Post-Offer Pre-Employment Testing Services
Request for Quotation

MSBSD Quote Number: Q25-03

Question period ends April 1, 2025 at 4:00 PM. Questions must be submitted in writing to bids@matsuk12.us.

Quotes due: April 15, 2025 at 2:00 PM
Quotes can be returned by email or in person. Please make sure Q25-03 is listed on your quote.
Email: bids@matsuk12.us
In-person: Purchasing Department at 690 Cope Industrial Way, Palmer, AK.

The Matanuska-Susitna Borough School District (MSBSD) is seeking proposals from qualified proposers to provide Post-Offer Pre-Employment Physical Exams as needed to perform required tasks within the MSBSD.

General Requirements:

1. It is the overall intent of this proposal to provide services which shall include but may not be limited to: post-offer/pre-employment physical examinations for employees designated by the MSBSD.
2. Areas tested will include, but not be limited to strength, range of motion, and physiology.
3. Proposer will provide screening for the following job classifications: special education, custodial, and nutrition services into newly hired or transferred employees for MSBSD screening for pre-existing conditions or physical limitations that might lead to injuries as well as evaluations on how well he or she can perform the required job-related essential-function tasks.
4. Assessments must provide principles and specific techniques that may be applied in challenging environments that may include lifting, pulling, reaching, pushing, carrying, or are performed outdoors. Detailed descriptions must be provided in the approach of assessing physical abilities and skillsets, as well as a description of how the candidates are scored.
5. Functional testing reports need to be delivered via encrypted email within 24 hours.
6. Baseline data for range of motion, strength, and physiological capabilities must be included in reports.
7. The proposer should provide at least one service location in the Matanuska-Susitna Valley.
8. The proposer should have the ability to utilize telephonic or in-person language interpreter services as determined by MSBSD.

Contract Award:
The MSBSD will recommend award of a contract to the lowest responsive and responsible contractor.

All testing must be coordinated with Breanna Homestead, Human Resources Supervisor, or her designee.

MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT
PURCHASING DEPARTMENT
690 COPE INDUSTRIAL WAY
PALMER, AK 99645

POST-OFFER PRE-EMPLOYMENT TESTING SERVICES
RFQ #Q25-03

COST PROPOSAL FORM

The undersigned hereby further proposes to provide services for a **Post-Offer Pre-Employment Testing Services** in full accordance with the Request for Quotation.

COST PROPOSAL		
Item No.	**Proposal Item**	**Amount**
1	Post-offer/pre-employment physical examination	$_____/ea
	TOTAL COST	**$_____/ea**

OPTIONAL SERVICES OFFERED		
Item No.	**Proposal Item (Please Specify)**	**Amount**
A		$_____/service
B		$_____/service
C		$_____/service

Company: _____ _____
Printed Name Date

Contractor: _____
Signature