



City of Raleigh

Request for Proposals # 274-HR202504OHMS

Title: City of Raleigh Occupational Health and Medical Services

Issue Date: November 7, 2025

Due Date: December 5, 2025, no later than 5:00PM EST

LATE PROPOSALS WILL NOT BE ACCEPTED

ADDENDUM #1

Issue Date: November 26, 2025

Issuing Department: Human Resources

Direct all inquiries concerning this RFP to:

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Assistant Director, Human Resources

Email: kasia.nels@raleighnc.gov

City of Raleigh

Addendum #1 to RFP No. 274-HR202504OHMS

Issue Date: November 24, 2025

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

QUESTIONS:

1. Is this a new contract or renewal of an existing contract?
 1. This would be a new contract.

2. If there is an existing contract, could you please share the names of the current vendors and their pricing?
 1. Not Applicable

3. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?
 1. This solicitation is not for the staffing of positions; it is intended for occupational health and medical services. The full scope of this solicitation will need to be fulfilled by the chosen vendor, unless services are specifically stated as optional (as noted on page 12 of 28).

4. What is the estimated budget for this contract?
 1. The City does not have a not-to-exceed amount. Please note that the total proposed costs are a factor in the evaluation of proposal submissions - refer to page 9 and 10 (of 28) in the RFP for details.

5. Is it mandatory to subcontract?
 1. It is not mandatory.

6. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?
 1. This RFP is for services, services that will need to be provided primarily during a standard workweek (Monday – Friday) and during operating hours of approximately 7:00 AM to 5:00PM EST, exact times may vary depending on services rendered.

7. Does the City anticipate that awarded contractors will need to subcontract for specimen transport to reference laboratories, or is this expected to be handled internally by the prime contractor?
 1. Vendors may subcontract based on their own business needs.

8. Are there opportunities for medical courier services as part of the occupational health service delivery model?
 1. Any specimens that would require transport would be the responsibility of selected vendor.

9. What are the City's expectations for specimen transport timelines and chain of custody protocols for lab work conducted at off-site reference laboratories?
 1. During the workweek, next day pick-up and for Saturday collections, pick-up should be same day.

10. Will the awarded contractor need to coordinate medical waste removal services, or does the City have separate contracts for this?
 1. The selected vendor will be expected to handle medical waste removal.

11. Does the City have separate contracts or upcoming RFPs for medical courier services, lab specimen transport, or medical supply delivery services?
 1. No, the City of Raleigh does not have separate contracts. The selected vendor will be responsible for those services. Regarding upcoming RFPs, organizations/vendors are encouraged to regularly check the Electronic Vendor Portal (eVP) website for any opportunities (Requests for Proposals / Requests for Qualifications).

12. How can qualified medical courier companies be added to the City's vendor list for future opportunities?

1. Vendors can regularly review all posted RFPs and submit proposals accordingly. Any selected vendor would need to be signed up as a vendor, which can be done by visiting this link - [Become a City Vendor or Supplier | Raleighnc.gov](https://www.raleighnc.gov/become-a-city-vendor-or-supplier).
13. Section 4 states that "the geographical area for this RFP includes the United States but is primarily isolated to the state of North Carolina." Does this mean specimens or medical services may need to be transported/delivered outside the Triangle region?
 1. This means that the City of Raleigh have candidates that may require some of the services under occupational health that are outside of the Wake County, RTP area.
14. For the estimated volumes (600 firefighter physicals, 150-200 police physicals, 400-450 pre-employment physicals annually), what is the anticipated frequency/schedule of these services? (e.g., monthly, quarterly, ad-hoc)
 1. Typically, employee physicals are conducted on a daily or weekly basis. The specific type of physical and volume will vary.
15. Can you please provide us with an estimated or NTE budget allocated for this contract?
 1. The City does not have a not-to-exceed amount. Please note that the total proposed costs are a factor in the evaluation of proposal submissions - refer to page 9 and 10 (of 28) in the RFP for details.
16. Could you please share the previous spending on this contract, if any?
 1. Not Applicable
17. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
 1. The RFP is not for positions or candidates; it is intended to identify a vendor that can provide occupational health and medical services.
18. Are hourly rate ranges acceptable?
 1. Not Applicable
19. Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.
 1. Not Applicable
20. Please share the incumbent vendors current pricing.
 1. Not Applicable
21. How many incumbents are going to be hired from each position.
 1. Not Applicable
22. Could you please let us know the length of the contract?

1. The Contract may have an initial term of one (1) to three (3) years, beginning on the date of the Contract award (the “Effective Date”). At the end of the Contract’s current term, the City shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two (2) additional one-year terms.

23. There is any local preferences?
 1. Services must be rendered in Raleigh, NC and/or within Wake County.

24. What are your most commonly requested positions?
 1. Not Applicable

25. Is it a single award or multi award?
 1. Not Applicable

26. Is this a new contract?
 1. Yes.

27. Can you please provide the number of awards under this contract?
 1. Not Applicable

28. Is there any mandatory subcontracting goal for this contract?
 1. It is not mandatory.

29. Is there any bid bond required for this contract?
 1. Not Applicable

30. Can you please share the no. of positions served in previous years under this contract?
 1. Not Applicable

31. How many resources are currently engaged in the current contract?
 1. Not Applicable

32. How many positions can we expect under this contract on an annual basis?
 1. Not Applicable

33. What is the tentative start date of this engagement?
 1. City of Raleigh would like services to begin no later than July 1, 2026, dependent upon vendor selection and contract routing.

34. What is the work location of the proposed candidates?
 1. Not Applicable

35. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
1. Not Applicable
36. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?
1. Holidays for the City of Raleigh are as follows; New Year’s Day, Martin Luther King Jr. Birthday, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.
 2. No, there is not mandated Paid Time Off and/or vacation
37. What is the expected timeframe for vendors to submit candidate resumes after receiving a new job opening?
1. Not Applicable
38. What is the estimated onboarding timeline?
1. Not Applicable
39. Are there any mandatory compliance or regulatory obligations associated with this RFP?
1. Yes, there are several entities and governing bodies that the selected vendor must comply with, as mentioned in the scope of the RPF (page 12 of 28), including but not limited to; HIPAA, OSHA, NCDHHS, NCDOT, FHWA, NCDOJ, FMCSA, AND NFPA
40. Does the City of Raleigh require the contracted vendor to provide workers’ compensation claim initiation or documentation support for injuries treated at the clinic, or will such processing continue to be handled internally by the City?
1. As outlined in the scope of services in Section 4 of the Request for Proposal, the evaluation and treatment of work-related injury and illness is part of the scope. The vendor would be responsible for documentation related to those services.
41. Does the City anticipate that the occupational health clinic will be dedicated solely to City of Raleigh employees, or should vendors plan for a shared clinical environment with other employer groups?
1. Services will only be for employees of the City of Raleigh.
42. Should the proposal reflect only the examination components required by the governing standard for each position (e.g., NFPA, NCDOJ, DOT), or is the City interested in optional enhanced assessments or wellness-related screening components?
1. Proposals should reflect the required components by the governing standards for each position. Vendors may provide optional enhance assessments or well-ness related screening components as optional services.

43. For space planning and cost modeling, should vendors assume the current scope and volume remain stable throughout the contract, or should proposals incorporate the potential for program enhancements or service expansion?
 1. Proposals should assume the current scope of services. Vendors can add as optional services program enhancements and/or service expansion.
44. Is the City interested in the potential integration or transition of any current occupational health clinic personnel into the future program, if applicable?
 1. Not Applicable. Vendors can add as optional services program enhancements and/or service expansion.
45. Will historical medical records be available to the selected vendor, and if so, in what format will they be provided?
 1. No. Sharing medical records and other, previously collected personal health information is not necessary for the requested scope of services.
46. Of the estimated annual pre-employment examinations, does the City have an approximate breakdown of how many are expected to require NFPA 1582 standards versus other pre-employment exam types?
 1. Approximately 600 firefighter physicals will require the NFPA 1582 standard.
47. Does the City have estimated annual volumes for drug or alcohol testing?
 1. City of Raleigh does approximately 3,000 drug tests per year and an estimated 40-50 Breath Alcohol Testing
48. What is the reason you are going out to bid for these services?
 1. The City of Raleigh is requesting proposals to establish a partnership with an organization that can provide physical exams and other occupational medical services.
49. Does the City provide any personal health services to employees or just occupational health?
 1. For proposals, the City is requesting services that are outlined in the Scope of Services. The City offers biometric screening services to employees, as well as wellness opportunities.
50. What is the desired length of contract?
 1. The Contract may have an initial term of one (1) to three (3) years, beginning on the date of the Contract award (the "Effective Date"). At the end of the Contract's current term, the City shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two (2) additional one-year terms.

51. What is the desired go-live date?

1. City of Raleigh would like services to begin no later than July 1, 2026, dependent upon vendor selection and contract routing.

52. Who are your current vendors/can you provide a vendor landscape?

1. Occupational Health and Medical Services are currently provided in-house, at our Employee Health Center. We have partnered with an organization for laboratory services.

53. What is your annual budget for the desired program?

1. The City does not have a not-to-exceed amount. Please note that the total proposed costs are a factor in the evaluation of proposal submissions - refer to page 9 and 10 (of 28) in the RFP for details.

54. Who comprises the team making the decision for this RFP?

1. The Evaluation Committee will be comprised of employees from Human Resources and various departments, such as Police, Fire, City Manager's Office, and Budget.

55. What is the location(s) where services are being delivered?

1. Services must be rendered in Raleigh, NC and/or within Wake County

56. Who is currently performing these services?

1. a) What is going well?
 1. The services are currently being performed by the City's Employee Health Center. This allowed the opportunity to build relationships between employees and staff at the Employee Health Center.
2. b) What would you wish to improve?
 1. As the City continues to grow, the City would like to partner with an organization to provide consistent and efficient physical exams and other occupational medical services.

57. For occupational health services, please indicate if you are wanting to add

Service	Yes	No	Annual Qty performed
Pre-employment physicals			
Urine drug screen			
Breath Alcohol Testing			
DOT Physicals			
Public Safety Physicals (Police/Fire/etc.)			
OSHA hearing surveillance program			
Haz Mat or HAZWOPER Physicals			
Respirator Medical Clearance			
Respirator Mask Fit Test			
Travel Physicals (including vaccinations)			
Work Related Injury / Illness Initial Treatment			
Work Related Injury / Illness Follow-up Treatment			
Workers' Compensation Case Management			
Other OSHA Surveillance Programs (please clarify)			
Fitness for Duty Evaluations			
Return to work Examinations for non-work conditions			
Occ Health Case Management			

1. Please reference the scope of the RFP, as many of these items are specifically listed, starting on page 12 – Section 4 Scope of Services. Vendors can provide additional programs and enhancements as optional services.

Kasia Nels, PHR
Assistant Director, Human Resources

Sign below and return this addendum with your proposal.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____