

*East Islip Union Free School District  
1 Craig B. Gariepy Avenue  
Islip Terrace, NY 11752*

**REQUEST FOR PROPOSAL**

**RFP# 052626-1**

**DATE OF OPENING: May 26, 2026**

**TITLE: School Physician and Healthcare Services**

**TIME: 11:00 A.M.**

To All Providers:

Please submit a sealed proposal for **School Physician and Healthcare Services** for the East Islip Union Free School District. The District will receive sealed proposals on, or prior to 11:00 a.m. on Tuesday, May 26, 2026. Proposals received after stated date and time will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

**RFP #052626-1 School Physician and Healthcare Services**

Proposals will be opened and evaluated in private. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of sixty (60) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent shall make such determination.

The Board of Education of the East Islip Union Free School District intends to award a contract in its best interest and reserves the right to award a contract in part or in full, or not at all, on the basis of the responses received as a result of this RFP, to reject any or all proposals it receives as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the East Islip Union Free School District to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the East Islip Union Free School District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful proposer.

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you for your cooperation.

Jenny Bejarano  
School Purchasing Agent

## REQUEST FOR PROPOSAL

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TIME: 11:00 a.m.

### I. PURPOSE

The East Islip Union Free School District, hereinafter referred to as “the District”, invites quotations from qualified firms to obtain School Physician and Healthcare Services.

In accordance with the District’s policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

### II. RECEIPT OF PROPOSALS

An original and four (4) copies of the proposal must be submitted to the Purchasing Department. Envelopes must be clearly marked **School Physician and Healthcare Services** and the name and address of the Proposer. Proposals must be received no later than 11:00 a.m. on May 26, 2026 at the following address:

Purchasing Department  
East Islip Union Free School District  
1 Craig B. Gariepy Avenue  
Islip Terrace, NY 11752

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

### III. SCOPE OF SERVICE

#### **A. General Responsibilities**

1. Proposers are required to be licensed and qualified to perform the services set forth herein. All professionals performing services for the School District shall be licensed under the laws of the State of New York, inclusive of the State Education Department Licensing requirements. Proposers shall certify that all such professionals possess documentation evidencing such license qualifications as required by federal, state or local statutes, rules, regulations and orders.
2. The Vendor and/or Vendors shall perform the following services, consisting of, but not limited to the following:

## SCOPE OF SERVICE - REGULAR/SPECIAL EDUCATION

- a. Conduct annual health examinations for all newly entering pupils and all others in the kindergarten, second, fourth, seventh and tenth grades who do not present a physician's certificate (approximately 10 days per year).
- b. Conduct as per Education Law such examinations as are required for the issuance of employment certificates and vacation work permits.
- c. Upon School District request, make recommendations after examination and review of related health records of students who apply for special transportation for health reasons to the appropriate school administrator.
- d. Upon School District's request, make recommendations after examination and review of related health records of students requesting additional non-special education accommodations.
- e. Upon School District request and examination, recommend the exclusion or readmission of pupils in connection with any infectious or contagious disease, concussions or otherwise.
- f. Act as medical consultant with students' private physician and/or therapist.
- g. Upon examination and review of related health records, provide prescriptions for students receiving occupational, physical and speech therapy who do not present one from a physician.
- h. Upon School District's request, perform health examinations of special education students in preparation for the Committee of Special Education meeting.
- i. Attend Committee on Special Education (CSE) meetings when reasonably requested by the School District.
- j. Review all reports of accidents and medical excuses from any of the physical activities connected with the School District's educational program.
- k. Upon School District request, review and make recommendations to the appropriate school administrators, including but not limited to the Executive Director of Special Education & Pupil Personnel Services, and the Director of Health, Physical Education and Athletics with respect to health literature used in the School District as to its scientific accuracy.
- l. Recommend adjustments of the educational program in accordance with the individual pupils' needs and to consult with parents, teachers and pupils from time to time concerning the same.
- m. Review adaptive physical plans when requested.
- n. Attend meetings of the School District's Health Department as reasonably requested by the School District.
- o. Upon School District request, advise school administrators and school health service personnel on urgent public health issues to the extent of the Physician's expertise and knowledge.
- p. Review and make recommendations to the School District pertaining to the update of policies governing procedures to follow in the event of an injury or emergency illness.
- q. Act as liaison and advocate with local doctors, health agencies and other health groups as clinically necessary.
- r. Be available during regular school hours by telephone from the nurse and registered nurses for major injuries or unusual problems.

- s. All District documents must be maintained and reviewed on the premises of the District.
- t. Proposers are expected to communicate and advocate the District's position when dealing with medical professionals when providing such services as outlined in this Request for Proposal.

#### **SCOPE OF SERVICE - EMPLOYMENT**

- a. Examine teachers, employees and other personnel as required by the Board of Education and/or as mandated by the Education Law and/or Public Health Law.
- b. Upon School District request, make recommendations to the school administrator after the examination and review of related health records of employees who apply for Workers' Compensation or all Long-Term Disability benefits.
- c. Provide special training to staff on the use of medical devices such as EpiPen, etc. Also provide EpiPen orders for emergency use.
- d. Attend meetings of the School District's Health Department as reasonably requested by the School District.
- e. Upon School District request, advise school administrators and school health service personnel on urgent public health issues to the extent of the Physician's expertise and knowledge.
- f. upon receipt of a duly executed employee authorization for the release of medical information, communicate directly with the employee's treating medical provider as necessary. This communication will be for the purpose of clarifying medical restrictions, supporting documentation, and recommended provisions related to leaves of absence and/or facilitating a safe and effective return to work. The proposer will also provide guidance to the District regarding appropriate, reasonable accommodations consistent with applicable laws and regulations, ensuring that all determinations are based on objective medical information and aligned with the employee's functional capabilities.
- g. Review and make recommendations to the School District pertaining to the update of policies governing procedures to follow in the event of an injury or emergency illness.
- h. Act as liaison and advocate with local doctors, health agencies and other health groups as clinically necessary.
- i. Be available during regular school hours by telephone from the nurse and registered nurses for major injuries or unusual problems.
- j. All District documents must be maintained and reviewed on the premises of the District.
- k. Proposers are expected to communicate and advocate the District's position when dealing with medical professionals when providing such services as outlined in this Request for Proposal.

The successful proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful proposer shall adhere to all requirements and protocols as established by the School District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful proposer further agrees and understands that all professional service providers must

be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE Legislation prior to providing services to the School District. In the event that the successful proposer sends a provider to the School District who has not obtained fingerprinting clearance with the State Education Department, the School District shall have the right to immediately terminate the within contract.

**B. Responsive and Time Requirements**

1. The firm selected is expected to have qualified staff available by telephone during regular school hours for consultation with central office administration regarding crucial matters including but not limited to 504 accommodations, Workers' Compensation benefits, transportation requests, Special Education matters and return to activity protocols. All calls must be returned within a 24 hour period from time of message unless situation is of an emergency nature; then the return phone call is expected to be returned immediately.
2. The School District may require regular or periodic on-site consultation.
3. The School District is unable to predict the total amount of time that may be required of the physician. The physician selected will be expected to provide services as required throughout the year.
4. Attend Board of Education meetings on weekday evenings as may be necessary.

**IV. PROPOSAL SUBMISSIONS**

All proposals must be submitted in two parts. Part 1 must consist of responses to the management and qualifications items. Part 2 must consist of complete fee cost. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review by the Board of Education. All materials submitted in response to this request for proposal shall become the property of the District

**PART 1 - Management and Qualifications**

In setting forth its qualifications, each firm submitting a quotation shall:

- a) Provide the name of the firm as well as a brief description of its business activities and history.
- b) Provide information on how long the firm has been in business and length of its specific experience in providing school physician and healthcare services.
- c) Identify the firm's professional staff members who specifically will be involved in this engagement, the experience each possesses, and the location of the office from which they work. Provide a detailed biography and/or resume outlining the experience and credentials of all staff members who will provide services.
- d) Provide a listing and description of similar contracts and/or projects awarded with other organizations giving dates of service.

- e) Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone numbers.
- f) Detail the experience your firm and its staff have in working with public sector clients. Describe how needs specific to the public sector were met. Highlight any experience specific to school districts.
- g) Provide client references. Include contact names, addresses and telephone numbers.
- h) Provide any additional information that you feel would distinguish your firm in its service to the District.

**PART 2 - Cost:**

Each firm submitting a proposal shall:

Submit an annual rate for all the services listed under the scope of services. The fee proposal must be an all-inclusive amount for the service proposed.

**Any matters proposed to be separately billed must be specifically identified in the proposal.**

**Each Firm responding to this Request for Proposal shall submit a proposed hourly rate for all matters not included in the proposed school physician and healthcare services fee.**

**No additional billing will be allowed for parking, participant materials, or other incidentals.**

**V. BACKGROUND**

The following is a brief description of the School District:

- a) Student Enrollment: 3,550 (approximately)
- b) Number of Employees: 750
- c) Number of Schools: 6
- d) Board of Education:
  - a. 5 Members and 1 Ex-Officio Member
  - b. Elected by Seat
  - c. 3 year terms
  - d. District Clerk
  - e. District Treasurer
- e) Management:
  - a. Superintendent
  - b. Assistant Superintendent for Business
  - c. Assistant Superintendent for Curriculum and Instruction
  - d. Assistant Superintendent for Human Resources and Administration

- e. Executive Director of PPS/ Special Education
- f. Executive Director of Student Achievement and Instructional Technology
- g. Director of Special Education
- h. Director of Art and Music
- i. Director of Careers and Student Services
- j. Director of Health, Physical Education and Athletics
- k. Director of Humanities
- l. Director of Math and Science
- m. Plant Facilities Administrator

## **VI. PROPOSAL EVALUATION**

- A. Proposals received will be evaluated by District Administration and the School Purchasing Agent.
- B. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes.

## **VII. INTERVIEW**

The award process may include an interview with the District Administration. Interviews will occur during the first week of June. Appointments will be made accordingly. Interviews may occur during the day or evening to accommodate the schedule of the District Administration.

## **VIII. SPECIFICATION CLARIFICATION/INQUIRIES**

All inquiries with respect to this Request for Proposal must be submitted in writing by May 20, 2026. Answers to questions/clarifications will be issued via addendum. All inquiries shall be submitted to:

Jenny Bejarano, School Purchasing Agent  
East Islip Union Free School District  
1 Craig B. Gariepy Avenue  
Islip Terrace, NY 11752  
Phone: 631-224-2031  
E-mail: [Jenny.bejarano@eischools.org](mailto:Jenny.bejarano@eischools.org)

## **IX. FINANCIAL STATEMENT OF THE COMPANY**

Proposers shall submit the most recent financial statement for the company. The District reserves the right to use third party companies to verify financial information provided.

In addition, East Islip Union Free School District may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the District within five (5) days of a request, all such information and data for this

purpose as may be requested. The District reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

#### **X. FREEDOM OF INFORMATION LAW**

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, "**THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**" The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

#### **XI. RIGHT TO REJECT REQUESTS FOR PROPOSAL**

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal.

#### **XII. INDEMNIFICATION**

The successful Proposer shall defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

#### **XIII. TERM OF CONTRACT**

**Contract Period: July 1, 2026, through June 30, 2027.** This contract shall have the option to renew yearly, upon approval by the Board of Education for each year. This Proposal will be utilized on an "as-needed" basis. There is no guarantee that any/all of the services listed will be utilized.

#### **XIV. INSURANCE**

The awarded proposer agrees to maintain the following insurance coverage during the term of this agreement. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the proposer agrees to effectuate the naming of the School District as an Additional Insured on the following described insurance

policies, except for workers' compensation and N.Y. State Disability insurance. The policies naming the School District as an additional insured, shall be an insurance policy for an A.M. Best A- rated New York State admitted insurer; and state that the coverage for the School District shall be primary coverage and non-contributory.

The required coverages are:

a. **Commercial General Liability Insurance**

\$1,000,000 per Occurrence/ \$2,000,000 Aggregate

\$2,000,000 Products and Completed Operations

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Sexual Misconduct and Assault

\$100,000 Fire Damage

\$10,000 Medical Expense

**Coverage for sexual misconduct must be affirmed. There will be no coverage restrictions and/or exclusions involving Sexual Assault and Molestation related claims.**

b. **Automobile Liability**

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. **Workers' Compensation and NYS Disability Insurance**

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the proposer performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. **Umbrella/Excess Insurance**

\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.

The proposer acknowledges that failure to obtain such insurance on behalf of the School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the School District. The proposer is to provide the School District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure

of the School District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the School District.

**XV. TERMINATION CLAUSE**

Any contract agreed to under this Request for Proposal is subject to termination by the Board of Education with thirty (30) days written notice. Termination by the Firm must be accomplished in accordance with applicable rules of the Unified Court System of the State of New York. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Firm.

**XVI. LEGAL CONSTRUCTION**

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained therein.

NAME & ADDRESS OF FIRM: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
\_\_\_\_\_

FEDERAL EMPLOYER ID #: \_\_\_\_\_

TELEPHONE NUMBER: (    ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE & TITLE : \_\_\_\_\_

\_\_\_\_\_

Please Print Name

Date

NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.



**RATE PROPOSAL PAGE**

1. Annual rate for all School Physician and  
Healthcare Services \$ \_\_\_\_\_

2. Hourly rate for services not outlined in  
this Request for Proposal \$ \_\_\_\_\_

**Any matters proposed to be separately billed must be specifically identified in a separate page.**