

WOONSOCKET  
EDUCATION DEPARTMENT  
INVITATION TO BID

**BID # 25-02 SCHOOL PHYSICIAN SERVICES**

Sealed bids for furnishing the Woonsocket Education Department with proposals for a **SCHOOL PHYSICIAN SERVICES** will be received in the BUSINESS OFFICE, McFee Administration Building, 108 High Street, Woonsocket, RI 02895, until **Tuesday, May 21 2024 at 10:15AM** at which time they will be opened publicly.

**Bid Timeline**

4/23/2024	Issuance of RFP
4/30/2024 3:00PM	Submission of Written Questions
5/8/2024 3:00PM	Responses to Written Questions
5/21/24 10:15 AM	Proposal Submittal / Bid Opening
6/12/2024	Projected Vendor Selection

The School Committee reserves the right to accept or reject without prejudice, any or all proposals or to waive any irregularities therein, or to accept the bid deemed to be in the best interest of the City of Woonsocket.

Bids are to be placed in sealed envelopes and clearly marked: **Bid 25-02 SCHOOL PHYSICIAN SERVICES** and addressed to:

Woonsocket Education Department  
BUSINESS OFFICE  
108 High Street  
Woonsocket, RI 02895

Please contact Tracey Smith at [tsmith@woonsocketschools.com](mailto:tsmith@woonsocketschools.com) with any questions regarding this bid.

No bid will be accepted after the date and time specified.

WOONSOCKET SCHOOL COMMITTEE

Paul Bourget  
Chairman

## **SCHOOL PHYSICIAN SERVICES**

The Woonsocket Education Department is requesting proposals for School Physician Services.

### **Scope of Responsibilities**

The School Physician contracts with the Woonsocket Education Department to provide medical expertise and consultation in the development and implementation of the comprehensive school health program. The school nurse may request consultation on individual students or groups of students with specific health issues at any time. The school physician acts as a resource.

### **Qualifications and Responsibilities**

- The community's school physician(s) shall be licensed to practice allopathic or osteopathic medicine in Rhode Island in accordance with Chapter 5-37 of the RIGL.
- The school physician should, in addition, be board certified in pediatrics and should have additional education in the subspecialty of adolescent medicine.
- The school physician shall be qualified by virtue of training and experience to assume the role of a school health consultant (e.g., develops school health protocols, provides in-service training for school nurses) and/or primary care provider (e.g., performs physicals, examines outbreak cases) for a wide range of comprehensive school health services.
- The school physician shall have knowledge of all state and local laws, regulations and protocols affecting schools. The school physician shall participate actively to ensure implementation of all such laws, regulations and protocols in collaboration with the school's administrative authorities and school health personnel.
- The school physician shall establish a contract with the school system defining mutually agreed upon expectations and objectives and shall provide a regular report (a minimum of one (1) per year) on consultation and/or direct service activities rendered to the school system.
- As a condition for approval of a community's school health program by the Commissioner of Elementary and Secondary Education and the Director of Health, that community's school health service plans, protocols and programs (except those developed and provided by the school dentist[s]) shall have received the prior approval of the community's school physician(s).

At a minimum, these plans shall be reviewed on an annual basis by the school physician and shall include provisions for:

- The delivery of health services in the school environment (including screenings).
- Consultations.
- Furnishing information on health-related matters.
- Review of standing orders, protocols and procedures.
- Reporting and management of infectious diseases and outbreaks, in accordance with the most current Department of Health recommendations related to infection control in the school environment.

## **25-02 SCHOOL PHYSICIAN SERVICES**

### **TERMS AND CONDITIONS**

- A. Bids will not be considered if prices are not firm and irrevocable.
- B. The prices quoted and conditions stated on this bid will be firm and final. Any correspondence or notations accompanying this bid, changing any prices or items, may subject the bid to being rejected at the sole discretion of the School Committee.
- C. Bid items and prices quoted, as alternates must be accompanied by a detailed description of such items and how it meets or exceeds the specifications of the product requested. Where a brand name or model number may be specified, it is to be used as a benchmark or standard. Equivalents will be considered.
- D. Following the opening of bids, this bid cannot be withdrawn within sixty (60) calendar days from the acceptance thereof.
- E. All costs of delivery must be included in the bid quotation. The School Committee reserves the right to increase or decrease the quantities ordered, at the unit prices quoted, upon the evaluation of all bid proposals.
- F. When applicable, the bidders' attention is directed to the fact that all applicable state laws, municipal ordinances, rules and regulations and lawful orders of all public authorities having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss - including wages of the crafts doing the work - shall prevail; and they will be deemed to be included in the contract, the same as though herein written out in full.
- G. Term discounts will be taken into consideration when awarding contracts. The award of any and all bids is subject to available funding.
- H. The School Committee reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the bid deemed to be in the best interest of the City of Woonsocket.
- I. In awarding the contract, the School Committee will consider all aspects including, but not limited to quality, availability of product, references and cost.

- J. It is the vendor's responsibility to see that his proposal is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person at the Woonsocket Education Department for the premature opening of a proposal not properly addressed and identified as a bid.
- K. Any proposal received after the time and date specified shall not be considered, by messenger or by mail; even if it is determined by the Woonsocket Education Department that such non-arrival before the time set for opening was due solely to delay in the mails for which the vendor is not responsible.
- L. Telephonic, telegraphic or oral proposals, amendments or withdrawals will not be accepted.
- M. Proposals may be withdrawn personally or by written request at any time prior to the time specified for the opening. Negligence on the part of the vendor in preparing the proposal confers no right of withdrawal or modification of his proposal after such proposal has been opened.
- N. The Woonsocket Education Department is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Paragraph I as amended. The Woonsocket Education Department is exempt from payment of Federal Excise Taxes. The price bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.
- O. The Woonsocket Education Department reserves the right to award a contract by item or in total.
- P. Where a specified brand or model number is asked for, it is to be viewed as a benchmark or standard, a substitute may be deemed equivalent at the discretion of the Business Manager.
- Q. All contractors and subcontractors who provide services to the Woonsocket Education Department must produce a criminal background check showing no disqualifying information no later than 10 days prior to the start of the contract. Please provide up to date criminal background checks clear of disqualifying information as new hires are working within our district prior to their arrival on district property.

## **BID FORM**

### **BID # 25-02 SCHOOL PHYSICIAN SERVICES**

I have read and agree to the terms and conditions contained within this specification.

Proposers are to include:

1. General background information in regards to medical practice and resume.
2. Evidence of Insurance Coverage.
3. Completed W-9
4. Copy of Rhode Island Medical License

Annual retainer fee to provide services \$ \_\_\_\_\_

Bidder Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_