ANGÉLICA INFANTE-GREEN
*Commissioner*

DR. JAVIER MONTAÑEZ
*Superintendent*

Providence Schools

Providence Public School District
Purchasing Department
797 Westminster Street
Providence, RI 02903-4045
tel. 401.456.9264
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www.providenceschools.org

# REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: RFP for Pediatric Physician/Consultant – One Year Contract (FY24) with Option Years**

**DATE AND TIME TO BE OPENED: Thursday, July 6, 2023 at 1PM**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Rose Lorenzo**

**SUBJECT MATTER EXPERT (EMAIL): Rose.lorenzo@ppsd.org**

**QUESTION DEADLINE: Friday, June 23, 2023 at 1PM**

## Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

   **Purchasing Department, Suite 206**
   **ATTN: Molly Hannon**
   **797 Westminster Street**
   **Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in R.I. General Law Section 38-2 et seq, without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

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**Notice to Vendors**
**General Terms**

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.

2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.

3. No proposal will be accepted if it is made in collusion with any other bidder.

4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.

5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.

8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.

9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law Section 7-1.2-1401 et seq. as amended)

10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Section 37-13-1 et seq. as amended).

13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (https://www.providenceschools.org/Page/4634).

14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.

16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law Section 28-29-1, et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.

17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.

19. The Contractor shall not be paid in advance.

20. The contract shall be in effect from the date of award through **June 30, 2026** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause.

21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications.

23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.

26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.

28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

## BID FORM 1: BIDDER INFORMATION

**Agrees to Bid on: RFP for Pediatric Physician/Consultant – One Year Contract (FY24) with Option Years**

**DATE AND TIME TO BE OPENED: Thursday, July 6, 2023 at 1pm**

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

_____

Signature of Representation

_____

Title

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**BID FORM 2: PRICING**

| | |
|---|---|
| YEAR 1<br>July 1, 2023 to June 30, 2024<br>FY24 | $ _____<br>Per Diem Rate |
| OPTION YEAR 1<br>July 1, 2024 to June 30, 2025<br>FY25 | $ _____<br>Per Diem Rate |
| OPTION YEAR 2<br>July 1, 2025 to June 30, 2026<br>FY26 | $ _____<br>Per Diem Rate |

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## I. Background

The Providence Public School Department is soliciting proposals for a Pediatric Physician/Consultant to work on an as-needed basis for a per-diem rate.

The Providence Public School District (PPSD) serves approximately 22,000 students attending our 37 schools. PPSD employs more than 3,200 professionals who work in and provide support to our schools, which include 21 elementary schools, 7 middle schools, 9 high schools and 2 public district charter schools. Of our employees, approximately 2,000 are educators, and more than 600 others directly support students and families in our schools.

Our schools are diverse learning communities. Approximately 68% of our students are Latinx, 15% Black, 6.5% White, 4% Asian, 5.5% Multi-racial and 1% Native American.

Approximately 31% of students are multilingual learners, and about 16% of students receive special education services. Approximately 55% of students come from homes where English is not the primary language spoken. Combined, our students and families speak 55 different languages and hail from 91 countries of origin.

The district is not seeking the services of a hiring agency with this solicitation.

## II. Scope of Work & Key Deliverables

The scope of work will include the following:

- Provide medical services for students having learning impairments as specified in the Regulations of the Board of Regents Governing the Education of Handicapped Children
- Review yearly all existing policies/procedures/standing orders pertaining to the health and welfare of students and staff in the District. Work in collaboration with the Sr. Director of Nurses, Health & PE administrator in creating new policies/procedures/standing orders as needed.
- Work in collaboration with the Sr. Director of Nurses, Health & PE Administrator on matters regarding the exclusion and readmission of pupils for reasons of illness
- Work in collaboration with the Sr. Director of Nurses, Health & PE Administrator on matters dealing with crisis, emergencies and vital information, which relate to the health and safety of the students
- Provide physical examinations to students without identified health care providers
- Be available to address emergent and urgent issues that affect the health and welfare of students and staff in the District
- Provide professional development or assist the Health Office to get qualified speakers on topics related to childhood illnesses, conditions and standard of care for School Nurses
- Meet with Sr. Director of Nurses, Health & PE Administrator regularly and as needed to provide consultation on health care and safety concerns

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## III. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below.

- Must hold a valid license by the RI Health Department Division of Professional Regulation
- Must be local to Rhode Island or the greater Rhode Island area
- Previous experience working in the same or a similar capacity to support districts like Providence preferred

## IV. Timeline for Implementation

The resulting contract will be for a one-year term from July 1, 2023 to June 30, 2024 with two option years for the period July 1, 2024 to June 30, 2025 and July 1, 2025 to June 30, 2026 upon mutual agreement and the availability of funds.

## V. Proposal Requirements

Proposals should include:

- Bid Form 1: Bidder Information
- Bid Form 2: Pricing
- Proof of valid license through the RI Health Department Division of Professional Regulation
- Resume / CV

Bids must be submitted in accordance with the instructions on page 1 of this document. Late bids will not be considered. Electronic bids will not be accepted for any reason. Digital signatures are acceptable.

## VI. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

## VII. Questions

Questions concerning this solicitation should be emailed to Molly Hannon at Molly.Hannon@ppsd.org Questions are due by Friday, May 6, 2022. Questions will be answered via addendum.

## VIII. Evaluation of Proposals

The district intends to award this contract to the lowest cost qualified bidder.

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