

HARTFORD CENTRAL SCHOOL DISTRICT
Request for Proposal: School Physician / Medical Director Services

The Hartford Central School District is seeking proposals for services related to School Physician / Medical Director.

Return Application To: Hartford Central School District
Attention: District Office
4704 State Route 149
Hartford, New York 12838

Deadline for Submission: 12 p.m. (noon) May 1, 2023

Review of Proposals and Selection: May 1st through May 5, 2023

Implementation: July 1, 2023

Copies to Submit: One original and One electronic copy on USB drive

Questions may be directed to: Superintendent Andrew Cook, 518-632-5222

Requests for Proposals shall be prepared in the format described herein. Failure to comply with the specified format may lead to a physician's proposal being declared non-responsive. Any information thought to be relevant, but not applicable to the prescribed format, should be provided as appendices to the proposal. Proposals which do not address all requirements of the Request for Proposal may be considered non-responsive.

Request for Supplemental Information

During the evaluation period, Physicians may be requested to present supplemental information clarifying their proposals. This information must be submitted in writing and will be included as a formal part of the physician's proposal.

Disclosure of Proposal Contents

To the extent permitted by law, proposal information will not be disclosed, except for purposes of evaluation, prior to approval of the resulting contract by the Hartford Central School District. All material submitted becomes the property of Hartford Central School District and may be returned or retained at the District's discretion. Submitted proposals may be reviewed and evaluated by any person, as designated by the Hartford Central School District. The District reserves the right to use any and all ideas presented in any response to the RFP. Selection or rejection of a proposal does not affect this right.

Contract Terms

These specifications will become part of any contract forms that may be required and will take precedence over any other terms or conditions submitted by the proposer. Any agreement resulting from this RFP shall be governed by and construed under the laws of the State of New York.

Indemnification

Each party hereby agrees to indemnify, defend and hold harmless the other party from all suits, claims and liability for injury or damage to persons or property resulting from or arising out of any activity conducted by either the respective parties or their agents, employees, invitees or designees except for injuries or damage caused or contributed to by the acts, omissions or negligence of the other party.

Term of the Agreement

The term stated is from July 1, 2023 through June 30, 2026. The term may be extended through mutual agreement. However, the Hartford Central School District reserves the right to terminate all agreements with thirty (30) days written notice to the appropriate physician.

Proposal Form – School Physician Services

These specifications pertain to the furnishing of School Physician services for the Hartford Central School District. The term “school physician services” refers to the following:

The School District Physician(s) shall perform the following services, as well as other health-related services deemed necessary and appropriate by the physician(s) and/or school district authorities in accordance with Federal, State and local laws:

1. Perform professional medical services in the examination and care of school children;
2. Develop the program of health services in accordance with policies approved by the Board of Education and as directed by the Superintendent of Schools;
3. Physical examination of students who have not been examined by their family physician prior to entry into the grades specified in Section 903 of the State Education Law;
4. Special physical examinations for students at grade levels other than those specified in the Education Law when deemed necessary by the physician(s) or other school authorities;
5. Consult with the District Nurse on health-related matters when requested;
6. Physical examinations for student work permits;
7. Approve in the fall of each year list of first aid instructions;
8. Physical examinations for employees required by the district;
9. School building health inspections, when requested by District Administration, Principal and/or District Nurse;
10. Attend CSE/CPSE meetings when deemed necessary by Director of Special Education;
11. Assist the district during emergency and crisis situations;
12. Serve as an advisor to Administrators;
13. Serve as a resource in addressing other health related issues;
14. Conduct a medical evaluation on any employee at the request of the Board of Education.

The district shall designate annually one school physician as consulting physician. The role of the consulting physician shall be to advise the district, upon request, on health-related matters as they affect and impact district students and employees.

Ref: Education Law §§902; 2121; 2122; 21130

Any service in addition to those indicated above which could be provided and which would be beneficial to Hartford Central School District

Format of Response

Affirmation of Conditions

Physicians submitting proposals must affirm to all the conditions outlined in this RFP. This affirmation must be done in the form of a letter signed by physician.

- **Non-Collusion Clause:** All proposals must have a signed non-collusion statement that certifies that the proposal has not been arrived at collusively or otherwise in violation of Federal or State antitrust laws. A sample copy has been enclosed for your convenience.
- **References:** A list of New York State schools and municipalities presently served by the physician is to be provided. The District, for the purpose of establishing a reference for the physician, may contact the physician's clients. This list should include the following information for each client:
 - Name
 - Address
 - Contact Person
 - Telephone Number
- **Biographies:** A brief biography, including relevant experience, of any associate or employee of the physician practice providing services to the district must be included as part of the proposal.
- **Proposal Representative:** All proposals must be signed by and bear the printed name, address and telephone number of the person(s) with the authority to bind the physician and answer questions or provide clarification concerning the proposal.
- **Additional and/or Alternative Proposals:** Additional services or alternatives should be included as an addendum to the proposal submitted. It is requested that the addendum be as concise as possible.

Non-Collusive Bidding Certification

By responding to this RFP, each proposer and each person signing on behalf of any proposer certified, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty or perjury, that to the best of their knowledge and belief:

1. The prices listed on this RFP have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor; and

2. Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit an RFP, for the purpose of restricting competition.

Signed: _____

Title: _____

Physician: _____

Address: _____

Phone: _____

Fax: _____

Dated: _____