

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON CONTRACT AWARD FOR PRE-EMPLOYMENT PHYSICAL EXAMS AND RELATED SERVICES

Board Meeting Date:	September 16, 2024
Contract Number and Title:	24-DS-021 – Pre-Employment Physical Exams and Related Services

Procurement Type:	Request for Proposal (RFP)
# of Responses Received:	4

Term:	November 1, 2024 – October 31, 2026
Renewals:	Up to Two (2) Additional, Two (2) Year Terms

Value of Contract:	Approximately \$75,000 per year
Funding Source:	Human Resources and Transportation Corresponding Fiscal Year’s Operating Budget
Department:	Human Resources and Transportation Departments

Description:

<ul style="list-style-type: none">• This contract will provide services such as pre-employment physical examinations, Department of Transportation (DOT) physical examinations, drug and alcohol screenings, fit for duty examinations, respiratory medical eligibility, asbestos physicals, and administration of Hepatitis B vaccines/titers.• These services are provided to current HCPS employees and candidates for employment.• The evaluation committee reviewed and scored all proposals and unanimously agreed that Susquehanna Spine and Rehab would be recommended to the Board for award of the contract.• The annual cost of these services is approximately \$75,000 per year, depending on the needs of the district.
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- Award was based on the following matrix:

Evaluation Criteria Matrix	Maximum Possible Points
Technical Proposal:	
Tab 1 – Profile and Submittal Letter	10
Tab 2 – Experience of Firm/Personnel	20
Tab 3 – Technical Approach and Methodology	30
Tab 4 – References	15
Cost Proposal	25
Combined Total	100

Recommended Award To:

Susquehanna Spine & Rehab	Bel Air, MD
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