

**SUMMARY STATEMENT**

**ITEM NO.: PATCO-18-004**

**SUBJECT: DRPA/PATCO Medical Service Provider for Drug & Alcohol Testing/Training, Physical Exams, Medical Evaluations and Health Screening**

**COMMITTEE:**

**Operations & Maintenance**

**COMMITTEE MEETING DATE:**

**February 6, 2018**

**BOARD ACTION DATE:**

**February 21, 2018**

**PROPOSAL:**

**That the Board authorizes staff to negotiate two (2) three-year General Services Contracts with the firms of Interstate Mobile Care, Inc. and WorkNet Occupational Medicine to provide the medical services that are required by the United States Department of Transportation (DOT) and the DRPA/PATCO Policies and Procedures. The total cost of these two (2) General Services Contracts shall not exceed \$600,000 over a three-year term.**

**All firms shall be advised, in writing, that no firm will be guaranteed any portion of the \$600,000 over the three-year term.**

**The n-t-e \$600,000 contract value is based on an average yearly expenditure (based on three years of historical data) averaging approximately \$200,000 per year for medical services. For budgetary purposes, we intend that these funds will be budgeted in the amount of \$200,000 per year over the three-year contract term. If all budgeted funds are not expended in any given year, the unexpended funds will be moved to the following budget year. Conversely, if more than \$200,000 is needed in the first contract year, the additional monies required for medical services will be deducted from the remaining total contract amount and thus the allocations for second and third years will be adjusted accordingly.**

**AMOUNT: not to exceed \$600,000 (three-year term)**

**Firms:**

**Interstate Mobile Care, Inc. (WBE)  
PO Box 64  
Sewell, NJ 08080**

**WorkNet Occupational Medicine  
1001 James Drive, Suite B30  
Leesport, PA 19533**

**PURPOSE:** To retain firms to provide medical services that are required by the United States Department of Transportation (DOT) and Authority Policies and Procedures.

**BACKGROUND:** The Authority publicly advertised its intent to retain a Medical Service Provider and invited interested vendors to submit Technical and Cost Proposals. We advertised the RFP on DRPA's website beginning on October 24, 2017. The proposals were due on November 28, 2017.

Each proposer was required to submit two (2) sealed and clearly marked envelopes: (1) Technical Proposal; and (2) Cost Proposal. The committee received proposals from the following two (2) Medical Service Providers:

**Interstate Mobile Care, Inc. (WBE)  
PO Box 64  
Sewell, NJ 08080**

**WorkNet Occupational Medicine  
1001 James Drive, Suite B30  
Leesport, PA 19533**

The review committee to evaluate the Technical Proposals and Cost Proposals consisted of:

**Mark Armbruster, DRPA Safety Specialist  
David Fullerton, Director, Safety Services  
Brenda Greene, Claims Administrator, Legal  
Tamika Espino, Administrator, Staffing & Recruiting, HRS  
Amy Ash, Manager, Contract Administration  
Karen L. Cyphers, Administrator, Contract Administration**

The Inspector General's Office confirmed that all proposers submitted the required Political Contribution Disclosure & Certification Forms.

The entire RFQ process was overseen by the Contract Administration Department.

The committee agreed that the Authority would benefit by having the ability to choose the vendor who could provide the required medical services at the best rate and with minimal disruption to Authority operations. The selection of two highly qualified vendors – Interstate Mobile Care, Inc. and WorkNet Occupational Medicine – will afford staff the flexibility to meet the Authority’s medical service needs in a cost effective and efficient manner.

In making its recommendation, the committee also considered that both Interstate Mobile Care and WorkNet Occupational Medicine have provided services and training to the Authority for many years. Both vendors are known for their strong technical skills and knowledge of DOT regulations, as well as DRPA/PATCO policies and procedures.

Therefore, staff seeks authorization to negotiate agreements with Interstate Mobile Care, Inc. and WorkNet Occupational Medicine at a not-to-exceed cost of \$600,000.

<b>SUMMARY:</b>	<b>Amount:</b>	<b>Not to exceed \$600,000 over 3 year term</b>
	<b>Source of Funds:</b>	<b>General Fund</b>
	<b>Operating Budget:</b>	<b>DRPA and PATCO Operating Budgets</b>
	<b>Master Plan Status</b>	<b>N/A</b>
	<b>Other Fund Sources:</b>	<b>N/A</b>
	<b>Duration of Contract:</b>	<b>Three Years</b>
	<b>Other Parties Involved:</b>	<b>N/A</b>

**PATCO-18-004**  
**Operations & Maintenance: February 6, 2018**  
**Board Date: February 21, 2018**  
**DRPA/PATCO Medical Service Provider for**  
**Drug & Alcohol Testing/Training,**  
**Physical Exams, Medical Evaluations**  
**and Health Screening**

**RESOLUTION**

**RESOLVED:** That the Board of Commissioners of Port Authority Transit Corporation authorizes staff to negotiate two (2) General Services Contracts for a term of three (3) years with Interstate Mobile Care, Inc., and WorkNet Occupational Medicine to provide medical services that are required by the US Department of Transportation (DOT) and Authority Policies and Procedures at a not-to-exceed cost of \$600,000; and be it further

**RESOLVED:** The Chair, Vice Chair and the President must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of PATCO. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and President and if thereafter, either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of PATCO along with the President. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the President shall execute such documents on behalf of PATCO.

<b>SUMMARY:</b>	<b>Amount:</b>	<b>Not to exceed \$600,000 over 3 year term</b>
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	<b>Operating Budget:</b>	<b>DRPA and PATCO Operating Budgets</b>
	<b>Master Plan Status</b>	<b>N/A</b>
	<b>Other Fund Sources:</b>	<b>N/A</b>
	<b>Duration of Contract:</b>	<b>Three Years</b>
	<b>Other Parties Involved:</b>	<b>N/A</b>