



# Request For Proposal

*School Based Health Clinic*

*FOR THE* Vernon Board of Education

RFP # VPS-FY 2013-007

# Table of Contents

1. General Provisions .....	Page No.
a. Scope .....	2
b. Background .....	2
c. Qualifications of Vendors .....	2
d. Proposals .....	2
e. Proprietary Information .....	2
f. Warranties .....	3
g. Taxes .....	3
h. Additional Information, Pricing and Negotiation .....	3
i. Presentations .....	3
2. Mandatory Requirements	
a. Board Policies and Public Health Code Regulations .....	4
b. Onsite Survey .....	4
b. Support .....	4
c. Added Value .....	4
d. Price .....	4
e. Work Hours .....	5
f. Anticipated Timeline .....	5
3. Terms and Conditions .....	5-8

## **General Provisions**

### **a) Scope**

The Vernon Board of Education (“Board”) is now accepting proposals for school based health clinics located at Maple Street School and Rockville High School.

### **b) Background**

A school based health clinic is being considered for two sites to service the medical, dental and behavioral health needs of students of the Vernon Public Schools and their families at no cost to the Board. The school based health clinic would also address a variety of staff wellness programs. Vernon Public Schools have identified locations at two potential sites. Options for mobile or trailer based clinics that can be located on school grounds, but not within the physical plant, will be considered. Renovations to each site are required and must meet Americans with Disabilities Act, Occupational Safety and Health Administration and Department of Public Health specifications. Work to the facilities must be approved through the Board of Education Facilities Committee and must meet guidelines of local union contracts.

### **c) Qualifications of Vendors**

The Board is seeking well qualified and experienced vendors for this project. As part of the proposal please include the following:

1. Provide three (3) current or former client references relative to the projects of this scope.
2. List how many full-time/part-time employees are currently employed by your company.
3. Briefly describe the project management process for this project.
4. Discuss the quality assurance and support plans for this project.

### **d) Proposals**

The Board requires five (5) hard copies and one (1) digital copy (on CD-R disk or USB drive) of the vendor’s proposal. All proposal material is to be submitted to Michael Purcaro, Director of Business and Finance for Vernon Board of Education located at 30 Park Street, Vernon CT 06066 by 1:00 PM on **Friday, March 1<sup>st</sup>, 2013** Immediately following, all proposals received will be publicly opened and read aloud.

All questions about the proposals should be directed to Patricia Buell by email at pbuell@vernon-ct.gov; no later than **Monday, February 18, 2013**. Answers to all received questions will be posted on the Board’s website under the bid section. All proposals must include the signature of a duly authorized officer or agent of the organization submitting the proposal.

### **e) Proprietary Information**

The Board recognizes that in responding to this request for proposal, vendors may submit proprietary information. To the extent allowed by law, the Board will keep confidential such

proprietary information provided that the conditions as described in the following paragraph are met.

Proprietary information is submitted separately and must be clearly identified as containing proprietary information. Reference to the proprietary information must be clearly made in the proposal, and conversely the section in the proprietary information packet shall be clearly labeled as to the location in the proposal that it references. Labeling a complete proposal proprietary, that is general in nature, may be cause for rejection of the proposal.

**f) Warranties**

Complete warranties applying to any system purchased must be clearly specified. The location or agent responsible for servicing this account must be clearly stated. The vendor's policy on software upgrades, enhancements, and on-going software support shall also be addressed.

**g) Taxes**

The Board is tax exempt and will provide appropriate documentation if needed.

**h) Additional Information, Pricing, and Negotiation**

Pricing submitted with this RFP must encompass all design, implementation, support, licenses and hardware/software acquisitions necessary for development and implementation of the school based health clinic. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. All expenses related to construction and contingencies would be the responsibility of the respondent vendor and must be written into the RFP accordingly.

The RFP must include a detailed description of security measures that follow and align to district safe school guidelines, including necessary equipment or staffing needed to maintain safety.

In the event that information or pricing submitted by the vendor is unclear, the Board may request further explanation and/or pricing breakdowns from the vendor for the purpose of evaluation and decision making. The vendor shall answer requests for additional information or clarification in writing, and these responses will become part of the vendor's proposal. Vendors failing to provide adequate information on any issue in a timely manner to allow a comprehensive evaluation by the Board shall be considered unresponsive, and their proposal may be subject to rejection.

**i) Presentations**

After the proposals have been received and studied, one or more potential vendors may be requested to make a formal presentation to the Board. The vendor will be responsible for all cost incurred for making such a presentation.

## **2. Mandatory Requirements**

### **a) Board Policies and Department of Public Health Code Regulations**

The School Based Health Clinic is responsible to meet all requirements of the Board's Policies and Department of Public Health Code Regulations.

### **b) Onsite Survey**

All vendors who are interested in submitting a proposal on this project may request to attend a site survey to be held on Wednesday, February 20<sup>th</sup>, 2013 to depart from Central Office (30 Park Street, Vernon, CT) at 4:00 PM. The onsite survey will begin at Maple Street School and conclude at Rockville High School located in Vernon, CT. Vendors may ask questions during the site visits about the scope/detail of this project.

### **c) Support**

#### School Year Hours of Operation

Vendor will work in collaboration with the Vernon Public Schools to offer services three hours per day at each site, minimally four days per week. Services will be offered for a minimum of one year from the opening of the clinic. If mutually agreed upon, services may expand to a full day, five days/week at each site.

#### Summer Hours of Operation

Services will be offered a minimum of five weeks between July 15, 2013 and August 23, 2013. Hours of operation will include six hours/week during school hours and six hours per week after school hours at each site.

### **d) Added Value**

Vendor will include any added value services provided to the district and community in the proposal under a separate section labeled "Added Value".

### **e) Price**

The price of the proposal shall be inclusive. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Vendors may submit, at their discretion, alternate design options with accompanying prices. Alternate designs will give the Board the opportunity to consider the best solution for our needs and compare those options with budget considerations. This will include consideration of construction to existing spaces as well as mobile or external sites located on school grounds.

**f) Work Hours**

All work shall be done at such times, as the Board shall deem appropriate. Work may begin on March 15, 2013 and must be finished by July 15, 2013. The buildings will be made available between the hours of 3:00PM-10:00PM each day, Monday through Friday for the renovations needed to rooms at Maple Street School and Rockville High School.

**g) Anticipated Timeline**

Vendor must provide implementation plan/timeline as part of the RFP.

**3. Terms and Conditions**

**a) Proposal Withdrawal**

No proposal can be withdrawn after it is filed unless the vendor makes a request in writing to the Board, prior to the time set for the opening of proposals.

**b) Proposal Acceptance**

The Proposals must remain valid for a period not less than thirty (30) days to allow for evaluation.

**c) Incurring Costs**

The Board and their technical consultants accept no responsibility for any expense incurred in the proposal preparation and presentation; such expenses are to be borne exclusively by the respondent vendor.

**d) Collusion Among Vendors**

Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection by the Board. Reasonable grounds for believing that a vendor is interested in more than one proposal for the work contemplated may result in rejection of all bids in which the vendor is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the vendors. Participants in such collusion may not be considered in future solicitations for the same work. Each vendor, by submitting a bid, certifies that it is not a party to any collusive action.

**e) Irregular Proposals**

Proposals may be rejected if they show omissions or irregularities of any kind. Proposals taking or noting exception to any element requested may be rejected in their entirety.

**f) Minor Irregularities**

Minor irregularities in proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the best interest of the Board.

**g) Cancellation of the RFP and Rejection of all Proposals**

The Board may cancel this RFP, in whole or in part, or may reject any/all proposals submitted in response, whenever this action is determined to be in their best interest. In the event of such suspension, termination or modification, the Board shall have no liability or obligation to any of the proposers preparing or submitting proposals under this RFP.

**h) Public Information Act Notice**

Vendors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, or to contain proprietary information or trade secrets. Such information should be removed from the general portion of the proposal and submitted under separate cover. Envelopes containing confidential or proprietary information should be conspicuously marked and sealed. Vendors should provide justification why such material upon request, should not be disclosed by the Board.

**i) Vendor Investigation**

Before submitting a proposal, each Vendor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract, and to verify any representations made by the Board that the Vendor will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Vendor from its obligations to comply in every detail with all the provisions and requirements of the contract documents, or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Vendor.

**j) Laws and Regulations**

It shall be understood and agreed that any and all articles and/or equipment furnished on this proposal shall comply fully with all Local, State and Federal laws and regulations.

**k) Acceptance of Terms and Conditions**

By submitting a response to this RFP, a vendor shall be deemed to have accepted all the terms, conditions, and requirements set forth in the RFP unless otherwise clearly noted and explained in its proposal. All proposals submitted in response to this RFP become the property of the Board.

**l) Non-Conflict of Interest Statement**

It is unlawful for any officer, employee or agent of the Board to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, or employee, or agent. The successful bidder agrees that during the term of the Contract and for twenty four (24) months following the exit conference, the successful bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of the Board.

**m) Non-Discrimination of Employment**

The Board actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation. The Vendor shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation.

**n) Order of Preference**

In any and all cases of conflict between this document and the attachments, the following order of precedence shall govern;

- a. This solicitation document
- b. Addendum(s) signed by the vendor
- c. Vendor Proposal

**o) Anti-Bribery Affidavit**

Vendors, contractors and consultants are required to be aware that any person convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any State or federal government, or found civilly liable under a State or federal anti-trust statute, shall be subject to disqualification from entering into a contract with the Board for the supply of materials, supplies, equipment, or services by the person.

**p) Confidentiality**

Vendor shall treat confidential all information, reports, and documents, hereafter, "Data", regardless of form, that vendor receives or is provided access by the Board. Vendor shall take all precautions necessary to prevent disclosure of such Data to others expect upon the express written approval of the Board. Any third party to whom vendor is authorized to



provide Data shall be required, as a condition of receiving such Data, to execute confidentiality agreement satisfactory to the Board. Vendor shall not use Data for any purpose other than the performance of work contemplated under the contract. Upon the Board's request, vendor will return to the Board all copies of Data. Vendor shall safeguard against disclosure to all others Data in Vendor's possession for a period for seven years after completion of the work and only if permitted by law.

**q) Return to Pre-existing Condition**

If either the respondent vendor or the Board should wish to terminate the school based health clinic, the vendor will be fiscally responsible to return the site to its original condition.

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