



CITY OF MEMPHIS

REQUEST FOR PROPOSAL

#52116

Pre-Employment Medical Evaluation Services

Addendum #1

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Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	2.1 bullet point 3	Conduct the analysis of pre-employment medical evaluation service records provided. Review of procedures to enable Consultant to process pre-employment medical evaluation services and related forms- could you provide more insight into this please?
1	A		Vendor shall review medical records provided and administer medical evaluations in accordance with the City of Memphis pre-employment examination requirements.
2	Q	Page 7 bullet point 3	Provide basic charge audit on evaluation managed by Consultant- can you provide more insight on this please?
2	A		Regularly provide an itemized charge structure of all services provided during the previous term when billing.
3	Q		I am unsure of the specific section of the RFP, however it states about being a resident of Shelby County, would this mean the clinic would need to be based in Shelby County or the provider must live in Shelby County?
3	A		In reference to section 3.4 of the RFP: The vendor must have a clinic within Shelby County, but the vendor is not limited to providing services only in Shelby County. We encourage the vendor to administer services for candidates outside of Shelby country when appropriate. Additionally, it is a requirement that the medical review officer be currently licensed in the State of Tennessee.
4	Q		Is the City requesting any references for this RFP?
4	A		References would be welcomed but are not required.