

**OSSINING UNION FREE SCHOOL DISTRICT  
REQUEST FOR PROPOSALS  
FOR  
PHYSICIAN SERVICES  
2008-2009**

The Ossining Union Free School District, hereinafter referred to as the "School District" invites proposals from qualified individuals and firms/agencies, to provide physician services for students of the School District ages 3-21.

In accordance with the School District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of section 103 of General Municipal Law.

**Purpose:**

The School District requests proposals from qualified individuals and firms interested in providing physician services in the School District for the 2008-2009 School Year.

**Requirements for Submittal of a Proposal**

All proposals must be submitted in two parts. Part I must consist of responses to the management and qualifications items. Part II must consist of the complete contract cost and pricing information. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Four (4) copies of each proposal must be submitted. One (1) copy must be titled "ORIGINAL" and three (3) copies titled "COPY". Each page of the proposal must state the firm submitting the proposal and the page number. All materials submitted in response to this request shall become the property of the School District.

The School District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals.

**PART I**

**Term of Engagement:**

A five-year (5) contract, renewable annually, is proposed, commencing in the 2008-09 school year, subject to annual review and concurrence of the Board of

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Education of the Ossining Union Free School District, and the annual availability of an appropriation.

**Scope:**

The School District requires individuals or firms to provide physician services of the School District's students on an as-needed basis. Physician services shall be rendered within a seventy-two (72) hour period from the date of notice from the School District.

Proposers are required to be licensed and qualified to perform the services set forth herein. All individuals performing services for the School District shall be licensed under the laws of the State of New York, inclusive of the State Education Department Licensing requirements. Proposers shall certify that all such individuals possess documentation evidencing such license qualifications as required by Federal, State or local statutes, rules, regulations and orders.

The successful proposer shall provide the following services, consisting of, but not limited to the following:

- Conduct careful health examinations annually of all pupils of the District that are mandated by the State who do not present a family physician's certificate upon entering school and in grades 1, 3, 7, and 10.
- Conduct, as provided in the Education Law, such examinations as are required for the issuance of employment certificates and vacation work permits.
- Examine all newly hired employees and other employees as required by the Board of Education, and food handlers and bus drivers, as mandated by State Education and Public Health Law.
- Review all accident reports and medical excuses from any of the physical activities connected with the School District's educational and extra-curricular program.
- Review adaptive physical plans when requested.

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- Upon School District request, review and make recommendations to the school administrators, including but not limited to, Director of Pupil Personnel Services and the Athletic Director with respect to health literature and health related materials used in the School District.
- Recommend limitations on physical education for individual students and in confidence, consult with parents, teachers and pupils from time to time concerning the same. Information shall be released to teachers on a need to know basis and the physician shall release the minimum information necessary to protect the health and safety of the pupil.
- Upon School District request, recommend the exclusion or readmission of pupils in connection with any infectious or contagious disease or otherwise.
- When required, provide first aid to pupils and/or school employees.
- Upon School District request, advise school administrators and school health service personnel on urgent public health issues, to the extent of the physician's expertise and knowledge.
- Review and make recommendations to the School District pertaining to the update of policies governing procedures to follow in the event of an injury or emergency illness.
- Be available during regular school hours by phone call from the nurse and registered nurses for major injuries or unusual problems.
- Act as liaison with local doctors, health agencies and other health groups, as necessary.
- Attend meetings of the School District's Health Department upon request of the School District.
- Attend meetings of the Board of Education upon request of the School District.
- During the fall, winter and spring, conduct individual/confidential health examinations of all students who wish to participate in High

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School or Middle School athletics. Such examinations shall occur in the presence of another individual. It is anticipated that the summer physicals will be scheduled on August 20, 22 and 25, 2008.

- Attend regular Committee on Special Education (CSE) meetings as required.
- Arrange for a physician to be present at all home football games.
- Perform medical history, physical examinations, review of notes and testing from treating physicians for injured employees.
- Provide medical supervision to the school health staff in such immunization programs and preventive health screening programs as may be mandated by State Education Law or Public Health Law.
- Advises school as necessary with respect to the District Wide and Building Emergency Preparedness Plans.

The successful proposer shall provide the School District with a copy of any reports, testing and/or observation reports prepared in connection with the services.

The successful proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful proposer shall adhere to all requirements and protocols as established by the School District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful proposer further agrees and understands that all individuals providing services to the School District must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE legislation prior to providing services to the School District. In the event that the successful proposer sends an individual to the School District who has not obtained the fingerprinting clearance with the State Education Department, the School District shall have the right to immediately terminate the contract.

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**Qualifications:**

All proposers must be licensed and qualified to provide the within services to the School District. Individuals providing services must be licensed by the State of New York. Proposers shall satisfy these criteria in order to qualify for award.

In addition to providing proof of the qualifications set forth below, in setting forth its qualifications, each individual or firm submitting a proposal shall:

- Provide evidence of an individual's credentials and qualifications in the specific area of physician services.
- Provide evidence of the individual/firm's licensing to provide the within services.
- Provide evidence of the individual/firm's licensing to practice in the State of New York.
- Describe the individual's or firm's experience and expertise focusing on physician services provided for school districts or related entities.
- State the name(s) of the officer(s) and associate(s) in the firm.
- State the names and credentials of all principals, employees or independent contractors that might be assigned to the School District and provide their resumes.
- Provide any other information that might be beneficial to the School District.

**PART II**

**Cost:**

State the annual cost of engagement at which the services would be provided to the School District. In addition, state which principals and/or staff are expected to perform the services. Please include:

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A. The annual cost of engagement you are quoting.

2008-2009 \_\_\_\_\_

2009-2010 \_\_\_\_\_

2010-2011 \_\_\_\_\_

2011-2012 \_\_\_\_\_

2012-2013 \_\_\_\_\_

B. For each work item excluded from the annual cost of engagement, include the rate associated with the item of work for each of the five years of the engagement.

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**Proposal Submission**

Proposals must be submitted to the District by 2:00p.m. on Friday, June 27, 2008 and clearly labeled as follows:

Ms. Angela White  
Assistant Superintendent for Elementary Education and Administrative Services  
Ossining Union Free School District  
190 Croton Avenue  
Ossining, New York 10562

Re: School Medical Officer

Proposals submitted after that time and date will not be considered and will be returned to the submitter unopened.

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There is no expressed or implied obligation for the School District to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this request.

**Evaluation Procedures**

A. Review of Proposals

The School District will review qualifications of the proposals.

The School District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

- Compliance with Qualification requirements
- Experience of staff assigned to engagement
- Knowledge and experience of New York State School District Regulations
- Knowledge and experience in the provision of physician services in the school setting
- Ability to respond quickly to issues that may arise
- Evaluation and consultation approaches
- Professional fees

C. Final Selection

The Board of Education will select the individual or firm based upon the proposals and the recommendations of the School District's administration. It is anticipated that the individual or firm will be selected in July 2008 and a contract will be executed between both parties. The selected firm must be prepared to begin work immediately.

D. Right to Reject Proposals

Submission of a Proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposal unless clearly and specifically

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noted in the proposal submitted and confirmed in the contract between the Board of Education and the individual or firm selected. The School District reserves the right, without prejudice, to reject any or all proposals.

E. Termination of Contract

Any contract agreed to under this Request for Proposals is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the School District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the proposer selected.

**RFP Inquiries:**

Any question submitted by an individual or firm regarding this RFP must be directed, in writing, to Angela White, 190 Croton Avenue, Ossining, NY 10562, fax number (914) 941-7291. Written response, together with original inquiry, will be forwarded to all individuals or firms receiving this RFP.

**Form of Agreement**

Included within this Request for Proposals is the form of agreement to be used in connection with the physician services to be provided. Proposers should review the contents of the form of agreement and base his/her/its proposal on the provisions therein.

Notwithstanding the inclusion of a form of agreement herein, the terms and conditions set forth in the within Request for Proposals are incorporated into the form of agreement by reference and shall form a part of the Agreement executed by the Board of Education and the successful proposer.