

## NORTH KINGSTOWN SCHOOL DEPARTMENT

### Request for Qualifications for School District Dentist – Consultant

RFQ 2019-13

#### LEGAL NOTICE

The North Kingstown School Department seeks a qualified professional dentist to serve as a school health consultant to the North Kingstown School Department. This position is responsible for providing guidance to the District Administration and various personnel (including but not limited to School Nurses, coaches, etc.) regarding the health needs of the district consistent with the goals of the School Committee within resources provided by the Committee. The consultant is supervised by the Director of Pupil Personnel and will have no direct supervisory responsibility. Consulting services to begin on or about September 3, 2019, for a period of one (1) year with two (2) optional one (1) year extensions.

Requests for proposals and instructions to bidders are noted below and may also be obtained at the North Kingstown School Department Administration Office, 100 Romano Vineyard Way, Suite 120, North Kingstown, RI 02852, and at the following link:

[http://www.nksd.net/pages/North\\_Kingstown\\_School\\_Dept/Bid\\_and\\_Contracts](http://www.nksd.net/pages/North_Kingstown_School_Dept/Bid_and_Contracts)

All proposals must be received by the school department in the Administration Building, 100 Romano Vineyard Way, Suite 120, North Kingstown, RI 02852, no later than 10:00 am on Monday, March 4, 2019. Proposals are to be submitted in separate sealed envelopes, plainly marked with the name of the company submitting the proposal and the phrase identifying the bid item: ***School Dental Services Request for Qualifications.***

Proposals will be publicly opened and read at 10:00 am on Monday, March 4, 2019, in the Office of the Chief Operating Officer, NKSD Administration Building, 100 Romano Vineyard Way, Suite 120, North Kingstown, RI 02852.

#### INSTRUCTIONS TO BIDDERS

The North Kingstown School Department reserves the right to reject any or all proposals and to accept any proposal, in whole or in part, which it considers to serve the best interest of the North Kingstown School Department.

Any and all proposals shall be rejected if there is a reason to believe that collusion exists among the bidders.

Bid quotations submitted shall remain firm for a period of ninety (90) days after the time set for the opening of bids.

Any proposal may be withdrawn, on written request dispatched by a bidder in time for delivery in the normal course of business, prior to the hour fixed for the opening of proposals. During a period of ninety (90) days following the opening of proposals, no proposal may be withdrawn.

The North Kingstown School Department seeks a qualified professional physician to serve as a school health consultant to the North Kingstown School Department. This position is responsible for providing guidance to the District Administration and various personnel (including but not limited to School Nurses, Athletic Director and coaches, etc.) regarding the health needs of the district consistent with the goals of the School Committee within resources provided by the Committee.

The consultant is supervised by the Director of Pupil Personnel and will have no direct supervisory responsibility.

**Time Frame:**

To begin on or about September 3, 2019, for a period of one (1) year with two (2) optional one (1) year extensions.

**Scope of work:**

The North Kingstown School Department seeks an organized professional to guide and support North Kingstown Schools in the delivery of dental services in the school environment (including screenings). This guidance would include:

- Perform required dental screenings and report any suspected deviation from the norm.
- Examine students referred to him/her by the Administration of the North Kingstown School Department, School Nurse or School Physician for suspected dental disease. Students shall be screened for hard tissue disease (tooth decay), soft tissue disease (gum disease) and orthodontic problems.
- Plan, implement and evaluate dental health education and promotional activities, as determined to be feasible.
- Provide ongoing technical assistance to school personnel as deemed necessary and appropriate, i.e. In-service training, materials, and audio-visual resources, etc.
- Plan, implement and evaluate prevention activities.
- Prepare necessary reports and documentation as needed.
- Prepare necessary correspondence as needed.
- Maintain positive, cooperative and mutually supportive relationship with administration, instructional staff, students, parents and representatives of resource agencies within the community.
- Attend required staff meetings and serve, as appropriate on staff committees.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

**Credentials:**

Respondents should possess:

- An undergraduate degree in dental hygiene or allied health from an accredited college or university.
- A medical degree from a recognized medical school with specialty in dentistry.
- A current license for the practice of dentistry in the State of Rhode Island in accordance with RIGL 16-21-9. A copy of such license must be submitted with proposal.
- Evidence of successful health care experience working with children and adolescents.
- At least five (5) years excellent dental health experience, preferably with students who need remedial and supplementary services.
- Knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
- Excellent organizational skills and the ability to motivate people.
- An understanding of the regulations regarding dental health.
- A valid driver's license with no serious violations.
- Ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations and telecommunications.
- Have knowledge of all state and local laws, regulations and protocols affecting schools and participate to ensure implementation of all such laws, regulations and protocols in collaboration with the school's administrative authorities and school health personnel.

Respondents should include detailed pricing for all services related to this proposal in either an hourly rate or per school year rate.

**Submittals:**

Statements of qualification and pricing are due by 10:00 am on Monday, March 4, 2019, in the office of the Chief Operating Officer for the North Kingstown School Department, 100 Romano Vineyard Way, Suite 120, North Kingstown, Rhode Island, 02852. Information received after this time and date will not be accepted.

**REQUIRED TERMS AND CONDITIONS FOR BIDDERS  
SCHOOL DISTRICT DENTIST SERVICES - CONSULTANT**

All proposals must be submitted in sealed envelopes, plainly marked in the lower left-hand corner, with the date and time of opening, the title of work, service, material or equipment to which they relate endorsed thereon. The envelope will be addressed to: Chief Operating Officer Office, North Kingstown School Department, 100 Romano Vineyard Way, Suite 120, North Kingstown, RI 02852, and will be received by said office at the proposal opening to be held on 10:00 am on Monday, March 4, 2019 and at that time publicly opened in the Office of the Chief Operating Officer.

PROPOSALS MUST BE RECEIVED IN THE CHIEF OPERATING OFFICER'S OFFICE NO LATER THAN 10:00 AM ON THE DAY OF PROPOSAL OPENING. PROPOSALS RECEIVED AFTER 10:00 AM WILL NOT BE CONSIDERED. PROPOSALS MUST BE SUBMITTED IN DUPLICATE.

IF MAILING YOUR PROPOSAL IN ENVELOPES PROVIDED BY UPS, FEDERAL EXPRESS, ETC., YOUR SEALED AND PROPERLY MARKED PROPOSAL MUST BE CONTAINED IN THE MAILER.

Proposals must be prepared in conformity with, and shall be based upon and submitted to all requirements of the specifications together with the addenda thereto. Failure to comply with these requisites may result in the proposal being misdirected, opened in error prior to official opening, and possible rejection of the proposal.

All prices indicated in the proposal shall be non-erasable. Any changes must be initialed by the official submitting and signing the proposal. Prices should be written in words and figures. In the event of a discrepancy, the written price shall prevail. Proposals determined to be made in collusion with any other bidder shall be disqualified from consideration for award.

Proposals may be withdrawn only on written request received prior to the opening thereof. Negligence on the part of the bidder in preparing the proposal confers no rights for withdrawal of the proposal after it has been opened.

It is the intent of the North Kingstown School Department to make an award in accordance with the specifications, and based on the lowest responsive and responsible proposal. Factors other than price will be used in determining the lowest responsible and responsive proposal including what is in the best interest of the North Kingstown School Department as deemed by the North Kingstown School Committee. Those factors include: demonstrated experience in the type of work required, quality of work performed for similar projects, professional background, experience, service and expertise of the company. The successful bidder will be notified at the earliest possible date by the School Department requesting the proposal solicitation.

**QUALIFICATIONS:** A statement of qualifications must be submitted as part of the respondent's proposal, including a listing of key personnel to be assigned to this project (organizational chart and resumes), relevant experience of the firm and the key personnel, and other pertinent information which identifies the respondent's ability to perform the work that is highlighted within this request for qualifications. A separate list of all consultants and the proposed relationship between the respondent and the consultant is required. Similar qualifications information is to be supplied for each proposed sub-consultant.

Respondents must provide name, address and contact information for not less than three (3) clients of similar type services and should include documentation of similar high school athletic field designs/ projects for which the respondent has provided similar services.

The North Kingstown School Department may make such investigations as deemed necessary to determine the ability of the vendor and all subcontractors and sub-vendors to perform the work. The vendor or sub-vendor shall furnish to the North Kingstown School Department information and data for this purpose as requested.

Proposals must include the names of all individuals/employees who may be involved in providing direct services. Bureau of Criminal Identification (BCI) checks and National Background Checks on all such individuals are required.

Proposals submitted by an individual must include the full name and business address. Proposals submitted by a firm or partnership must be signed by a person having the legal authority to execute such a document on behalf of the proposer. The title of the individual signing the proposal must be indicated as well as the full name and address of the firm or partnership.

Proposals submitted by firms other than sole proprietorships MUST include the names of all owners/ principals.

**REJECTION OF PROPOSALS:** The North Kingstown School Department reserves the right to reject the proposal of any bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or who is not in a position to perform the contract, or who has habitually and without just cause, neglected the payment of bills or disregarded its obligations to sub-contractors, material, or employees.

The North Kingstown School Department further reserves the right to make an award on an item-by-item basis, or aggregately, OR to reject any and all proposals if it is deemed in the best interest of the North Kingstown School Department.

The North Kingstown School Department, at its discretion, can waive any technicality, irregularity or informality in proposals whenever such rejection or waiver is in the best interest of the School Department.

Bidders submitting proposals must be prepared to show without a reasonable doubt that they have a suitable financial status to meet all obligations incident to the work, have adequate equipment to properly and expeditiously perform the contract and that they have appropriate technical experience, and maintain a permanent, regular place of business. It is the responsibility of each bidder to familiarize themselves with the conditions listed herein and all additional requirements and specifications.

Bidders are hereby notified that the North Kingstown School Department reserves the right to reject any proposal submitted for failure to comply with any provisions listed.

Arrangements for viewing opened proposals may be made by calling the North Kingstown School Department no sooner than two (2) days after the proposal opening.

**INSURANCE:** The vendor is responsible for having proper insurance coverage. The vendor shall purchase and maintain insurance which will protect the bidder from claims arising out of or result from activities under this contract, whether those activities are performed directly by the bidder, by any subcontractor or by anyone directly or indirectly employed by one of these companies or by anyone whose acts may be liable.

Vendor must submit proof of coverage under the Workers' Compensation insurance system of the State or Rhode Island or other similar benefits act.

Vendor shall submit a valid certificate of insurance naming the North Kingstown School Department as additional insured. The respondent must be authorized to do business in the State of Rhode Island. Written proof of all of these requirements must be submitted with each proposal.

**VENDOR RECORDS:** The vendor shall maintain records in accordance with all applicable laws.

**LAWS AND REGULATIONS:** All applicable Federal and State laws, municipal ordinances and the rules and regulations of authorities having jurisdiction over the proposed work shall apply to the contract throughout, and will be deemed included in the contract the same as though herein written out in full.

**AGENTS:** Proposals signed by an Agent must be accompanied by evidence of authority.

**TELEGRAPHS/FAX:** Telegraph or Fax proposals will NOT be considered.

**SAMPLES:** Samples of items, when required, must be submitted within the time specified and at no expense to the School Department. If not destroyed by testing, they will be returned at bidder's request and expense, unless otherwise specified in the proposal.

**MAILING OF PROPOSAL DOCUMENTS:** Proposal specifications/plans will only be mailed if vendor supplies their carrier's account number. The North Kingstown School Department cannot mail proposal documents at the expense of the School Department.