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Wayne County Schools

(919)731-5900 P.O. Drawer 1797, Goldsboro, NC 27533 (919) 739-8272

REQUEST FOR PROPOSALS

DOT Physicals

For

Wayne County Public Schools
Goldsboro, North Carolina

EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

This proposal is signed by an authorized representative of the firm.

It is approved by the Department of Transportation to conduct DOT Physicals for Commercial Drivers' Licenses requirements.

All labor costs, direct and indirect, have been determined and included in the proposed cost.

The vendor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 120 days from the date of the opening, to furnish the subject services for a cost not to exceed \$_____.

COMPANY:_____

ADDRESS:_____

CITY, STATE, ZIP:_____

TELEPHONE NUMBER:_____FAX:_____

E-MAIL:_____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

BY:_____TITLE:_____DATE:_____

(Signature)

_____ (Printed name)

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

General Information

The Board of Education for Wayne County Public Schools, herein referred to as “Board” or “WCPS”; with approximately 18,500 students, 33 schools, 6 office locations and approximately 3,500 full-time and part-time employees is inviting proposals from licensed North Carolina providers of Department of Transportation physicals for the period of March 1, 2018 through February 28, 2019

This invitation does not indicate in any way that the Board is dissatisfied with the services, plans and/or products of its current provider.

The objective of this Request for Proposal (RFP) is to identify the agency/provider that can offer the highest quality benefits, services and products for Board employees.

The cost associated with the preparation of the proposal rests solely with the agency/provider. No costs will be incurred by the Board.

Any questions or requests for additional information or clarification about this RFP should be made to the addressee named below.

Proposals must be received in the Wayne County Public Schools Board of Education’s Transportation Department by **1:00 p.m. on Thursday, January 11, 2018**. Any proposals received after this time will not be opened or considered and will be returned to the submitter. All proposals received become the property of the Wayne County Public Schools Board of Education. The proposal envelopes must be sealed and marked on the outside “Proposal for 2018 DOT Physicals”. The envelope must also show the name and address of the agency/provider and representative submitting the proposal. Proposals should be addressed to Tammy Hamlett, Wayne County Public Schools, P.O. Drawer 1797, Goldsboro, NC 27533. Please refer questions to Robert Lee, WCPS Director of Transportation, Phone number (919) 705-6070. E-mail: robertlee@wcps.org

Wayne County Public Schools reserves the right to reject any or all proposals submitted, or to accept a higher proposal if it is felt that the higher proposal provides better services or products for our employees or our school system.

Proposals will be evaluated and during this process, WCPS reserves the right, where it may serve the school system’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Prohibited Communications: From the date your RFP is submitted through the date the contract is awarded, each Vendor (including its agents and/or suppliers) is prohibited from having any communications with any person inside or outside WCPS, issuing agency, other

government agency office, or body, or private entity, in which the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract is discussed. Vendor (including its agents and/or suppliers) is also prohibited from the transmittal of any other communication of information that has the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. Vendors not in compliance with this provision shall be disqualified from contract award, unless it is determined that the best interest of WCPS would not be served by the disqualification. A Vendor's proposal may be disqualified if its agents and/or supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the proposal to the date of contract award). Only the discussions, communications or transmittals of information authorized by WCPS in this RFP or general inquiries to WCS regarding the status of the contract award are exempt from this provision.

Any communication, both written and oral, between the Vendor and WCPS is deemed to be confidential and is not to be shared with other vendors until the contract is awarded.

Confidentiality of Proposals:

In submitting its proposal the vendor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or issuing agency, government or private, until after the award of the contract. Only those communications with the using agency or issuing agency authorized by this RFP are permitted. All vendors are advised that they are not to have any communications with the using or issuing agency during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the contract), unless the State's purchaser contacts the vendor(s) for purposes of seeking clarification. A vendor shall not: transmit to the issuing and/or using agency any information commenting on the ability or qualifications of other vendors to perform the advertised contract and/or the other vendors' proposals and/or prices at any time during the procurement process; or engage in any other communication or conduct attempting to influence the evaluation and/or award of the contract that is the subject of this RFP. Vendors not in compliance with this provision may be disqualified, at the option of the State, from contract award. Only discussions authorized by the issuing agency are exempt from this provision.

PROPRIETARY INFORMATION:

Trade secrets or similar proprietary data which the vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.

Contract Term

The term of this contract shall be for one year beginning March 1, 2018 through February 28, 2019, unless otherwise terminated as provided within the Terms and Conditions of the executed contract.

Renewals

At the discretion of WCPS, this contract may be renewed for two (2) additional years in one (1) year increments.

At the discretion of WCPS, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

If you have any questions, feel free to contact Robert Lee.

Submission of a proposal indicates acceptance by the agency/company of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between WCPS and the firm selected.

Be advised that the requirements of this RFP can only be altered by written Addendum and that verbal communications are of no effect.

Type of Plan

Department of Transportation Physicals

Provider Information

Please complete and return this form with your proposal. Attach additional pages as needed. Please indicate on this form if a question is being answered on an attached page. When providing an answer on an attached page, please include the page and question number being answered.

1. Name of Firm Submitting Proposal: _____
2. Name and Title of Person Submitting Proposal: _____
3. Phone Number(s) of Firm Submitting Proposal: _____
4. Contact Person for Firm _____
5. Telephone Number(s) for Contact Person: _____
6. Please provide four references, preferably North Carolina public school systems for which you have provided services during the last four years.

School System	Contact	Telephone Number

7. Please feel free to provide other references if you either do not have references that meet the requirements specified in question number 6 or as an opportunity to provide additional references for your firm.

Company/School System	Contact	Telephone Number

8. Have any of the principals or the agency/provider ever been named in a law suit dealing with providing of DOT Physicals or any other medical treatment program? If so, please provide details.
9. Have any of the principals or agents of the agency/provider ever had any license suspended or revoked by any regulatory agency of the State of North Carolina, or by any other state? If so, please provide details.
10. Are all employees of the agency/provider responsible for conducting the DOT Physicals, properly licensed and insured or bonded? If no, please provide details.
11. Please describe any ancillary services provided by your agency/provider that will assist in the administration of the program.
12. Please verify that Wayne County Public Schools will not be responsible for any costs or fees or other than the cost specified for each DOT Physical.

Other Services

Please indicate any additional services your agency or firm may provide to WCS.
Seeking reduced rates.... Itemized Pricing "per needed" for following...

TB SKIN TEST

PRE-EMPLOYMENT PHYSICALS

FEDERAL DRUG SCREENINGS

Company Information

The company selected must provide a detailed electronic claims reporting and management program. Redacted copies of claim reports may be used to illustrate answers below. Please submit company information for each company for which you will be submitting proposals.

Information Services

1. Describe your claims billing system.
2. Define what information will be electronically available to WCPS.
3. Will you be providing "Fit for Duty" status reports to WCPS?
4. Do you provide an online program that will allow Wayne County Schools to run detail reports, financial reports, and other reports that will assist in the management of the DOT Physical process?
5. Describe system capabilities for providing billing history, payment history, billing status, notes, and fit for duty status.
6. Describe any other system or reporting capabilities that will facilitate WCPS in the tracking of DOT Physical status.
7. Describe all available reports within your system. Provide sample copies of reports.