

DELSEA REGIONAL SCHOOL DISTRICT

REQUEST FOR PROPOSAL

FOR:

School Physician

Joseph M. Collins
School Business Administrator/
Board Secretary

SCHOOL PHYSICIAN

PURPOSE

In accordance with N.J.S.A.19:44A-20.4 et seq., the Delsea Regional Board of Education is requesting proposals (RFP) from physicians licensed to practice medicine in the State of New Jersey that wish to provide medical counsel and services to the Delsea Regional Board of Education as directed by the Board. It is the intention of the Delsea Regional Board of Education to appoint Physicians to provide medical services to the Board of Education beginning July 1, 2021 through June 30, 2022 with options for the 2022-2023 and 2023-2024 school years. Under Title 18a-18a-5 (1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

SCOPE OF SERVICE

The district is seeking an annual cost proposal to include but not limited to all of the following services as described in items (1-20) pursuant to N.J.A.C. 6A:16-2.3:

1. Consultation in the development and implementation of school district policies, procedures and mechanisms related to health, safety and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a).
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Improvement Act.
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination.
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report.
5. Direction for professional duties of other medical staff.
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year.
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff.
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services.
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns.
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c).
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction. Review, approve or disapprove home instruction recommendations of student's personal physician.

12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).
13. Be available during normal business hours for consultation with school nurses or administrators so as to provide input for students who are chronically ill and/or are on extended absences. This may include speaking with the student's treating physicians personally to provide background information for school personnel.
14. Return all phone calls to school nurses or administration the same day.
15. Review AED policy and procedures.
16. Cooperate with public health officials with regard to communicable diseases.
17. Recommend adjustments of educational program to meet the health needs of individual students. Consult with 504-committee and/or Child Study Team.
18. Meet annually with Superintendent and/or School Business Administrator and health staff to review the district's health services.
19. Administer a district-wide flu shot clinic for all staff each fall on a mutually agreed upon date and time.
20. Serve as a school district liaison to the state and local departments of health and community health agencies.

The Delsea Regional Board of Education shall award a contract to the firm or individual that best meets the needs and interests of the Board.

QUALIFICATIONS OF RESPONDENTS

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the individual(s) to be assigned to perform the tasks.
2. Professional experience and education of the individual(s) to be assigned including a listing of experience (if any) with the Delsea Regional Board of Education and/or experience with other New Jersey Boards of Education. Experience as a School Physician for a K-8 and/or K-12 district is preferred.
3. A statement concerning the ability of the individual to perform tasks assigned by the Delsea Regional Board of Education in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned including the student athlete cardiac professional development module.
5. A copy of physician license(s) issued by the State of New Jersey.
6. A description of the support staff available to the individual(s) to be assigned.
7. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the individual showing a minimum amount of \$1MM/2MM professional liability insurance and all other insurance coverage shall be required upon award of contract.
8. A list of three professional references with addresses and telephone contact numbers. Two must have direct knowledge relating to your experience in the requested service.
9. A copy of your New Jersey Certificate of Employee Information Report approval pursuant of N.J.A.C. 17:21-1.1 et.seq. or a completed Form AA-302 Initial Employee Information report.
10. A copy of your New Jersey Business Registration Certificate.
11. Evidence that a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
12. Must list work with school attorney on medical/legal concerns.

CONTRACT PERIOD

The term of contract for School Physician RFP shall be from July 1, 2021 through June 30, 2022 with two additional years at the Board's option for the 2022-2023 (July 1, 2022 through June 30, 2023) and 2023-2024 (July 1, 2023 through June 30, 2024) school years.

COORDINATION OF ACTIVITIES

All activities for this contract will be coordinated through the office of:

Joseph M. Collins
Business Administrator
(856) 694-0100 x250
jcollins@delsearegional.us

PRESENTATION PACKAGE – Submit the RFP Response

The Delsea Regional Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP. The following shall be included in the presentation package:

I. TECHNICAL CRITERIA

A. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided in alignment with the principles of the Whole Child. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity and service.

II. MANAGEMENT CRITERIA

A. Transmittal Letter – Proposal

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Delsea Regional Board of Education.

B. Qualifications: Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

III. COST CRITERIA

A. Fee Proposal

All respondents are to submit a fee proposal that complements the service that is being requested. If the district requests an hourly, daily, weekly rate or per case, per evaluation rate or even a lump sum rate, then the fee proposal submitted by the respondent must be the same.

The school district uses a purchase order system for payment to professionals. The School Physician/Pediatrician selected will be paid in (12) monthly installments of the fee proposal that is accepted.

The letter of transmittal is to be addressed and mailed to:

Joseph M. Collins
Business Administrator
Delsea Regional Board of Education
242 Fries Mill Road
Franklinville, NJ 08343

Reminder: The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.

SUBMISSION OF RFP PACKAGE

All responses to this Request for Proposals (which must include both the Presentation Package and Required Forms Package) are to be addressed to:

Joseph M. Collins
Business Administrator
Delsea Regional Board of Education
242 Fries Mill Road
Franklinville, NJ 08343

SUBMISSION DEADLINE

The deadline to submit a Response to this Request for Proposals (which must include both the Presentation Package and Required Forms Package) is:

**Wednesday, April 14, 2021
11:00 a.m.**

AWARD OF CONTRACT/SELECTION CRITERIA

It is the intention of the Delsea Regional Board of Education to award the contract to the respondent based upon relative experience, qualifications and ability to provide the highest quality of service at fair and competitive prices.

The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested by the Delsea Regional Board of Education and references related thereto; and familiarity with the School District ;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Delsea Regional Board of Education;
4. Location (distance) of primary office in relation to the Delsea Regional Board of Education schools;
5. Recent, current and projected workload of the individual or firm;
6. Thoroughness and completeness of the applicant's submittal;
7. Cost of proposal.

The Delsea Regional Board of Education shall award a contract to a firm or individual that best meets the needs and interests of the Board.

AUTHORIZATION TO WORK

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

EVALUATION PROCESS: METHODOLOGY OF AWARDING CONTRACT

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to all district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The Board of Education will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria A. Description of Services	<u>40 points</u>
II.	Management Criteria A. Transmittal Letter B. Qualifications: Relevant Experience	<u>40 points</u>
III.	Cost Criteria A. Fee Proposal	<u>20 points</u>

* The Business Office will assist in the evaluation of the Cost Criteria of all proposals received.