

Attachment A

Mandatory Requirements Checklist (MRC) Request for Proposal Number 5862 Z1

Bidders must respond to the Mandatory Requirements Checklist using the matrix format provided and must not change the order or number of the requirements.

The responses in the MRC must indicate that the bidder intends to comply with each individual requirement by initialing the Acceptance box. Initialing the box with a no will be considered as not meeting the requirements of the bid and the bidder's proposal will be disqualified.

| | MANDATORY REQUIREMENTS | Y/N |
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| 1 | Provide documentation verifying that all professionals provided by Contractor to perform services successfully completed the following: Abuse and neglect training. | |
| 2 | Annual influenza immunization i. Immunization may be available at NDVA Facility upon request. ii. Professionals who have not received this immunization must wear NDVA provided mask while on NDVA grounds. | |
| 3 | Background checks. i. Provide documentation verifying that all professionals provided by Contractor to perform services are not on Sex Offender, Nebraska APS/CPS Registries and have no felony convictions. Contractor will continue to monitor and periodically perform registry checks of professional staff assigned to perform services for NDVA, and any changes regarding the status of any of the professional must be reported to NDVA immediately upon discovery. The documentation required under this section shall be provided to the NDVA facility(s) where the professional will be performing services. | |
| 4 | Competency testing. | |
| 5 | Drug testing. | |
| 6 | HIPAA training. | |
| 7 | Mental capacity letter. | |
| 8 | Current valid Photo Identification. | |

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| 9 | <p>Tuberculosis testing.</p> <p>The above documentation required under this section shall be provided to each NDVA facility where the professional will be performing services and will be kept on file at NDVA for future reference. Contractor will continue to monitor and, at a minimum once annually, perform checks and training of professional staff assigned to perform services for NDVA. Any changes regarding the status of any professional must be reported to NDVA immediately upon discovery.</p> | |
| 10 | <p>Each professional provided by Contractor to perform services for NDVA shall:</p> <p>Hold, at all times during the term of the contract, any and all licensing, certification and/or accreditation required to perform the services;</p> | |
| 11 | <p>Each professional provided by Contractor to perform services for NDVA shall:</p> <p>Be at all times competent and adequately trained to provide the professional services set forth in Section V of the RFP.</p> | |
| 12 | <p>Each professional provided by Contractor to perform services for NDVA shall:</p> <p>Review and will adhere to all applicable policies and procedures (available upon request) of the NDVA facility(ies) where the professional will perform services;</p> | |
| 13 | <p>Each professional provided by Contractor to perform services for NDVA shall:</p> <p>Review and will adhere to all security and administrative requirements (available upon request) of the NDVA facility(ies) where the professionals will perform services, including, without limitation, wearing a designated identification badge above the waist and in a manner easily visible to facility staff and members at all times while working in the facility;</p> | |
| 14 | <p>Each professional provided by Contractor to perform services for NDVA shall:</p> <p>Perform the services in compliance with all applicable federal, state and local statutes, rules, regulations, accreditation standards, and applicable standards of other professional organizations.</p> | |
| 15 | <p>Company will ensure that all individuals providing services under this contract hold an active Nebraska credential under the Uniform Credentialing Act and only provide services within their scope of practice. NDVA shall not pay for any services performed by an individual who is not credentialed at the time of service.</p> | |
| 16 | <p>Contractor will provide each NDVA facility with a monthly utilization report to track member use of the services provided by Contractor at each facility. The report shall include at least the following information: (a) a listing of all members at each facility assigned to receive services, (b) data identifying each member's attendance, and (c) the status of each member's performance or completion of the services.</p> | |
| 17 | <p>Pay a monthly space rental fee of \$2,500 to GIVH/CNVH for rental of an area that is approximately 3704 square feet for the term of the contract including any renewals or extensions. Rental fee is due by the first of each month to be received no later than the 10th of the month. Interest will accrue at the rate of 1.5% if not paid within thirty (30) days. Facility will provide maintenance, upkeep, pest control services, cleaning minimum of five (5) times per week and the linens will be checked daily, Monday – Friday including removal and replenishing, for the rehab space. Room and space are subject to change.</p> | |
| 18 | <p>Pay a monthly space rental fee of \$582.17 to ENVH for rental of an area that is approximately 499 square feet for the term of the contract including any renewals or extensions. Rental fee is due by the first of each month to be received no later than the 10th of the month. Interest will accrue at the rate of 1.5% if not paid within thirty (30) days. Facility will provide maintenance, upkeep, pest control services, cleaning minimum of five (5) times per week and the linens will be checked daily, Monday – Friday including removal and replenishing, for the rehab space. Room and space are subject to change.</p> | |

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| 19 | Contractor shall maintain Protected Health Information (PHI) received from NDVA during the provision of services. The Contractor shall enter into a Business Associate Agreement (BAA) with NDVA as required under the Health Insurance Portability and Accountability Act (HIPAA) (See Attachment One). | |
| 20 | Contractor shall provide the number of hours of Therapy Services required to meet the needs of Members, between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, which shall include Facility staff education and Facility requested meetings. Contractor shall not be required to work on weekends or holidays (as defined by NDVA policy), unless those days must be worked to meet the needs of the Members. Such situations are rare, but an example would be a Member returning from the hospital following a hip fracture in need of PT/OT services on a Saturday to begin rehab and work with staff on transfers, etc. Will your company agree to these requirements? | |
| 21 | Contractor will provide documentation of the services provided regarding the GIVH/CNVH/ENVH Members to the Medical and Nursing staff via the established electronic medical record system that the Veterans' Homes are using. | |
| 22 | Contractor shall provide the following services, upon direction of the facility, which will include, but are not limited to: Development of an in-house exercise program. Incontinence Rehabilitation. Balance and Mobility Program. Electric mobility and wheelchair clinic. Review of therapy equipment and supply recommendations. The Contractor shall work with the VA on acquisition of appropriate equipment to be used by Veteran Members. Completion of evaluation on new admissions and upon notification of a decline in condition, as needed. Complete assessments within twenty-four (24) hours of a referral by GIVH/CNVH/ENVH or sooner as ordered by the Member's Personal Health Care Provider. Contractor shall do the billing of Medicare Part B and co-insurance without cost of those billable services to GIVH/CNVH/ENVH. Contractor shall provide appropriate documentation to meet Medicare guidelines and shall provide their own clerical services. Contractor shall provide one (1) in-service training per year, per discipline for GIVH/CNVH/ENVH staff. Contractor shall contact the member or Power of Attorney/Guardian regarding therapy services and shall receive approval for services rendered. Please respond as to how you will meet each of these requirements. | |
| 23 | Contractor will ensure that any of the Contractor professionals who do not adhere to NDVA's guidelines are no longer assigned to perform services at NDVA facilities. | |
| 24 | Provide 24-hour advance notice of a cancelation of a visit to perform services for a member to the NDVA facility where services were scheduled to be performed. | |