

## REQUEST FOR TENDERS FOR PANEL PHYSICIANS

The Embassy of the United States of America in Dublin (U.S. Embassy) in consultation with the Centers for Disease Control and Prevention (CDC) wishes to solicit proposals for a panel physician located in Dublin, Ireland, to administer medical examinations on its behalf for a period of 12 months (with annual renewal to be agreed upon mutually). The panel physician will administer a medical examination to persons seeking visas to enter the United States, in accordance with the following requirements:

- A. Medical History** that includes a review of all significant in-patient care in hospitals and/or other institutions for mental or physical chronic care. Inquiry should include questions about psychoactive drug and alcohol use, a history of harmful behavior, and any prior diagnosis or therapy for psychiatric illness. A review of chest radiographs and treatment records is also expected for persons with a history of tuberculosis.
- B. Physical Examination** that includes, at a minimum, examination of the eyes, ears, nose and throat, extremities, heart, lungs, abdomen, lymph nodes, skin, and external genitalia.
- C. Mental Status Examination** which includes, at a minimum, assessment of intelligence, cognition (comprehension), thought, judgment, affect (and mood), and behavior. You must conduct the mental status evaluation in accordance with the CDC's Technical Instructions for Physical or Mental Disorders with Associated Harmful Behaviors and Substance-related Disorders.
- D. Tuberculin Skin Test (TST) or Interferon Gamma Release Assay (IGRA) for:**
  - All applicants two through 14 years of age living in countries with a World Health Organization (WHO)-estimated tuberculosis incidence rate of  $\geq 20$  cases per 100,000 population. Applicants two through 14 years of age with a positive TST or IGRA result are required to undergo a chest radiograph.
  - All contacts of tuberculosis cases who are applicants for U.S. immigration, regardless of age.
- E. Full-Size Chest Radiograph for:**
  - All applicants  $\geq 15$  years of age. Pregnant women are required to undergo a chest radiograph before completion of their panel physician examination. Pregnant women are expected to provide the panel physician with consent to conduct the chest x-ray. CDC instructs panel physicians and laboratories to provide abdominal and pelvic protection with double layer, wrap-around lead shields for pregnant women receiving chest radiographs.
  - Applicants less than 15 years of age for indications specified in the Technical Instructions.
  - All tuberculosis case contacts with a positive TST or IGRA, regardless of age.
- F. Serologic Test for Syphilis** (not required for persons under 15 years of age unless there is reason to suspect infection with syphilis). Positive non-treponemal screening tests (such as RPR or VDRL) must be confirmed by a treponemal-specific test (such as TPHA) using the original sample.
- G. Screening for Gonorrhea** (not required for persons under 15 years of age unless there is a

history of gonorrhea or reason to suspect gonorrhea infection) using either a nucleic acid amplification test (NAAT) or culture. Panel physicians should use the least invasive testing method: urine NAAT for men and women or self-collected vaginal swabs for women. If unavailable, panel physicians must perform cultures on urethral swabs for men or endocervical/vaginal swabs for women.

- H. Sputum Smear and Culture Examination** for any applicant with chest radiograph findings suggestive of tuberculosis, or signs or symptoms of tuberculosis, or known HIV infection. You or your staff must perform sputum collection procedures according to CDC guidelines provided in the Tuberculosis Technical Instructions. You or your staff must make arrangements for the supervised collection of sputum samples on three consecutive days. You or your staff must arrange for each sputum sample to be tested for acid-fast bacilli (AFB) (smear microscopy) and mycobacterial culture growth. In positive cultures, Mycobacterium species must be confirmed, at least to the M. tuberculosis (MTB) complex level, at a DGMQ-designated laboratory. The laboratory should report results for AFB smear microscopy to the panel physician within 24 hours of sputum processing. The laboratory is expected to report the results for MTB culture to the panel physician immediately when the result is positive, and after eight weeks of incubation when negative. Drug susceptibility testing (DST) at a DGMQ-designated laboratory is required for MTB positive cultures.
- I. Directly Observed Therapy (DOT)** for treatment of applicants diagnosed with Class A TB. The DOT must be administered at an in-country DGMQ-designated DOT site. The DGMQ-designated DOT site must treat applicants with pan-susceptible (non-drug-resistant) tuberculosis disease according to the ATS/CDC/IDSA Tuberculosis Treatment Guidelines. The site must treat applicants with drug-resistant TB disease in consultation with tuberculosis experts from the Regional Training and Medical Consultation Centers (RTMCC) and in coordination with DGMQ, using the Francis J. Curry National TB Center's "Drug-resistant TB: A Survival Guide for Clinicians" text. You or your staff must collaborate with designated treatment programs to help ensure adequate completion of therapy.
- J. Immunization History and Vaccine Administration** The immunization history should include a review of official documents of the applicant's prior immunizations and/or laboratory evidence of disease. You may only accept doses of vaccine with written documentation from an official healthcare source (i.e., Ministry of Health, private or government healthcare provider) with the complete date (month, day, and year) of vaccine administration, as proof of prior vaccination. The panel physician may use other factors to determine the validity of historical documents. Questions should be asked regarding prior adverse reactions and other possible contraindications to vaccination. You must transcribe immunizations previously received and considered valid to Form DS-3025, Vaccination Documentation Worksheet. For age-appropriate applicants who have not received required vaccines prior to the medical examination, you or your staff must administer vaccines required by the CDC Technical Instructions for Vaccination and document the dates of all doses administered on Form DS-3025.

All costs and administrative arrangements for personnel, supplies, equipment and office space rental needed for the examinations will be incurred and paid by you. The offices will be maintained in a suitable condition at all times, at no expense to the U.S. Embassy.

You will ensure that sufficient staff is available to process examinations promptly and efficiently and to administer the collection of fees.

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Your submission is to include a clear transparent breakdown of individual charges and a total price for each applicant 15 years of age and older, and for children 14 years of age and younger (Inclusive of % VAT)

Your submission should include the pricing for the following services (inclusive of % VAT):

- Serologic test for syphilis
- Gonorrhea test
- Chest x-ray and radiology consult
- \*Physical examination documentation
- The fee for the bacteriological examination of sputum, when needed, for a series of three acid-fast smears and mycobacterial culture growth
- DNA: When the need arises, the panel physician may be asked to supervise a DNA test. All tests will take place in the U.S. Embassy offices with the kits provided by the U.S. Embassy. You should include your submission, a costing for this.

\*Includes review of immunization history but not the cost for individual vaccines and their administration.

Should the applicant require additional vaccines, supplemental charges will also be approved for vaccination against;

- Polio (inactivated) or (live oral)
- Hepatitis B
- Hepatitis A
- Varicella
- Influenza
- Diphtheria, tetanus, and pertussis
- Measles, rubella and mumps
- Haemophilus influenza type b (Hib)
- Pneumococcal (for adults and children)
- Meningococcal
- Rotavirus

Any additional chest x-rays or laboratory tests required to clarify results compromised by performance or laboratory error will be performed at no extra charge to the applicant.

Should the general examination reveal the need for additional tests or a more specialized examination, the additional evaluation must be performed by consultants designated by you, unless further evaluation does not pertain to the purpose of the panel physician examination, in which case the applicant may choose the consultant. Any fee in conjunction with further tests or examinations will be at the expense of the applicant.

Panel physicians may provide treatment for tuberculosis and sexually transmitted diseases as outlined in

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the Technical Instructions at no charge to the U.S. Embassy. You may also provide, at your discretion but at no charge to the applicant or the U.S. Embassy, advice, treatment, or prescriptions for minor medical problems identified during your examination. Otherwise, you must not undertake as part of this examination the treatment of applicants with other conditions requiring medical attention, with the exception of life-threatening emergencies.

Panel physicians must maintain records and files, as indicated by the U.S. Embassy and CDC, which must be transferred to the U.S. Embassy upon termination of this letter of agreement. You must store digital chest radiograph images and copies of all documents pertaining to the panel physician medical examination for a minimum of one year from the date of the examination, at the panel site.

Panel physicians must maintain tuberculosis indicator data and submit data to CDC as required by the TB Technical Instructions which are available on the CDC website. You must also maintain general data regarding the number of applicants examined and their classifications, using a template provided by CDC, and provide to CDC and U.S. Embassy staff on the same timetable as tuberculosis indicator data.

Panel physicians must follow specific identification procedures, prescribed by the U.S. Department of State, to ensure that the person appearing for the medical examination is the person who is actually applying for the visa. The panel physician is responsible for the entire examination, including the required chest radiograph and any necessary laboratory procedures. The panel physician is also responsible for reporting the results of all required tests and consultations on the prescribed forms and for ensuring the proper completion of all medical report forms. In addition, the panel physician must also satisfy the following requirements:

- The panel physician must speak and write in English;
- The panel physician should submit a resume or CV, showing satisfactory completion of medical education and a medical degree from a national government accredited medical school;
- The panel physician should have a full local license with no restrictions that they have used for the past 4 years;
- The panel physician should have an official governmental certificate of good standing, or the equivalent, in the medical profession, if available in the country where the physician has his/her license;
- The panel physician must be available for a minimum of 46 weeks out of 52 weeks a year. Any absence of greater than 2 weeks requires notification to the post with the recommendation of a physician to take over emergency duties during the absence of the panel physician;
- The panel physician should be adept in primary care (pediatrics, internal medicine, or family medicine) and have specialty training or experience after graduating from medical school. The panel physician must have specific competence in the diagnosis and treatment of individuals with tuberculosis and sexually transmitted diseases, and should be able to recognize mental disorders;
- The panel physician should have reliable radiology (X-ray) and serology (syphilis laboratory) facilities identified. These can either be on the premises or contracted out;
- The panel physician should have accumulated 4 years in practice after their internship training is completed. Less than 4 years in practice would mean a probation period would be established before full panel physician status would be bestowed;

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- The panel physician must agree to participate in quality control surveillance;
- The physical plant must be acceptable; it should be at a minimum a well-lit facility with an examination table, a blood pressure cuff, instruments to examine the eyes and ears (ophthalmoscope and otoscopy), and an eye chart (at 20 feet);
- Examinations must be given within 10 working days of the date that is asked for by the applicant; and

The panel physician must be able to verify the identity of each applicant and use fraud prevention measures at every step in the process (at time of blood draw [phlebotomy], X-ray, vaccine administration, and sputum collection).

Prospective panel physicians should have appropriate permits and licenses to provide medical services in the Republic of Ireland. Physicians located in Dublin and who are interested in this requirement shall express their interest in written correspondence no later than October 31, 2016 to:

U.S. Embassy Dublin,  
Attn: Consul General  
42 Elgin Road,  
Ballsbridge,  
Dublin 4.

Please include the pricing breakdown sheet below in your written correspondence

Further detailed technical instructions are available at  
<http://www.cdc.gov/immigrantrefugeehealth/exams/ti/panel/technical-instructions-panel-physicians.html>

You may direct any questions on the above to [DublinIV@state.gov](mailto:DublinIV@state.gov)

Thank you for interest in our solicitation.

#### Medical Pricing Checklist

- Serologic test for syphilis: € \_\_\_\_\_
- Gonorrhea test: € \_\_\_\_\_
- Chest x-ray and radiology consult: € \_\_\_\_\_
- Physical examination documentation: € \_\_\_\_\_
- The fee for the bacteriological examination of sputum, when needed, for a series of three sputum smears and cultures: € \_\_\_\_\_
- DNA testing (when applicable): € \_\_\_\_\_

#### Supplemental charges

- Polio (inactivated) or (live oral): € \_\_\_\_\_
- Hepatitis B: € \_\_\_\_\_

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- Hepatitis A: € \_\_\_\_\_
- Varicella: € \_\_\_\_\_
- Influenza: € \_\_\_\_\_
- Diphtheria, tetanus, and pertussis
- Measles, rubella and mumps: € \_\_\_\_\_
- Haemophilus influenza type b (Hib): € \_\_\_\_\_
- Pneumococcal for adults: € \_\_\_\_\_
- Pneumococcal for children: € \_\_\_\_\_
- Meningococcal: € \_\_\_\_\_
- Rotavirus: € \_\_\_\_\_

Total price for each applicant 15 years of age and older: € \_\_\_\_\_

Total price for children 14 years of age and younger: € \_\_\_\_\_

All the above should be inclusive of % VAT

You hereby attest that the prices quoted herein are fair and reasonable and not in excess of prices charged the general public.

Signed:

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