

**ADDENDUM #1: TO BE INSERTED BETWEEN PAGES 40 & 41 (TECHNICAL SPECIFICATIONS)**

**SCOPE OF SERVICE**

The district is seeking an annual cost proposal to include but not limited to all of the following services as described in items (1-20) pursuant to N.J.A.C. 6A:16-2.3:

1. Consultation in the development and implementation of school district policies, procedures and mechanisms related to health, safety and medical emergencies pursuant to N.J.A.C. 6A:16-2.1 (a).
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including students covered by 20 U.S.C. S 1400 et seq., Individuals with Disabilities Education Improvement Act.
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a physical examination.
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report.
5. Direction for professional duties of other medical staff.
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year.
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff.
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services.
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns.
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C, 6A:16-2.2(c).
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction. Review, approve or disapprove home instruction recommendations of student's personal physician.
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1 (b).
13. Be available during normal business hours for consultation with school nurses or administrators so as to provide input for students who are chronically ill and/or are on extended absences. This may include speaking with the student's treating physicians personally to provide background information for school personnel.
14. Return all phone calls to school nurses or administration the same day.
15. Review AED policy and procedures.
16. Cooperate with public health officials with regard to communicable diseases.
17. Recommend adjustments of educational program to meet the health needs of individual students. Consult with 504-committee and/or Child Study Team.
18. Meet annually with Superintendent and/or School Business Administrator and health staff to review the district's health services.
19. Administer a district-wide flu shot clinic for all staff each fall on a mutually agreed upon date and time.
20. Serve as a school district liaison to the state and local departments of health and community health agencies.

The Harrison Township Board of Education shall award a contract to the firm or individual that best meets the needs and interests of the Board.

## QUALIFICATIONS OF RESPONDENTS

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the individual(s) to be assigned to perform the tasks.
2. Professional experience and education of the individual(s) to be assigned including a listing of experience (if any) with the Harrison Township Board of Education and/or experience with other New Jersey Boards of Education. Experience as a School Physician for a K-8 and/or K-12 district is preferred.
3. A statement concerning the ability of the individual to perform tasks assigned by the Harrison Township Board of Education in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned including the student athlete cardiac professional development module.
5. A copy of physician license(s) issued by the State of New Jersey.
6. A description of the support staff available to the individual(s) to be assigned.
7. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the individual showing a minimum amount of \$1MM/2MM professional liability insurance and all other insurance coverage shall be required upon award of contract.
8. A list of three professional references with addresses and telephone contact numbers. Two must have direct knowledge relating to your experience in the requested service.
9. A copy of your New Jersey Certificate of Employee Information Report approval pursuant of N.J.A.C. 17:21-1.1 et.seq. or a completed Form AA-302 Initial Employee Information report.
10. A copy of your New Jersey Business Registration Certificate.
11. Evidence that a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
12. Must list work with school attorney on medical/legal concerns,

## CONTRACT PERIOD

The term of contract for School Physician RFP shall be from July 1, 2026 through June 30, 2027 with two additional years at the Board's option for the 2027-2028 (July 1, 2027 through June 30, 2028) and 2028-2029 (July 1, 2028 through June 30, 2029) school years.

## COST CRITERIA

### Fee Proposal

All respondents are to submit a fee proposal that complements the service that is being requested. If the district requests an hourly, daily, weekly rate or per case, per evaluation rate or even a lump sum rate, then the fee proposal submitted by the respondent must be the same.

The school district uses a purchase order system for payment to professionals. The School Physician/Pediatrician selected will be paid in (12) monthly installments of the fee proposal that is accepted.

## AWARD CONTRACT/SELECTION CRITERIA

It is the intention of the Harrison Township Board of Education to award the contract to the respondent based upon relative experience, qualifications and ability to provide the highest quality of service at fair and competitive prices.

The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested by the Harrison Township Board of Education and references related thereto; and familiarity with the School District ;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Harrison Township Board of Education;
4. Location (distance) of primary office in relation to the Harrison Township Board of Education schools;
5. Recent, current and projected workload of the individual or firm;
6. Thoroughness and completeness of the applicant's submittal;
7. Cost of proposal.

The Harrison Township Board of Education shall award a contract to a firm or individual that best meets the needs and interests of the Board.

## AUTHORIZATION TO WORK

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

## EVALUATION PROCESS: METHODOLOGY OF AWARDED CONTRACT

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to all district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

## General Contract Information

### Awarding the Contract

The contract shall be awarded to the proposer whose proposal is deemed by the department head and/or selection committee to best provide the services desired, taking into account the requirements, terms and conditions including costs, contained in the bid and the criteria for evaluating bids.

### Contract Agreement

The successful bidder will be required to enter into an Agreement with Harrison Township School District for the completion of the contract. The specifications of the proposal and the purchase order issued to the proposer shall serve as a contract where no formal written contract is required.

### Terms of Agreement

The Agreement and pricing shall remain in effect beginning in July 1, 2026 and continue through the 2026-27 school year and may be extended through the 2027-28 and 2028-29 school years. Thereafter, the Agreement shall remain in effect until such time that either party gives sixty (60) business days prior written notice of its intent to either extend or terminate the Agreement.

The Harrison Township School District reserves the right to cancel this contract, at any time, with sixty (60) days' prior written notice to the consultant or organization, should any of the following conditions exist:

- Funds are not appropriated by the Township of Harrison for the continuance of this contract.
- The Harrison Township School District, through changes in its requirements, method of operation, or program operation no longer has a need for the commodity or service.
- Failure of service providers to hold their required certification and remain in good standing with the State of New Jersey
- Failure of service provider to accurately document and provide evidence of hours delivered on a student level.

### Student Data Privacy

To effect the transfer of data subject to FERPA, the Contractor agrees and acknowledges as follows: