



Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, PA 15228

REQUEST FOR QUOTE FOR SCHOOL PHYSICIAN SERVICES
December 16, 2025

School Physician Services quotes must be returned to Mt. Lebanon School District, Finance Office, 7 Horsman Drive, Pittsburgh, PA, 15228, by Monday, January 12, 2026, at 3:00 p.m.

The Board of Education reserves the right to award services based on the quote that best meets the needs of Mt. Lebanon School District's needs.

Mt. Lebanon School District Profile

Mt. Lebanon School District is a nationally recognized and award-winning school district. Founded in 1912, the District is located in the South Hills approximately 6 miles from Pittsburgh. Our mission is to *Provide the Best Education Possible to Each and Every Student.*

The District operates seven elementary schools (grades K-5), two middle schools (grades 6-8) and a high school (grades 9-12). The District has 5,407 students and over 750 employees.

Statement of Work

The School Physician functions as part of a health team addressing the physical and mental health of students. The physician works in conjunction with the Chairman of Nursing Services and the Certified School Nurses in managing the health service program optimizing and ensuring quality care for all students within Mt. Lebanon School District. The school physician collaborates with the school nurses by providing consultation on policies pertaining to the health and safety of students and staff. Must be available to answer calls between 7:00 a.m. and 4:00 p.m. Estimated number of hours per week are one to fifteen.

Qualifications:

1. Licensed physician (M.D. and/or D.O.) in Pennsylvania.
2. Approved by the School Board and the Pennsylvania Department of Health.
3. Experience in pediatric practice and/or the medical care of children with emphasis on the school age population.
4. Demonstrated ability to work with children and their families.

5. Demonstrated ability to work as a colleague with the Nursing Services Staff within the School District.
6. American Academy of Pediatrics certification preferred.
7. Experience in public health/education preferred.
8. Reports to the School Board on school physician services.
9. Performs other duties that may be required by the School Board Directors not inconsistent with the rules and regulations of the Pennsylvania Department of Health.

General Duties - the duties of the school physician will include, but are not limited to:

1. Consultant to the Nursing Services Staff in regards to all medical concerns/issues.
2. Performs physical evaluations on students as mandated by the Pennsylvania Department of Health.
3. Functions as a resource person for the Nursing Services Staff in evaluating the physical condition of students.
4. Provides student referrals and conducts individual student conferences in conjunction with the Nursing Services Staff, if needed.
5. Consults with the Nursing Services Staff in developing school policies, protocols and procedures with regard to community outbreaks of illnesses, contagious diseases and any other medical issues that may arise.
6. Motivates parents and students to obtain regular physical examinations and immunizations by a primary licensed health care provider.
7. Consultant for employee medical issues and concerns.
8. Reports to the School Board on school health services.
9. Serves as an on-call member for consultation for 504 plans, IEPs, and medical needs of students.
10. Serves as a consultant for developing the program of health services in accordance with policies approved by the School Board and as directed by the Superintendent.
11. Performs other duties that may be required by the School Board Directors not inconsistent with the rules and regulations of the Pennsylvania Department of Health.

Other Requirements for Providing School Physician Service

It is imperative for students to receive service in a timely manner. Most services are required in order for the student to start school, return to school, participate in athletics, or return to play. A company quoting service shall be able to provide all services required by this RFP. Partial quotes will not be considered.

The company with the successful quote will be considered an independent contractor of the district and no employees of the company will be considered employees of the school district nor be eligible for worker's compensation, disability, unemployment, health insurance, retirement, or any other benefits provided by the district.

License to Practice Medicine

A list of names and proof of certification to practice medicine of all employees expected to assist with providing services to the district shall be included in the quote.

Proof of Insurance

Consultant shall be responsible for procuring professional liability insurance at its own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$2,000,000.00 per occurrence and the District shall be added as an additional named insured. A certificate of insurance must be submitted prior to providing services hereunder. This policy must remain in full force and effect for the duration of this Agreement.

Terms of Agreement

July 1, 2026 through June 30, 2027

Cover Letter

Please provide a cover letter describing experience as relates to your school physician services quote and the statement of work as described herein.

References

Please provide a list of school districts or other entities you have represented in the last five years, including dates of service. Please provide names, addresses and phone numbers for persons within these districts or organizations familiar with your work.

Cost Summary

Parties interested in providing school physician services should quote an all-inclusive annual fee.

- Annual Fee 2026-27, July 1, 2026 through June 30, 2027: _____