RFP Questions & Answers
On-Site Clinical Laboratory Services
NHDOC 22-04-GFMED

Programmatic

Q1.1. Section C, Items 1.6-1.7, Page 7.
What Contractor does the NH Department of Corrections use for their Electronic Health Record (EHR) System?

A1.1. NaphCare, Inc.

Q1.2. Section C, item 2.1, Page 7.
What is your current pickup schedule for each NH Department of Corrections facility/retrieval site?

A1.2. Locations:
1. Northern NH Correctional Facility (NCF), 138 East Milan Road, Berlin, NH 03570: Every Tuesday at 1:00PM, also by call.
2. Concord Campus (NHCF-W, NHSP-M, SPU, SHU, North End House & CTWC), 281 North State Street, Concord, NH 03301: Phlebotomist collects samples and delivers specimens to current Contractor lab, Monday-Friday.

What is your on-site phlebotomy schedule with your current Contractor? Are there specific times at each site?

A1.3. NCF: Phlebotomy services are provided by ancillary Contracted services.
   NHSP/M, SPU and Community Corrections (Men): Monday, Tuesday, Wednesday and Friday from 7:45 AM up to 11:00 AM.
   NHCFW and Community Corrections (Women) Thursday from 7:45 am up to 11:00 am

Q1.4. Section C, item 6.3, Page 8.
Is there a dedicated area for the specimen collections and processing?

A1.4. NCF: Exam room at Health Services Center (HSC)
   SPU: Treatment room at HSC
   SHU: Treatment room
   Community Corrections: Treatment room
   NHSP/M General Population: Medical Distribution Room (MDR)
   HSC at NHSP/M: Inpatient area
   NHCFW: Treatment room at HSC
Q1.5. Section C, item 6.3, Page 8.
Can you share your outside Vendor policy? For example, will the phlebotomist be escorted while inside the NH Department of Corrections facility?

A1.5. The phlebotomist is escorted to each unit where he/she will collect labs.

What type of equipment is the Vendor expected to provide for the phlebotomy services?


Q1.7. Section C, item 10.5 Vendor Employee Information, Page 9.
Are the requirements in this section (ex. criminal background check and fingerprinting) only required for Vendor employees working on-site at a NH Dept. of Corrections facility?

A1.7. Yes

Q1.8. Appendix C – Standard Terms and Conditions, 3.4 Section 4 – Estimated Budget/Method of Payment, Exhibit C, Page 26, 47-61.
Where you’re asking for the Contractor Fee Schedule (CMS Fee plus 10%), what source of CPT codes should the calculation be based on? Do users utilize remote desktop to access the EHR application?

A1.8. a. Yes
b. AMA (American Medical Association) and CMS

Q1.9. Exhibit C-Clinical Laboratory Fee Schedule, Page 47-61.
Is there other testing that the Department sends elsewhere that is not represented in the RFP utilization?

A1.9. Yes, we utilize the State’s Public Health lab to test for communicable diseases.

Q1.10. What is the difference between Sections 1.3 and 1.4?

A1.10 If referring to 1.3 and 1.4 on Page 5 of 70, then:
   a. 1.3. Chart Identifies population served at locations marked with an “X”.
   b. 1.4. Chart Identifies required phlebotomy services at locations marked with an “X”.

Q1.11. How many phlebotomists does the current Vendor utilize?

A1.11. One (1) phlebotomist assigned to NH DOC with back up coverage.
Q1.12. How does a Vendor price the tests, which does not have the 2021 CMS Fee Schedule? Example: Item # 187, 202, 211, 224, 230, 250, 299, 323, 327.

A.12. **Provide your best offer.**

Q1.13. What is the expectation for an On-Site Laboratory?

A1.13. None currently.

RFP/Contract Terms/Bid Submission

Q2.1. Appendix C – Standard Contract Terms, General Provisions (p. 33-34); Is the Department open to negotiate items 6.3 and 13 to appropriately tailor these to the specific services?

A2.1. No

Q2.2. Proposal Check Sheet, Part B, List of Board of Directors and List of Key Personnel, Page 65. Just to clarify, only Non-Profit organizations need to provide this information?

A2.2. Yes