



Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road Suite 1200
Des Moines, Iowa 50310
Phone (515)242-7751
Fax (515)242-7550

March 9, 2016

Unity Point Health
Wellness Services
1200 Pleasant Street SON-A
Des Moines, IA. 50309
Ms. Della Guzman / Wellness Manager

RE: B6790 Biometric Screening – Third Extension

Ms. Guzman:

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the **third extension** of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid.

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete and sign the attached document, and return the signed Proposal for 2016-2017 no later than April 3, 2016 to:

Des Moines Public Schools
Division of Purchasing
1915 Prospect Road, Suite 1200
Des Moines, Iowa 50310

Sincerely,

Melissa Read

Purchasing Specialist

Non – Discrimination Policy:

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 isaiah-mcgee@dmcschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C.

Debarment Policy:

The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Payment Policy:

The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Providers accept one of these forms of payment

Acknowledgement & Certification:

Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.



Product & Services

- 1.) Objectives:
The District's objectives are to:
 - Reduce health care costs
 - Reduce absenteeism
 - Increase employee awareness of their health risks and status
 - Inform employees on how they can take personal accountability to reduce their own health risks
- 2.) Confidentiality
By renewing this agreement Unity Point Health (Provider) expressly acknowledges that all information shared by the Des Moines Public Schools District with the Provider be held in the strictest of confidence. The Provider agrees that any information supplied by the District will be used for the purposes of providing the stated services only, and will not share the information provided with any person or entity unless that person or entity needs to know and use the information in order to perform the services under this agreement. The Provider further agrees that it will safeguard such information to the same extent it safeguards its own confidential material or data relating to its own business information that is of a confidential or proprietary nature. The Provider agrees that it will not disclose any of the District information to any third party without the express, written permission of the District. The Provider agrees to the Non-Disclosures Statement. (Attachment A)
- 3.) Scope of Work
The District continues to seek biometric screening from the Provider that will allow District personnel the ability to register online via Wellmark's Healthy U website. The Provider will continue to supply one staff person to accompany one District employee at each screening location for each date of the screenings to register participants who do not utilize the online tool. All screenings will occur on-site to the schedule detailed in Attachment A. The District anticipates a minimum of twenty (20) participants at each site. The basic components of the biometric screening using a venous draw option with a 10 day turn around window or the blood drawn finger stick for instantaneous results are:
 - Total cholesterol
 - LDL
 - HDL
 - Triglycerides
 - Total cholesterol / HDL Ratio
 - Blood glucose
 - Other screening tests & services provided by the option of a venous draw
Body composition analysis
 - Height
 - Weight
 - Body mass index
 - Percent body fat
 - Metabolic rate
 - Blood pressure
 - Waist circumference measurement
 - Health coach consultation at the time of screening
 - Blood profile
 - Body composition
 - Blood pressure
 - Waist circumference

- 4.) Data entry
The Provider will continue to upload participant data into the Wellmark tracking system either by past practice or demonstration if requested. Data will be uploaded weekly after each screening, and must be provided in the correct template for Wellmark to accept the biometric / lab data.
- 5.) Reporting
The District will continue to require weekly updates of the data being entered into the Wellmark system by reporting in the required template as described above, such reporting maybe requested in hard copy and / or electronic version at the discretion of the District's Human Resources department.
- 6.) Screening Schedule
The screening of District staff will begin on September 1, 2016 and conclude by December 10th, 2016. Screenings are to be completed on the schedule as attached. Screening will begin at 6:00 a.m. and conclude at 10:00 am with the exceptions of six dates (6) listed which will conclude at various times and the Saturday sessions that will begin at 7:00 am and conclude at 12:00 (noon). Attachment A



B6790 Biometric Screening – Third Extension

Item No.	Description	Cost
Screen <u>Approximately</u> 3500 Employees (Number of employees eligible 5,000)		
1.)	Health Screenings Expectations <ul style="list-style-type: none"> Blood Profile; Finger stick method includes (or the venous draw option): Total Cholesterol, HDL, LDL, Triglycerides, Total Chol/HDL Ratio, Glucose Body Composition Analysis (height, weight, BMI, %body fat, basal metabolic rate) Blood Pressure Waist Circumference Measurement Health Coach Consultation at time of screening (Blood profile, Body comp, blood pressure, waist circumference) 	\$ <u>42.44</u> / person
2.)	Ability for Screening Data Upload to Wellmark, Distribution to individual employee Healthy U Website accounts.	\$ <u>2.13</u> /person
3.)	Mileage for Staff Travel if including in Bid, and rates.	\$ <u>.54</u> /mile

Provider Name: UnityPoint Health - Des Moines

Street Address: 1200 Pleasant Street

City / State/ Zip: Des Moines, IA 50309

Authorized Representative Signature: Sid Ramsey

Representative Name (print): SID RAMSEY

Contact Phone Number: 515 241-3405

Contact Fax Number: 515 241-3645

Contact Email Address: SID.RAMSEY@unitypoint.org

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org, Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Providers accept one of these forms of payment. Finally by signing this document the Provider and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification, Non-Disclosure requirements as detailed below.

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.

Reviewed and Approved as to Form

David A. Burlage 3-11-2016
David A. Burlage, Assistant General Counsel



Acknowledgment & Certification

Unity Point Health ("Provider") is providing services to the Des Moines Independent Community School District ("District") as a Provider, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a Provider, vendor, supplier or provider. The services provided by the Provider may involve the presence of the Provider's employees upon the real property of the District.

The Provider acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Provider further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a Provider or volunteer at the District.

The Provider hereby certifies that no one who is an owner, operator or manager of the Provider has been convicted of a sex offense against a minor. The Provider further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Provider further certifies that the Provider has completed a satisfactory background check on the Provider's employees. The Provider hereby agrees to provide the District with the Provider's background screening procedures including specific context and infractions that are reviewed by the Provider. The District reserves the right to, but does not have the obligation to, conduct a District background check on Provider employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Provider employee upon the real property of the District if such employee does not clear the District's background check. The District reserves the right, but does not have the obligation to, to audit the Provider's background screening program at any time, whether announced or unannounced. The Provider hereby agrees that the Provider shall, upon request, permit an authorized District representative to review background screening records, including those of individual Provider employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Provider shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all consultants, or others the Provider may engage if such engagement involves their presence upon the real property of the District. The Provider understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect. In signing this Acknowledgment and Certification, the person signing on behalf of the Provider hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Provider, but has signed it knowingly and voluntarily.