

April 25, 2017

The Hammonton Board of Education invites applications from interested parties to provide medical services per the following:

Request for Proposal:
School Physician

The Hammonton Board of Education (the “Board”) is currently comprised of four (4) schools, grades K-12, with a student population of approximately 3,700.

Award of Services

The Board will award a professional services contract for the medical services listed below. Interested parties should submit proposals to provide services in all of the service areas listed.

Description of Services

The selected School Physician will provide services including, but not limited to, physical examinations of students and all Board employed bus drivers as assigned, and the review of student files and processing of medical paperwork.

Selection Criteria

The Board will evaluate proposals using the following criteria:

Conditions Necessary:

1. The School Physician shall be a Certified Medical Doctor.
2. The School Physician shall be a Certified Medical Review Officer.
3. The School Physician shall provide physical examinations for students who do not have a medical home.
4. The School Physician shall provide written notification to parents stating approval or disapproval of the student’s participation in athletics based upon medical reports.
5. Review, as needed, reports and orders from a student’s medical home regarding student health concerns.
6. Establish standards of care for emergency situations and medically related care involving students and school staff.
7. The School Physician shall conduct examinations for the purpose of diagnosing whether or not the patient is under the influence of alcohol or a controlled substance or any chemical or chemical compound that releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system. All of these types of examinations will be conducted within 30 minutes of the student’s arrival at the office.

8. Assistance to the certified school nurse or noncertified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services.
9. Review, approve, or deny with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction.
10. The School Physician shall attend all home football games, including all home playoff games (no exceptions).
11. The School Physician shall review all student physicals performed in the student's medical home.
12. The School Physician shall review, as necessary, employee physicals as requested by the Board of Education.
13. The School Physician is required to submit to the Board of Education appropriate insurance certificates to be reviewed and approved by the District's Risk Management Consultant. Coverage is to include, but not limited to liability, general and professional, workers compensation and other appropriate coverages with sufficient limits of coverage.
14. The School Physician is a professional service provider and will be provided with an appropriate professional service provider contract for the 2017-2018 school year.
15. The School Physician will be physically present in the Board's Schools prior to the Fall, Winter, and Spring athletic seasons on a schedule to be determined by the Board to review student-athlete physicals and medical records in cooperation with the School Nurse.
16. The School Physician shall comply with the requirements of N.J.A.C. § 6A:16-2.3, et seq. (the "Regulations") which may be amended from time to time. A current copy of the Regulations is attached hereto for purposes of illustration and not limitation.

Each candidate is required to submit the following information in his or her proposal:

1. A resume setting forth current and past professional experience. The resume should also set forth the candidate's education and degrees and appropriate licenses held.
2. A minimum of three (3) references (see form attached hereto).
3. Copies of professional licenses.
4. Copies of appropriate insurance certificates.

All proposals are to be submitted in writing and received no later than Wednesday, May 3, 2017.

Proposals are to be submitted to:

Barbara Prettyman, Business Administrator/Qualified Purchasing Agent
566 Old Forks Road
Hammonton, NJ 08037
Phone: (609) 567-7000
bprettyman@hammontonps.org

The Board intends to appoint the successful candidate by June 8, 2017. Services of the successful candidate will commence on July 1, 2017.

Cost Proposal

1. Annual cost to provide the above services to the Hammonton Board of Education shall be:_____.
2. Cost, per examination, for services described in Condition #4:_____.

Exceptions

It is mandatory to provide any exceptions to the above-described Conditions. Please attach a separate sheet listing the exceptions, if necessary. If no exceptions are taken, then same must be indicated in writing to the Board.

Contact Information

Signature of Person Making Proposal:_____

Name of Physician or Practice:_____

Address and Phone Number of Contact Person:_____
