

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
171 OSCAWANA LAKE ROAD
PUTNAM VALLEY, NY 10579
845-528-8125

REQUEST FOR PROPOSAL - CHIEF MEDICAL OFFICER RFP# 2022-23-02

PURPOSE OF THE RFP:

The Putnam Valley Central School District is requesting proposals from qualified individuals or medical groups to provide Physician Services for the 2022-23 school year, commencing on July 1, 2022, with the district's option to renew for the 2023/24, 2024/25, 2025/26, 2026/27 fiscal years. The Putnam Valley Central School District is required by the New York State Education Law to employ a competent physician legally qualified to practice medicine in the State of New York as a Chief Medical Officer.

To be considered, the proposal must be received in the Business Office of the Putnam Valley Central School District to the attention of Jill Figarella, no later than 2:00 pm on Friday, May 20, 2022. The Business Office is located at 171 Oscawana Lake Road, Putnam Valley, NY 10579. The Board of Education reserves the right to reject any or all proposals submitted.

During the selection process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from firms/individuals submitting proposals, or to allow corrections of errors or omissions. At the discretion of the District, firms/individuals submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Physician shall perform the following services to the Putnam Valley Central School District effective July 1, 2022:

- Supervise the handling of medical emergencies, which may occur in the schools or other school facilities in the School District.
- Attend meetings as required relating to the health, safety or welfare of students.
- Function as liaison between the School District and the School District community with respect to health situations that may arise.
- Be available for and provide medical services with respect to school bus accidents and accidents involving other School District vehicles within School District boundaries and elsewhere within a reasonable distance from the School District
- Be accessible to the nursing staff during school hours to address medical situations when questions arise, review and interpret paperwork when needed, and recommend the exclusion or readmission of students in connection with any infections or contagious disease.
- Attend Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) meetings upon request.
- Attend Building & Safety Committee meetings upon request.
- Attend Wellness Committee meetings upon request.

- Perform all state-mandated physical examinations, as required, of students in first, third, seventh and tenth grades according to a pre-arranged schedule with the school nurses.
- Perform all state-mandated physical examinations, as required, of new entrants to the School District, including transfers from other school districts and/or non-public schools according to a pre-arranged schedule with the school nurses.
- Perform all state-mandated physical examinations, as required of students engaged in the regular athletic program in the seventh, eighth, ninth, tenth, eleventh and twelfth grades, according to a pre-arranged schedule with the school nurses and the Athletic Department. The Physician has the final decision on approving or not approving a student for a sport following a physical examination.
- The Chief Medical Officer will medically supervise all Varsity, Jr. Varsity, and Modified home field football games. It is recommended that a physician be present at all football games. If the services of a physician cannot be obtained, coverage should be provided by persons qualified to give emergency care (e.g. physician assistants, emergency squads, athletic trainers). If the Chief Medical Officer is not available, he/she will delegate such supervision to be provided by such qualified person of his choice and notify the school with the name of the person who will be in attendance. The Medical Supervisor or delegate shall be in attendance 15 minutes prior to the start of the game and leave when the game has ended and he/she is certain that there are no reported injuries from the home team or visiting team requiring his attention.
- Provide general supervision for work of the District's certified athletic trainer, which includes taking referrals of injured athletes and providing consultation on an as needed basis regarding the services provided by the certified athletic trainer.
 - Perform special physical examinations, as may be indicated, after referrals by school nurses, the Director of Pupil Personnel Services or Athletic Director.
 - Perform all physical examinations including, but not limited to:
 1. All school employees as required and directed
 2. Students evaluated by the CSE and CPSE
 3. Annual physicals for cafeteria staff and bus drivers
 4. Scoliosis screening for students as required and directed
 - Perform all duties associated with Exposure Control procedures, including but not limited to:
 1. Blood testing as required. The District shall pay the additional cost for the laboratory service.
 2. Administering vaccinations as required. The District shall pay the additional cost of the vaccine.
 - Interpret Public Health Laws governing control of communicable diseases, review Board of Education policies and procedures governing exclusion or readmission of students in connection with infectious or contagious disease.
 - Exercise medical supervision over the hygienic aspects of handling, preparation and storage of food in the cafeterias of the District.
 - Review Board policies governing procedures and protocols to follow in the event of injury or emergency illnesses of students or employees.
 - Review, on request, the health literature used in schools as to its scientific accuracy and recommend indicated action to the District administration.

The Physician shall perform such other examinations, tests, procedures and analyses, and do all such other acts and duties as may be required of the Chief Medical Officer under and pursuant to the provisions of Article 19 of the New York State Education Law, the Regulations of the Commissioner of Education and State Education Department bulletins and guidelines.

Should the Physician not be available or not be able to perform any of the duties required under this proposal, he/she shall make arrangements with other competent, legally qualified physicians/physician assistants to perform such duties in his/her absence and shall provide as much advanced notice to the District as possible. The district reserves the right to approve or disapprove of such substitute physicians in advance. The Physician shall be solely responsible for payment to such substitute physicians; and the Physician, not the District, shall make such payment directly to such substitute physicians/physician assistants.

If the Physician fails to fulfill the services hereunder during the contract year, his/her compensation will be pro-rated accordingly.

This agreement will terminate on June 30, 2023 unless the Board of Education, at its annual reorganizational meeting in July, re-appoints the District's Chief Medical Officer for that school year. In such event, the annual payment to the Physician shall be established by the Board of Education for that school year at its reorganizational meeting.

This Agreement may be terminated by the Physician upon at least ninety (90) days written notice to the District prior to the end of the school year (by no later than April 1 of any year). This Agreement may be terminated by the District at least ninety (90) days written notice to the Physician. Such notices shall be sent by certified mail, return receipt requested or by personal delivery to the other party.

PROPOSAL FOR CHIEF MEDICAL OFFICER SERVICES
FOR THE
PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
MAY 20, 2022 @ 2PM

Submitted by: _____ (Firm/Individual Name)

_____ (City, State, Zip)

Contact Info: _____ (Name)
_____ (Phone) _____ (Fax)
_____ (E-Mail)

FEE PROPOSAL including all necessary expenses as per specifications of the RFP for Chief Medical Officer Services.

\$ _____

The undersigned has carefully examined the Request for Proposal (RFP) for Chief Medical Officer Services and in accordance with the specifications of the RFP submits this proposal and agrees to furnish and perform the specified duties for the Putnam Valley Central School District within the time limits specified for the amounts indicated.

The undersigned agrees to enter a written contract to furnish such materials and services as required in the proposal specifications.

Signature: _____ Date: _____
Printed Name/Title: _____