's intent to work with one provider who can meet the minimum service requirements for employee health and wellness services noted below as well as included in Exhibit A.

- The employee health clinic shall be available to eligible PSD employees and their dependents enrolled in one of the PSD self-funded medical plans. Current eligibility is approximately 5,000 lives which includes 3,150 employee and 1,850 dependents. The employee health clinic shall include at minimum the following:
 - Ability to provide 7,000 plus visits annually. Average number of visits over the past 3 years has been 7,000 per year and continues to increase.
 - Clinic shall be in a convenient, easily accessible and safe location for use by PSD employees and their dependents. Clinic shall be a permanent location within the boundaries of PSD, with expansion options of additional locations in Fort Collins and in Loveland and Windsor City limits.
 - Clinic shall provide hours of operation that are convenient for PSD employees and their dependents. Clinic operating hours shall be at a minimum Monday through Friday, 7 a.m. to 7 p.m. and Saturday through Sunday, 9 a.m. to 5 p.m.
 - Clinic shall be staffed with at minimum a nurse practitioner. Additional staff shall be available based on clinic utilization.
 - Clinic shall be a "walk-in" clinic with no appointment required for care.
 - Clinic shall meet 60 minute or less door to door performance expectation.
 - Clinic shall coordinate with employee and/or employee's/dependent's primary care physician within 24 hours.
 - Clinic shall provide reports, lab results, treatment regimen to primary care physician.
 - Clinic shall provide 30 day-initial prescriptions.

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- Clinic shall report and communicate with PSD's designated third-party claims administrator for health care services to include but not limited to Utilization Management Programs, member appeals, and claims and referral procedures.
 - Clinic shall report and communicate with PSD's Employee Assistance Services (EAS) for mental/behavioral health services including but not limited to referrals, provider access, and treatment planning.
 - Clinic shall maintain medical records in such form that meets acceptable standards of medical practice, medical record keeping, PSD policies, and applicable federal, state, and local statutes, rules, regulations, and ordinances.
 - Clinic shall provide enhanced safety measures around COVID-19 which may include access to another clinic site.
- Wellness services shall be available to eligible PSD employees with regular scheduled work hours/contracts regardless of enrollment in a PSD self-funded medical plan. Dependents are also eligible but must be enrolled in a PSD self-funded medical plan to participate. Wellness services shall include at minimum the following:
- In person wellness classes and fitness assessments shall be offered at convenient, easily accessible and safe locations. Virtual classes shall also be offered. Class schedule and offerings will be determined based on areas of interest and needs of PSD. Classes and schedules may be re-structured on a monthly basis if needed to accommodate interest and needs.
 - Fitness facilities and PSD sites, as requested, will be made available to members to encourage wellness.
 - In person classes shall have no more than 30 participants. Additional class offering shall be made available based on enrollment.
 - At minimum, quarterly nutrition and healthy eating seminars with Registered Dietitians will be offered.
 - At minimum, semiannual fitness assessments shall be performed with Personal Trainers and include cardiovascular health, strength, flexibility, and body composition of members.
 - Personal training shall be offered at a discounted rate.
 - Introduction to exercise classes with personal trainers shall be offered on a rotating monthly schedule.
 - Relaxation yoga and stress reduction classes shall be offered at least on a monthly basis.
 - Visit reporting and information will be provided to PSD's designated third-party claims administrator on a monthly basis for data tracking.
 - Enhanced safety measures and compliance around COVID-19 should be used when offering in-person classes.

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- Lifestyle health services shall be made available to all PSD employees and their dependents regardless of their enrollment status in one of the PSD self-funded medical plans. PSD will pay applicable service fees for only those PSD employees enrolled in one of the PSD self-funded medical plans. All others will be made available through self-pay directly through the health and wellness provider. Lifestyle health services shall include at minimum the following:
 - One full-time wellness coordinator, a part-time health coach and a part-time nutritional coach will be dedicated to benefitted PSD members.
 - The health coach will be available 3 days per week for one-on-one, in-person and/or virtual coaching, for hour long sessions, for a total of 72 visit hours per month. The health coach will provide referrals to available wellness services and programs that would benefit the member and share data and feedback with primary care physicians, as appropriate.
 - The health coach will work at minimum 2 days of administration and coordination duties including coordination of services with the PSD's EAS, the wellness manager, and PSD's third-party administrator to assist with outcomes reporting, tailored member communications, member identification based on risk and clinical care gaps, and development and ongoing review of member cohorts for purpose of tracking claims spend and risk indices.
 - The nutritional coach will be available 2 days per week for one-on-one in-person and/or virtual nutritional coaching, totaling 20 visit hours per month. The nutritional coach will provide referrals to further nutritional services available through the EAS model, to wellness services and specialized nutritional programs available through the Provider. The nutritional coach will also share data and feedback with the health coach to determine necessary adjustments to on-going care plans.
 - Coordination of care with the employee health clinic and urgent health services
 - Coordination of care with the PSD's EAS for co-morbid conditions to include outcomes tracking.
 - Services will include but are not limited to motivational interviewing: 1:1 coaching and lifestyle care plans.
 - Ongoing outcomes tracking in coordination with PSD's designated third-party claims administrator for health care.
 - Connect members with community education and support services for follow up services, if needed.
 - In person lifestyle health services shall be offered at convenient, easily accessible and safe locations.
 - Ability to accept direct payment from PSD employees and dependents for participation in lifestyle health program.

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Any interested party who believes it can provide the services specified above, shall submit a statement of capabilities in sufficient detail to determine if the specifications above can be met.

PSD will only accept and consider electronic submissions received in BidNet's electronic solicitation portal on or before **2:00pm (MST) on Tuesday, March 30, 2021**. Responses received after the due date and time and/or received outside of BidNet's electronic solicitation portal may not be considered. PSD shall be the sole judge in reviewing responses with regards to capability and performance.

This notice is issued for informational purposes only and is not a request for competitive quotes or proposals. Information received will be considered to determine whether to conduct a competitive solicitation. A determination not to compete this proposed procurement based upon responses to this notice is solely within the discretion of PSD. If PSD does not compete this proposed procurement, it is PSD's intent to enter into a one-year contract, with four, one-year options for renewal, at PSD's discretion with the current provider, PVH-ICM Employee Health & Wellness Clinic.

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