



City of Visalia Purchasing Division  
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CITY OF VISALIA, CA  
REQUEST FOR PROPOSALS RFP No. 23-24-26

**Annual Contract – Medical Director Services**

**ADDENDUM NO. 1**

Issued: Tuesday, February 25, 2025

Proposals Due: **THURSDAY, March 6, 2025 at 2:00pm**

Addendum is being issued to provide responses to questions. This addendum becomes part of the RFP 23-24-26 document and must be signed and submitted with proposal.

**ITEM 1: QUESTIONS/RESPONSES**

Q1: Should proposals be submitted by a business or an individual? For example, submit a proposal through my business and I am the sole provider of the business or submit the proposal as an individual?

R1: The City will accept proposals from businesses and individuals. Proposers are to determine what would be most advantageous to them.

Q2: It may not be possible to obtain the following insurances: workers compensation, auto insurance, and commercial general liability. Will the City be requiring these insurances?

R2: \*Workers Comp – A waiver can be signed if consultant does not have any employees.

\*Auto Insurance – a.) The City does require proof of coverage for any autos, or  
b.) If the consultant does not have any owned autos, then we need a policy that covers hired and non-owned vehicles, or  
c.) We can accept proof of personal auto coverage if they are a sole proprietor. The limit of liability on their personal auto should be \$500,000 combined single limit. The proposer would need to ensure that their personal auto coverage is endorsed to include the business exposure. Evidence of coverage and endorsement will need to be provided to the City.

\*General Liability - Consultant will need both General Liability and Medical Malpractice (Medical Director Liability). The Medical Director Liability will provide coverage for losses related to direct patient care and the General Liability will provide coverage for non-patient care. To provide protection to our contractor and the City, we will not waive either of these requirements.

These insurance requirements and others listed in the RFP document will only be required from the consultant awarded the contract.

- Q3: Should the cost be itemized to show the cost of medical services vs insurance expenses or a one lump cost?  
R3: Consultant is to propose a monthly cost (lump cost) to provide services to the City. The fee proposal along with the proposed project approach, will be used as a basis for any contract negotiations.
- Q4: What is the exact weekly schedule for the Medical Director? (E.g., Mon-Fri 8:30 AM - 4:30 PM, or flexible?)  
R4: Flexible
- Q5: Will the Medical Director be required to be on-call? If so, what is the on-call schedule and expectations?  
R5: On call for consultation
- Q6: How many hours per week is the Medical Director expected to dedicate to this role?  
R6: Depending on the Department's needs, 2 to 12 hours per week.
- Q7: What is the start date for this opportunity?  
R7: 7/1/25
- Q8: Will the Medical Director be expected to provide direct patient care, or is the role strictly oversight and consultation?  
R8: Oversight and consultation
- Q9: How many physicians are currently part of the EMS oversight team?  
R9: One
- Q10: What Electronic Medical Records (EMR) system does the Fire Department or EMS program use, if any?  
R10: Imagetrend
- Q11: Will travel expenses(mileage) be reimbursed?  
R11: No.

**END OF ADDENDUM NO. 1**

/s/ Purchasing Division  
(559) 713-4334

**Respondent to sign and submit with Proposal**

Firm: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_  
*Respondent's Signature*