



Tampa Fire & Police Pension Fund

3001 North Boulevard
Tampa, FL 33603-5516

(813) 274-8550 phone
(813) 274-7504 fax

www.tampagov.net/fppension

Request for Information (RFI) for Medical Director Services

Responses must be received in the Tampa Fire & Police Pension Fund Office by 5:00 p.m. EST on Friday, July 15, 2022.

Questions regarding the RFI shall be referred *in writing* to Tiffany Corry, Administrative Assistant via email to Tiffany.Corry@tampagov.net, via fax to 813/274-7504, or via regular mail or express delivery to:

Tiffany Corry
Tampa Fire & Police Pension Fund
3001 North Boulevard
Tampa, FL 33603

RFI submittals shall be mailed, hand delivered, or express delivered to the same address above.

Date Issued: 05/23/2022

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SECTION I: SCOPE OF SERVICES

1. Introduction

The purpose of this RFI is to obtain input, gather knowledge, best practices and information from the medical community regarding the delivery of medical director and occupational health services to the City Pension Fund for Firefighters and Police Officers in the City of Tampa [“the Fund”]. The Fund is interested in learning more about all potential avenues that could be leveraged to provide effective and efficient administration of the Fund’s new hire and disability application processes consistent with contractual obligations, as well as Fund policies and procedures.

2. Background

The City Pension Fund for Firefighters and Police Officers in the City of Tampa [“the Fund”] is a local law plan created by Special Act of the Florida Legislature. The Fund is a municipal defined benefit pension plan, not subject to ERISA, administered by a nine-member Board of Trustees [“the Board”]. The Board is composed of three fire members elected by the active and retired firefighters, three police members elected by the active and retired police officers, and three members of the City administration appointed by the Mayor. Trustees serve three-year terms. The board maintains an extensive policies and procedures manual for the efficient operation of the Fund. The pension office is staffed with seven experienced full-time employees.

The Fund has approximately 1,450 active members and 2,250 retired members and beneficiaries. As of 04/30/2022 the market value of the Fund was \$2.6 billion. The Fund’s fiscal year is October 1 – September 30.

The Board utilizes a Medical Director to process 150-200 new firefighters and police officers employed by the City of Tampa each year. This includes a comprehensive pre-employment physical with a three-member Medical Board and a review of each new employee’s medical records collected post-employment. Additionally, the Medical Director is integral in the Board’s disability process, which includes a thorough medical records review, coordination of a three-member IME Medical Board, and participation at informal and formal hearings. The primary purpose of this RFI is to obtain information regarding medical director and occupational health services for cost-effective and efficient administration of the Fund.

3. Business Needs

- 3.1 Conduct a review of existing protocols and guidelines related to new hire physicals, mid-career medical issues, and disability processing, as well as develop/revise protocols and guidelines to ensure that they continue to meet industry standards. This includes related training and educational activities.
- 3.2 Review/comment on policies and procedures and forms to be promulgated by the Board, as related to new hires and disability processing.
- 3.3 The Medical Director, through assigned medical doctors who are licensed, board certified, and in good standing in the State of Florida, shall administer the preemployment/ preadmission physical examination process. This includes overseeing the work performed by co-physicians, scheduling and reporting of physicals, final review of all any/all disqualifications, and training of staff on the City of Tampa Firefighters and Police Officers Medical Standards. Prospective hires of the Tampa Police Department and Tampa Fire Rescue must undergo three physical examinations from three separate providers (selected by Medical Director) and the following tests, at a minimum: urinalysis, drug screening, complete blood count, blood chemistries, spirometer test, vision, audiogram, tuberculosis screening, echocardiogram, and hepatitis (A, B, and C) testing. A chest x-ray is required if the applicant has a history of smoking and is over the age of 45 and/or has a positive tuberculosis skin test. Additionally, a back and neck examination/limited functional capacity evaluation is performed, and an exercise stress test is performed, if determined to be necessary by the Medical Director based upon the individual's risk factors. Prospective hires are required to complete a medical history statement. The Medical Director shall summarize the preemployment physical results in the form of a written report, which shall be treated as a confidential medical record. Employment qualification or disqualification shall be reported to the hiring department via a written statement.
- 3.4 Review the medical records of each hire collected by Fund staff and prepare a report/statement identifying any pre-existing conditions that may need to be taken into consideration for continued employment or when evaluating a potential future disability claim.
- 3.5 Use and apply City of Tampa Firefighters & Police Officers Medical Standards, as developed by the Medical Director and approved by the Board. This shall include training in the use of these medical standards and the responsibility to diagnose medical conditions and abnormalities to support the City and/or trustees in decisions related to qualification or disqualification for employment or disability purposes.
- 3.6 Identify and provide medically acceptable documentation of medical decisions made in areas outside the scope of the City of Tampa Firefighters and Police Officers Medical Standards, including referral to medical specialists when necessary.
- 3.7 Testify for the Board and/or City of Tampa on the basis of medical diagnosis when called upon to participate in appeals and hearings relevant to applicant disqualifications, including deposition and court testimony.
- 3.8 Review member disability benefit applications and supporting medical reports to determine if there is sufficient cause/information to process the disability application.
- 3.9 Review medical records collected in connection with a disability application and refer disability applicants to three physicians (the IME Medical Board) that specialize in the area of medicine related to the disability cause for independent medical examination (IME).

- 3.10 Review IME reports from medical board to ensure report responds to all questions from the Board and that the report is clear. The Medical Director is responsible for communicating any report deficiencies to the IME provider and ensuring receipt of an amended report or addendum. Upon receipt of all three IME reports, the Medical Director shall deliver a written report summarizing the findings and opinions of the three-doctor medical board.
- 3.11 Attend meetings of the Board (whether in person or via video conferencing) for informal disability hearings, generally held the fourth Wednesday of each month at 1:30 p.m., including review of the complete disability package prepared by Fund staff and respond to questions posed by the trustees.
- 3.12 Attend occasional special meetings of the Board, as requested in advance, for formal disability hearings or informal disability hearings that cannot be accommodated during a regularly scheduled board meeting.
- 3.13 Upon approval of a disability benefit, prepare a written statement as to whether or not member should be subject to future reevaluation.
- 3.14 Consult as needed with the Chairman, Plan Administrator, and trustees.
- 3.15 Perform return to active service evaluations and examinations and furnish written reports, as requested by the Board.
- 3.16 In connection with re-evaluations of disability retirees, conduct an evaluation and issue a written report to the pension office. If determined necessary, refer the matter to a three-doctor IME Medical Board for evaluation.
- 3.17 The provided medical services shall be conducted in accordance with the Florida Department of Law Enforcement standards, the California Peace Officers Standards (POST) guidelines for police officers, the National Fire Protection Association (NFPA) guidelines for firefighters, and American College of Occupational and Environmental Medicine (ACOEM) guidelines.
- 3.18 Other items as may be determined/requested by the Board from time to time.
- 3.19 Maintain records accumulated under the terms of the service contract for a minimum of seven (7) years, at which time the City and/or the Fund shall be given the option of continuing the retention thereof. The Medical Director shall comply with the applicable provisions of Chapter 119 and Chapter 286 of the Florida Statutes.

4. Insurance Requirements

- 4.1 During the life of this Agreement, Medical Director shall provide, pay for, and maintain with companies satisfactory to the Board the types of insurance described herein. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. All liability policies shall provide that the City and the Fund are additional insureds as to the operations of the Medical Director under the Agreement and shall provide the Severability of Interest Provision. In lieu of the additional named insured requirement, if the Medical Director has a declared existing policy which precludes it from including additional insureds, the Board may permit the Medical Director to purchase an Owners and Contractors Protective Liability policy. Such policy shall be written in the name of the Fund at the same limit as is required for General Liability coverage. The policy shall be evidenced on an insurance binder which must be effective from the date of issue until such time as a policy is in existence and shall be submitted to the Board in the manner described below as applicable to certificates of insurance.

- 4.2 The insurance coverages and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be furnished to the Board. Each Certificate must be personally manually signed by the Authorized Representative of the insurance company shown on the Certificate. Thirty (30) days written notice by certified mail must be given the Board of any cancellation, intent not to renew, or reduction in the policy coverages, except in the application of the aggregate liability limits provisions. Should any aggregate limit of liability coverage be reduced, it shall be immediately increased back to the limit required by this Agreement.
- 4.3 Within ten (10) working days of execution of a service contract, the Medical Director shall provide the Board the following insurance certificates:

- 4.3.a **Commercial and General Liability Insurance** coverage shall include Personal Injury, Contractual for this Agreement, and Independent Contractors.

Bodily Injury & Property Damages Liability -- \$1,000,000 Combined Single Limit Each Occurrence and annual Aggregate.

- 4.3.b **Professional Liability** coverage shall cover any act or omission in the rendering of professional services pursuant to the contract.

\$1,000,000 per Claim/Incident

5. Information To Be Submitted

The Board recognizes that considerable effort may be required in preparing a response to the RFI. Please note, however, that this is a request for **information only** and not a request for services. The Respondent must bear all costs for preparing the RFI.

If the Respondent is interested in participating in the RFI, the following shall be submitted:

- 5.1 Specifically state the Respondent's understanding of the RFI being presented.
- 5.2 Provide a summary of the Respondent's experience and qualifications in providing substantially similar medical director and occupational health services.
- 5.3 Identify industry standards in the provision of medical director and occupational health services to public safety officers.
- 5.4 Provide general approximate cost for services. Please identify any fixed-fee services and/or hourly rates separately.
- 5.5 Provide confirmation that the insurance requirements outlined in this RFI can be met.

6. Preparation and Submission of Request

Responses should be prepared simply and economically, providing a straightforward, concise description of the Respondent's proposal for medical director and occupational health services.

SECTION II: GENERAL CONDITIONS

1. General Information

- 1.1 **Response Due Date.** Sealed responses (**5 originals and one electronic version by USB flash drive, disk, or CD**) will be received no later than the date indicated on page one of this document. Responses will not be accepted after this date. Please include Respondent's name, mailing address, and email address on the outside of the sealed response.
- 1.2 **Addendum and Amendment to RFI**, if any, will be posted on the Fund's website no later than 7 days prior to RFI response close. It will be the responsibility of the Respondent to ascertain if any addenda have been issued, to obtain all such addenda from the website, and to return the executed addenda with the response. Website: <https://tampa.gov/fppension>
- 1.3 **Florida Public Records Law.** In accordance with Chapter 119 of the Florida Statutes, except as may be provided by other applicable State and Federal Laws, all Respondents should be aware that the RFI and the responses thereto are in the public domain and are available for public inspection. The Respondents are requested, however, to identify specifically any information contained in the information which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Any submissions generally marked as confidential and/or proprietary will not be reviewed by the Board. All information received in response to this RFI will become the property of the Fund and will not be returned. All documentation produced as part of the presentation will become the exclusive property of the Fund.
- 1.4 **City of Tampa Ethics Code.** Respondents shall comply with all applicable governmental and city rules and regulations including the City's Ethics Code which is available on the City's Website. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522) Moreover, each Respondent to this Request for Information acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the Fund, or from having any direct or indirect financial interest in effecting any such contract or obligation. The Respondent shall ensure that no City or Fund employee/contractor receives any such benefit or interest as a result of the Request for Information. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d))

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link below:

<https://www.tampa.gov/human-resources/info/lobbyist-information>

Tampa's municipal codes are published online by the Municipal Code Corporation.

- 1.5 **Incurred Expenses.** The Fund is not responsible for any expenses which the Respondent may incur in the preparation and submittal of information requested by this RFI, including but not limited to, costs associated with travel, accommodations, or interviews/presentations.

2. Terms and Conditions

- 2.1 This is only a Request for Information (RFI) and should not be construed as intent, commitment, or promise to acquire services from the Respondents.
- 2.2 The Fund will not be obligated to any Respondent as a result of this RFI. The Fund is not obligated for any cost incurred by Respondents in the preparation of the RFI response. The Fund will not pay for any information herein requested nor is the Fund liable for any costs incurred by Respondents.
- 2.3 This RFI is being submitted strictly for the purpose of gaining knowledge of the medical director and occupational health services available on the market.
- 2.4 The Fund reserves the right to contact the Respondents for additional information at its sole discretion and to issue additional requests, if necessary.

3. Cancellation

- 3.1 When deemed to be in the best interest of the Fund, this RFI may be cancelled at any time with or without cause.