

REQUEST FOR PROPOSALS

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

Purchasing Department, Suite 206
ATTN: Molly Hannon
797 Westminster Street
Providence, RI 02903

2. Bidders must include at least one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq](#) without exception and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely

Notice to Vendors
General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deletions shall be clearly identified and numbered in the proposal. Any proposed exceptions, modifications, or deletions shall be clearly identified and numbered in the proposal. Any proposed exceptions, modifications, or deletions shall be clearly identified and numbered in the proposal.

BID FORM 1: BIDDER INFORMATION

Agree to Bid on: RFP for Pediatric Physician/Consultant – One Year Contract (FY24) with Option Years

DATE AND TIME TO BE OPENED: Thursday, July 6, 2023 at 1pm

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

III. Required Qualifications

PPSD requires a vendor to meet the qualifications and specifications listed below.

- Must hold a valid license by the RI Health Department Division of Professional Regulation
- Must be local to Rhode Island or the greater Rhode Island area
- Previous experience working in the same or a similar capacity to support districts like Providence preferred

IV. Timeline for Implementation

The resulting contract will be for a one-year term from July 1, 2023 to June 30, 2024 with two option years for the period July 1, 2024 to June 30, 2025 and July 1, 2025 to June 30, 2026 upon mutual agreement and the availability of funds.

V. Proposal Requirements

Proposals should include:

- Bid Form 1: Bidder Information
- Bid Form 2: Pricing
- Proof of valid license through the RI Health Department Division of