



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

Request For Proposal

Physician Services

RFP 18-13

In accordance with N.J.S.A. 18A:18A-4 et. seq., the Barnegat Township Board of Education is requesting proposals from New Jersey licensed physicians interested in providing the district with general physician's services for the 2018-2019 school year. The successful firm must have a minimum of five years experience in providing physician's services to a New Jersey Board of Education.

Scope of Work:

The Barnegat Board of Education is requesting proposals (RFP) from physicians licensed to practice medicine in the state of New Jersey.

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.

The successful firm/individual shall provide services as necessary to the Board of Education as follows:

- Performs comprehensive health examinations as determined by a district administrator and agrees to complete all paperwork associated with the comprehensive health examinations.
- Performs scheduled sports physicals as required.
- Performs Child Study Team physicals as necessary.
- Provides advice and counsel with respect to the need for Homebound Instruction.
- Performs physicals and conducts TB Mantoux testing for students from out of state, country, or designated areas of the state, and for new employees as directed by the District.
- Reviews and provides approval of first aid procedures at the beginning of the school year.



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH
BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

- Conducts drug abuse evaluations when necessary and sends results to contracted laboratory.
- Provides emergency consultation if the school nurse feels there is the necessity.
- Provides his signature on all student prescriptions by December 31 of each school year as per Board Policy #5330, PUPILS – Administration of Medication. Any prescriptions received after December 31 of the school year will be approved by way of fax machine.
- Provides consultation and review in the development of district policies and procedures related to health safety and emergency medical procedures.
- Provides consultation to school district medical staff regarding the delivery of school health services, including special health care needs of technology supported and medically fragile children, including those covered by the Individuals with Disabilities Education Act, 20 U.S.C. Chapter 33.
- Provides direction for the professional duties of other medical staff.
- Provides written standing orders and to review and reissue standing orders before the beginning of each school year.
- Establishes standards of care in emergency situations and medically-related care involving students and school staff.
- Provides assistance to the certified or non-certified school nurse in conducting health screenings of students and staff and in the assistance of the delivery of school health services.
- Reviews reports and order from private physicians as needed regarding student health concerns.

Term:

The term of the contract for this proposal shall be from July 1, 2018 through June 30, 2019.



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

All proposals shall include the following minimum information:

1. Description of Services

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Firm acknowledges that he/she fully understands the scope of work, activity and service.

2. Qualifications; Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

3. Professional experience and education of the individual(s) to be assigned including a listing of experience with the Barnegat Township Board of Education and/or experience with other New Jersey public entities.

4. Professional licenses and certifications held by the individual(s) to be assigned.

5. Name of the individual(s) to be assigned to perform the tasks.

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 firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2018.

8. A list of four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.

9. A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.

10. A copy of your Business Registration Certificate.

11. A description of any previous services to the Barnegat Board of Education which provide the firm with a familiarity with the District.



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

12. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at time of submittal.
13. Completed Vendor Documents including:
 - a. Affirmative Action Questionnaire
 - b. Non-Collusion Affidavit
 - c. Political Contribution Disclosure Form
 - d. Stockholder or Partnership Disclosure Affidavit
 - e. Vendor Questionnaire/Certification
 - f. Disclosure of Investment Activities in Iran
14. The Physician acknowledges that he/she has read this Request for Proposal has a full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. No facsimile or e-mail proposals will be accepted.
15. The Barnegat Township Board of Education reserves the right to reject any or all proposals in whole.
16. The Barnegat Township Board of Education reserves the right to contact references provided with the proposal.
17. Include any additional information which you believe will be useful to the Barnegat Township Board of Education in its selection process.



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

Request For Proposal

for

School Physician

2018-2019

(Return this page with your School Physician Proposal)

The School Physician's staffing fee structure, hourly rates and other costs will be as follows:

The School Physician agrees to do these services for the amounts quoted as follows:

School Physician Services for 2018-2019 \$ _____

Signature _____ Date: _____

Title or Office _____



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

SUBMISSION REQUIREMENTS

All responses to this Request For Proposals (“RFP”):

1. The deadline to submit all RFP packages is Tuesday May 8, 2018. Responses to the RFP must be received prior to 10:00 a.m., prevailing time on the date on which they are due. Submissions received after that date and time shall not be considered.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFP, and the RFP due date on the outside of the envelope.
3. Responses which are to be hand delivered the day due must be taken and presented to the Board Secretary at the time the responses to this RFP are called for.
4. Responses to this RFP which are to be mailed, shall be mailed to:

Lourdes LaGuardia, SFO, RSBO
Business Administrator/Board Secretary
Barnegat Township Board of Education
550 Barnegat Boulevard North
Barnegat, NJ 08005

5. The Board will not be responsible for late mail deliveries and no responses to this RFP will be accepted by the district if received after the time stipulated above.
6. An original and five copies of your response to this RFP must be submitted for your response to be deemed complete.
7. The School Board will consider the proposals at the May 2018 Regular Board of Education meeting.



BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH
BARNEGAT, NEW JERSEY 08005

Karen M. Wood
Superintendent

Lourdes LaGuardia
Business Administrator/Board Secretary

SELECTION CRITERIA

The selection criteria to be used in awarding a contract or contracts 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 and references related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the District;
4. Ability to maintain scheduled appointments.
5. Location (distance) of primary office in relation to the District Administrative Offices;
6. Recent, current and projected work load of the individual or firm.
7. Thoroughness and completeness of the applicant's submittal.

The Barnegat Board of Education reserves the right to reject any or all proposals and to waive any defect if it is in the best interest of the Board of Education. The contract, if awarded, shall be based on the proposal that is most responsive to the criteria set forth in the Request for Proposal. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within 60 days from the last scheduled date for receiving proposals.

The Board reserves the right to negotiate all the terms and conditions of a professional services contract with the successful firm or firms to obtain the most cost advantageous services for the District.

Lobbying Prohibited

Neither you or any other agent nor representative of your company should initiate any communications to promote or advertise your proposal to any member of our Board of Education, staff or faculty, except in the course of inquiries, briefings, interviews or presentations.