



**REQUEST FOR QUALIFICATIONS  
(RFQ) & EXPRESSIONS OF INTEREST  
MEDICAL SERVICES  
(29 Del.C. §6981)**

**Agreement No. 1545**

**CDL DRIVER PHYSICAL  
EXAMINATIONS & CERTIFICATIONS**

**PROJECT DESCRIPTION**

The purpose of this process is to establish a three (3) year open-end agreement to provide Commercial Driver License (CDL) physical examinations and certifications in compliance with the US Department of Transportation, Federal Motor Carrier Safety Administration requirements and 49CFR Section 391.43; Medical Examination; Certificate of Physical Examination.

**CONSULTANT SERVICES REQUIRED**

Services may include but are not limited to the following:

- Pre-employment CDL physical examinations  
In-state as well as out-of state examination results are to be reported to the Department within two business days from the time of examination;
- “Recertification” CDL physical examinations
- Physical examinations are to be performed within three business days of request.
- Assist with litigation hearings and/or any requested and/or required governmental and regulatory audits.
- The selected firm must provide detailed monthly reports on all physicals performed, to include but not limited to the following: date of physical; name of employee; type of medical certification received; and the mandated recertification date.
- The selected firm must provide examination sites statewide. There must be one site minimally in each county (i.e., New Castle, Kent, Sussex) within the State of Delaware. In addition, the selected firm must be able to provide for out-of-state physicals to meet the Department’s requirements.

**SUBMISSION REQUIREMENTS**

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Tuesday July 20, 2010.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting

Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator's Office  
Contract Administration  
Delaware Department of Transportation  
800 Bay Road, Dover, DE 19901

**2. Specific Type Firm Solicited:**

There is no pre-registration requirement in order to submit an expression of interest on this project. The selected firm(s) may be required to register upon selection

3. **The firm shall submit six (4) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
4. **In order to comply with the State of Delaware's Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other six copies. Firms should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website [www.deldot.gov](http://www.deldot.gov) and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
5. **Joint venture** submissions will not be considered.
6. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

**RATING CRITERIA**

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

- a) Key Staff/Project Team qualifications
- b) Firm resources/capability to accomplish proposed work on schedule
- c) Project understanding/approach/services required
- d) Location of physical examination sites
- e) Completeness of submissions to include clarity, readability, and presentation of material.

**NOTE:** DelDOT maintains a strict policy of not providing a debriefing for those candidates that do not make the shortlist. If a firm is not included in the Shortlist, it does not indicate they are not qualified, it is an indication the Shortlist Committee determined others appeared to be more qualified based on the information submitted. Selection Committee membership appointments are confidential.

## QUESTIONS

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the Department's web site; <http://www.deldot.gov/>. Click on 'Doing Business', under 'Professional Services', click on 'Current Requests for Consulting Services'.

## CONTACTS

**Questions concerning submissions and procedures** may be obtained from: Wendy B. Henry Consultant Control Coordinator's Office, Telephone: (302) 760-2531. E-mail address: [wendy.henry@state.de.us](mailto:wendy.henry@state.de.us).

## OVERVIEW OF SELECTION PROCESS

The Expressions of Interest will be used as reference material during the actual selection process. There may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate.

After the selection process has been completed, applicable price information will be requested from the successful candidate.

If the Department is unable to agree to pricing with the highest ranked firm, discussions with that firm will be terminated and the Department will enter discussions with the next highest ranked firm. Rate determination and applicability is subject to audit by the Department.

## EXPRESSION OF INTEREST REQUIREMENTS

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

1. Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest. Future contacts by DeIDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

### **A. Table of Contents**

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

### **B. Letter of Interest**

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify the management representative responsible for the work and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the

prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).

### **C. Company Information**

- (1) Submit the following packet of information titled "Company Information" to include:
  - (a) Name of entity and address.
  - (b) Name, Title, Telephone Number and e-mail address of Contact Person.
  - (c) Address of office where work will be performed.
  - (d) Names & Addresses of any sub contracted firms, if applicable. Indicate if the submitting firm has worked with the sub contracted firm previously.
  - (e) Names, professional designation, and DOT medical examination certifications of anticipated examination providers. Indicate if the individual is a full-time member of your firm, part-time, on-call, etc.
  - (f) Briefly describe your firm's experience providing these services.
  - (g) Additional relevant information limited to 1-single sided sheet of paper.

### **E. Examination Sites**

Provide a list, by county, of the proposed examinations sites your firm uses or intends to use. Indicate the office hours for the facility.

### **F. References**

List a minimum of three companies that we may contact as professional references for your physical program. Provide three (3) client references each for both the prime and any sub-contracted firm. The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the submitting firm and one sheet for each sub contracted firm. These shall not be counted towards the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

**Department of Transportation**

**State of Delaware**

**By: Carolann Wicks, P.E.**

**Secretary**

**Dover, DE**

**June 28, 2010**