



The City of Coral Gables

Procurement Division

2800 S.W. 72ND AVENUE
MIAMI, FLORIDA 33155

May 16, 2023

All Responding Proposers (See Distribution List)

SUBJECT: RFP 2023-008 Occupational Health & Medical Services

Dear Proposers:

The evaluation of the proposals submitted in response to the above cited solicitation is complete. The City Manager has recommended an award as shown in the attached document.

This notice is provided in accordance with Section 2-910 (c) of the Code of the City of Coral Gables. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-1027 (4)(b) of the same City Code.

Thank you for your participation in this competition. If you have any questions please contact Andrea Chung, Procurement Specialist at 305-441-5745 or achung2@coralgables.com

Sincerely,

A handwritten signature in blue ink, appearing to read "Celeste S. Walker-Harmon", with a long horizontal flourish extending to the right.

Celeste S. Walker-Harmon
Chief Procurement Officer

Attachment: Award Recommendation

Distribution List of Bidders:

Caduceus Occupational Medicine dba Caduceus Exams Management

Moya-Prida MD, Inc.

Richard L. Dolsey PHC, Inc. dba Physicians Health Center

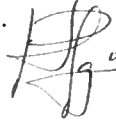
CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: May 12, 2023

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFP 2023-008 Occupational Health &
Medical Services

At the next available City Commission Meeting an award recommendation for Request for Proposal (RFP) 2023-008 Occupational Health & Medical Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFP and authorize negotiations with Richard L. Dolsey PHC, Inc. dba Physicians Health Center the highest ranked responsive and responsible proposer. The proposal from Richard L. Dolsey, PHC, Inc. dba Physicians Health Center was determined to be the most advantageous to the city, taking into consideration the price and other criteria set forth in the RFP 2023-008 Occupational Health & Medical Services.
- 2) Should negotiations fail with the top-ranked proposer, negotiations may commence with the next highest ranked responsive-responsible proposer Caduceus Occupational Medicine dba Caduceus Exams Management, if determined to be in the best interest of the city, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On February 13, 2023, the Procurement Division of Finance formally advertised, issued, and distributed Occupational Health & Medical Services, RFP 2023-008. Forty-four (44) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On April 3, 2023, three (3) firms submitted proposals in response to the RFP: Caduceus Occupational Medicine dba Caduceus Exams Management, Moya-Prida MD, Inc., and Richard L. Dolsey PHC, Inc. dba Physicians Health Center.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP.

On May 8, 2023, the Evaluation Committee convened to evaluate proposals and ranked the firms in the following order: Richard L. Dolsey PHC, Inc. dba Physicians Health Center (top-ranked) and Caduceus Occupational Medicine dba Caduceus Exams Management (second ranked) and Moya-Prida MD, Inc. (third-ranked). The Evaluation Committee determined that Richard L.

Dolsey PHC, Inc. dba Physicians Health Center, was the highest ranked responsive-responsible proposer for the services for an initial three (3) year term with two (2) one (1) year renewals.

The Evaluation Committee further recommended that should negotiations fail with Richard L. Dolsey PHC, Inc. dba Physicians Health Center negotiations could be conducted with the next ranked firm Caduceus Occupational Medicine dba Caduceus Exams Management.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Alberto N. Parjus, Assistant City Manager

Raquel Elejabarrieta, Director, Human Resources

Jose Rodriguez, Assistant Director of Human Resources

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer

Proposal Evaluation Form
RFP 2023-008 Occupational Health & Medical Services
Totals Composite
Form Active

Selection Criteria \ Proposers	Maximum Criteria Points per Evaluator	Total Maximum Sub- Criteria Points	Caduceus Occupational Medicine	Moya- Prida MD	Richard L. Dolsey PHC
			TOTAL:	TOTAL:	TOTAL:
Experience & Qualifications	30	150			
Proposer's qualifications including, but not limited to, company history and description, number of years in business, size, number of employees, office location where work is to be performed, licenses/certifications, credentials, capabilities and capacity to meet the City's needs.		50	36.0	25.0	46.0
Qualifications and experience of all proposed key personnel.		25	19.0	17.0	25.0
Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies and private sector employers similar in size to the City of Coral Gables.		50	33.0	22.0	47.0
Other relevant experience.		25	18.0	16.0	24.0
Experience & Qualifications Total			106.0	80.0	142.0

Project Understanding, Proposed Approach, Methodology	30	150			
Proposer's overall detailed understanding, approach and methodology to perform the services solicited herein. Understanding of the RFP scope and requirements, implementation plan, strategies for assuring assigned work is completed on time, communication with City staff, and Proposer's intent to work with the City in providing the services outlined in this RFP.		50	35.0	30.0	47.0
Provide address(es) of local offices, examination and testing locations and the number of offices/facilities within a ten (10) mile radius of the City limits.		50	39.0	33.0	47.0
Provide a list of qualified medical personnel, equipment and testing supplies necessary to perform all exams and testing for new hires and City employees.		50	42.0	40.0	48.0
Project Understanding, Proposed Approach, Methodology Total			116.0	103.0	142.0
Past Performance and References	10	50			
Proposer's three (3) references (but no more than five (5)) from public sector agencies and private sector employers similar in size to the City of Coral Gables, for which Proposer has provided the services described in the RFP AND list all contracts for which the Proposer as performed (past and present) as a PRIME for the City of Coral Gables. The City will review all contracts the Proposer has performed for the City. Any and all Proposer's performance records (satisfactory and unsatisfactory) will be utilized in the evaluation process regardless of the type of work performed for the city.		30	26.0	18.0	30.0
Provide a list with contact information of all public sector and private sector employers clients in the last ten (10) years, and include if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same. Additionally, please provide any documentation related to performance issues of the current or past contracts to include any non-performance reports or notices to cure. The City reserves		10	10.0	8.0	10.0

the right to contact any reference or current customer identified as part of the evaluation process.					
Incidents within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFP.		10	9.0	8.0	10.0
Past Performance and References Total			45.0	34.0	50.0
Agreement Exceptions	5	25			
Review exceptions made by the proposer to the conditions listed in the agreement for the services.		25	23.0	22.0	24.0
Agreement Exceptions Total			23.0	22.0	24.0
Proposed pricing as shown on the Proposal Pricing Form	25	125	95.0	50.0	117.0
Total Points	100	500	385.0	289.0	475.0
Ranking			2	3	1

[Choose Another Form](#)