



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

The Hyde Park Central School District (HPCSD), invites the submission of proposals from qualified individuals or practices to perform the services of Consulting School Medical Director for the purpose of providing School Health Services to the District. Qualified individuals include a board certified and New York State licensed pediatrician, family, or med/ped physician or a NYS licensed nurse practitioner (NP) certified in Family Health, Pediatrics, or School Health.

Proposals are to be submitted in a sealed, opaque envelope clearly labeled: “**RFP 2026-27-001 Consulting School Medical Director of School Health Services**”

Each applicant shall submit one (1) signed original proposal and one (1) digital copy in PDF format (flash drive or CD/DVD).

Completed proposals must be received at the following address by July 9th, 2026 at 11:00 AM, EST and addressed as follows:

**HYDE PARK CENTRAL SCHOOL DISTRICT
ANDREW BERKOWITZ, PURCHASING AGENT
PO BOX 2033, 11 BOICE ROAD
HYDE PARK, NY 12538**

Unless otherwise noted in this proposal, all questions and correspondence should be directed to Andrew Berkowitz in writing and emailed to andrewberkowitz@hpcsd.org. All questions will be addressed appropriately by addendum.

I. PROPOSAL REQUIREMENTS

A. GENERAL INFORMATION

The term Medical Director is commonly used for the Director of School Health Services. This person must be a New York State licensed physician or nurse practitioner (NP). Public schools are required to employ a medical director to perform the duties of the director of school health services in accordance with Education Law §902, including any duties conferred on the school physician or school medical inspector under any provision of law, to perform and coordinate the provision of health services in the public schools, and to provide health appraisals of students attending the public schools in the city or



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

district. See ***NYSED's 2022 Medical Director and School Nurse Role Memo*** for more information on duties of the medical director.

A school medical director must possess a unique blend of clinical expertise, administrative acumen, and pediatric or adolescent health knowledge. This professional requires strong leadership to guide health initiatives, exceptional communication skills to act as a liaison between the school and parents, and an in-depth understanding of public health and school law.

The Hyde Park Central School District (HPCSD) is a public school district in Hyde Park NY, located within Dutchess County. It has one high school, one middle school and four elementary schools. It serves approximately 3,285 students in grades K-12. HPCSD operates a Universal Pre-K program with locations at Hyde Park Elementary under the direction of Abilities First and at Holy Trinity Annex under the direction of the Catholic School Region of Dutchess. Both sites are under the supervision of the Hyde Park Central School District, following the HPCSD calendar. Health office staff is comprised of RN's and LPN's.

During the evaluation process, the Hyde Park Central School District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. There is no expressed or implied obligation for the District to reimburse responding persons for any expenses in preparing proposals in response to this request. At the discretion of the Hyde Park Central School District, Applicants submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Hyde Park Central School District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the person of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Hyde Park Central School District and the applicant selected.

It is anticipated that the selection will be completed approximately 4 weeks after proposal due date. Following the notification of the selected person, it is anticipated that a contract will be executed between both parties shortly thereafter. The additional one-year terms contracts will be in an amount not to exceed the annual C.P.I. published in January each year.



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

B. TERMS OF ENGAGEMENT

A three (3) year contract, renewable annually, is proposed, starting in the 2026-2027 school year, subject to annual review and concurrence of the Board of Education of the Hyde Park Central School District, and the annual availability of an appropriation.

The Medical Director as well as the Hyde Park Central School District shall have the option to cancel the engagement, provided that written notice is given to the other party within thirty (30) days.

C. PROPOSER'S QUALIFICATIONS & EXPERIENCE

The proposer should state the size of the practice, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement. Identify the principal contact that will be assigned to this engagement. A resume is also requested for the principal contact.

List the most significant engagements (minimum 3) performed in the last three (3) years that are similar to the engagement described in this Request for Proposal (i.e.: school district related work or pediatric care). These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date performed, engagement partners, total hours, and the name and telephone number of the principal contact.

II. NATURE OF SERVICES REQUIRED

A. SCOPE AND RESPONSIBILITIES OF THE SCHOOL MEDICAL DIRECTOR

HEALTH SERVICES PROGRAM OVERSIGHT

Provide a school health services program which includes but is not limited to:

- Being accessible by telephone and/or email, to School Nurses and/or school officials, to discuss student medical concerns and/or school health services, as needed.
- Participating in meetings with School Nurses and/or school officials when appropriate to discuss health related concerns and for consultation.



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

- Informing parents/guardians, students, and teachers of a student's health condition subject to federal and state confidentiality laws;
- Guide parents, students, and teachers in procedures for preventing and correcting defects and diseases;
- Advise district on students who require tutoring and work collaboratively with district, HCP and family to support continuous learning.
- Instruct school personnel in procedures to follow in case of accident or illness; and
- Survey and make necessary recommendations concerning the health and safety aspects of school facilities and the provision of health information. [Education (Ed) Law §901]

COMMUNICABLE DISEASE OVERSIGHT

- Immediately send home, safely and properly, any student showing signs of any communicable or infectious disease reportable under Public Health law that imposes a significant risk of infections to others in the school and immediately notify the local public health agency of any disease reportable under Public Health law. [Ed Law §906]
- Following absence due to an unknown illness, the medical director may examine a student who does not have clearance from a local public health officer, duly licensed physician, physician assistant (PA), or nurse practitioner (NP); and
- At the discretion of the School Medical Director, make such evaluation of teachers and any other school employees, school buildings and premises, etc., to protect the health and safety of students and staff.

EXAMINATIONS: STUDENT PHYSICALS AND SCREENING

- Provide written protocols to district-employed RNs to review health examinations, interval health history for athletics forms and hearing, vision and scoliosis screening of students. Creation of the



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

protocols may be delegated to registered nursing staff and reviewed and approved by the school Medical Director.

- Provide health examinations of students who do not provide the school with documentation of a health examination performed by a private healthcare provider:
 - For new entrants and in grades PreK or K, 1, 3, 5, 7, 9, & 11; [Ed Law §§ 903,904]
 - Students referred to the CSE/CPSE upon request; [8 NYCRR §§200.4, 200.1]
 - Working papers upon request; [8 NYCRR §136.3] and
 - Before participation in strenuous physical activities (athletics), periodically throughout the season as necessary, and to prohibit students from participating in such activity without approval of the School Medical Director. [8 NYCRR §135.4]
- Conduct vision, hearing, and scoliosis screenings in the required grade levels. [Ed Law §904, 8 NYCRR §136.3]. This may be delegated to the nursing staff.
- Act as liaison between the District and the student's health care provider.
- Collaborate with licensed registered nurses and physician extenders employed by the District.

EMPLOYEE HEALTH EXAMINATIONS

Provide post-illness consultation for employees as requested (and arranged) by the District.

Perform medical examination of teachers or other employees in order to determine the physical or mental capacity of such person to perform his or her duties.

PREVENTATIVE GUIDANCE

- Be available to review sanitary and safety aspects of buildings and grounds at the request of the District.



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

- Be able to provide in-service training at the request of the District on specific medical issues.
- Be able to provide consultative services in matters of health education, public health law and related medical problems, and emergency treatment procedures.
- Provide input in the identification, evaluation, and selection of effective work practice controls as outlined in the Bloodborne Pathogen Exposure Control Plan.

SPECIAL EDUCATION

- Participate on the Committee for Special Education (CSE) per Commissioner's Regulations 200 as requested.
- Be available as a consultant to CSE and liaison between the District and the student's personal health care provider as requested.
- Attend those CSE meetings as required by State Regulations and requested by the District.

[8 NYCRR §200.3]

URGENT AND EMERGENT, COMMUNICABLE DISEASE CARE

- Function as the emergency health care provider with knowledge and experience in the delivery of emergency cardiac care for the school district's public access defibrillator pursuant to Public Health Law §3000-B as required for having automated external defibrillator(s) (AED) on site. [Ed Law §917, 8 NYCRR §136.4]
- Provide written protocols to district-employed RNs to direct the care of students with urgent or emergent health conditions. Creation of the protocols may be delegated to registered nursing staff and reviewed and approved by the School Medical Director.
- Provide nonpatient-specific orders to district-employed RNs to permit:
 - Administration of immunizations.



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhirad
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

- Emergency treatment of anaphylaxis.
- Urgent or emergency treatment of opioid related overdose or suspected opioid related overdose. [Ed Law §6907]
- Provide delegation statements for district-employed or contracted RNs to follow for the review of health exams, athletic interval forms and screenings. (inclusive of concussion and SCA).
- Provide delegation statements for district-employed or contracted RNs to follow for urgent/emergent/ communicable disease management and response.
- Provide written protocol on Tick Removal and Follow-Up care if requested by the HPCSD BOE.
- Provide written protocol on Alcohol-Based Sanitizer Use if requested by the HPCSD BOE.
- Provide training to unlicensed school staff who will administer epinephrine or glucagon delivery devices to students with patient-specific orders for such emergency medications. [Ed Law Article 19 §921] May be delegated to registered nursing staff.

III. EVALUATION PROCEDURES

A. Evaluation Committee

Proposals submitted will be evaluated by an evaluation committee.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Applicants meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price.

1. Mandatory Elements:

- Licensed to practice in New York State.
- No conflict of interest.
- Adherence to RFP instructions.



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhlrud
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

2. Technical Quality:

- Expertise and experience with school districts or pediatric populations.
- Qualifications of assigned personnel.
- Responsiveness and communication.

3. Price:

- Cost-effectiveness of proposal.

IV. PROPOSAL SUBMISSION

Each applicant shall submit one (1) signed original proposal and one (1) digital copy in PDF format (flash drive or CD/DVD) and be submitted to the District by July 9th, 2026 @ 11:00 AM, EST, and clearly labeled as follows:

**ANDREW BERKOWITZ, PURCHASING AGENT
HYDE PARK CENTRAL SCHOOL DISTRICT
PO BOX 2033, 11 BOICE ROAD
HYDE PARK, NY 12538**

RFP # 2026-27-001 - Consulting School Medical Director of School Health Services

V. REQUIREMENTS

The detailed proposals shall be accompanied by the following information:

- General background information regarding medical practice and resume.
- References.
- Proposed monthly fee.
- Evidence of insurance coverage (see NYSIR requirements – See Attachment).



Dr. Pedro Roman
Superintendent of Schools

Ryan Judge
Asst. Superintendent for
Human Resources &
Professional Development

Melissa Lawson
Asst. Superintendent
for Student Supports

Tawnya Muhlrud
Asst. Superintendent
for Finance & Operations

**REQUEST FOR PROPOSAL: CONSULTING SCHOOL MEDICAL DIRECTOR OF
SCHOOL HEALTH SERVICES**

RFP # 2026-27 001

CONTRACT PERIOD: AS PER BOE APPROVAL

ACCEPTING PROPOSALS UNTIL: July 9th, 2026 @ 11:00 AM, EST

VI. CONTRACT NOT TO BE ASSIGNED

The Medical Director shall not assign, transfer, convey, sublet, or otherwise dispose of the contract.

VII. INVOICING

Billing shall be made by monthly invoice.

VIII. LAWS AND REGULATIONS

The Medical Director shall comply with all applicable laws and regulations.

IX. INDEMNIFY

The Medical Director agrees to indemnify, defend, and hold the District harmless.

X. VEHICLE

The Medical Director shall provide their own transportation and insurance.

XI. TERMINATION

This contract may be terminated by either party with thirty (30) days written notice.

XII. CONTRACT

The terms and conditions of this proposal shall be the Contract.