

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 10D

Subject: Contracts for Employee Physicals

- A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures for employee physical contracts between the authorized medical vendor(s) and the North Carolina Department of Labor (NCDOL).
- B. **Procedures.**
 1. The Occupational Safety and Health (OSH) division's business officer will compile a list of employees designated to have employee physicals.
 2. The OSH division's business officer will determine the approximate cost for the service to be provided for director's office, east and west compliance, consultative services, education and training and agriculture safety and health.
 3. The OSH division's business officer will create an initial generic purchase order to begin the process.
 4. NCDOL's purchasing officer will prepare a "waiver of competition" Request for Quote (RFQ) to designated medical vendors. This RFQ will include wording that specifies the services being provided and will include specific language approved by NCDOL's purchasing officer, the Financial Services (FS) director and a procurement specialist with the state's division of Purchase & Contract (P&C).
 5. RFQs are created with language approved by both the NCDOL's purchasing officer and a NC Department of Administration's, state purchase and contract procurement specialist.
 6. NCDOL's purchasing officer will send a RFQ to the "waiver of competition" designated medical vendors requesting pricing for physicals. The pricing should include a fee schedule for all types of services that could be provided, as part of the employee physical. The vendor pricing quote must also include a signature of an authorized representative.
 7. Once the vendors return their signed RFQs, NCDOL's purchasing officer will forward all signed contracts to P&C, for their final approval.
 8. After receiving final approval by P&C, the departmental purchasing officer will sign each contract making it fully executed and forward a letter of award to each designated medical vendor.
 9. Once original pricing is submitted and awarded vendor is chosen via RFP, RFQ or IFB the departmental purchasing officer will update pricing in the generic requisition and issue final award to the vendor. If a change is needed, it would be made by the departmental purchasing officer. The OSH division will send all requests for purchase order (PO) changes to the departmental purchasing officer who will forward a letter

requesting the change to P&C for their approval. Once approval is obtained the departmental purchasing officer will update the PO.

C. **Expiration.** APN designated 10C is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original

Tammy Higgins
Business Officer

Signed on Original

Kevin Beauregard
Director

4/15/2020

Date of Signature