



Kim Reynolds, Governor
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

Request for Bid
for
Physician Assistant (PA) or Nurse Practitioner (NP)
to Provide Medical and Psychiatric On-Duty and On-Call Services
SOPSCHK26001

INTRODUCTION

Department of Health and Human Services (Agency) is seeking a qualified individual or entity (Service Provider) to provide on-duty and on-call medical and psychiatric services to the Cherokee Mental Health Institute after normal business hours, weekends, and State-paid holidays. The Agency anticipates that the term of any resulting contract will be one (1) year, with two (2) – one (1) year renewal options, beginning 9/30/2025.

Bidders interested in providing these services should submit proposals to the Cherokee Mental Health Institute by email to CHEMHIPurchasing@hhs.iowa.gov no later than 2:00 PM Central Time on 9/15/2025. Any proposals received after this deadline will be rejected. Proposals and any other communications shall not be delivered in person.

Proposals should include the Bidder's cost proposal and sufficient information regarding the Bidder's ability to perform the services sought to enable the Agency to make a judgement about the Bidder's ability to perform the work identified in the Scope of Services.

TIMETABLE

The dates set forth below are for informational purposes only. The Agency reserves the right to change these dates:

9/2/2025	Submit Request for Bid to Targeted Small Business web page.
9/4/2025	Submit Request for Bid to potential bidders.
9/10/2025	Questions regarding Request for Bid and procurement process due.
9/12/2025	Answers to questions provided to potential Bidders.
9/15/2025	Proposals are due.
9/16/2025	Send Notice of Intent to Award naming successful Bidder.
9/30/2025	Target date to execute contract.

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RESTRICTION ON COMMUNICATION

From the date of issuance of this Request for Bid until the announcement of the successful bidder, Bidders may not contact any employee of the State of Iowa other than the identified contact person about this solicitation. Bidders may only contact Katelyn Meyers, Purchasing Specialist II, by email at Katelyn.meyers@hhs.iowa.gov with questions related to the interpretation of this Request for Bid and the procurement process. Written responses to all questions received will be provided to all potential Bidders. If a Bidder or someone acting on a Bidder's behalf attempts to discuss this Request for Bid orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa, other than Katelyn Meyers the Bidder may be disqualified.

QUESTIONS AND ANSWERS

Any questions related to this Request for Bid must be emailed to CHEMHIPurchasing@hhs.iowa.gov no later than 2:00 PM central time on 9/10/2025. Questions will only be accepted in writing by email. Answers to all proposed questions will be posted publicly on 9/12/2025 as an attachment to this solicitation on the State of Iowa Bid Opportunities website.

SCOPE OF SERVICES

The successful Bidder will provide on-duty and on-call medical services to the Cherokee Mental Health Institute after normal business hours, weekends, and State-paid holidays. The Cherokee Mental Health Institute is located at 1251 West Cedar Loop, Cherokee, Iowa 51012. Coverage will be intermittent and scheduled in advance. Week night coverage is typically 4:30 PM to 8:00 AM on the following day, Monday through Friday. Weekend coverage is typically from 4:30 PM Friday through 8:00 AM Monday. State-paid holiday coverage is typically 4:30 PM on the day preceding the holiday to 8:00 AM on the day following the holiday. A complete list of State-paid holidays can be found at <https://das.iowa.gov/state-employees/state-accounting/centralized-payroll/state-holidays>.

The successful Bidder must be licensed as a Physician Assistant with at least one year of relevant training and/or experience in psychiatric care or be a licensed Psychiatric Nurse Practitioner in accordance with the State of Iowa requirements.

During periods of coverage, the successful Bidder will:

1. Be available by telephone within five (5) minutes of being called by an on-duty employee,
2. Be available in person within twenty (20) minutes of being called by an on-duty employee when, based on accepted medical practice guidelines, it is determined that immediate medical attention is required.
 - a. The successful Bidder will not be required to remain physically present on campus for the duration of scheduled on-call periods of coverage as long as the telephone and in person time standards can be met. Limited accommodations are available on campus.

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3. Provide medical and psychiatric support services,
4. Assure appropriate medical and psychiatric responses are provided when the need arises,
5. Collaborate with the Agency's Clinical Director, Medical Director, and/or medical staff regarding the establishment of psychiatric diagnoses for CMHI patients,
6. Assist the Agency's staff in the development of care plans related to the patient's psychiatric needs,
7. Provide additional assistance and consultation as deemed necessary by the Agency,

EVALUATION CRITERIA

The Agency intends to award this Request for Bid to the Bidder that meets all minimum criteria as outlined in this solicitation at the lowest proposed cost. Please include the following elements, if applicable, in your proposal:

1. Hourly rate for on-duty and on-call services, as well as rates for State holidays;
2. The capacity of the Bidder to complete the responsibilities described in the Scope of Services;
3. Experience and references that demonstrate, to the satisfaction of the Agency, the expertise and ability of the Bidder to provide the Scope of Services described;

TERMS AND CONDITIONS

The State of Iowa Standard Terms and Conditions are found at <https://das.iowa.gov/vendor-resources/procurement-terms-and-conditions>.

NOTICE OF INTENT TO AWARD

Notice of Intent to Award will be sent by email to all Bidders submitting a timely bid proposal no later than 9/16/2025. The Notice of Intent to Award is subject to execution of a written contract and, as a result, does not constitute the formation of a contract between the Agency and apparent successful Bidder.

ACCEPTANCE PERIOD

Negotiation and execution of the contract shall be completed no later than 9/30/2025. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, the Agency may revoke the award and award the contract to the next highest ranked bidder or withdraw the Informal Competitive Solicitation. The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.



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REVIEW OF NOTICE OF DISQUALIFICATION OR NOTICE OF INTENT TO AWARD DECISION

Bidders may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency:

Bureau Chief
c/o Bureau of Service Contract Support
Department of Health and Human Services
Lucas State Office Building
321 E 12th Street
Des Moines, Iowa 50319-0075
email: reconsiderationrequest@dhs.state.ia.us

The Agency must receive the written request for reconsideration within five calendar days of the date of either a disqualification notice or a notice of intent to award, exclusive of Saturdays, Sundays, and legal state holidays. The written request may be emailed or delivered by postal service or other shipping service. Do not deliver any requests for reconsideration to the office in person. It is the Bidder's responsibility to ensure that the request for reconsideration is received prior to the deadline. Postmarking or submission to a shipping service by the due date shall not substitute for actual receipt of a request for reconsideration by the Agency.

The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP. If a Bidder submitted multiple Proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one Proposal, a separate written request shall be submitted for each. At the Agency's discretion, requests for reconsideration from the same Bidder may be reviewed separately or combined into one response. The Agency will expeditiously address the request for reconsideration and issue a decision. The Bidder may choose to file an appeal with the Agency within five calendar days of the date of the decision on reconsideration, exclusive of Saturdays, Sundays, and legal state holidays, and in accordance with 441 Iowa Admin. Code Ch. 7.