



**City Of Hammond
Purchasing Department**

FIREFIGHTER CANCER SCREENING SERVICES

RFP # 26-22

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until**

11:00 A.M. April 16, 2026

At Which Time All Proposals Will Be Opened

**Please contact Daniel Folks – Fire Chief at folks_dt@hammond.org or 985-277-5801
for any questions pertaining to Specifications.**

**For Additional Information or Questions, Contact:
Jana Thurman, - Purchasing Director - (985)-277-5633 or
purchasing@hammond.org**

This is the Proposal of:

Date: _____

Company: _____

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect.

1.0 Purpose of RFP 26-22 Fire Fighters Cancer Screening Services

The City of Hammond, Louisiana, is seeking proposals from qualified physicians, clinics, and/or medical service providers to provide comprehensive cancer screening examinations for active and retired firefighters.

The selected vendor shall provide all necessary equipment, staffing, facilities (or mobile screening capabilities), reporting, and data management to deliver the required medical services.

This RFP is issued pursuant to **R.S. 33:2581.4 (2024 Regular Session, House Bill No. 253)** and applies to classified, full-time paid firefighters of the City of Hammond and eligible retired firefighters, including those retired due to disability. Firefighters who resigned or were terminated from employment are not eligible for cancer screening examinations under this program.

2.0 Scope of Services

The successful proposer shall implement a cancer screening program that, at a minimum, includes the following requirements:

- **Initial Screening Requirement:** Initial cancer screening examinations shall not be conducted until a firefighter has completed **not less than three (3) years of employment**, in accordance with R.S. 33:2581.4.
- **Screening Frequency:** Examinations shall be conducted by a physician according to the following schedule, based on age:
 - Ages 20-39: Every five (5) years.
 - Ages 40-49: Every four (4) years.
 - Ages 50 and older: Every three (3) years.
- **Voluntary Participation:** Participation in cancer screening examinations is voluntary. No firefighter or retired firefighter shall be required to participate in any cancer screening examination provided under this contract.
- **Retired Firefighters:** Retired firefighters, including those retired due to disability, shall be provided cancer screening examinations by the City of Hammond pursuant to the same age-based schedule applicable to active firefighters. All costs associated with such examinations shall be paid by the City in accordance with R.S. 33:2581.4.
- **Excluded Individuals:** The provisions of this RFP shall not apply to any firefighter who resigned or was terminated from employment with the City of Hammond.
- **Cancers to be Screened:** The examination must include, but is not limited to, screenings for the following eleven (11) cancers:

1. Bladder
2. Blood
3. Breast
4. Cervical
5. Colon
6. Lung
7. Oral
8. Prostate
9. Skin
10. Testicular
11. Thyroid

- **Cost Coverage:** All costs associated with these examinations must be paid by The City of Hammond. No copayment, deductible, coinsurance, or any out-of-pocket expense shall be required of the firefighter.
- **Reporting & Data Management:** The vendor must provide comprehensive reporting of results (reviewed by certified radiologists/cardiologists as appropriate) and maintain a secure, HIPAA-compliant system for record keeping and data access.
- **Logistics:** Proposers should detail their method of approach, whether services will be provided at a fixed facility or via mobile screening units at fire department locations in Hammond.
- **Screening Guideline Limitation:** Nothing in this RFP or any resulting contract shall be construed to require cancer screening examinations to be conducted more frequently than recommended in the most recently published guidelines of the **American Cancer Society** or the **National Comprehensive Cancer Network**.

3.0 Proposal Requirements

Proposals should be submitted in the specified format and include the following:

- **Introduction and Experience:** A narrative detailing the medical practice's or organization's history, capabilities, and experience specifically related to firefighter health and wellness or similar occupational health programs.
- **Method of Approach:** A detailed plan for implementing the screening program, including how the vendor will manage logistics, scheduling, and ensure

compliance all requirements of **R.S. 33:2581.4 (2024 Regular Session, House Bill No. 253)**.

- **Technical Capabilities:** A description of equipment, facilities, and technical expertise available to deliver the services.
- **Price Proposal/Fee Structure:** A comprehensive, detailed fee proposal covering all components of the required screenings. The proposal should specify pricing per firefighter/per screening event to allow the City to assess costs as fair and reasonable.
- **References:** Contact information for customers of similar size and scope of work.

4.0 Submission Instructions

Proposals must be submitted in a sealed envelope bearing the title "**SEALED PROPOSAL – RFP 26-22 FIREFIGHTER CANCER SCREENING**" along with the proposer's name and address. Proposals received after 11:00AM, April 16, 2026 will be deemed late and will not be considered.

Instructions to proposer

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex 2nd floor, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening

date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

SPECIAL NOTE

Contract Term: the term of this contract shall be for the period June 1, 2026 through May 30, 2027. At the option of the City of Hammond and acceptance by the supplier, the contract may be extended for two (2) additional twelve (12) month periods at the same price, terms and conditions. Contract not to exceed thirty-six (36) months.

Service: Service to be rendered as needed during the contract period.

Non-Delivery: In the event the successful proposer is unable to furnish and/or refuses to make delivery of materials when requested to do so, the City reserves the right to obtain materials elsewhere.

License: The successful proposer must be licensed by the State of Louisiana to perform this work and shall provide the appropriate proof before work can commence.

Liability: The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done

Signature _____ **Company** _____

The above signature on this Sealed Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this Proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this RFP.