



## ROGUE RIVER SCHOOL DISTRICT #35

---

### **REQUEST FOR PROPOSALS**

RFP No. 23-24 #5

*School Based Health Center at the new early learning center  
located on Rogue River Elementary Campus*

Rogue River School District #35  
1898 East Evans Creek Road  
PO Box 1045  
Rogue River, OR 97537  
(541) 582-3235

## **I. GENERAL INFORMATION:**

The Rogue River School District (District) is seeking written proposals from qualified providers of a School Based Health Center located at our Elementary Campus. The student based health center will serve eligible children who reside within the Rogue River School District boundaries. The student population attending Rogue River Schools is estimated at approximately 880 students.

Successful proposals will include details and information about the following:

- Recruiting qualified licensed professionals
- Plan for hiring, training, and retaining staff
- Strong collaboration with student services and other staff within schools
- Case management overview with typical/estimated number of students served with sample daily schedules
- Plan for family involvement in services
- Ability to intervene with students in crisis situations
- Plans for monitoring and evaluating services provided
- A Cost effective plan for sustainable funding of the program in the future

Consultants who can provide the most experience and scope of services requested will receive higher marks.

The District invites interested consultants to complete and submit a proposal.

To Rogue River School District Office. The original and three (3) copies of the proposal by 2:00 p.m. on 7-16-2024. Proposals must be in a sealed opaque envelope, clearly marked School Based Health Center and should be delivered by mail or in person to the following address:

Patrick Lee

Superintendent for the Rogue River School District

1898 East Evans Creek Road Rogue River OR 97537

Proposals shall be firm for a period of thirty (30) days after the closing date.

The award of this contract will be made by the District on the basis of the proposal which, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District reserves the right to cancel or reject any or all the proposals in accordance with ORS 279B.100, and waive any informalities and irregularities in said proposals. All proposers must provide the information requested in Section III, Proposal Submission Requirements. Failure to respond to any or all requested information may result in disqualification by the District.

## **APPEALS AND PROTEST OF AWARD**

Adversely affected or aggrieved Proposers shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the District Office no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award Announcement.

### **APPEAL OF AWARD TO RFP**

Patrick Lee

Rogue River School District Office

1898 East Evans Creek Road

Rogue River OR 97537

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

An actual Proposer who is adversely affected or aggrieved by the award of the Contract to another Proposer may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or Specifications.

Questions, interpretations or clarifications of this RFP must be requested in writing. All questions should be directed to Patrick Lee, Superintendent. All questions are due by 2:00 PM on 7-9-2024. Send questions to [superintendent@rogueriver.k12.or.us](mailto:superintendent@rogueriver.k12.or.us).

The District will publish notice of any addenda on its website. Proposers are responsible for checking our website at <https://www.rogueriver.k12.or.us/> for any addenda information. District may extend the Proposal due date and time if it determines that Proposers require additional time to review and respond to addenda.

## **II. SCHEDULE OF EVENTS/DATES:**

### **ACTION DATE**

Issue RFP 6-17-2024

Final Questions Due 7-9-2024 No Later than 2:00 p.m.

Last Addenda Issued 7-10-2024 No Later than 4:00 p.m.

Proposals Due 7-16-2024 No Later than 2:00 p.m.

RFP Proposal Review 7-17-2024 to 7-23-2024

Notice of Intent to Award 7-25-2024

The District reserves the right to deviate from this schedule.

### **III. PROPOSAL SUBMISSION REQUIREMENTS:**

- a. The proposing agent shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following minimum information:
- b. Cover letter addressed to Patrick Lee, Superintendent of Rogue River School District and signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include name of the firm, broker and/or consultant, address, telephone and fax numbers of the firm and email address of the person(s) who are authorized to represent the proposer as well as financial reference: bank name, address, phone, and name and title of bank officer most familiar with the firm's account. The letter should also include that the agent has made no agreements with any company that places it as the sole agent for such company.
- c. Proof of licensure in the State of Oregon.
- d. Profile of Firm that includes articulation of experience with public sector accounts of similar size and scope of service.
- e. Name, title, and qualifications of proposed consultant(s) with a minimum of five (5) years' experience in public sector accounts of similar size and scope of service.
- f. Name(s), titles, and qualifications of proposed key personnel with experience in public sector accounts of similar size and scope of service.
- g. Articulate plan and ability to provide service delivery and support to meet the scope of work described in Section IV of this RFP, including examples of reports, if applicable.
- h. Firm responding to this request for proposal should provide a plan as outlined above in General Information that includes serving three schools.

### **IV. School Based Health Center:**

Provide Comprehensive pediatric health care minimum requirements:

- SBHCs provide pediatric health care in line with nationally recognized standards of care, including recommendations from the American Academy of Pediatrics Bright Futures guidelines. SBHC providers should refer to Bright Futures to determine age appropriate levels of service.
- Sports exams
- Routine physicals
- Preventive health and wellness messaging delivery
- Mental health counseling
- Includes lab services, immunizations, etc.

SBHC minimum staffing requirements:

- Office/health/medical assistant 15 hours a week.
- Primary care provider 10 hours a week over 2 days.
- Behavioral Health at least 16 hours over 2-3 days with a preference for 5 day a week coverage 8 am to 4 pm during the school year.

**V. MINIMUM QUALIFICATIONS:**

1. Any proposer must be licensed to provide services in the State of Oregon;
2. The District is looking for certified School-Based Health Center Providers.
3. Demonstrated experience in servicing public sector accounts of equal size, complexity, and scope.
4. Rogue River School District is an Equal Opportunity Employer. Each service provider must comply with federal, state and local Equal Employment Opportunity requirements.

**VI. SELECTION PROCESS:**

1. Each proposal received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.
2. The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.
3. Proposals will be evaluated generally on the following criteria, evaluation will include, but not be limited to, the following weighted criteria:
  - a. Capacity to provide services to a significant number of students within a school setting. 25%
  - b. The organization’s ability to hire, train and retain a high level of licensed professionals. 10%
  - c. Evidence of an approach to care and services in collaboration with school-site student service personnel and families. 15%
  - d. Ease of use, accessibility and affordability which may include the ability to provide sustainability of funds through billing or other sources 50%.
- 4 All submittals in response to this RFP are public records and available for inspection and copying upon request. Any portions of the RFP submittal that the proposer asserts is confidential must be marked as confidential.
- 5 A review committee of qualified professionals will be appointed by the Superintendent or his designee. The proposals received will be evaluated by the review committee. The review committee will submit a recommendation to the Superintendent.

**VII. TERMS AND CONDITIONS:**

1. Term of Agreement: The District anticipates selecting the Consultant to commence services by 9-2-2025 and continue for two years unless terminated earlier in accordance with the provision of the Agreement. Upon satisfactory performance by the Consultant, the parties may choose to extend the term Agreement for additional one (1) year terms and shall do so by executing a renewal agreement annually.

2. Withdrawal of RFP: Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Patrick Lee, Superintendent. Re-submittal before the RFP submittal deadline can be made, however, they may not be re-submitted after the deadline.

RFP Costs: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the District. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

3. During the term of any resulting contract, the successful Consultant shall maintain in full force, at its own expense, insurance coverage.

4. Rogue River School District Contacts: The designated individual responsible for coordination of the RFP is Patrick Lee, Superintendent. Any questions relating to this RFP should be directed to Patrick Lee at [superintendent@rogueriver.k12.or.us](mailto:superintendent@rogueriver.k12.or.us) in writing only.

The following forms must be signed and returned with your Proposal:

Exhibit A – Vendor Information

Exhibit B - Certificate of Compliance with Tax Laws

Exhibit C – Signature Page

**EXHIBIT A  
VENDOR INFORMATION**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Name (printed) & Title \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Proposals are to be received at the  
District Office of the Rogue River School District #35,  
PO Box 1045 (mail) or 1898 E Evans Creek Rd (drop-off), Rogue River OR 97537

Remit a sealed package clearly identified as "**School Based Health Center RFP**" and to the attention of Patrick Lee, no later than 2:00 p.m., DATE. It is the responsibility of the sender to verify receipt of the Proposal by the District.

More information can be obtained by the following methods: e-mail [patrick.lee@rogueriver.k12.or.us](mailto:patrick.lee@rogueriver.k12.or.us) or by accessing the purchasing webpage at <https://www.rogueriver.k12.or.us/domain/4507> .

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this proposal need to be submitted in writing via e-mail, fax, and regular mail so that all potential vendors may be equally apprised of project parameters and any addenda.

**EXHIBIT B  
CERTIFICATE OF COMPLIANCE WITH TAX LAWS**

**CONTRACTOR DATA AND CERTIFICATION**

**Name (tax filing):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Citizenship**, if applicable: Non-resident alien \_\_\_\_ yes \_\_\_\_ no **Business**

**Designation** (check one):

\_\_\_\_ Corporation

\_\_\_\_ Partnership

\_\_\_\_ Sole Proprietorship

\_\_\_\_ Governmental/Non-Profit

**Federal Tax ID#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ OR SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject contractor to 31 percent backup withholding.

**Certification:** I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me) and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions (listed on the front and back side hereof and made part of this contract by reference); (b) certify under penalty of perjury that I/my business am not/is in violation of any Oregon tax laws; and (c) certify I am an independent contractor as defined in ORS 670.600.

I, the undersigned, being first duly sworn, hereby certify under penalty of perjury that I am authorized to act on behalf of \_\_\_\_\_ [insert Proposer's name] and to the best of my knowledge, \_\_\_\_\_ [insert Proposer's name] is not in violation of any Oregon Tax Laws. For purposes of this Certificate, "Oregon Tax Laws" are those laws and programs listed in ORS 305.380(4), namely ORS Chapters 118, 314, 316, 317, 318, 320, 321 and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620. I will continue to comply with the tax laws of this state, or a political subdivision of this state, during the term of the public contract, and provide that my failure to comply with the tax laws, of this state or a political subdivision of this state, before I have executed the public contract or during the term of the public contract is a default for which the contracting agency may terminate the public contract, and seek damage and other relief available, under the terms of the public contract or under applicable law.

**Contractor's Authorized Agent:**

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date Print Name

Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



**EXHIBIT C  
SIGNATURE PAGE**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that (s) he:

1. Has read and understands all Proposal instructions, specifications, and terms and conditions contained herein;
2. Is an authorized representative of the Proposer, that the information provided in this Proposal is true and accurate, and that providing incorrect or incomplete information may be cause of Proposal rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein;
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to Proposer.
5. Proposer will provide its Federal Tax Identification number or Social Security Number with Proposal submission.
6. The proposer hereby acknowledges the requirement to carry or indicates the ability, to obtain the insurance required by the contract documents. Indicate in the affirmative by initialing here:  
  
\_\_\_\_\_

7. The proposer hereby acknowledges awareness of addendum posted to our website regarding this RFP. Indicate in the affirmative by initialing here:  
  
\_\_\_\_\_

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name