



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762

April 03, 2026

To: Interested Parties

Re: RFP 1934-P, Provide Medical Services - Addendum 1

1. Page 3, Section I of the RFP notes that there may be a need to travel to multiple schools, with an average of 5–7 schools visited in one day. How frequently is this level of travel anticipated (e.g., daily, weekly, seasonal, or as needed)? **Weekly the majority of the year, several consecutive days during Bus Driver physicals**
2. Is there a preferred scheduling approach for onsite services (e.g., rotating school schedule, standing clinic days, or on-demand requests coordinated by Suffolk Public Schools)? **A set day each week, with the option to request changes (advance notice given) due to holidays/student breaks.**
3. Page 3, Section I.A.1.i, references mental health screenings. Please clarify what these screenings consist of clinically (e.g., screening tools used, scope of assessment versus diagnosis, documentation expectations). **A screening tool will be used to assess the need to recommend further follow-up/treatment for a student.**
4. Page 3, Sections I.A.1.b and I.A.1.d note the following:
 - a. *Medical examination of students for Occupational and Physical Therapy programs and*
 - b. *Medical examination of students for the Special Olympics.*Please clarify the clinical scope and intent of these examinations (e.g., clearance physicals, functional assessments, standardized forms required). **If needed, these are clearance exams with a standardized form.**
5. Regarding Page 3, Section I, Scope of Services under “Please note the following”, the RFP states that Suffolk Public Schools performs an average of approximately 15 physicals per week. Which types of physicals does this estimate include (e.g., student exams, bus driver physicals, pre-employment physicals, other)? **August through May, the majority of the exams completed are for students. In June, there are two to three extended days of Bus Driver physicals - approx. 100 - 125 bus drivers are seen during those days. July is a mix of both student and bus driver physicals.**
6. Page 3, under Section I.A.1.h concerning medical oversight and prescriptions for state mandated stock medications, is the contractor expected to provide medical oversight only, or to act as the prescribing/signing provider for medications and related orders? **Both.** If the expectation is for the provider to act as the prescribing provider, will this just be for students or also adult staff? **Stock medication is available for use in an emergency for both children and adults.** How many prescriptions do you anticipate this provider prescribing and how many individuals will this provider manage? **There are currently 3 stock medications at each of our 21 school/program locations.**
7. Please describe the anticipated needs and expectations for physician collaboration or medical oversight noted in Section I.A.1.i and Section I.A.2 on Page 3, including scope of responsibility and estimated level of involvement. **At minimum, monthly check-in with the nurse practitioner to review notes/screening tools. Availability to discuss findings and recommendations with the nurse practitioner as screenings occur if needed. Serve as a mentor to the nurse practitioner.**
8. Does Suffolk Public Schools currently employ a nurse practitioner or physician assistant to support these services, or is the selected contractor expected to provide a nurse practitioner or physician

- assistant as part of the contracted solution? There is currently an individual on staff with Suffolk Public Schools who holds nurse practitioner credentials.
9. Will you please provide a list of job titles of currently employed staff that will support the clinical services requested in the RFP? Coordinator of Health Services, School Nurse, Assistant School Nurse.
 10. On Page 3, Section 1, Scope of Services, the RFP states that all services shall be provided onsite at one of the 22 school facilities and that each facility has an appropriate office area for examinations. Does this space accommodate the storage and use of standard medical examination equipment? Each of our 21 school/program locations has a clinic area that already contains standard medical examination equipment.
 11. Regarding the language that all the services shall be provided onsite at one of the 22 school facilities – does this mean there is an existing clinical space at one of the school facilities? See answer to #9.
 12. Is the desire for there to be a remote clinic where students and staff can go to receive care. Then, as needed, the clinical staff located at the 1 of the 22 school facilities will travel to other school locations? No. The reason for providing the services as currently stated is to minimize disruption to the educational day for both students and staff.
 13. For bus driver physicals and pre-employment physicals noted on Page 3, Section I.A.1.f and I.A.1.g, please clarify:
 - a. What examination equipment is expected to be supplied by the contractor versus the school system; and The current contractor brings a stethoscope and otoscope (and reflex hammer if needed). Disposable otoscope tips are provided by Suffolk Public Schools.
 - b. Whether equipment such as urine dip testing supplies, visual acuity testing tools, audiometric testing, and sphygmomanometers are required onsite. These items are supplied by Suffolk Public Schools, as well as the nursing staff to perform these tasks.
 14. Regarding secure storage of student records and FERPA compliance noted on Page 3, Section I.A.5–6, are records currently maintained as hard copies, electronic records, or both, and are they stored centrally or at individual school locations? Both hard and electronic, both centrally and at the individual schools.
 15. If an electronic health record (EHR) system is currently in use for storage of student records described on Page 3, Section I.A.5–6, is the contractor expected to integrate with Suffolk Public Schools' system, or may the contractor use its own system provided FERPA and SPS requirements are met? The contractor may use its own system provided they meet FERPA and SPS requirements
 16. For situational awareness, may Suffolk Public Schools identify the current vendor (if any) providing these or similar medical services? We currently use Get Real Healthcare
 17. What is the expected award date for this RFP? Sometime in May at the latest
 18. Please provide approximate size of medical examination spaces if possible. School clinics vary in size. Partition curtains and/or exams rooms exists for providing privacy for students.
 19. What is the current staffing model for the scoped services? The current contractor provides a licensed physician to conduct the scoped services.
 20. Will the current supplies and equipment be available for purchase by the winning provider? No.
 21. Can non-employees access the medical examination spaces? No.
 22. Will employee dependents have access to the clinical services at the clinic? No.
 23. Will Suffolk Public Schools permit offerors to submit a redacted copy of the proposal, or to otherwise clearly designate proprietary information that should be withheld from public disclosure in accordance with applicable Virginia public records laws? If permitted, please specify SPS's preferred method for identifying such information. Clearly designate proprietary information that should be withheld from public disclosure
 24. The RFP does not specify whether offerors may submit proposed exceptions or requested modifications to the Terms and Conditions. Should offerors identify any requested exceptions at the proposal stage, how should those be presented in the proposal? Or alternatively, does Suffolk Public Schools intend to address contractual exceptions, if any, during the competitive negotiation process following proposal evaluation? It is preferred to correspond to the specifics of the proposal. If the offeror has an exception, please clearly note it in the submitted proposal.

RFP 1941-P, Provide Medical Services - Addendum 1 Acknowledged:

_____ Date _____

Sent by:


Linda Bates, NIGP-CPP, VCO, VCA
Coordinator of Purchasing