

REQUEST FOR SERVICES

MEDICAL DIRECTOR SERVICES

For

LEAVENWORTH COUNTY, KANSAS

Closing Date: SEPTEMBER 16, 2025, 4:00 PM

I. Introduction

Leavenworth County is requesting proposals/applications from interested physicians to provide Medical Director Services for the Leavenworth County Emergency Medical Service and Health Departments. The Medical Director serves under contract with the Board of County Commission.

II. Role of the Local Medical Director and Qualifications

Must possess an active, **unrestricted medical license** to practice medicine in the state of Kansas. The individual must be a Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO).

Medical Director of the Leavenworth County Health Department

1. To advise the Director of the County Health Department on any related medical and professional matters pertaining to its programs or community. Furthermore, to act as a consultant to the Leavenworth County Board of Health.
2. To be educated concerning the state and federal laws pertaining to the operations of Public Health and be able to collaborate or train staff as needed.
3. To be knowledgeable in all regulations set forth by the Kansas Department of Health and Environment.
4. Perform clinical services as needed and outlined in the various programs offered at the Health Department.
5. Review treatment(s) provided and administered by Health Department clinical staff.

6. Annually review and approve protocols in various programs provided at the Health Department.
7. Attend various advisory/committee meetings regarding the various programs offered at the health department.
8. Obtain and maintain the necessary qualifications to function as the Laboratory Director, Clinical Consultant and Technical Consultant and be C.L.I.A. certified
9. Maintain all appropriate licenses and certificates to practice medicine in the State of Kansas.
10. In the case of an epidemiological or bioterrorism event, function within the emergency operation Center as necessary.

Medical Director, Leavenworth County Emergency Medical Services

1. The Medical Director must have additional training, knowledge, and practical experience in emergency medicine. The medical Director must remain current on standards of care related to emergency medicine. The medical Director must attend required medical advisor workshops sponsored by the Kansas Board of EMS when offered.
2. The Medical Director agrees to participate as required by the Kansas Board of EMS and will attend at one (1) in person meeting quarterly. The Medical Director will meet all requirements as outlined by the written QA/QI program for the department.
3. The Medical Director agrees to provide services on an on-call, as needed basis, providing advice and consultation to the Director of Leavenworth County EMS regarding quality control matters, review of clinical protocols, applicable to state and federal rules and regulations.
4. The Medical Director will serve as a direct liaison to the medical community served by Leavenworth County EMS.
5. Assist with development and approve medical protocols required to maintain an ambulance service permit through the Kansas Board of EMS.

6. Provide DPA Authority for Kansas Board of Pharmacy as well as DEA license.
7. Actively oversee and participate in the educational program of Leavenworth County EMS.
8. Oversee and contract with the Fire Department First Responder agencies that co-respond on EMS calls.
9. Serve as the medical director and provide medical oversight in accordance with K.S.A. 65-6126.

III. Submission Requirements

Each physician wishing to respond to this request should present the following to the Leavenworth County Clerk to the address listed below. The proposal must be provided in a sealed envelope that is clearly marked, “**Medical Director Services Proposal**” no later than **September 16, 2025, at 4:00pm**. All submissions will be opened in the Leavenworth County Clerk’s Office immediately following the due date and time.

Leavenworth County Clerk, Courthouse
300 Walnut Street, Suite 106
Leavenworth, Kansas 66048

Required

The proposal shall consist of a letter of interest, resume and three professional references. A fee schedule shall also be included outlining monthly or annual cost being proposed for services rendered.

IV. Selection Schedule & Process

Review and selection of a qualified provider is anticipated to be completed by September 24, 2025 and a contract awarded thereafter. The contract will be awarded in whole or in part to the offeror whose proposal is determined to be the most advantageous to the County and taking into consideration the experience and qualifications of the individual physician, specifically those with experience in Emergency Medical Services and Public Health, past performance/ references, and cost.

After completion of the evaluation, including discussions with offerors during the evaluation, the County may elect to initiate contract negotiations. If selected, the offeror and the County will enter into an agreement for the services outlined in the proposal. The length of the contract will be from the date of award and continue for a term length of two (2) years with three (3), one-

year optional extensions. The contractual terms and conditions, Exhibit A, must be agreed to by the successful offeror and are hereby made a part of the contract entered into between the County and the successful Offeror, unless specifically modified in writing. This document can be found on the county's website along with this RFP.

V. Limitations

In addition to all other rights granted to it under Kansas law, Leavenworth County reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received they feel is in the best interest of Leavenworth County, to negotiate with qualified physicians, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the County to do so. Leavenworth County also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the County. The request for proposals does not commit the County to pay any costs incurred in the preparation of a proposal.

XI. General Information

Please contact Jamie Miller, EMS /HD Director 913-727-4924 for further information.

XII. Representation

By making a proposal each Physician represents that the Physician has read and understands the Request for Proposal (RFP) documents and is familiar with the locales, conditions and circumstances under which the work is to be performed. The Physician further represents that Physician does not discriminate against any employee because of race, color, religion, sex, national origin, handicap, financial ability, age, or other non-job-related factors