

**THE SCHOOL DISTRICT OF PITTSBURGH**  
**(Pittsburgh, PA)**

**REQUEST FOR PROPOSALS**  
**FOR POST-OFFER PRE-EMPLOYMENT PHYSICALS.**

**Issuance Date:** 1/27/2016  
**Submission Date:** 2/19/2016

**Introduction**

The purpose of this Request for Proposals (“RFP”) is to obtain qualified medical service providers to administer Post Offer Pre-Employment Physicals, performed by a Board Certified Occupational Medicine Physicians for the School District of Pittsburgh employees

The District envisions a three-year engagement, with an option to renew for an additional three years.

**Timetable/Response Submittal**

The School District is requesting proposals from experienced and qualified firm(s) to serve as medical service providers to the School District. Selection of the provider will be made based on the proposals submitted and possibly oral interviews, if needed. A tentative timetable for the selection process is provided below:

- 1/27/2016                      Release of RFP
- 2/19/2016                      Receipt of Proposals
- 3/30/2016                      Legislative Approval by Board of School Directors

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s), agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals for medical service providers shall be submitted to the School District as follows:

Pamela R. Capretta Executive Director School District of Pittsburgh 341 South Bellefield Avenue Pittsburgh, PA 15213 Tel: (412) 529-3845 Fax: (412) 622-3857
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One (1) original and five (5) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by 12:00 p.m. on 2/19/2016

Proposals, including any/all attachments, cover letter and tabs should not exceed twenty five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof.

Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Proposals which are submitted in electronic format or faxed will not be accepted.

Any questions regarding this RFP should be addressed to Ms. Capretta.

### Specific Response Requirements

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

#### **I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

#### **II. Firm Experience and Qualifications**

- A. Please provide an overview of the firm and its qualifications. Please include the location of the firm's office(s) in the Commonwealth of Pennsylvania and hours of operation for service provision.
- B. Describe the firm's experience for the past 2 years for the following categories:
  - i. All Pennsylvania self-insured entities,
  - ii. All Pennsylvania local government units,
  - iii. Pennsylvania employers with multiple collective bargaining agreements.

#### **III. Medical Provider Team**

Provide brief resumes for the individuals who will be assigned to the task of providing medical services to the School District employees. Please include only those individuals who will work on the School District's account and indicate level of education, experience, and any nationally recognized certification(s).

Provide the name and phone number of the individual (and primary back up person) who would be The School District of Pittsburgh primary contact.

#### **IV. Plan of Work**

Provider Post offer Pre-employment physicals to employees and/or candidates for employment, and provide the results of the physicals to the School District of Pittsburgh, to determine a candidate's ability to safely perform the essential functions of the job. Please provide a detailed plan of work for the School District's engagement and the services you propose to provide. Indicate specific documentation and reporting functions and include of said documentation.

## **V Firm Information/Equal Employment Opportunity**

- A. Describe your firm's equal employment opportunity policies and programs.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the conduct of your firm's business which is still pending or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- D. Please describe (i) any material financial relationships that your firm or any firm employee has with any firms, or other persons or entities that may create a conflict of interest in acting as an independent contractor to the School District; (ii) any family relationship that any employee of your firm has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest in acting as an independent contractor to the School District and (iii) any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest acting as an independent contractor to the School District. Please describe any procedures your firm either has adopted, or would adopt, to assure the School District that a conflict of interest would not exist for your firm in the future.

## **VI. Fee Proposal**

Please provide a fee structure that your firm would propose to provide medical services for the School District of Pittsburgh's (the "School District") Post-offer Pre-employment physicals in accordance with the requirements set forth in this document.

The contract(s) will be awarded to the qualified proposer whose proposal is most advantageous to the School District. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The School District anticipates selecting one firm using the following criteria to determine which firm meets the needs of the School District best.

<b><u>Self-Insurance Actuarial Valuation</u></b>	<b><u>Points</u></b>
Ability to Meet the Specific Needs of the School District of Pittsburgh	20
Experience and Qualifications	30
Plan of Work	20
Fee	30