I. REQUEST FOR INFORMATION

The Florida Department of Health, Division of Medical Quality Assurance, is requesting information regarding the coordination and management of an impaired practitioner program for licensed health care practitioners within the State of Florida. Impaired licensed health care practitioners may be suffering from mental or physical disability or abuse of chemical substances with dependence liability.

II. BACKGROUND

Section 456.076, Florida Statutes authorizes the Department to use consultant services for the impaired practitioner program.

III. GOALS AND OBJECTIVES

The Department’s goal is to receive information from vendors who can coordinate and manage an impaired practitioner program. The Department anticipates that services may include, but not be limited to, the below tasks:

- Evaluating and determining the need for referral of clients (impaired practitioners).
- Selection and retention of a pool of professional service treatment providers and programs that may provide consultation, treatment, or case management.
- Contracting and coordinating treatment programs of affiliated providers that provide case management.
- Recommending and initiating intervention of clients.
- Referring clients to treatment programs and/or providers or consultants.
- Monitoring the progress of referred clients.
- Providing expert testimony for Department litigation and hearings.

IV. PROCESS
Responses to this Request for Information (RFI) will be reviewed by the Department for informational purposes only and will not result in the award of a contract. The Division of Medical Quality Assurance will review the responses received from this RFI to determine the feasibility of issuing a competitive solicitation for these services. Any request for cost information is for budgetary purposes only. Vendors submitting answers to an agency's Request for Information are not prohibited from responding to any related subsequent solicitation.

V. RESPONSES

Vendor responses should be in the form of a Statement of Work and should address the need of services as noted in the above Section III. The Department also recognizes the existence of varied methods of program delivery and welcomes vendors to describe any variation of business processes that may satisfy the Department's goals. Responses should also include a company introduction and background as well as the company contact name, address, phone number and email address.

VI. RESPONSE DATE

Please provide the requested information no later than 5:00 P.M. (eastern/standard time) on March 07, 2013. Responses can be sent via e-mail to:

Jennifer Wenhold – Jennifer_Wenhold@doh.state.fl.us

Additional information that cannot be transmitted electronically must also be submitted by 5:00 P.M. (eastern/standard time) on March 07, 2013 to the following address:

Florida Department of Health
Practitioner Reporting and Examination Services Unit
4052 Bald Cypress Way, Bin C-90
Tallahassee, Florida 32399-3290
Attn: Jennifer Wenhold

VII. QUESTIONS

Please submit all questions concerning the RFI in writing via e-mail or fax to:

E-mail: Jennifer_Wenhold@doh.state.fl.us
Fax: (850) 617-6279

VIII. PROPRIETARY INFORMATION
Article I, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to this request for information are public records unless exempt by law. Any vendor claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information “CONFIDENTIAL” and provide the specific statutory citation for such exemption. Failure to comply with this section will result in the complete disclosure of all submitted materials not in compliance with this section. The Department of Health will not defend the Vendor’s claim of public record exemption, but will notify the Vendor of receipt of a public records request so that the Vendor may defend its claim in court.

Vendors must indicate which portions, if any of the information being provided they consider proprietary or confidential by marking each page upon which such information appears. Failure to do so will result in all information submitted being subject to public disclosure in accordance with Florida Statutes, Chapter 119, Public Records. The information requested may be used to develop specifications for a solicitation. “Identify” means, prior to delivery of the relevant record, report or information to the Department:

a) Highlighting, circling, outlining or otherwise identifying the trade secret in a manner as to exclude all that is not a trade secret;

b) Placing on the first page or exterior of the record, report or information the phrase “Trade Secret” in large block print and an index identifying each and every part or page thereof containing a trade secret; and

c) Attach a written explanation of the basis under Section 812.081 (1) (c), Florida Statutes, for each and every claim of trade secret identified in a), above. Include the statutory citation on which you are basing the claimed exemption from Chapter 119, F.S. Where the basis for any claim of trade secret differs from the basis of any other claim of trade secret, the explanation shall refer to the specific reference in the index or indices identified in b), above, so as to clearly identify which trade secret the particular explanation applies.

IX. VENDOR COSTS

Vendors are responsible for all costs associated with the preparation and submission of their response. The State of Florida, Florida Department of Health, or Practitioner Reporting and Examination Services Unit will not be responsible for any vendor related costs associated with responding to this request.

Additional information about the Florida Department of Health can be found at: http://www.doh.state.fl.us/index.html