

RUNNEMEDE BOARD OF EDUCATION

REQUESTS FOR PROPOSAL

Purpose

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Runnemede Board of Education located at 505 W. Third Avenue, Runnemede, New Jersey 08078 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2013 to June 30, 2014.

Board of Education School Physician

Request for qualifications is on file at the Board Secretary/Business Administrator's office at 505 W. Third Avenue, Runnemede, New Jersey 08078.

All RFQ's must be received by the Board of Education Board Secretary/Business Administrator **no later than 2:00pm on May 2, 2013** at the Board of Education office located at 505 W. Third Avenue, Runnemede, New Jersey 08078. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Joanne Augustine at 856-931-5367.

All statements of qualifications for professional service contracts shall include at a minimum the information listed in the Notice of Solicitation.

Minimum Requirements

1. Names of individuals who will perform required tasks as well as the listing of their licenses and resumes of all parties.
 - a. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person.
 - b. Identify persons who will serve as back up to the primary person.
2. Must have a minimum of five (5) years experience as a NJ State certified physician.
3. Describe ability to provide services in a timely fashion.
4. Professional Liability Insurance: The physician is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the physician, physicians employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, NJSA 59:1-1 et. Seq., which shall govern the terms and conditions of any such program. The school district shall be listed as additional insured on the policy.
5. New Jersey Business Registration Certificate
6. Responders must comply with the requirements of P.L 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Link to Exhibit A)

Scope of Services

1. Consult with the Superintendent or designee on medical matters concerning the district on an as needed basis including approval of medical policies.
2. Consult with school nurses providing advice and assistance relative to medical matters deemed appropriate; and if necessary, will submit in writing comments and/or recommendations.
3. Review and update standing orders annually.
4. Approve/Disapprove requests for homebound instruction.
5. Conduct annual sports physicals and entry-level physicals for students who do not have a medical home.
6. Acts as a liaison between district and individual student and staff family physician, when necessary.
7. Administer Hepatitis B vaccine to staff members as designated by the school district as part of its Bloodborne Pathogens Exposure Control Plan.
8. Write Rx, as needed for, Montoux and Hepatitis B testing.
9. Conduct Child Study Team physical exams, as needed. This service may be required during the summer.
10. Upon Superintendent's request, examination of employees to determine ability to return to work after illness or the suitability of an employee to continue working in his/her present job.
11. Student Drug Screening –
 - a. Physical examination of student within 90 minutes of parental notification
 - b. Observed collection of urine for drug screen panel including: alcohol, amphetamine, methamphetamine, cocaine, opiates, cannabinoids, pcp, hydrocodone, hydromorphone
 - c. Test results reported within 48 hours of specimen collection
 - d. Letter of return to school eligibility
 - e. Advise district SAC (Substance Abuse Counselor) and administration on issues related to student drug use
12. Provide billing rates as follows:
 - a. Annual fee for items #1 through 8
 - b. Per service fee for item #9
 - c. Per service fee for item #10
 - d. Per service fee for item #11

Evaluation of Proposals

The Runnemede Board of Education intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by the School District on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the board of education.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of other members of the professional's firm.
- Rates proposed – The proposal shall identify whether clerical and other overhead costs will be billed separately or are included in the rates proposed.

Any questions regarding this Request for Proposals should be directed to Joanne Augustine, School Business Administrator of the Runnemede School District.

Please submit two (2) copies of the proposal to:

Joanne Augustine, Business Administrator
Runnemede Board of Education
505 W. Third Avenue
Runnemede, New Jersey 08078

All Submissions must be received at the School District's Administrative Office **by 2:00 p m on May 2, 2013** at which time they will be opened and reviewed by the Business Administrator.