

Jefferson City School District

Health Services

315 E. Dunklin St.

Jefferson City, MO 65101

Request for Proposal: Wellness Biometric Program

DATE: May 5th, 2025

The Jefferson City School District (JCSD) will be accepting bids for our Employee Wellness Program regarding services for employee flu clinic and biometric blood draws on site at the Jefferson City School District with a 3 year contract.

Bids for the Jefferson City School District regarding services for employee flu clinic and biometric blood draws on site at the Jefferson City School District are subject to the Instructions and General Conditions of Bidding and all other provisions listed below and will be received by the Office of Health Services at the above email or mailing address until end of business day on May 30th, 2025. Submitted bids will be reviewed on or around June 2nd, 2025. Contract award will be made on or about June 5th, 2025.

General Information

The Jefferson City School District (JCSD) is seeking proposals from qualified healthcare providers to deliver on-site biometric wellness screenings which includes Flu Vaccinations, Complete Metabolic Panel (CMP), Hemoglobin A1C, Lipid Profile, and Complete Blood Count (CBC) with Auto Differential. The goal is to promote preventative care and overall staff wellness through convenient, accessible services.

JCSD serves approximately 1,200 staff across 22 buildings. Estimated Staff Participants is approximately 800. As part of our ongoing commitment to employee health, JCSD implements annual wellness programs that provide staff with access to critical health screenings and vaccinations. This RFP aims to identify a partner who can provide these services efficiently and professionally on JCSD campuses.

The selected vendor will:

- Coordinate and administer on-site flu shots for staff at multiple JCSD locations.
- Perform on-site biometric bloodwork, including:
 - Complete Metabolic Panel (CMP)
 - Hemoglobin A1C
 - Lipid Profile
 - CBC with Auto Differential
- Ensure proper handling, testing, and secure delivery of results to staff.
- Supply all necessary medical personnel, equipment, and supplies.
- Work with JCSD to create a scheduling and communication plan for staff appointments.

Instructions and General Conditions of Bidding

All questions must be submitted in writing by email to chad.sooter@jcschools.us. All questions must be submitted by May 30th, 2025 by end of day and could be shared with all bidders.

JCSD reserves the right to accept or reject all or part of the bid, to waive technicalities, and to accept the offer the JCSD considers most advantageous.

Prices quoted shall include all services provided during the employee wellness event.

JCSD is tax exempt by law. A tax exemption certificate will be furnished upon request.

Failure to deliver as guaranteed, or any other default by the bidder, may result in the disqualification of the bidder from future bidding.

Vendors should provide a per-staff and total cost estimate. JCSD reserves the right to negotiate final pricing.

Should bidder take exception to any terms, conditions, or specifications stated herein, such exception must be noted in writing within your bid submittal and an alternate stated. Failure to do so will result in the consideration that requirements of compliance with said terms, conditions, and specification as stated will be met. In case of default by the bidder, the JCSD will procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby.

Timeline

RFP Release | 5/5/25

Deadline for Questions | 5/29/25 by 15:00

Final Proposals Due | 5/30/25 by 15:00

Vendor Selection | 6/26/25

Board Approval | 6/26/25

Project Start | Fall 2025 / Spring 2026

Dates are subject to change. Final schedule will be coordinated with selected vendor.

Submission Instructions

Submit proposals via email to:

Contact Name: Chad Sooter, RN

Title: Director of Health Services

Email: chad.sooter@jcschools.us

Subject Line: "RFP Submission – Staff Wellness Biometrics"

Terms and Conditions

JCSD reserves the right to reject any or all proposals.

All submitted materials become property of JCSD.

Vendor must maintain confidentiality of staff health data.

Vendor must comply with all HIPAA and applicable federal/state regulations.

Award of contract is contingent on board approval.