

RFB0321005028 – On Site Medical Imaging Services

SECTION 1 - INTRODUCTION

1.1 Bidder Instructions

Bidder is to download this document and save to computer. Once saved, type in responses to the required sections and save again. Finally upload the document to VSS with your bid. As an option, the Bidder may print, write in responses, scan, and attach response. If this document is not attached to the bid response in VSS, the Bidder's bid may be disqualified.

1.2 Purpose

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the VSS solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the VSS solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

1.3 Request for Bid (RFB) Definitions

Definitions – For the purposes of this RFB and the resulting contract, the following terms shall mean:

“Agency” means the agency identified in the VSS solicitation that is issuing the RFB and any other agency that purchases from the Contract.

“Alternative Bid” means a response to a bid that does not meet the exact requirements of the specification but offers an alternative for consideration. An alternative bid is submitted with an intentional variation to a provision, specification, term or condition of the solicitation. This alternative, in the opinion of the bidder, achieves the same end result. Alternative bids may be rejected as non-responsive.

“Bid” means the Bidder's bid submitted in response to the RFB.

“Bidder” means a vendor submitting a bid in response to this RFB.

“Contract” means the contract(s) entered into with the successful Bidder(s).

“Lead Agency” means the agency facilitating the procurement and establishing the Contract.

“Participating Agency” means the agency utilizing the established contract.

“Political Subdivisions” means cities, counties, and educational institutions.

“Responsible Bidder” means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the Agency may consider various factors including, but not limited to, the Bidder's competence and

qualifications to provide the goods or services requested, the Bidder's integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the Agency and the State.

"Responsive Bid" means a Bid that complies with each of the provisions of this RFB, or is either an alternative bid or a bid with an exception, if accepted by the Agency.

"RFB" means this Request for Bids and any addenda hereto.

"State" means the State of Iowa, the Agency identified in the VSS solicitation, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFB.

- 1.4 Contract Term** The term of the contract will begin **7/1/2021 and end on 06/30/2024**. The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to three (3) annual extensions. The resulting contract will be available to all State Agencies and Political Subdivisions.

1.5 Background Information

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

The Department of Correction is seeking eligible bidders to contract a full service provider for On-site Medical Testing services for Fort Madison, Anamosa, and Mitchellville. These medical services include but are not limited to routine scheduled portable digital imaging, x-rays, and ultrasounds for incarcerated individuals. Any Bidder that meets the requirements of this RFB is encouraged to submit a bid.

SECTION 2 – ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer identified in the VSS solicitation is the sole point of contact regarding the RFB from the date of issuance until selection of the successful Bidder.

2.2 Restriction on Communication

From the issue date of this RFB until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted as provided in the VSS solicitation. Oral questions related to the interpretation of this RFB will not be accepted. Bidders may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB through an addendum.

2.3 Amendment to the RFB

The Agency reserves the right to amend the RFB at any time using an addendum. The Bidder shall acknowledge receipt of all addenda in its Bid.

It is the Bidder's sole responsibility to check daily for addenda to posted documents.

2.4 Bid Amendment and/or Withdrawal

The Bidder may amend or withdraw and resubmit its Bid at any time before the Bids are due. The amendment must be submitted on Iowa VSS by the Bidder to the bid and received by the time set for the receipt of Bids.

2.5 Submission of Bids

The Agency must receive the electronic Bid on: Iowa VSS before the "Bids Due" date and time. **This is a mandatory requirement and will not be waived by the Agency. Any Bid received after this deadline will not be accepted.** It is the Bidder's responsibility to ensure the bid is received prior to the deadline. Email and faxed Bids will not be accepted.

Bidders must furnish all information necessary to enable the Agency to evaluate the Bid. Bids that fail to meet the mandatory requirements of the RFB may be rejected. Oral information provided by the Bidder shall not be considered part of the Bidder's Bid unless it is in writing.

2.6 Bid Opening

The Agency will open Bids after the deadline for submission of Bids has passed. However, the names of Bidders who submitted timely Bids will be publicly available after the Bid opening. See *Iowa Code Section 72.3*. The announcement of Bidders who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

2.7 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

2.8 Rejection of Bids

The Agency reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written Contract. Issuance of this RFB in no way constitutes a commitment by the Agency to award a Contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid. This RFB process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection of a Bidder to provide goods and/or services. It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

2.9 Disqualification

The Agency will reject outright and will not evaluate Bids if the Bidder fails to deliver the Bid by the due date and time. The Agency may reject outright and may not evaluate Bids for any one of the following reasons:

- The Bidder acknowledges that a requirement of the RFB cannot be met.
- The Bidder's Bid materially changes a requirement of the RFB or the Bid is not compliant with the requirements of the RFB.
- The Bidder's Bid limits the rights of the Agency.
- The Bidder fails to include information necessary to substantiate that it will be able to meet a requirement of the RFB.
- The Bidder fails to timely respond to the Agency's request for information, documents, or references.
- The Bidder fails to include bid security, if required.
- The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested.
- The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of the RFB.
- The Bidder initiates unauthorized contact regarding the RFB with state employees.
- The Bidder provides misleading or inaccurate responses.
- The Bidder's Bid is materially unbalanced.
- There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the Agency from other sources) to satisfy the Agency that the Bidder is properly responsive and responsible to satisfy the requirements of the RFB.
- The Bidder alters the language in Certification Letter or Authorization to Release Information Letter.
- The Respondent is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

2.10 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Bid if, in the judgment of the Agency, it is in the Agency's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFB, or that do not reflect a material change in the requirements of the RFB. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Bidder from full compliance with RFB

specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

2.11 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Bid, to verify information contained in the Bid and to discuss the Bidder's qualifications and the qualifications of any subcontractor identified in the Bid.

2.12 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder's capability and performance under other contracts, the qualifications of any subcontractor identified in the Bid, the Bidder's financial stability, past or pending litigation, and other publicly available information.

2.13 Verification of Bid Contents

The content of a Bid submitted by a Bidder is subject to verification. If the Agency in its sole discretion determines that the content is in any way misleading or inaccurate, the Bidder may be disqualified.

2.14 Bid Clarification Process

The Agency reserves the right to contact a Bidder after the submission of Bids for the purpose of clarifying a Bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Bidder's Bid. The Agency will not consider information received if the information materially alters the content of the Bid or alters the type of goods and/or services the Bidder is offering to the Agency. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Bid as non-compliant.

2.15 Disposition of Bids

All Bids become the property of the Agency and shall not be returned to the Bidder at the conclusion of the selection process, the contents of all Bids will be in the public domain and be available for inspection by interested parties except for information for which Bidder properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

2.16 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by *Iowa Code Chapter 22*. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Bid. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Bid be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

2.17 Form 22 Request for Confidentiality

FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S BID. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.

2.18 Copyrights

By submitting a Bid, the Bidder agrees that the Agency may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

2.19 Release of Claims

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFB.

2.20 Bidder Presentations

At the sole discretion of the State, Bidders may be required to make a presentation of the Bid. The presentation may occur at the Agency's offices or at the offices of the Bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Bidder to illustrate the Bidder's Bid. The presentation shall not materially change the information contained in the Bid.

2.21 Evaluation of Bids Submitted

Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the RFB.

2.22 Preference

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.

2.23 Determination of Responsible Bidder & Responsive Bid

All Bids will be first evaluated to determine if they comply with the bid requirements (i.e. to determine if the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer "Yes" to all parts and include information demonstrating the Bidder will be able to comply with the bid requirements.

2.24 Evaluation Criteria

The Agency will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

2.25 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid and will be posted on Iowa VSS. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the Agency believes will provide the best value to the State.

2.26 Definition of Contract

The full execution of a written contract shall constitute the making of a contract for the goods and/or services requested by the RFB and no Bidder shall acquire any legal or equitable rights relative to the contract for goods and/or services until the contract has been fully executed by the successful Bidder and the Agency.

2.27 Choice of Law and Forum

This RFB and the Contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFB shall be brought in the appropriate Iowa forum.

2.28 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Bidders are responsible to determine the applicability of Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.29 Appeals

A Respondent whose proposal has been timely filed and who is aggrieved by the award of the department may appeal the decision by filing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to: The Director of the Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319-0104 and a copy to the Issuing Officer. The notice must be filed within five days of the date of the Intent to Award notice issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The written notice may be filed by fax transmission to 515.725.2064. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFP and/or the notice of Intent to Award. A notice of appeal may not stay negotiations with the apparent successful Contractor.

2.30 Unit Price

If a discrepancy between the unit price and the item total exists, the unit price prevails.

2.31 Price Adjustments to Term Contract(s)

Bid prices shall remain firm the first year of the contract. Price adjustments may be taken into consideration during the contract renewal process. The State reserves the right to accept or reject any proposed price(s) changes. Requested price changes should be submitted to the Iowa

Department of Administrative Services – Central Procurement, sixty (60) days prior to the contract anniversary date.

2.32 Registration

The successful Bidder will be required to register to do business in Iowa before payment can be made. For Bidder registration documents, go to:

https://vss.iowa.gov/webapp/VSS_ON/AltSelfService

2.33 Questions and Requests for Clarification

Bidders are invited to submit written questions and requests for clarifications regarding the RFB. The questions and requests for clarifications must be received by the Issuing Officer by date **May 18, 2021 2:00 PM CT**. Oral questions will not be permitted. If the questions and requests for clarifications pertain to a specific section of the RFB, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be issued in the form of an addendum and sent to Bidders who received RFBs.

SECTION 3 – SPECIFICATIONS

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder. Bidder shall respond to all services requested and listed on Attachment A in bid response. Bidder shall return a completed Attachment A with bid response.

3.1 Bidder Requirements

- 3.1.1 Bidder shall provide all necessary equipment, supplies, labor and supervision to provide on site medical imaging services. Including but not limited to x-rays, Doppler's and ultrasounds, EKG's, TB Testing and other services.
- 3.1.2 Bidder shall be responsible for all equipment maintenance, insurance licensing and maintenance, as well as Physicist inspections and quality control, of the portable digital imaging equipment used per manufacturer recommendations and State and Federal Radiological Health Regulations to insure they are in proper working conditions to safely perform the required services. Bidder shall provide licensing, maintenance, physicist inspection documentation at Agency request.
- 3.1.3 Bidder shall be HIPPA compliant.
- 3.1.4 No subcontractors shall be allowed without the explicit written consent of the Department of Corrections and the Department of Administrative Services.

3.2 Bidder Experience

The Bidder must provide the following information regarding their experience:

Number of years in business.

BioTech X-ray, Inc. 27 years, BTX Iowa, Inc. dba BioTech X-ray, Inc.

Number of years of experience with providing the types of services sought by the solicitation.

27 years

Describe the level of technical experience in providing the types of services sought by the solicitation.

Professional Level- All radiologic technologist are ARRT certified and IA State licensed

All Sonographers are ARDMS registered

List all services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities.

Portable x-ray, ultrasound, Doppler services to State and County Correctional facilities.

We serve the Long Term Care industry, Rehab Hospitals, Clinical offices, Industrial, Occupational Health, Home Health, as well as Hospice ,Hospital to Home patients and Sports Arena injuries.

3.3 Agency Facilities and Locations

The Bidder's services shall be available at the following Department of Correction Institution facilities:

Fort Madison
Mitchellville
Anamosa

The State reserves the right to add additional or Agency Facilities to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Agency Facilities may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

3.4 Bidder Personnel/Education

3.4.1 The Bidder must provide resumes for all key personnel who will be involved in providing the services contemplated by this solicitation.

The following information must be included in the resumes: Full Name, Education and/or personnel certification and accreditation documentation, Years of experience and employment history particularly as it relates to the requirements of the solicitation. Substitute or part time personnel for cases of unexpected sick time or absence shall be included in bid response.

3.4.2 All personnel performing the on-site services shall be board certified radiologist(s), cardiologist(s) or board certified radiology technicians in the United States and be registered, licensed and certified in the State of Iowa.

3.4.3 Bidder shall provide their Standards of Conduct with bid response. Agency will accept the protocol sections to validate the expectations of the Bidder's staff are in line with the Agency protocol while services are performed on State property.

3.5 DOC Requirements

Bidder personnel shall comply with security imposed by the Department of Corrections at all times while on the premises; Bidder specifically submits and agrees to allow background searches. Background searches will be conducted by the Department of Corrections and the DCI of all Bidder personnel employees that will be present at DOC Facilities.

3.6 DOC Personnel Requirements

3.6.1 Bidder personnel shall be required to watch training video regarding Department of Correction proper protocol when working with offenders.

3.6.2 Bidder personnel may be required to pass through a security check before entering the facility. All cell phones and sharp objects will remain with security.

3.6.3 Bidder personnel who have contact with incarcerated individuals while performing the duties defined in Section 3 shall be required to be informed and trained on their

responsibilities under the State of Iowa zero tolerance policy regarding sexual abuse and sexual harassment prevention, detection, and response policies and procedures. Bidder personnel shall be informed how to report such incidents to the Agency. The level and type of training provided shall be based on the services they provide and the level of contact they have with offenders.

3.7 Service and Performance Requirements

3.7.1 Bidder shall provide mobile on site medical imaging services by qualified personnel per a physician's order for incarcerated individuals. Bidder shall transport their portable digital imaging equipment to the Agency facilities. The portable digital imaging equipment shall be capable of providing consistent high quality images and x-rays that allows for on-site preliminary viewing of images.

3.7.2 The State reserves the right to add additional Services to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Services may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

3.7.3 Unless otherwise requested no Medical Imaging services will be required on the holidays listed below.

- New Year's Day
- MLK Observed
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Veteran's Day
- Christmas Day

3.7.4 Scheduling Services

Agency facilities may request a weekly routine pre-schedule routine for services as directed by Agency medical staff. The schedule will be mutually agreed upon by Bidder and Agency. The Agency will notify Bidder in the event there are no appointments for services on the scheduled day. Cancellation of appointments by the Agency will not incur charges from the Bidder. Requests for non-urgent, non-scheduled service appointments for offenders shall be available upon Agency medical personnel request within forty eight (48) hours.

3.7.5 Imaging and Documentation

Routine scheduled service images shall be sent to the Agency medical personnel within eight (8) hours by fax for medical documentation purposes, and CD if requested by Agency medical personnel when necessary to send offender to the University of Iowa Hospital for further appointments. All images shall include a radiologist or cardiologist report and impressions.

Non-routine, non-scheduled service images shall be sent to the Agency medical personnel within eight (8) hours by both phone call and fax for medical documentation purposes. All images shall include a radiologist or cardiologist report and impressions.

Emergency cases shall be taken to local hospital, unless Bidder offers emergency services at no additional cost, **Please indicate on Attachment A of your bid response.** If Bidder offers emergency imaging services at no additional charge, images shall be sent to the Agency medical personnel as soon as possible by phone and fax for medical documentation purposes.

3.8 Agency Responsibilities

Agency shall provide the Bidder a suitable location for the operation of the services hereunder, including the portable digital imaging unit.

- A chair or bed to lay the person on for the procedures.
- A safe environment to perform the procedures.
- Clean laundry as needed.
- Adequate electrical service for the unit.

Agency personnel shall escort the Bidder portable digital imaging machine or ultrasound equipment to the designated area to take the assigned images as directed by the Agency medical personnel. Agency medical personnel will verify and monitor the supporting documentation itemizing work performed. Agency business office staff will review service provisions to ensure compliance with deliverables and performance measures.

SECTION 4 - FORM OF BID

Instructions – Bidder is to complete the following. Fill out items with blanks. Indicate "yes" or "no" on items requesting agreement.

4.1 Bidder Information

Business Name: BTX Iowa, Inc.

Official Address: 3160 8th Street SW Ste. C Altoona, IA 50009

Remit to Address: 3160 8th Street SW Ste. C Altoona, IA 50009

Firm's State or Foreign Country of Residence: IA

Sales contact: Catherine Bergmann

Telephone Number: 563-343-2084 cell Email: cbergmann@biotechxray.com

Fax Number: Main-888-403-8750, Billing-314-230-7979, Compliance- 314-230-7829

Order and Customer Service contact: Orders-877-909-9729/ Drew Zwack

Telephone Number: 515-802-0478 cell Email: dzwack@biotechxray.com

Billing contact: Sheila Drake

Telephone Number: 515-244-2837 main Email: billing@biotechxray.com

Website: www.biotechxray.com

4.2 Contract Terms and Conditions

The Contract(s) that the Agency expects to award as a result of this solicitation will be based upon the final Bid submitted by the successful Bidder and the solicitation. The contract between the Agency and the successful Bidder shall be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in the VSS solicitation, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary by the Agency, except that no objection or amendment by a Bidder to the provisions or terms and conditions of the solicitation shall be incorporated into the Contract unless the Agency has explicitly accepted the Bidder's objection or amendment in writing. The contract terms and conditions contained in the VSS solicitation will be incorporated into the Contract.

The contract terms and conditions may be supplemented at the time of Contract execution and are provided to enable Bidders to better evaluate the costs associated with the solicitation requirements and the Contract. Bidders should plan on the contract terms and conditions contained in the VSS solicitation being included in any contract awarded as a result of this solicitation. All costs associated with complying with these requirements should be included in any pricing quoted by the Bidder. By submitting a Bid, each Bidder acknowledges its acceptance of the solicitation terms and conditions without change except as otherwise expressly stated in Attachment 3. If a Bidder takes exception to a provision, it must state the reason for the exception and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the State, in its sole discretion, resulting in possible disqualification of the Bid. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served.

Bidder has read and agrees to this section: Yes No

4.3 Terms and Conditions

The parties agree to comply with the terms and conditions in the VSS solicitation which are by this reference made a part of the Agreement.

Bidder has read and agrees to this section: Yes No

4.4 Terms of Pcard Acceptance

The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the following security measures:

- Bidder shall comply with the most current Payment Card Industry Data Security Standards (PCI DSS) to assure confidential card information is not compromised;
- Bidder shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- When accepting orders online, Bidder shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or "https" in the web address;
- When accepting orders by phone, Bidder shall send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- Bidder shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
- Bidder shall confirm that the name of purchaser matches the name on the card;
- Bidder shall shred any documentation with credit card numbers.

For additional information, see the [State of Iowa Purchasing Card Policy and Procedures Manual](#), or visit the [State Pcard website](#).

Bidder has read and agrees to this section: Yes No

4.5 Specifications

Bidder is able to provide and performed as specified in Section 3. By indicating "yes", a Bidder agrees that it shall comply with that requirement throughout the full term of the resulting

Contract, if the Bidder is successful. In addition, for specific requirements, the Bidder shall provide, if requested, specific references and/or supportive information to verify the Bidder's compliance with the requirement. Failure to provide this information may cause the Bid to be deemed non-responsive and therefore rejected. The Agency reserves the right to determine whether the supportive information submitted by the Bidder demonstrates the Bidder will be able to comply with the Bid Requirements. If the Agency determines the supportive information does not demonstrate the Bidder will be able to comply with the Bid Requirements, the Agency may disqualify the Bid. Please enter the required information on the attachment and upload the document.

Bidder has read and agrees to this section: Yes No

4.6 Terminations, Litigation, Debarment

The Bidder must provide the following information:

- During the last five (5) years, has the Bidder had a contract for goods and/or services terminated for any reason? If so, provide full details related to the termination.
- During the last five (5) years, describe any damages or penalties or settlements to resolve disputes entered into by Bidder under any of its existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this RFB. If so, indicate the reason for the penalty or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Bidder.
- During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
- During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Bidder or its officers have been a party.
- The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the Bid or termination of any subsequent Contract.
- This is a continuing disclosure requirement. Any such matter commencing after submission of a Bid, and with respect to the successful Bidder after the execution of a Contract, must be disclosed in a timely manner in a written statement to the Agency.

No

No

No

No

No-to all of the statements above

Agree

4.7 Bidder Reference

The Bidder shall provide the following general background information: References from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing goods and/or services similar to the goods and/or services described in this solicitation and a contact person and telephone number for each reference. Please attach a document with the required information.

See Attachment- References

4.8 Preference

The Bidder shall provide the following general background information: For an out-of-state Bidder, Bidder certifies the Resident Preference given by the State or Foreign Country of Bidder's residence. Enter the resident preference in the text box or indicate no preference.

Bidder's state has a preference law: Yes No Bidder's state IA

4.9 Open Competition

Where, in these specifications, reference is made to materials, trade names, or articles of certain manufacture, it is done for the purpose of establishing a base of comparative quality type, and style and not for the purpose of limiting competition. Other materials or brands may be accepted if, in the opinion of the State of Iowa, they are equal in quality and of a design in harmony with the intent of these specifications. Samples WILL or MAY be requested to determine acceptance.

Bidder has read and agrees to this section: Yes No

4.10 Silence of Specification

The apparent silence of these specifications as to any details or the omission from it of a detail description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and/or workmanship of finest quality shall be used.

Bidder has read and agrees to this section: Yes No

4.11 FOB Destination, Freight Prepaid

Bidder has read and agrees to this section: Yes No

4.12 Delivery Time

Provide the expected number of days after receipt of order until delivered to the specified facility.

Expected number of days: Scheduled

Bidder has read and agrees to this section: Yes No

4.13 Award by Either

The Iowa Department of Administrative Services reserves the right to award to the Bidder with the best overall price or to the Bidder with the best line item price.

Bidder has read and agrees to this section: Yes No

4.14 Criminal History and Background Information

The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the Contract.

Bidder has read and agrees to this section: Yes No

4.15 Insurance

The Contract will require the successful Bidder to maintain insurance coverage(s) in accordance with the contractual provisions. Bidder shall, at its sole expense, maintain in full force and effect, with insurance companies admitted to do business in the State of Iowa and acceptable to the Agency, insurance covering its work of the type and in amounts required by this Contract. Bidder's insurance shall, among other things, insure against any loss or damage resulting from or related to Bidder's performance of this Contract regardless of the date the claim is filed or expiration of the policy. All insurance policies required by this Contract shall: (i) be subject to the approval of the Agency; (ii) remain in full force and effect for the entire term of this Contract; and (iii) not be canceled, reduced or changed without the Agency's prior written consent. The State of Iowa and Agency shall be named as additional insureds on all such policies, and all such policies shall include the following endorsement: "It is hereby agreed and understood that the State of Iowa and the Agency are named as additional insured, and that the coverage afforded to the State of Iowa and the Agency under this policy shall be primary insurance. If the State of Iowa or the Agency have other insurance which is applicable to a loss, such other insurance shall be on an excess, secondary or contingent basis. The amount of the insurer's liability under this policy shall not be reduced by the existence of such other insurance." Unless otherwise requested by the Agency, Bidder shall cause to be issued insurance policies with the coverages set forth below:

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate	\$2 million
	Products –	
	Comp/Op Aggregate	\$1 Million
	Personal injury	\$1 Million
	Each Occurrence	\$1 Million

Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, umbrella form	Each Occurrence Aggregate	\$1 Million \$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

4.15.1 Certificates of Coverage

At the time of execution of this Contract, Bidder shall deliver to the Agency certificates of insurance certifying the types and the amounts of coverage, certifying that said insurance is in force before the Bidder starts work, certifying that said insurance applies to, among other things, the work, activities, products and liability of the Bidder related to this Contract, certifying that the State of Iowa and the Agency are named as additional insureds on the policies of insurance by endorsement as required herein, and certifying that no cancellation or modification of the insurance will be made without at least thirty (30) days prior written notice to the Agency. All certificates of insurance shall be subject to approval by the Agency. The Bidder shall simultaneously with the delivery of the certificates deliver to the Agency one duplicate original of each insurance policy. Liability of Bidder Acceptance of the insurance certificates by the Agency shall not act to relieve Bidder of any obligation under this Contract. It shall be the responsibility of Bidder to keep the respective insurance policies and coverages current and in force during the life of this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Agency for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder. Notwithstanding any other provision of this Contract, Bidder shall be fully responsible and liable for meeting and fulfilling all of its obligations. Acceptance of the insurance certificates by the Department shall not act to relieve Bidder of any obligation under this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder.

4.15.2 Waiver of Subrogation Rights

Bidder shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the Agency or the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the Agency. Filing of Claims In the event either the Agency or the State suffers a loss and is unable to file a claim under any policy of insurance required under this Contract, the Bidder shall, at the Agency's request, immediately file a proper claim under such policy. Bidder will provide the Agency with proof of filing of any such claim and keep the Agency fully informed about the status of the claim. In addition, Bidder agrees to use its best efforts to pursue any such claim, to provide information and documentation requested by any insurer providing insurance required hereunder and to cooperate with the Agency and the State. Bidder shall pay to

the Agency and the State any insurance proceeds or payments in receives in connection with any such claim immediately upon Bidder's receipt of such proceeds or payments.

4.15.3 Proceeds

In the event the Agency or the State suffers a loss that may be covered under any of the insurance policies required, neither the Bidder nor any subsidiary or affiliate thereof shall have any right to receive or recover any payments or proceeds that may be made or payable under such policies until the Agency and/or the State have fully recovered any losses, damages or expenses sustained or incurred by it (subject to applicable policy limits), and Bidder hereby assigns to the Agency and the State all of its rights in and to any and all payments and proceeds that may be made or payable under each policy of insurance required under this Contract.

Bidder has read and agrees to this section: Yes No

4.16 Standard of Quality

The item(s) specified in this program by brand name are intended to establish a standard of quality, which will be required. Similar item or items of manufacturers other than those listed which are included in the bids submitted will be considered if comparable in quality and function. It will be the responsibility of the Bidder to provide all technical information as to the acceptability of the alternate item(s). All products delivered shall be fully guaranteed to be free of defects, first quality no seconds or irregulars shall be accepted.

Bidder has read and agrees to this section: Yes No

4.17 Nonprofits

The resulting Contract will be made available to nonprofit entities that qualify under I.R.S. § 501 (c) provisions.

Bidder has read and agrees to this section: Yes No

4.18 Payment Terms

Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder.

What discount will you give for payment in 15 days? 0

What discount will you give for payment in 30 days? 0

Bidder has read and agrees to this section: Yes No

4.19 Yearly Report

The Bidder shall provide an electronic detailed yearly report on ALL sales made under this Contract via e-Mail to the Iowa Department of Administrative Services, Central Procurement. Attention: Issuing Officer Julie Janssen, Julie.Janssen@iowa.gov. The report file format shall be Microsoft Excel compatible format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Bidder's Bid must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc

reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

Bidder has read and agrees to this section: Yes No

4.20 Public Entities (Political Subdivisions)

The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools.

Bidder has read and agrees to this section: Yes No

4.21 Firm Contract Pricing

Any contract that results from this bid will have firm pricing for one year.

Bidder has read and agrees to this section: Yes No

4.22 Invoicing

All invoicing will be submitted to the attention of "Accounts Payable" and addressed to the facility receiving the goods or services. The State shall pay the Contractor monthly, within the period of time provided for by applicable State statute, after receipt of the Contractor's invoice for the goods and/or services supplied by the Contractor in the prior calendar month. The invoice will be itemized with a description goods or services provided that corresponds directly to a line item on the Contractual Agreement or Master Agreement that results from this RFB. Each line should also list the quantity, unit of measure, price per unit of measure, line item totals and invoice total. The remit to address on the invoice must match the remit to address that was submitted with registration to do business with the State of Iowa. Payment terms on the invoice must match the payment terms agreed to in the RFB bid submission.

Bidder has read and agrees to this section: Yes No

4.23 Best and Final Offers

The Issuing officer reserves the right to conduct discussions with Bidders for obtaining "best and final offers." To obtain best and final offers from Bidders, the Issuing Officer may do one or more of the following: enter into pre-selection negotiations, including the use of an on-line auction; schedule oral presentations; and request revised Bids.

Bidder has read and agrees to this section: Yes No

4.24 Adjustments in Pricing

Adjustments in pricing shall be at the discretion of the Issuing Officer.

- Original pricing shall remain firm and fixed for at least 365 calendar days after the effective date of the contract.
- Be the result of increases at the manufacturer's level, incurred after contract commencement date.
- Not produce a higher profit margin than that on the original contract.
- Clearly identify the items impacted by the increase.
- Be filed with State Procurement Coordinator a minimum of 60 calendar days before the effective date of proposed increase.

- Be accompanied by documentation acceptable to the State Procurement Coordinator sufficient to warrant the increase.

- United States published indices such as the Producer Price Index or other government data will be referenced to help substantiate the Bidder's documentation. Informational Only: At the time of publishing of the IFB, one related PPI appears to be (WPU): 05310105- Natural Gas (others may exist). A link to the PPI Commodity Data is available at:

<https://www.bls.gov/ppi/>

- The Adjustment shall remain firm and fixed for at least 365 days after the effective date of the adjustment.

- Must not deviate from the contract pricing scheme/methodology.

- During the contract period, any price declines at the manufacturer's level or cost reductions to Contractor shall be reflected in a reduction of the contract price retroactive to Contractor's effective date.

- During the term of this contract, should the Contractor enter into pricing agreements with other customers providing greater benefits or lower pricing, Contractor shall immediately amend the State contract to provide similar pricing to the State if the contract with other customers offers similar usage quantities, and similar conditions impacting pricing. Contractor shall immediately notify the State Procurement Coordinator of any such contracts entered into by Contractor.

Bidder has read and agrees to this section: Yes No

4.25 Country of Origin

Bidder must be able to provide country of origin, if requested.

Bidder has read and agrees to this section: Yes No

4.26 Pricing

Pricing must include all delivery, packaging and administrative costs including, but not limited to, any US import charges associated with the product. There shall be no minimum order quantities or total order amount required from the agency, by the respondent. All bid pricing must be rounded to the nearest hundredth (0.00), US currency.

Bidder has read and agrees to this section: Yes No

4.27 Pricing Restrictions

Pricing restrictions shall be disclosed at the time of bid. Bidders with pricing restrictions will be taken into consideration for minimum order quantities or total order amount required from the ordering agency.

Bidder has read and agrees to this section: Yes No

Attachment #1
Certification Letter

Alterations to this document are prohibited.

(Date) 05/19/2021

Julie Janssen, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Subject: Request for Bid - Bid Certifications

Issuing Officer:

I certify that the contents of the Bid submitted on behalf of (**Name of Bidder**) in response to Iowa Department of Administrative Services for RFB0321005023 for On Site Medical Imaging Services are true and accurate. I also certify that Bidder has not knowingly made any false statements in its Bid.

Certification of Independence

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

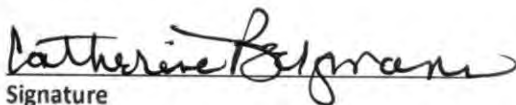
Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following: (check the applicable box)

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,



Signature

VP Client Operations, VP N Region

Name and Title of Authorized Representative

05/19/2021

Date

Attachment #2
Authorization to Release Information Letter
Alterations to this document are prohibited.

(Date) 05/19/2021

Julie Janssen, Issuing Officer
Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Subject: Request for Bid – Authorization to Release Information

Dear Issuing Officer:

Bidder hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

Sincerely,



Signature

VP Client Operations, VP N Region

05/19/2021

Name and Title of Authorized Representative

Date

Attachment #3
Form 22 – Request for Confidentiality

SUBMISSION OF THIS FORM 22 IS REQUIRED

THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (BID) TO THE REQUEST FOR BIDS (RFB). THIS FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM 22 IF BID DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM 22 IF THE BID DOES CONTAIN CONFIDENTIAL INFORMATION.

1. Confidential Treatment Is Not Requested

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Bid.

2. Confidential Treatment of Information is Requested

A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such information.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Bid as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A Bidder's request for confidentiality that does not comply with this form or a Bidder's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting the Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so, Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder's request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Part 1 – No Confidential Information Provided

Confidential Treatment Is Not Requested

Bidder acknowledges that bid response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this bid response.

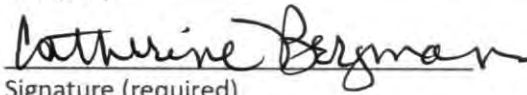
This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid.

****Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

BTX Iowa, Inc.

Company

Signature (required)



RFB0321005023

RFB Number

VP Client Operations, VP N Region

Title

On-Site Medical Imaging Services

RFB Title

05/19/2021

Date

(Proceed to the next page only if Confidential Treatment is requested.)

Part 2 - Confidential Treatment is Requested

The below information is to be completed and signed ONLY if Bidder is requesting confidential treatment of any information submitted in its Bid.

NOTE:

- **Completion of this Form is the sole means of requesting confidential treatment.**
- **A BIDDER MAY NOT REQUEST PRICING FOR BIDS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Bidder's submission does not guarantee the agency will grant Bidder's request for confidentiality. The Agency may reject Bid entirely in the event Bidder requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Bid that are improper under the RFB.

Please provide the information in the table below. Bidder may add additional lines if necessary or add additional pages using the same format as the table below.

RFB Section :	Bidder must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the information as confidential.	Bidder must justify why the information should be kept in confidence.	Bidder must explain why disclosure of the information would not be in the best interest of the public.	Bidder must provide the name, address, telephone, and email for the person at Bidder's organization authorized to respond to inquiries by the Agency concerning the status of confidential information.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid immediately following the transmittal letter. A copy of this document shall be placed in all Bids submitted including the Public Copy.

****If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Bidder's submittal to request confidentiality or rejection of the Bid as being non-responsive.***

****Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Bid. If signing this Part 2, do not complete Part 1.***

BTX Iowa, Inc.

RFB0321005028

On Site Medical Imaging Services

Company

RFB Number

RFB Title

Catherine Bergman

VP Client Operations, VP N Region

05/19/2021

Signature (required)

Title

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shield National, LLC 420 West 1500 South Suite 102 Bountiful UT 84010	CONTACT NAME: Doug Dwayne McOmie PHONE (A/C, No, Ext): (888) 508-2435 E-MAIL ADDRESS: doug@shieldnational.com FAX (A/C, No): (801) 980-9217													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: HARTFORD CASUALTY INSURANCE COMPANY</td> <td>29424</td> </tr> <tr> <td>INSURER B: UNITED SPECIALTY INSURANCE COMPANY</td> <td>12537</td> </tr> <tr> <td>INSURER C: BCS INS CO</td> <td>38245</td> </tr> <tr> <td>INSURER D: HARTFORD ACCIDENT & INDEMNITY</td> <td>22357</td> </tr> <tr> <td>INSURER E: TRAVELERS CASUALTY & SURETY CO OF AMEF</td> <td>31194</td> </tr> <tr> <td>INSURER F: HARTFORD FIRE INSURANCE COMPANY</td> <td>19682</td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: HARTFORD CASUALTY INSURANCE COMPANY	29424	INSURER B: UNITED SPECIALTY INSURANCE COMPANY	12537	INSURER C: BCS INS CO	38245	INSURER D: HARTFORD ACCIDENT & INDEMNITY	22357	INSURER E: TRAVELERS CASUALTY & SURETY CO OF AMEF	31194	INSURER F: HARTFORD FIRE INSURANCE COMPANY
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INSURED BioTech X-Ray, Inc.; BTX Iowa, Inc.; BTX KS, Inc. DBA: US X-Ray; BTX KOI, Inc. 1065 Executive Parkway Dr, STE 220 Saint Louis MO 63141														

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

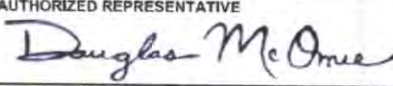
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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D / EPLI & Fiduciary / 34HC032346920 / 07/01/2020-07/01/2021 / EPLI Limit \$1mill / Fiduciary Limit: \$1mill

CERTIFICATE HOLDER Iowa State Penitentiary 2111 330th Ave Fort Madison IA 52627	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ADDITIONAL REMARKS SCHEDULE

AGENCY Shield National, LLC		NAMED INSURED BioTech X-Ray, Inc.; BTX Iowa, Inc.; BTX KS, Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

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-6802 Menz Lane Cincinnati OH 45233
-929 Rosewood Dr Villa Hills KY 41017
-1909 E Bennett St Ste 105 Springfield, MO 65804
-420 3rd St, Ste 4, Aurora, IN 47001
Retrodate:
BioTechX-Ray, Inc. - 10/01/1999
BTX Iowa, Inc. - 12/01/2012
BTX Kansas Inc, DBA: US X-Ray - 07/01/2013
BTX KOI, Inc. - 01/01/2016



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/18/2021

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shield National, LLC 420 West 1500 South Suite 102 Bountiful UT 84010	CONTACT NAME: Doug Dwayne McOmie PHONE (A/C, No, Ext): (888) 508-2435 E-MAIL ADDRESS: doug@shieldnational.com	FAX (A/C, No): (801) 980-9217
	INSURER(S) AFFORDING COVERAGE	
INSURED BioTech X-Ray, Inc.; BTX Iowa, Inc.; BTX KS, Inc. DBA: US X-Ray; BTX KOI, Inc. 1065 Executive Parkway Dr, STE 220 Saint Louis MO 63141	INSURER A: HARTFORD CASUALTY INSURANCE COMPANY	NAIC # 29424
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	INSURER E: TRAVELERS CASUALTY & SURETY CO OF AMEF	31194
	INSURER F: HARTFORD FIRE INSURANCE COMPANY	19682

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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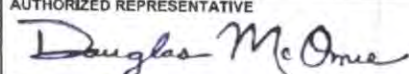
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D / EPLI & Fiduciary / 34HC032346920 / 07/01/2020-07/01/2021 / EPLI Limit \$1mill / Fiduciary Limit: \$1mill

CERTIFICATE HOLDER **CANCELLATION**

Iowa Correctional Institute for Women 420 Mill Street SW Mitchellville IA 50169	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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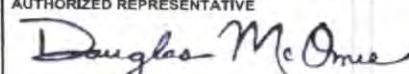
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Anamosa State Penitentiary 406 North High Street Anamosa IA 52205	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

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 BTX KOI, Inc. - 01/01/2016



January 27, 2021

To: All Potential Bidders
From: Julie Janssen, Purchasing Agent
Subject: RFB0321005028 Onsite Medical Imaging Services

Addendum One

Please amend the subject RFB to include answers to the following timely received questions:

- Q1. I am not familiar with the Purchasing Card Program (P-Card), can you explain this and is it something different from the payment plan we already have in place with you?
- A1. The Purchasing Card Program is an alternative payment available to State Agencies other than monthly invoicing from a vendor. The State Pcard a commercial credit card program administered by the Department of Administrative Services (DAS) Central Procurement to facilitate the acquisition of goods and services by State agencies. Purchasing cards are used in accordance with procurement and accounting statutes and administrative rules specified in the Code of Iowa, Iowa Administrative Code, and DAS policies and procedures.
- Q2. Section 3, 3.1.1, 3.1.2, 3.7, 3.7.1 regarding Anamosa site, we cannot take our equipment on site. They have an x-ray room they would like us to use. At first, they did not want us to read the images, now they do. They would have to connect our PACS to their software so we can get the images from their system. If this cannot happen, we will not be able to bid for the services. Is an explanation to all the #3 section numbers listed be acceptable if I put a response in Attachment A?
- A2. Yes this is acceptable
- Q3. Section 3.7.5, our Compliance department does not like the wording of that paragraph and needs it to be clarified. Can I also make those edits/amendments in Attachment A?
- A3. Yes this is acceptable, but it will be reviewed and may not be accepted.
- Q4. I will need to put in an amendment to Section 3.8 that a prison staff employee/guard will need to be present with our technologist during examination and not left alone with the inmates. Will that be acceptable?
- A4. Yes this is acceptable
- Q5. We do not have a Standard of Conduct (3.4.3). I can attach our safety and policy procedures which consists of approximately 10 pages each? I can add them as an attachment?
- A5. Yes this is acceptable
- Q6. Copies of the resumes of the BTX staff which will be utilized amongst the facilities will be around 20 pages. I will add them as an attachment as well. How big of a file will be able to go through to you? I don't want it to bounce back.

A6. Iowa Vendor Self Service will only accept uploads under the size of 10,000 KB each. You may need to upload several documents.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).

I hereby acknowledge receipt of this addendum.

Catherine Bergmann

Signature

05/20/2021

Date

Catherine Bergmann

Typed or Printed Name

RFB0321005028

Exhibit A

Amendments/Addendums/Additions

BTX Iowa does not do Dental X-rays

2.20: BioTech X-ray will in-service facility staff on how to place an order and leave behind information folders and online access login credentials.

3.4.3: BioTech X-ray will include and attachment with our Policy & Procedures and Safety Handbook

3.7.1: BioTech X-ray will not agree to using BTX x-ray equipment for the Anamosa Facility. The parking, the distance to medical, the stairs to maneuver, are not accommodating to our portable x-ray equipment. BTX will use Anamosa' equipment for x-ray images if the software can be connected to our PACS so we can read the images. The other alternative is for Anamosa physicians read the images stored on their system. BTX will not be responsible or held liable for any Anamosa equipment malfunctions or repairs, up-keep, or maintenance. An Anamosa staff member will be available during all examinations and use of Anamosa equipment to assist with any issues.

3.7.5: Clarification of the term 8 (48) hours needs to be established. BTX will have images available within 8 hours of the procedure being performed. If a procedure is ordered outside of the normal, mutually scheduled date, BTX has 48 hours from the time of the order in which to perform the exam. BTX will give the facilities online access to view/print images, patient reports, and statistical reports which are available in real-time. Patient reports will be faxed and critical findings will be called (attempts made) to the medical staff. CD's can be burned and left onsite at the request of the medical staff at the time of service.

3.8: In addition, facility staff/guards must be present with/during a BTX employee performing an exam. BTX employees shall not be left alone with inmates.

4.2 & 4.3: Bidder (BTX) has read and only agrees to these terms if they include the amended verbiage above.

RFB0321005028

References 2.11

1. Scott County Jail

600 W 4th Street

Davenport IA 52804-1003

Vicki Doner, Correctional Health Services Coordinator

Ph: 563-326-8672

E-Mail: vicki.doner@scottcountyiowa.gov

2. Ft. Dodge Correctional Facility

1550 L Street

Fort Dodge, IA 50501-5766

Karen Anderson, Director of Nursing

Ph: 515-705-7208

E-mail: karen.anderson@iowa.gov

3. Newton Correctional Facility

307 South 60th Avenue

Newton, IA 50208-0218

Sam Hill, Jail Administrator

Ph: 641-792-7552 x413 or x579

E-mail: sam.hill@iowa.gov

RFB0321005028

RESUMES 3.4

IA Women's Mitchellville

Matt Bartel -main X-ray tech

Amy Hill -main X-ray Tech

Joseph Nash -main X-ray Tech

Russ Nauman

Sheri Hart -main US Tech

Andrew Zwack

Donna Bartlett

Lauri Winters

Howard Schmucker (back up US)

Ft. Madison

Jamie Orr -main X-ray Tech

Christine Paulsen

Ben Snow -main US Tech

William McGee

Donna Bartlett

Andrew Zwack

Sheri Hart

Kellie Buckles

Howard Schmucker (back up US)

ANAMOSA

Brennan Mefford -main X-ray Tech

Andrew Zwack

Lauri Winter

Jennifer Claussen

Ben Snow -main US Tech

Sheri Hart

Howard Schmucker (back up US)

Matthew Bartel

Marshalltown, IA

Authorized to work in the US for any employer

Add your headline or summary

Work Experience

Radiologic Technologist

Mercy One Waterloo - Waterloo, IA

December 2019 to Present

staff technologist

Radiologic Technologist

Unity Point Marshalltown aka Marshalltown Medical and Surgical Center - Marshalltown, IA

May 1994 to July 2019

3rd shift radiology technologist, worked independently by myself. I performed all CAT scans and all other cases. Working on taking my CT boards through the ARRT.

Education

Indian Hills Community College, Ottumwa Iowa

From <<https://my.indeed.com/p/matthewb-nr6vpep>>

References

Lance Vangundy Er Medical Director




ARRT # 336547

IA Permit # RAD ~~103259~~
103259

Donna Bartlett

Davenport, IA



Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Lead Technologist. Ultrasound

Genesis Medical Center - Davenport, IA - December 2001 to Present

Perform ultrasound exams, work schedule for department of ten persons. Develop protocols, train new employees, clinical coordinator for local ultrasound program

EDUCATION

Registry RDMS (AB, OB), RVT in Sonography

On the Job training. Under Andre Langlois, MD - Dubuque, IA
1996 to 1998

Certificate. ARRT (R) in Radiologic technology

Fintley Hospital School of Radiologic Technology - Dubuque, IA
1975 to 1977

ARDMS/RVT # 71915



SUMMARY OF QUALIFICATIONS

Graduate with Associates in applied Science. Extensive experience with patient care in a hospital/clinic setting. Leadership and self starter skills through the Army Reserves. People person whom works extremely well with others.

PROFESSIONAL EXPERIENCE

TRINITY/UNITY POINT HOSPITAL

Special Procedures Technician, January 2019-Present

MOBILE X USA, Radiologic Technologist, July 2013-January 2019

Radiologic Technologist

GENESIS HEALTH SYSTEMS, Genesis Convenient Care, May 2012-December 2013

Receptionist/PRN Radiologic Technologist

GENESIS HEALTH SYSTEMS, Clinical Support Staff , April 2008-May 2012

Certified Nurse assistant duties and patient care in hospital setting.

SEDONA STAFFING, 2006-2008

Secretarial staffing while attending school

UNITED STATES ARMY RESERVES, Various Duty Stations, 1994 - 2006

Achieved Rank E-6 (SSG) in 1999;

Test Control Officer (2001 - 2006) Fort A.P. Hill, Virginia

Manage test control room: ensuring accurate compilation and reporting of individual test results..

Facilitate/Conduct classes.

Drill Sergeant (1999 - 2006) Davenport, Iowa; Fort Knox, Kentucky; Fort Jackson, South Carolina; Fort A.P. Hill, Virginia

Supervise and train soldiers in basic military skills.

Supply Specialist (1994 - 1999) Davenport, Iowa

EDUCATION

Scott Community College Bettendorf, Iowa, 2006-July 2011. Associates in Applied Science - GPA 3.4
7-29-2011

Certified Nurses Aide Course-Certificate 2-21-08

Training and Professional Development within US Army

BNCOB-Basic Non-commissioned Officer Course

ARRT # 492302
IA Perm. # 102803

Kellie Buckles

ps 2

Drill Sergeant Course . Emphasis of training: Survival skills, attention to detail, following orders, physical fitness, and teamwork
Basic Training/Quartermaster Training, 1994. Unit Supply Specialist Course

SKILLS

Typing - 50 wpm
Microsoft Office Suite: Outlook, Word, Excel, Access, PowerPoint, Publisher

HONORS

Who's Who among students in American Universities and colleges SCC-2011
Award of Excellence in Radiologic Technology leadership (individual award in school)
Army Reserve Components Achievement Medal (3rd Award), 2005
84th Division's Runner-Up Soldier of the Year, 1996 (for performance during training year 1995)

AFFILIATIONS

International Association of Administrative Professionals
ARRT

ARRT # 462302
~~IA~~ Permit # 102803

JENNIFER CLAUSSEN

REFERENCES

PROFESSIONAL PROFILE

Highly-motivated and enthusiastic woman with 18 years of experience in health care.

- Permit to practice in the state of Iowa
- Certified registration with the A.R.R.T as radiologic technologist
- Certified as a diagnostic technologist
- Experience in Emergency Room trauma and pain clinic
- Specializes in orthopedic and neurology surgery

PROFESSIONAL EXPERIENCE

Waterloo Tumbling Trampoline Event Center

October 2018 - March 2020

- Hosted parties and events

Radiographer, Covenant Medical Center

July 2000 - May 2018

- Assisted with inpatient and outpatient procedures at the hospital
- Assisted Radiologist and or physician with the administration of contrast media
- Performed mobile x-rays and fluoro procedures including all barium studies, orthopedic studies, neurological studies, pediatric studies
- Completed general administrative tasks

EDUCATION & HONORS

Graduate of Covenant School of Radiology

2000

Certificate of completion

Award of Excellence in Patient Care

Covenant Medical Center

ARRT # 342615
IA Permit # 100503

Sheri L. Hart RDMS (Abdomen, Breast, OB/Gyn), RDCS, RVT

Skills

Superior ultrasound imaging with extensive registries achieved due to love of learning

Experience

November 2018-present

Unity Point Health Marshalltown - *Sonographer*

- Perform General ultrasound exams including Breast, OB, Vascular ultrasounds and Echocardiograms, assist with interventional procedures with radiologists
- Participate in call rotation
- Complete all worksheets and charting regarding ultrasound
- Assist in other duties within radiology department as needed

September 2017-November 2018

Skiff Medical Center - *Sonographer*

- Perform General ultrasound including Breast, OB, Vascular ultrasounds and Echocardiograms, assist with procedures with radiologists and obstetricians
- Participate in call rotation
- Complete all worksheets and charting regarding ultrasound.
- Assist in other duties within radiology department as needed including office work and radiology transcription

April 2007 - September 2017

Marshalltown OB-Gyn - *Sonographer*

- Perform all OB and gynecology ultrasounds
- Became accredited by FMF in NT
- Completion of all paperwork, reports and charting regarding ultrasound in the office
- Assist medical providers with interventional procedures such as SIS, SonoHSG, Amniocentesis, ultrasound guided D&C, ultrasound guidance for IUD insertions/removals

August 2001 - April 2007

Marshalltown Medical & Surgical Center - *Ultrasound Supervisor*

- Supervision of staff sonographers and support staff
- Perform daily schedule of ultrasounds: general, vascular and echocardiograms
- Make call schedule and participate in call schedule rotation
- Continued employment on PRN basis through approximately 2010

ARDMS/RVT # 20916

Amy J. Hill

Objective

To obtain a challenging and rewarding career in Medical Imaging

Education

ASSOCIATES OF APPLIED SCIENCEE | JULY 1995 | INDIAN HILLS COMMUNITY COLLEGE

- Major: Radiologic Technology

Certifications

- ARRT (R)(CT)
- IDPH Permit to Practice
- American Heart Association BLS for Health Care Providers

Skills & Abilities

- Excellent time management, organizational and multi-tasking skills
- Ability to think outside the box to obtain the most favorable outcome
- Effective communicator
- Detail oriented

Experience

MEDICAL SCRIBE AND RADIOLOGIC TECHNOLOGIST | KNOXVILLE HOSPITAL AND CLINICS | FEBURARY 2015 - CURRENT

- Follow physician through patient exam, chart exam findings into EMR, order testing, referral and medications
- Perform general Radiology and CT exams

OCCUPATIONAL HEALTH AND WELLNESS ASSISTANT | TAKE CARE HEALTH SYSTEMS AT VERMEER | OCTOBER 2009 - JANUARY 2014

- Perform wellness screens, obtain vitals, blood draw and data entry
- Complete hearing screens, vision screens, urine drug screening, breath alcohol testing, pre-employment screening, EKG, international travel education and immunizations

RADIOLOGIC TECHNOLOGIST AND PHLEBOTOMIST | OTTUMWAS REGIONAL HEALTH CENTER | DECEMBER 2008 - DECEMBER 2011

- Completed general radiology exams, EKG, blood draws and CLIA waved lab testing

PARAMEDICAL EXAMINER | PORTAMEDIC | JULY 2008 - DECEMBER 2011

- Travel to client location to obtain medical history, vitals, EKG, blood and urine collection

ARRT # 294787
IA Permit # 05754

CAREER OBJECTIVE

Professional opportunity to utilize skills as an X-Ray Imaging Technologist with 9 years experience at UnityPoint Health.

HEALTHCARE WORK HISTORY

UnityPoint Health – Muscatine, Iowa

Aug. 2005 to Sept. 2014

Radiology Technologist (RTR):

- Performed General Diagnostic X-Rays on Patients at Hospital, also several Clinics including Urgent Care, Ortho, and Occupational Medicine in Muscatine and Wilton Clinic.
- Conducted Fluoroscopy exams under Direction of a Radiologist, received and discharged patients with appropriate instructions when necessary.
- Administered various Contrast Agents to Patients, followed all safety protocols.
- Responsible for Bone DEXA studies to evaluate risk of fractures in elderly patients.
- In Rotation, operated the C-Arm for our Pain Clinic, and various Surgical Procedures: Hip pinning's, Cholecystectomies, Angio cases, and various Ortho cases.
- Registered patients and scheduled exams, proficient with Epic Software.
- **Won 2 Customer Care Service Awards for providing excellent Customer Service.**

OTHER WORK HISTORY

USPS – Bettendorf, Iowa

Dec. 2016 to Present

Assistant Rural Carrier (ARC)

- Responsible for Parcel Delivery to Rural Routes of Bettendorf, Iowa.
- Sort and load Parcels in LLV, operate Scanner to record completed delivery.
- Completed Driver Training Course – Davenport, Iowa.
- Completed Rural Carrier Training Academy Des Moines, Iowa.
- Thorough Background Check, Drug, Fingerprinting complete.

Assessor – City of Davenport, Iowa

Sept. 2014 to Nov. 2016

Residential Appraiser/Clerk:

- Viewed Residential Properties for Mass Appraisal throughout Davenport to maintain Property Records for Tax purposes, while operating a City Vehicle.
- Multi-Tasked: Inspections included: taking notes, measurements, sketches, photo's, reviewed MLS listings, observe, assess and listed large amounts of Data to update Records.
- Interacted daily with Homeowner's while performing Inspections for: Davenport Now Program, Building Permits, Work Orders, and Substandard Housing Notices on Homes.
- Created Inspection Checklist to enhance speed and recording of data to maintain Appointments.
- Utilized Customer Service skills also in my Clerk role with Homeowner's over phone, and counter to administer Credits and Exemptions for: Homestead, Military, and Military Disabled Service. Maintained several Files, did Data entry, Internet E-Gov requests, made Appointments.
- Computer Literate using MS Word, Excel, Interactive GIS, CAMAvision software programs.

~~William~~ William McGee Pg. 2

Dillards at Northpark Mall – Davenport, Iowa

July 2003 to Aug. 2005

Sales Associate:

- Merchandised and sold full line of Men's Sportswear at QC's newest clothing Retailer.
- Recognized for selling additional items per purchase, resulting in incremental Sales.
- Operated Cash Register, did special orders, trained new Sales Associates.

EDUCATION

**Scott Community College – Bettendorf, Iowa:
Associates Degree in Radiologic Technology
ARRT and State of Iowa – Current Licensing to Nov - 2017**

**St. Ambrose University – Davenport, Iowa:
Bachelor of Arts in Business Administration:**

ARRT # 398843
IA Permit # 09158

BRENNEN MEFFERD

Summary

Interventional Radiology Technologist with 1 and a half years of experience at the University of Iowa Hospital and clinics with vascular, neuro, and peripheral cases. Prior to my job as an Interventional technologist I have 3 years of experience working in the emergency room at St. Lukes hospital drawing blood. I have background in auto mechanics as well from being raised in our family auto shop, Mefferds Auto Service.

Skills

- Certified in Basic Life Support (BLS)
- Advanced anatomy knowledge
- Advanced radiology knowledge
- Diagnostic procedures
- Sterile technique
- Professional bedside manner
- Communicating with patient families
- Proper sterilization techniques
- First aid
- Suspension and alignment
- Self-motivated
- Energetic personality
- Former gymnast
- Human anatomy knowledge
- Dedicated
- Fast learner
- Personable and friendly

Experience

Interventional Radiology Technologist Jul 2016
University of Iowa Hospitals and Clinics — Iowa City, IA

Properly directed inbound calls in phone queues to improve call flow. Assisted all the doctors that we work with in vascular, neuro, and peripheral to improve patient care. Taught how to troubleshoot x-ray equipment if it malfunctions. Experience in teaching patients about new apparatus that we have placed in them, including drainage catheters, IVC filters, and embolization particles. Knowledge in many angiography catheters, and best instances in which to use them.

Certified Phlebotomist Technician Sep 2013 to Jun 2016
Unity Point St. Lukes Hospital — Cedar Rapids, IA

Performed highly complex tests on clinical specimens for diagnostic purposes. Closely followed trends and techniques in medical laboratory testing. Demonstrated testing procedures and equipment to new laboratory personnel. Performed phlebotomy on patients while also comforting them as they were going through difficult times.

Coach Jul 2012 to Aug 2013
CRAG Gymnastics — Cedar Rapids, IA

Helped develop each participant's physical and psychological fitness. Communicated effectively with parents and Boosters, including organizing and leading meetings. Adhered strictly to rules and regulations of the activities department and the district.

Education and Training

Associate of Applied Science Radiography 2015
Kirkwood community school — Cedar Rapids, IA, United States

ARRT Certified Program, Radiography 2016
Covenant Medical Center School of Radiography — Waterloo, IA, United States

ARRT # 554691
IA Permit # 104194



RADIOLOGIC TECHNOLOGIST

Russell M. Nauman**OBJECTIVE**

To serve as a Radiologic Technologist in a thriving clinical setting, where the demands of my education and practical experience will be used to the best of my ability.

EXPERIENCE

STAFF TECHNOLOGIST BIO TECH/PORTABLE X-RAY INC. DES MOINES, IOWA
1992-PRESENT

Responsible for producing diagnostic quality radiographs with proper radiographic exposure techniques for the limited mobility, incarcerated and nursing home elderly patient.

Responsible for ensuring other technologists in the department keep current on their continuing education to maintain their permit to practice.

STAFF TECHNOLOGIST IOWA METHODIST MEDICAL CENTER DES MOINES, IOWA
1987-1992

Responsible for producing diagnostic quality radiographs with proper radiographic exposure techniques for the emergent care patient in a hospital setting.

STORE/ENGRAVING MANAGER ACADEMY TROPHIES & AWARDS INC. DES MOINES,
IOWA 1977-1990

Responsible for assigning and distributing work orders. Billing account receivables. Ordering supplies, taking work orders and engraving miscellaneous objects.

EDUCATION

Iowa Methodist Medical Center - ARRT Certification 1989

Indian Hills Community College - Associates of Applied Science 1983

Des Moines Technical High School - Diploma 1980

PROFESSIONAL CERTIFICATION

American Registry of Radiographic Technologists - July 1989 to present #231596

Iowa Permit to Practice - July 1989 to present # RAD102538

REFERENCES

Dr. John Rizzi 515-326-1879 - John371469@aol.com

Denis Moenkhaus 515-577-3564 - mainsail50@mchsi.com

Hugh Voight 515-441-5723 - hughv80@gmail.com

Karianne Lundgren 515-244-5109 - klundgren@iowaclinic.com

ARRT # 231596
IA Permit # 0296A

Joseph E. Nash, R.T.(R)

SUMMARY OF QUALIFICATIONS:

- Nineteen years of progressive experience in diagnostic radiography and fluoroscopy
- Experienced in pediatric, adult and geriatric imaging
- Assists decision makers in helping people to get-well, and feel better
- Strive to deliver the best service experience, the most diagnostic quality images, at the lowest possible expense
- A mindful caregiver, as well as a frontline customer service facilitator

EMPLOYMENT HISTORY

Georgia Medical Staffing Radiologic Technologist, Registered <ul style="list-style-type: none">• PRN Radiographer	July 2019 - Present
Trident Health/MobilexUSA Radiologic Technologist, Registered <ul style="list-style-type: none">• Portable general radiography including chest, abdomen, spine, head and extremities• 12-Lead electrocardiography	September 2017 - June 2019
EFCO-CPI of Des Moines Various Positions. <ul style="list-style-type: none">• Machine operation, maintenance, quality management, rework, and robotic welding.	October 2012 - September 2016
Archadeck of Central Iowa, Urbandale, IA Administrative Assistant, Communications <ul style="list-style-type: none">• Bookkeeping and document management, Coordinating payroll.• Sourcing and requisitioning items on bills of materials• Overall communications hub	May 2011 - December 2012
Accountemps/Office Team, West Des Moines, IA Accounts Payable & ROC Processor <ul style="list-style-type: none">• Accounts Payable (DAP) Clerk and Rapid Online Capture (ROC) Processor, Wells Fargo Mortgage.	June 2011 - December 2011
Covenant Christian Church Property Manager <ul style="list-style-type: none">• Volunteer, Church Board, Grounds and maintenance duties	September 2010 - December 2012
Panera Bread Baker's Assistant <ul style="list-style-type: none">• Night assistant to bakery staff	March 2010 - April 2010
Merritt Company Maintenance Cleaner <ul style="list-style-type: none">• General commercial maintenance cleaning	December 2009 - March 2010
BioProtection Systems Corporation	March 2006 - September 2009

ARPT # 18796

IA Permit # 102087



Jamie Orr

Objective Seeking new challenge in the Radiology Field

Employment 10/2007 - present Muscatine Urgent Care Muscatine IA
Radiological Technician

- Provided leadership in the Radiology Department
- Applied diagnostically efficient, ionizing radiation safety
- Managed inventory for entire clinic with great efficiency
- Assisted with patient intake, insurance confirmation, and computer skills
- Accurate history taking, simple medical procedures, and chart updating

Education 2005 - 2007 Scott Community College Bettendorf IA
Associates in Applied Science

- 3300 hours of clinical experience
- Familiar with all aspects of CR, DR, and film screen systems

2002 - 2005 Muscatine Community College Muscatine IA

Certifications ARRT Certified
Licensed to practice in Iowa
CPR Certified

References Available upon request

ARRT # 425 444
IA Permit # 9961

Professional Profile

I have three years experience in a Radiology Department as an Aide, as well as an AAS in Radiologic Technology, giving me a good familiarity with a variety of equipment in several different departments, and many types of patient interaction.

- o Confident in use of equipment
- o Good positioning techniques
- o Flexible personality
- o Discreet handling of patient information
- o Able to interact on the phone
- o Competent in filing, packet handling
- o Skilled in image digitizer, duplication
- o Reliable
- o Enjoy being part of a team
- o Eager to cross-train

Professional Experience

Trinity College of Nursing and Health Sciences, Rock Island, Illinois
June 2007-May 2009
Student, Radiography Technology

Responsibilities:

- o Excel in patient interaction
- o Develop familiarity with many types of equipment
- o Understand the flow of a department
- o Experience a wide variety of imaging modalities

Mercy Medical Center, Clinton, Iowa
September 2006-Present
Radiology Aide

Responsibilities:

- o Patient transport and care while in department
- o Creating copies for patients
- o Safe handling of patient information
- o File room duties
- o Answering phones

Tastefully Simple, Clinton, Iowa
2004-Present
Consultant/Demonstrator

Responsibilities:

- o Discuss items as they are sampled
- o Take orders, handle money
- o Place and track orders
- o Distribute product
- o Present to groups

Christine R Paulsen pg 2

YMCA, Clinton, Iowa
2001-2008
Aquatics Instructor

Responsibilities:

- Lead adult class
- Maintain safety

The Gazebo Flowers & Gifts, LTD., Clinton, Iowa
1982-2005
Floral Designer/Assistant Manager

Achievements:

- Certified Iowa Master Florist
- Leadership/management responsibilities

Responsibilities:

- Created floral arrangements, etc
- Interacted with customers, in person and over the phone
- Ordered inventory
- Performed bookkeeping, payroll, inventory
- Interviewed, facilitated employee relations

Education

University of Iowa, Iowa City, Iowa
BA Degree in Art
1990

Clinton Community College, Clinton, Iowa
AA Degree, Phi Theta Kappa
2007

Trinity College of Nursing and Health Sciences, Rock Island, Illinois
**AAS Degree in Radiography Technology, Phi Theta Kappa, Graduated with Honors,
Radiographic Program Leadership Award, ARRT Board Certified, Licensed in Iowa
and Illinois**
2009

ARRT # 453546
IA Permit # 10346

Howard Schmucker

RT (R)(CT), RDMS, RVT



Profile Accomplished Radiographer with 35 years of experience in healthcare imaging, including registered competencies in Radiography, CT Scanning, Ultrasound, Vascular imaging and radiology management.

Experience **RADIOLOGIC TECHNOLOGIST**
Beacon Health System: South Bend, Indiana 2018-Present
PRN Diagnostic Radiologic technologist, perform X-ray exams for the physicians of Beacon Medical Group and Medpoint

RADIOLOGY IMAGING TECHNOLOGIST
Kindred Hospital: Mishawaka, Indiana 2013-2018
PRN CT Ultrasound Diagnostic tech on call, performed CT scans, Ultrasound exams and X-ray exams on patients in LTAC (Long Term, Acute Care) facility, 24/7 coverage. Also, covered for department manager during his vacations.

RADIOLOGY MANAGER DIRECTOR
Elkhart General Hospital: Elkhart, Indiana 1990-2016
Responsibilities included: Guiding departmental operations to align with the hospital mission of creating healthier communities, providing quality imaging and a positive experience for patients while maintaining productivity goals, charge master maintenance, coding compliance for maximized reimbursement, performance evaluations for 50 employees, customer experience training for staff throughout the entire hospital.

CT US SUPERVISOR
Elkhart General Hospital: Elkhart, Indiana 1980-1990
Responsibilities included: Performing CT scans and Ultrasound procedures, supervising CT US department, training staff to perform CT scan and ultrasound scans, performance evaluations, annual budgeting, interviewing and hiring staff.

Education **INDIANA UNIVERSITY SOUTH BEND**
South Bend, IN - Associate Degree in Radiology Technology

Licenses/	RT (R)(CT)	#143201	Expiration Date	May 2019
Certifications	RDMS (AB OB GYN) RVT(VT)	#10186	Expiration Date	Dec 2019

References

Benjamin Vernon Snow

Career Objectives:

Seeking entry level opportunity as a diagnostic medical sonographer to grow professionally and personally to provide unparalleled health care. Ready to assimilate new skills and responsibilities.

Certifications & Skills:

- RDMS - Abdomen certified - ARDMS: 202090
- Demonstrated knowledge of abdominal, OB/GYN, small parts, and vascular scanning.
- Understanding of anatomy and physiology, medical terminology, and patient care.
- Report preparation with a focus on concise accuracy.
- Physics and instrumentation with experience using ATL, Acuson, and GE machines.
- Working knowledge of computer hardware systems, Microsoft Office products, and Adobe Photoshop.

Education:

West Coast Ultrasound Institute	Ontario, CA
Associate of Occupational Science in Diagnostic Medical Sonography	July 2016
Arizona State University	Tempe, AZ
Bachelor of Arts in Anthropology	May 2012

Experience:

RadNet Imaging Centers	San Bernardino, CA
	April - June 2016

Scrub schedule, check patient orders/priors. Perform abdomen, OB/GYN, arterial/venous, and small parts exams per company and radiologist protocol and complete worksheets. Assist doctor during interventional procedures. Clean room and maintain linens, gel, and exam supplies. Maintain personal demeanor and professional attitude in accordance with company image and provide excellent care and service.

Volunteer Work:

Tutor for up to five students in Fundamentals of Health Science at West Coast Ultrasound Institute.

ARDMS# 202090

Lauri S. Winters RT (R)(M)(CT)

Profile

I am a Radiology professional skilled in multiple modalities with a proven ability to work independently and proficiently while attending to patients in a busy rural hospital. My excellent Customer Service skills are a welcome addition to any facility.

Professional Experience:

Per Mar Security	August 2016-
Present	
Isle of Capri Casino	December
2015-August 2016	
Wartburg College	March 2015-Present
Hy-Vee	August 2015 -
Present	
Waverly Health Center, Waverly, Iowa	August 1988 -
October 2014	

Radiologic Technologist

- Ordered exams, obtained thorough patient history, obtain diagnostic images and complete exam for Radiologist interpretation.
- Worked independently and as part of a team to provide patients with quality care.
- Applied ALARA principal to reduce patient radiation.
- Performed Quality Control on Computed Tomography equipment.

Specialized Skills

- Barium Sulfate studies
- Fluoroscopy procedures
- Computed Radiography
- Direct Digital Radiography
- Film screen cassettes
- Trained in Venipuncture
- Computed Tomography
- Ultrasonography
- Bone Density
- Mammography
- Operating room
- Emergency Department
- Portable Examination
- Digitizing films onto PACS

Certifications & Licensures

- State of Iowa Permit to Practice # 2189
- ARRT Radiography # 202633
- ARRT Mammography
- ARRT Computed Tomography
- Basic Cardiac Life Support
- Mandatory Reporter

Andrew J. Zwack



QUALIFICATIONS

- ARRT certified R.T.(R), with an Associate and Bachelor's degrees in Diagnostic Imaging Sciences
- Outstanding patient care skills
- Applied Leadership Training as a Non-Commissioned Officer in the US Army
- Strong sense of integrity and initiative
- Ability to work under pressure and meet deadlines
- Excellent communication skills
- Proficient in Microsoft Office: Excel, Word, Power Point, Epic, and Cerner
- Ability to learn with advanced training
- Familiarity with record keeping

WORK EXPERIENCE & ACHIEVEMENTS

- Diagnostic Radiologic Technologist**, University of Iowa Hospital, Iowa City, IA 12/2013 to Present
- Execute diagnostic radiographic procedures encompassing all aspects of radiology in a level 1 trauma, 711-bed teaching hospital
- Mobile Radiologic Technologist**, MobilexUSA, Asheville, NC 4/2013 to 12/2013
- Spotless driving and patient care record
- Radiologic Technologist, PRN**, Mission Hospitals, Asheville, NC 6/2012 to 4/2013
- Major Hospital experience in all aspects of Radiography
- Radiologic Technologist, PRN**, Sisters of Mercy Urgent Care, Asheville, NC 4/2012 to 12/2013
- Adapted quickly to new job requirements and exceeded in daily performance
 - Produce high quality diagnostic images with a low repeat rate
- Armed Service Vocational Aptitude Battery Test Administrator**, US Military Entrance Processing Command, Asheville, NC 10/2011 to 6/2012
- 100% accountability for all sensitive items and test material
 - Launched new computer testing facility for Asheville, NC
- Aviation Operations Specialist**, U.S. Army, 5-158th Avn. Regt. Germany 10/2004 to 1/2009
- Promoted above peers to Non-Commissioned Officer, Sergeant, within 3 years
 - Served 15 month tour of duty in Iraq with responsibility over \$150,000,000 worth of equipment and aircraft as Lead Battle NCO of the Tactical Operations Center

EDUCATION

- BS and AAS, Radiologic Technology and Radiological Sciences, South College Asheville**
- Graduated 03/2012
 - Ranked number one of both graduating classes, Summa Cum Laude
- AA in General Studies, Iowa Central Community College**
- Graduated 05/2004
 - Emphasis on Aviation and Aviation Safety, FAA Private Pilot License rating

CERTIFICATIONS AND ADDITIONAL INFO

- ARRT Certified, Radiography, 04/2011
- CPR / BLS for healthcare workers. 02/2013

ARRT # 483821
IA permit # 116618

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FAX NO. 914-207-1700

Biotech X-ray

NAME: 00018 THE 11-01 AM

RFB0321005028

Standards of Conduct 3.4.3

(BioTech X-ray Policy & Procedure Manual)

(BioTech X-ray Employee Handbook & Safety)

BIOTECH X-RAY, INC.

POLICY & PROCEDURE MANUAL

PREPARED AND APPROVED BY:

TAMARA SCHWARTZ, PRESIDENT / CEO

RICHARD HUNT, VP COMPLIANCE & INTERNAL OPERATIONS

JANUARY 2020

BIOTECH X-RAY, INC. POLICY & PROCEDURE MANUAL

BioTech X-ray, Inc. has developed the following policies and procedures in accordance with the guidelines set forth by the Centers for Medicare and Medicaid Services (CMS). Each guideline is addressed in accordance to the tag numbers detailed in the State Operations Manual Appendix D – Guidance to Surveyors: Portable X-ray Services.

In addition, BioTech X-ray has prepared very specific procedures for technologists to follow when performing a patient exam. The procedures are listed in Appendix E of this manual. Additional procedures for specific departments such as dispatch and billing will be provided to individuals in those departments.

H0005:

BioTech X-ray follows all Local, State, and Federal laws and regulations to the best of their abilities. When laws are changed, or updated BioTech X-ray makes every effort to inform all employees and update the needed information in the applicable sites.

H0006:

BioTech X-ray is licensed in all states in which we provide services. (SEE EXHIBIT H0006 for copies of state business licenses.)

H0007:

All BioTech X-ray Technical Employees who engage in operating x-ray equipment are currently licensed and registered in accordance with all applicable State and local laws. This list is reviewed monthly by **HR the Safety Officer** to ensure that technologists' licensure is current. Technologists whose license has expired shall be placed on unpaid leave of absence and prohibited from taking x-rays until such licensure is current and in good standing. (SEE EXHIBIT H0007 – TECH CERTIFICATION LOG)

H0008:

BioTech X-ray currently employs: JAN 2020

BTX - total employees 115 people, 9 sonographers, 57 x-ray technologists

BTX KOI - total employees 54 people, 9 sonographers, 37 x-ray technologists

BTX IOWA- total employees 24 people, 3 sonographers, 16 x-ray technologists

BTX KANSAS - total employees 12 people, 4 sonographers, 11 x-ray technologists

(SEE EXHIBIT H0008 – EMPLOYEE ROSTER AND PHONE LIST AND EXHIBIT H0007 – TECH CERTIFICATION LOG)

H0009:

BioTech X-ray currently employs **121** Licensed X-ray Technologists and **25 Sonographers** who hold licenses or registrations under the following Licensing Agencies:

ARRT – AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

ARDMS – AMERICAN REGISTRY FOR DIAGNOSTIC MEDICAL SONOGRAPHY

CABINET FOR HEALTH AND HUMAN SERVICES- Commonwealth Kentucky

IEMA – ILLINOIS EMERGENCY MANAGEMENT AGENCY – Division of Nuclear Safety

STATE OF ILLINOIS – Department of Financial and Professional Regulation

INDIANA STATE DEPTMANT OF HEALTH – Radiologic Technologist License

IOWA DEPARTMENT OF PUBLIC HEALTH – Professional Licensure Bureau

OHIO DEPARTMENT OF HEALTH

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

H0010: There are currently zero (0) technical employees not licensed.

H0011: Licensure and Registration of Equipment:

All BioTech X-ray portable x-ray equipment is licensed or registered in the accordance to all State and local laws.

Specifically, we will ensure that all x-ray equipment is properly registered in the state or states used, and all new x-ray equipment will be registered in the applicable states within thirty (30) days of purchase. 01-18-2013

(SEE EXHIBIT H0011 – The IA, IL, **IN**, KS, KY, MO, NE, OH, & OK state x-ray licensure reports.) (08.16)

H0012-H0015:

BioTech X-ray's equipment inventory list contains our current registration and license information.

(SEE EXHIBIT H0012 – EQUIPMENT INVENTORY LIST)

H0016:

BioTech X-ray agrees to render all services in conformity with Federal, State, and local laws relating to safety standards. At any point any one of these laws should change, BioTech X-ray will inform all employees of such changes. (SEE APPENDIX C of BioTech X-ray's Safety Procedures, for more information regarding all aspects of employee safety.)

H0017:

The technical staff of BioTech X-ray works under the supervision of qualified physicians as follows:

BIOTECH X-RAY, INC.

MO: DEREK URBAN MO LICENSE # 2013045138 (AUG 2018)
IL: ANTHONY M. JOHNSON, MD OH LICENSE # 35.82053

BTXIA:

IA: JOHN RIZZI, MD IA LICENSE # 37881 (SEPT 2019)
NE: AMIT SANGHI, DO NE LICENSE # 490 (AUG 2019)

BTXKS:

KS: EARL MAES, MD KS LICENSE # 04-34023
OK: EARL MAES, MD OK LICENSE # 28124

BTX KOI:

KY: ANTHONY JOHNSON, MD OH LICENSE # 35.82053 (AUG 2016)
OH: ANTHONY JOHNSON, MD OH LICENSE # 35.82053 (AUG 2016)
IN: LLOYD WAGNER, MD IN LICENSE # 01074785A (AUG 2018)

BioTech X-ray's supervising physicians and representing groups provide state licensed physicians to read for each exam. These radiologists are initially checked by the **VP of Internal Operations** prior to being given access to interpret exams. The radiology groups provide assurances to the access of exams by within only states that the radiologists are licensed.

H0018:

BioTech X-ray technical staff is under the supervision of a physician who certifies annually that he periodically checks our procedure manuals and observes the operators' performance, and verifies the equipment and personnel meet applicable Federal, State, and local licensure and registration requirements and that safe operating procedures are used. (SEE EXHIBIT H0018 – SUPERVISING PHYSICIAN ANNUAL CERTIFICATION OF COMPLIANCE UPDATED NOVEMBER 2016)

H0019:

All BioTech X-ray Supervising Physicians fall under *one of* the following *three* categories below (SEE H0017 above) (updated 10-22-2012)

A: the physician is certified in radiology by the American Board of Radiology or by the American Osteopathic Board of Radiology or possesses qualifications which are equivalent to those required for such certification, or

B: the physician is certified or meets the requirements for certification in a medical specialty in which he has become qualified by experience and training in the use of X-rays for diagnostic purposes, or

C: specializes in radiology and is recognized by the medical community as a specialist in radiology.

H0020:

BioTech X-ray ensures that qualified technologists complete all exams. Copies of the Technologists' credentials and current licenses are stored at our corporate and local office. Please contact the Office Manager, Tina Berger, at 877.909.9729 for copies of their information.

H0021:

~~All operators of the portable x-ray equipment meet the requirements of the following sections:~~

- ~~1. Successful completion of a program of formal training in x-ray technology in a school approved by the JRCERT, or have earned a bachelor's or associate degree in radiologic technology from an accredited college or university~~
- ~~2. For those whose training was completed prior to July 1, 1966, but on or after July 1, 1960: Successful completion of 24 full months of training and/or experience under the direct supervision of a physician who is certified in radiology by the American Board of Radiology or who possesses qualifications which are equivalent to those required for such certification, and at least 12 full months of pertinent portable x-ray equipment operation experience in the 5 years prior to January 1, 1968.~~
- ~~3. For those whose training was completed prior to July 1, 1960: Successful completion of 24 full months of training and/or experience of which at least 12 full months were under the direct supervision of a physician who is certified in radiology by the American Board of Radiology or who possesses qualifications which are equivalent to those required for such certification, and at least 12 full months of pertinent portable x-ray equipment operation experience in the 5 years proper to January 1, 1968.~~
- ~~4. For those whose training was completed prior to January 1, 1993, successful completion of a program of formal training in x-ray technology in a school approved by the council on Education of the American Medical Association, or by the American Osteopathic Association is acceptable.~~

Operators of the portable x-ray equipment must meet the requirements of their state regulations in accordance to the updated policies provided by CMS Final Rule 3346-F; 3334-F; 3295-F published September 30th on pg 84.

- BTX will ensure all technologist maintain applicable state licenses with current ARRT certifications.

H0022:

BioTech X-ray only employs registered technologists who meet the criteria mentioned above in H0021. For copies of their current licenses please contact Tina Berger, Office Manager, at 314.227.2700, [email compliance@biotechxray.com](mailto:compliance@biotechxray.com); or see Exhibit H0007.

H0023:

Personnel Orientation: BioTech X-ray provides an orientation program for personnel upon hire. This orientation is based on job specific tasks and can be found in the appendix of this manual. This information is available to staff upon request at any point if lost, misplaced, or stolen. **Copies of this information will also be stored electronically through BTX employment software Paycom and can be found under the document tab for each technologist.** Employees should **always** keep an electronic copy of this on file on their company computer. Please contact **Sunny Holt, DR Specialist**, for a copy of your job specific procedure manual along with safety, compliance, and employee handbooks/manuals.

- Appendix A: Pre-Employment Documents
- Appendix B: Employee Manual
- Appendix C: Safety Policy & Procedure Manual
- Appendix D: New Employee Orientation Checklist
- Appendix E: Technical Procedures for X-ray Staff
- Appendix F: Dispatching Procedure Manual
- Appendix G: Employee Manual
- Appendix H: Ultrasound Procedure Manual

The following Sections H0024 – H0035 may be found in Appendix C: Safety Policy & Procedure Manual Section of this Manual.

H0024:

For precautions to be followed to protect the patient from unnecessary exposure to radiation. (Appendix C)

H0025:

Precautions to be followed to protect an individual supporting the patient during x-ray procedures from unnecessary exposure to radiation. (Appendix C)

H0026:

Precautions to be followed to protect other individuals in the surrounding environment from exposure to radiation. (Appendix C)

H0027:

Precautions to be followed to protect the operator of portable x-ray equipment from unnecessary exposure to radiation. (Appendix C)

H0028:

Considerations in determining the area that will receive the primary beam. (Appendix C)

H0029:

Determination of the time interval at which to check personnel radiation monitors. (Appendix C)

H0030:

Use of the personnel radiation monitor in providing an additional check on safety of equipment. (Appendix C)

H0031:

Proper use and maintenance of equipment. (Appendix C)

H0032:

Proper maintenance of records. (Appendix C)

H0033:

Technical problems that may arise and methods of solution. (Appendix C)

H0034:

Protection against electrical hazards. (Appendix C)

H0035:

Hazards of excessive exposure to radiation. (Appendix C)

H0036:

Employee Records: BioTech X-ray maintains employee records at the corporate office, and are available online for local offices that include, but are not limited to, the following:

1. A resume that details the employee's training and experience.
2. Completed application form
3. Pre-employment and annual background checks, if required for position.
4. Job Description
5. Copies of current licenses to perform job description, if required.

6. Evidence of job training, including specific job duties, safety and compliance.
7. Accident / Incident Reports and Worker's Compensation case reports
8. Health Records are maintained in a separate confidential Medical File that includes documentation of:
 - a. pre-employment drug screen results,
 - b. any medical record pertaining to on-the-job accidents, injuries and worker's compensation cases.
 - c. Return to work statements post illness
 - d. The medical record for technical personnel that routinely perform x-ray and ultrasound procedures and who have routine contact with patients shall also include:
 - i. a copy of new employment and annual TB screening or signed declination
 - ii. a copy of new employment Hepatitis screening or signed declination
 - iii. evidence that the employee is physically able to perform the duties as described in the job description, pre-employment and updated copies to be provided every two years

Please contact the Human Resources Manager, for information regarding Employee Records or Employee Medical Files.

- November 2019 BTX started using Paycom for on-boarding and company HR documents. Some files maybe stored here and available upon request.

H0037:

Referral for Service and Preservation of records: BioTech X-ray performs x-ray services for Medicare beneficiaries upon the order of a Doctor of Medicine, Doctor of Osteopathy, or **any approved Medicare ordering clinician**. The records of such orders are stored electronically on our secure servers. ~~at the corporate office. BioTech X-ray faxes out requisitions prior to the exam stating the procedure, number of views, reason for procedure and reason exam is to be performed portably. On this document, there is a section for the nurse to sign acknowledging receipt of a physician's order for the exam to be completed portably. Upon completion of the exam, our technologists sign and upload the requisition into our PACS, BTXplorer, for archival for seven years. BioTech X-ray also faxes the requisition to the ordering physician for their signature. The signed order is documented in BTXP and then stored on our secure server.~~

When BioTech X-ray has difficulty receiving confirmation of the order from the physician, we contact the facility and they provide to us a copy of the signed physician order, as required in our service agreement. **If the facilities order is incomplete, or unsigned, we fax over orders to the physicians/clinicians for signature twice a month or request they sign-off on the exams electronically.**

H0038:

Dispatch personnel at BioTech X-ray review the orders and verify that the ordering physician is a duly licensed Doctor of Medicine, Doctor of Osteopathy, or **another Medicare accepted provider** by checking the NPPES database **and PECOS verification**, which is accessed through BTXplorer. The full order is archived in BTXplorer, and includes the ordering physician as well as the following:

- The reason the exam is required
- The area of the body to be exposed
- The number of radiographs to be obtained
- The number of views needed
- The reason the exam should be done portably

H0039:

Patient information is stored in BTXplorer, our PACS (Picture Archiving and Communications System). The data is stored in duplicate on two separate cloud-based storage servers for redundancy. These servers are HIPAA compliant and are maintained by WebInterstate. The following patient information is accessible by authorized personnel anytime and anywhere there is internet access:

- The date of the x-ray exam
- The name of the patient
- A description of the procedures ordered and performed
- The referring physician
- The technologist who performed the examination
- The physician to whom the radiograph was sent
- The date it was sent

~~BTXIA also has PACS system which is used to store information as an internal safe guard. This system is located in a bunker for protection and can be accessed by only a few protected individuals within our organization.~~

H0040:

BioTech X-ray maintains all patient exam records for a period of at least seven (7) years, or for the period required by State law for such records (as distinguished from requirements as to the radiograph itself), whichever is longer.

BioTech X-ray maintains film and digital images for a period of at least seven (7) years **at the following office or storage locations:** on our two-separate cloud-based storage servers which can be retrieved at any of our office locations:

Corporate Office: 1065 Executive Parkway, Suite 220, St. Louis, MO 63141

~~STL Storage Facility: Haskins Storage – 2751 Little Antire Rd, High Ridge, MO 63049~~

IL Office: 4709 East Dundas Lane, Dundas IL 62425
IA Office: 3160 8TH St SW Ste C, Altoona, IA 50009-1023
~~IN Office: 420 3rd St, Ste 4, Aurora, IN 47001~~
KS Office: 11201 Strang Line, Lenexa, KS 66215
OK Office: 4405 NW 4TH St, Oklahoma City, OK 73107-6541
OH Office: 6802 Menz Ln, Cincinnati, OH 45233-4311
KY Office: 929 Rosewood Dr, Villa Hills, KY 41017-1329
NE Office: 2111 S 67th St Ste 300, RM 343, Omaha, NE 68106-2287

(AUG 2018)

BioTech X-ray maintains digital image files that are stored electronically in duplicate.

~~Digital Images from 2007–2009 are maintained on duplicate CD's, one copy of which is stored at our corporate office and an additional copy is stored at our locked storage unit in High Ridge, MO.~~

Digital Images from 2010 to current are maintained in duplicate on secure, cloud-based servers maintained by WebInterstate. This data is available to us on demand through our PACS, BTXplorer.

~~Digital Images are also stored for our BTXIA operations in a secure, cloud-based server. This data is available to us on demand through our IA PACS system.~~

H0041:

Reason Exam to be Performed Portably: The physicians' justification for ordering the x-ray to be performed portably is recorded at the time the order is received and is entered and stored in our PACS, BTXplorer, as described in H0038 above.

H0042:

Safety Standards: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0043:

Tube Housing and Devices to Restrict the Useful Beam: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0044:

Total Filtration: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0045:

Termination of Exposure: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0046:

Control Panel: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0047:

Exposure Control Switch: BioTech X-ray provides equipment with an exposure control switch on a cable that allows the technologist to stand a minimum of six (6) feet and up to fifteen (15) feet from the source of the radiation. (Appendix C)

H0048:

Protection against Electrical Hazards: BioTech X-ray uses only equipment that is grounded and considered to be shockproof. Technologists inspect the electrical plug routinely to ensure electrical safety.

H0049:

Mechanical Supporting or Restraining Devices: BioTech X-ray does not provide technologists any ~~mechanical supporting or~~ restraining devices, in recognition of the no-restraint policies of our clients. If a technologist needs assistance with a patient, the technologist is to ask for assistance with the patient if they have protective equipment available for the assistant (updated 10-22-2013). Please refer to Appendix C for safety precautions when needing assistance. In addition, BioTech X-ray will provide technologists mechanical supportive equipment (IE. Wedges) upon written request. To request supportive equipment, e-mail both your supervisor and the purchasing manager, specifying the size/type/style of equipment requested. The Safety Officer will remind staff annually that supportive equipment is available upon request. (Updated 01-18-2013) If you require supporting or positioning devices but do not having any readily available, please use pillows, blankets, or other common items to support and or position your patient. (10-22-2013)

H0050:

Protective Aprons and Gloves: BioTech X-ray provides two aprons for each x-ray machine to be worn by the technologist performing the exam and by individuals assisting the patient during the exposure. One protective glove, mitten, or hand shield will be ~~are~~ provided to the technologist for each x-ray unit ~~upon request~~. The technologist may request a second glove, mitten, or hand shield by emailing or contacting the safety and compliance officer. *If you lose, or misplace your second apron or glove, please use supporting devices in the patient's room instead of asking for assistance from another individual and contact the safety and compliance officer immediately for a replacement. (10-22-2013)*

Please refer to the Daily Equipment Checklist and Annual Vehicle Checklist found in the technical procedure in Appendix E.

H0051:

Restriction of the useful beam: BioTech X-ray reviews the images of technologist quarterly to check for appropriate views, adjusted/restricted collimated images, and overall quality of images. These are then reviewed at our Monthly QA meetings and appropriate follow-up with the technologist occurs regarding our findings.

H0052:

Personnel Monitoring: BioTech X-ray provides a dosimetry badge to each individual who operates portable x-ray equipment to monitor radiation exposure. The dosimetry badge is to be worn on the technologists' collar on the outside of the lead apron. The device is evaluated for radiation exposure to the operator at least monthly and the company Safety Officer maintains appropriate records. Technologists are provided copies of their monthly reports and are counseled if readings indicate high levels of radiation exposure or if there is no exposure, indicating a lack of compliance with wearing the badge.

- ~~i. The VP of Operations will review the readings by the 10th of each month and provide guidance to any technologist with high readings.~~
 - ~~ii. If further evaluation is needed (a 2nd month of high readings), the supervising physician will be brought in for consultation. UPDATED JULY 2018~~
- JANUARY 2020 – Please see Apx C Safety Procedures for updated follow up recommendations.*

H0053:

Personnel and Public Protection: Please review our Radiation Safety located in Appendix C. (Appendix C)

H0054:

Per §486.110, BioTech X-ray engages a qualified physicist to inspect all X-ray equipment at intervals not greater than every 24 months. All x-ray protective equipment is tested at intervals not greater than every six months, as described in Appendix C.

H0055:

BioTech X-ray engages a qualified radiation health specialist who is on the staff of or approved by an appropriate state or local government agency to inspect our x-ray equipment at least every 24 months.

H0056:

The radiation health inspector described in H0055 above provides a report of the inspection. Records of inspection and scope of inspection: the supplier maintains records of current inspections which include the extent to which equipment and shielding **follow** the safety standards outlined in 486.108.

Please Contact VP of Technical Operations for the most recent copy of our equipment inspections:
877.909.9729

H0057: Date of Last Inspection:

MISSOURI:	<i>SEPTEMBER 2019 (JAN 2020)</i>
IOWA:	OCTOBER 2012 (updated 02-2013) resigned our Medicare number as of 09.2014
ILLINOIS:	<i>JANUARY 2018 (FEB 2018)</i>
BTXIA (IA):	<i>FEBRUARY 2017 (FEB 2018)</i>
BTXIA (NE):	<i>OCTOBER 2018 (JAN 2020)</i>
BTXKS:	<i>AUGUST 2013 (UPDATED 10-2013)</i>
BTXKS (OK):	<i>NOVEMBER 2017 (FEB 2018)</i>
BTX KOI (OH):	<i>JULY 2019 (JAN 2020)</i>
BTX KOI (KY):	<i>APRIL 2016</i>
BTX KOI (IN):	<i>JULY 2018 (AUG 2018)</i>

Appendices

Appendix A: PRE-EMPLOYMENT DOCUMENTS

Appendix B: NEW EMPLOYEE GENERAL ORIENTATION MANUAL

Appendix C: SAFETY POLICY & PROCEDURE MANUAL

Appendix D: NEW EMPLOYEE ORIENTATION CHECKLIST

Appendix E: TECHNICAL PROCEDURE MANUAL

Appendix F: DISPATCH PROCEDURE MANUAL

Appendix G: EMPLOYEE HANDBOOK

Appendix H: ULTRASOUND PROCEDURE MANUAL

H0019:

I have reviewed the above Policies and Procedures put forth by BioTech X-ray for the State of IN

Supervising Physician

Date



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12. Performance and Promotion

12.1 Performance Evaluations

BTX promotes ongoing communication between the employee and their supervisor to ensure satisfactory job performance. Evaluations or performance improvement plans (PIP) may be used to discuss work standards and expectations, areas where improvements are needed, career development potential and possible opportunities.

12.2 Competency Assessment /Licensure– Technologists

BTX will complete periodic competency assessments on technical staff to maintain quality standards. Technologists not achieving satisfactory competency assessments will be monitored for quality improvement and may be subject to disciplinary action up to and including termination.

Technical staff members are required to maintain active licensure status as required for their position and to provide documentation of licensure updates to the HR Manager. Technical staff members who have failed to provide documentation of current licensure status, or have an expired license are ineligible to perform duties and are subject to disciplinary action up to and including termination. BTX reimburses 50% of the cost of required licensure and continuing education costs upon request which must include documentation of payment and description.

12.3 Promotions

BTX bases promotion decisions on the ability, dependability, qualifications, work performance and potential of the candidates for a position, as determined by management in its sole discretion.

12.4 Internal Application Process

BTX gives employees an opportunity to indicate their interest in open positions and advance within the organization in keeping with their skills and abilities. In general, BTX posts notices of all regular full-time and regular part-time openings, although BTX reserves the right not to post an opening or to fill an open position with an outside hire.

Internal applicants for posted positions should apply by notifying both their immediate supervisor and the Human Resource Manager of their interest in writing. Hiring managers will interview qualified internal candidates. The hiring manager will notify the current supervisor of an internal candidate before making the internal candidate an offer. If the internal candidate is selected and accepts the offer, the two managers will work out a transfer date, which usually will not exceed twenty working days.

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Promoted employees may be subject to the usual pre-employment screening for that position.

13. Workplace Behavior

13.1 Professional Conduct

BTX's commitment to providing an exemplary work environment for its employees requires that each employee behave in an ethical and professional manner and observe certain standards of conduct. Fulfillment of these standards promotes productivity, efficiency and safety, and helps ensure that all employees enjoy a pleasant and cooperative work environment.

BTX expects every employee to be courteous, polite, professional and helpful.

BTX cannot tolerate misconduct of any kind. Employees who engage in misconduct will be disciplined, up to and including termination.

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13.2 Punctuality and Attendance

BTX's success and delivery of quality services depend on each employee being at work on time each scheduled work day. We all perform important work. When employees are absent or late to work, BTX experiences unnecessary costs, and may fail to meet customer expectations and requirements. Absence and tardiness also place an unfair burden on employees who do come to work as scheduled.

If you are going to be late or absent for any reason, you must call and speak to your supervisor personally and explain the circumstances. If your supervisor is unreachable, contact the department head, designated department lead or HR. Do not leave a message with another employee. BTX expects you to personally call and report your reasons for not being at work, except in the case of an emergency that makes it impossible for you to call.

Employees that are out sick for three or more days must bring physician documentation of the illness and fitness to return to duty.

If you fail to report to work or call in for two consecutive working days, BTX will assume that you have abandoned your job and will treat your unreported absence as a voluntary termination.

13.3 Dress, Grooming and Personal Hygiene

Dress, grooming and personal hygiene standards contribute to the morale of all employees, and impacts the image BTX presents to the community. During business hours or when representing BTX, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

BTX has established a reasonable dress code appropriate to the job you perform. If management personnel believe your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed and groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

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13.4 Policy Prohibiting Workplace Threats and Violence

BTX does not tolerate any type of workplace violence. Employees are prohibited from making threats or engaging in violent activities. Examples of prohibited behavior include:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in behavior that creates a reasonable fear of injury or subjects someone to emotional distress
- Intentionally damaging property belonging to BTX or another employee
- Possessing a weapon while on BTX property or while on BTX business

Any violation of this policy should be reported immediately to a supervisor or to Human Resources. Reports can be made anonymously. BTX will investigate all reported incidents. Violations will result in discipline up to and including termination.

13.5 Work Rules

BTX has established certain rules which it considers necessary to insure the orderly and efficient conduct of its business and to provide a good place to work for all employees. Everyone is expected to obey these rules and to use good judgment in honoring their intent.

These rules do not impose any contractual obligation on the company and are not intended to include all possible grounds for discipline. They simply establish general rules which are accepted as proper in any business.

Group I Offenses

There are certain major offenses which will almost always result in termination. Some examples of such offenses are:

- Violation of BTX's Drug and Alcohol Policy
- Insubordination
- Failure or refusal to perform assigned work
- Theft
- Work-related dishonesty
- Falsification of records, or supplying falsified information (payroll, employment application, medical, insurance, time card, production records, etc.)
- Removing or attempting to remove property belonging to BIOTECH X-RAY, a customer, supplier, or employee, from the premises without proper authorization
- Abusive horseplay

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- Intentional abuse or destruction of property belonging to the Company, a customer, a supplier, or an employee
- Sleeping on duty
- Engaging in violent or threatening behavior
- Possession of explosives, firearms, or other weapons on Company premises
- Reckless conduct which threatens or results in injury to person or property
- Deliberate interference with production or with the work of another employee
- Offering to take, or taking, a bribe or kickback of any kind in connection with work
- Refusal to use required safety equipment or follow required safety rules.
- Immoral or indecent conduct during work hours

Group II Offenses

These offenses are of the kind which may be corrected by counseling and/or discipline. However, depending on the circumstances and the employee's prior record, a violation may result in more serious disciplinary action, up to and including termination.

- Poor work performance
- Horseplay
- Use of rude or obscene language
- Violation of safety rules or failure to report defective equipment or safety hazards
- Failure to complete records promptly and accurately
- Misuse of BTX property, including waste of materials
- Tardiness in returning from lunch or break periods
- Neglect of job duties
- Negligent abuse or destruction of property belonging to BTX, a supplier, a customer, or an employee
- Failure to punch in or out
- Excessive garnishments
- Inappropriate dress or grooming
- Excessive absence or tardiness

13.6 Search Rule

BTX reserves the right to search any personal belongings brought onto BTX property. This includes personal vehicles, purses, briefcases, backpacks and any other personal belongings. Refusal to consent to such a search will result in disciplinary action, up to and including termination. Employees who have items that they do not want to be searched should keep those items at home.

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13.7 Drug and Alcohol Policy

BTX recognizes the dangers of drug and alcohol abuse. BTX is committed to a workplace free from such abuse, and so has established the following rules:

1. Any employee who buys, sells, possesses, or uses any alcohol, illegal drugs, or controlled substances not properly prescribed for the employee while on BTX time (including meal breaks) or BIOTECH X-RAY premises (including parking lot and grounds, regardless of whether on BTX time) will be terminated.
2. Any employee who works or reports for work while under the influence of drugs or alcohol will be terminated. Any positive drug test result, or any alcohol test result of .02 or above, will be deemed "under the influence" for purposes of this rule.
3. The only exception to paragraphs 1 and 2 is for prescribed (for the employee) or over-the-counter medication. An employee who is taking any medication which might affect the employee's job performance must inform the employee's supervisor. Failure to report will be treated under paragraph 2.
4. Any employee involved in the illegal trafficking of drugs, or illegal conduct consistent with trafficking of drugs, on or off BTX premises, will be terminated.
5. An employee must report to BTX any drug arrest or conviction no later than two days after such arrest or conviction. Failure to so report will subject the employee to termination.
6. Any refusal under this policy to take a test, to cooperate fully, or to sign necessary papers, when ordered to do so, may result in termination.
7. When there is suspicion that an employee has violated this policy, BTX may search the employee, the employee's desk, the employee's personal property and vehicle, and any BTX property under the employee's control. Refusal to cooperate may result in termination.
8. A drug and alcohol problem will not excuse any violation of BIOTECH X-RAY rules or standards.

Treatment

Employees are urged to seek professional help for a drug/alcohol related problem before disciplinary action is necessary. If you need assistance, you may contact Human Resources.

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If an employee seeks treatment before violating any BTX rule or standard, and the treatment requires that the employee not work for a period, BTX may, at its discretion, grant the employee a leave of absence, without pay. The leave will be subject to the terms of applicable health insurance policies. Any costs associated with treatment that are not covered by employee's insurance will be the responsibility of the employee. This leave will be conditioned upon receipt of reports from the treatment providers that the employee is cooperating and making reasonable progress in the treatment program. The employee will be permitted to return to work only if he passes a drug/alcohol test and has satisfactory medical evidence that he is fit for work.

Testing

Consistent with applicable law, BTX may require drug or alcohol testing under any of the following circumstances:

- a. Applicants. Applicants are asked to pass a drug test before being placed on the job. This is a condition of employment. An applicant who tests positive will not be hired at the time but may reapply for employment after three months.
- b. There is suspicion of a problem. BTX may require a test whenever it in good faith suspects that there is a drug or alcohol related problem with the employee.
- c. Post-accident. BTX requires a test after any accident or incident which results in injury to person or property.
- d. After a leave for treatment. Employees who return to work after a leave related treatment for a drug or alcohol problem may be tested at any time for the remainder of their employment.
- e. Other testing. Employees may be required to submit to a test at any time and without notice. BTX may also test under a random selection program.
- f. Required by law. BTX will test in any other circumstance required by law.

13.8 Off-Duty Misconduct

BTX reserves the right to discipline employees, up to and including termination, for off-duty misconduct, especially criminal activities. Employees must report any criminal conviction to BTX prior to reporting for their next shift, and explain the circumstances surrounding the conviction. Failure to report a criminal conviction also may result in disciplinary action, up to and including termination.

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14. Health and Safety

14.1 Workplace Safety

It is BTX's policy to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as possible from recognized hazards. Employees must comply with all safety and health requirements whether established by BTX, by federal, state, local laws or by our contracted clients (i.e. Flu vaccination).

Safety policies will be discussed with all employees during new hire orientation.

BTX's Safety Committee assists in promoting a safe workplace for all employees. This committee includes both management and hourly employees.

BTX welcomes your input and participation on the committee. Please contact Human Resources or the Safety Manager if you wish to serve on this committee or if you have any suggestions to improve safety procedures.

14.2 Workplace Security

To provide for the safety and security of employees and BTX facilities, only authorized visitors are allowed in the workplace. Prohibiting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information and avoids potential distractions and disturbances.

All visitors should enter BTX at the reception area and sign in. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If you observe an unauthorized visitor on BTX premises, you should immediately notify your supervisor or, if necessary, direct the individual to your supervisor.

14.3 What to Do If You Are Injured at Work

Although BTX strives to create and maintain a safe work environment, occasionally injuries and accidents will occur. If you are injured on the job, you must immediately report the injury to your supervisor or Human Resources. No injuries are insignificant. It is your responsibility to report any injury that arises from or occurs during your employment, no matter how minor.

RFB0321005028 - On-Site Medical Testing Services. Bidders shall complete this On-Site Medical Testing Services Sheet with their bid response. Bidder's shall fill out Bidders ability to provide Services to the DOC Facilities and the three (3) questions on each line of the the On-Site Medical Services. Once the Bidder has entered all the required information into this On-Site Medical Services Sheet, the Bidder will submit one electronic copy of the the On-site Medical Testing Services Sheet in Excel format in Iowa Vendor Self Services along with one electronic copy of their completed RFB Criteria document and insurance certificate with their bid.

Bidder Name: BTX Iowa, Inc./dba/BioTech X-ray, Inc.

Department of Corrections Institution Facilities							
Department of Correction Institution	Address	PO BOX	City	State	Zip Code	Able to Provide Services to facility (Y/N)	Hours and Days Available to Provide Services
Iowa State Penitentiary	2111 330th Ave		Fort Madison	Iowa	52627	Y	1 day a week on a scheduled basis
Iowa Correctional Institute for Women	420 Mill Street SW		Mitchellville	Iowa	50169	Y	1 day a week on a scheduled basis
Anamosa State Penitentiary	406 North High Street		Anamosa	Iowa	52205	Y	a scheduled basis only if using Anamosa's x-ray eq

On Site Medical Testing Services			
EXAM	CHARGE	Able to Provide Services (Y/N)	Able to Provide Emergency Services for No Additional Charge(Y/N)
Abd series	\$95.00	Y	N
Sinus	\$95.00	Y	N
Abd/AP	\$95.00	Y	N
Pelvis	\$95.00	Y	N
Hip	\$95.00	Y	N
Femur - Thigh	\$95.00	Y	N
Knee	\$95.00	Y	N
Leg - Full Leg	\$95.00	Y	N
Lower leg	\$95.00	Y	N
Ankle	\$95.00	Y	N
Foot - metatarsal bones	\$95.00	Y	N
Toe	\$95.00	Y	N
Clavicle	\$95.00	Y	N
Shoulder	\$95.00	Y	N
Humerus	\$95.00	Y	N
Elbow	\$95.00	Y	N
Forearm	\$95.00	Y	N
Wrist	\$95.00	Y	N
Hand	\$95.00	Y	N
Finger	\$95.00	Y	N
Skull	\$95.00	Y	N
Chest- 2 views	\$95.00	Y	N
Chest- 1 view Chest image P-A / Lateral	\$95.00	Y	N
Lumbar	\$95.00	Y	N
Thoracic	\$95.00	Y	N
Cervical	\$95.00	Y	N
Ribs	\$95.00	Y	N
Doppler	\$225.00	Y	N
Ultrasound	\$225.00	Y	N
Ultrasound Upper Quadrant Abdomen	\$225.00	Y	N
Dsyphagia Endoscopy		N	
EKG	\$95.00	Y	N
Annual Employee Tuberculosis Screening	\$50.00	Y	N
Non-scheduled On site Imaging Services : Requested within 48 hours	\$195.00	Y	N
Other: No Non-scheduled or STAT on-site US/Doppler Exams are available in the requested 48 hours. M-F service only		N	N
Other:			
Other:			

