



**Request for Proposals for Nursing Services in the Ogden City School District**

**RFP25-009  
(Request for Quote)**

**Quotes must be received by 2:00 p.m. MST on Tuesday, December 2, 2024.  
via UP3 Utah Public Procurement Place ([Bonfire](#))**

## General Information

### A. Purpose

Ogden City School District (the “District”) is accepting proposals for services of qualified licensed registered nurses (RNs) and licensed practical nurses (LPNs) to work with students with intensive health care needs. Respondents are strongly encouraged to **read the entire proposal request carefully**.

Ogden City School District reserves the right to hire a nurse as our employee in lieu of the contract if the district deems it appropriate and in the best interest of the students.

It is anticipated this RFP may result in a contract award to multiple contractors. This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal’s content or exclude any relevant or essential data. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

The District reserves the right to reject any and all proposals or waive any non-statutory informality. The District further reserves the right to make the contract award deemed by the Ogden City School Board of Education to be in the district's best interest. The board's decision to accept or reject the contract will be final.

### B. Background

Ogden City School District has a student enrollment of approximately 10,151 students. The District currently operates ten(10) elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices are located at 1950 Monroe Blvd, Ogden, Utah.

### C. Scope of Services

- a. The vendor shall provide consistent nursing services for student(s) with disabilities needing medical care.
  - i. Students: Age 3-22
  - ii. Schools: The contract covers all schools in the District
  - iii. Number of Students: Based on an individual Health Care Plan, nurses may be working one on one, or in some rare cases when Health Care Plans allow, one on two. The District currently provides nursing services to two students; however, the number varies over time.
  - iv. School Hours: The hours coincide with the student’s school schedule. Hours begin at the student's home 15 minutes before the bus arrives and ends 15 minutes after the students return home. The nurse rides the bus with the student. The nurse is responsible for the student's medical care, beginning at home, during the ride to school, during the school day, including field trips, and on the ride home. If the student does not ride the school bus, the nurse will meet the student at the school and remain with the student until the student is picked up from school.
  - v. Days needed for the year: The school calendar begins for students in mid-August and ends in late May. The possibility of 12-15 days may be added for Extended School Year services.
  - vi. Travel: The nurse must provide his/her own transportation to the student's home or school. Parking is the nurse's responsibility. Proof of auto insurance must be provided upon request.

- vii. Supervision: The medical agency will be responsible for the direct clinical supervision of the nurse. The nurses are assigned to work with one to two students in a classroom. The nursing agency will ensure the nurses can demonstrate competency in the skills required to serve the students they serve. The nurses will be working in the classroom with other educational professionals. The nurse may be required to assist with curricular activities determined by the classroom teacher. The agency will invoice the district monthly.
- viii. Nursing Duties:
  - 1. The nurse must follow the student's Health Care Plan. Some of the student plans include administering emergency seizure medication, airway management, tracheostomy care, or monitoring vital signs and intervening appropriately. Other duties are those listed on Health Care Plans, and our district nurses cannot delegate them.
  - 2. The nurse must be able to lift up to 50 pounds.
  - 3. Administer medications as per physician orders.
  - 4. Nursing notes are required to be taken and submitted upon request.
- b. Additional Requirements: successful bidders will provide the following after the contract is awarded :
  - i. Background Check: That would include a BCI, 5 Point Fingerprint based background check
  - ii. Validation from the Office of Inspector General exclusion list for professional licensure,
  - iii. Drug screen,
  - iv. A copy of the nurse's valid nursing license. The agency will certify the nurse is not presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participating by any federal governmental department.
  - v. The agency will validate that assigned nurses can demonstrate proficiency in the skill(s) required to serve the students to which they are assigned and provide the validation upon request.

#### D. Proposal Response

Each respondent should set forth its most compelling case to provide Nursing Services based on the scope of services required. All proposals must be organized in the following order (#1-3) and tabbed to comply with the following sections:

- a. Transmittal Letter (2 pages Maximum)
 

The letter of transmittal should include: a) an introduction of the agency, including name, address, telephone number, and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your agency apart from other potential respondents.
- b. Executive Summary (2 pages Maximum)
 

The executive summary should briefly describe the agency's philosophical approach to nursing and its summarized approach to completing the outlined scope of services. It should clearly indicate any proposed options or alternatives and clearly disclose any major requirements included in the scope of services the agency cannot address.
- c. Detailed Discussion (6 pages Maximum)
 

This section constitutes the major portion of the proposal and must contain at least the following information:

1. Provide a brief narrative of your agency. Describe the agency and list of the agency's personnel available to the District.
2. Briefly summarize your agency experience and overall qualifications as a nursing provider. Provide three (3) to five (5) references of existing clients.
3. Provide summary resumes and credentials for professionals anticipated to be assigned to work with the District. (Professional resumes will not count toward a maximum of six pages.)
4. Provide a statement regarding your agency's ability to provide the scope of services requested.

d. Protected information should be clearly identifiable and included in the *Detailed Discussion* section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

**Pricing may not be classified as confidential or protected and will be considered public information after the contract is awarded.**

**Process for Requesting Non-Disclosure:** Any Offeror requesting that a record be protected shall include a Claim of Business Confidentiality with the proposal. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality at the time the proposal is submitted on Bonfire.

2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. The copy must clearly be marked “Redacted Version.”

**An entire proposal cannot be identified as “PROTECTED,” “CONFIDENTIAL,” or “PROPRIETARY,” and if so identified, shall be considered non-responsive unless the Offeror removes the designation.**

**Redacted Copy:** If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of the Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

e. Fee Proposal (1 page Maximum --- Separate Attachment)

- i. The District is interested in a Fee for Services arrangement under this agreement. All respondents must include a proposal for a fee for services.
- ii. Fee proposals should enumerate any costs the District can expect to be charged and specify the types of services that would generate any additional charges.
- iii. Respondents are welcome to submit alternative fee proposals for consideration.
- iv. Please provide a fee schedule for hourly rates for potential staff.

E. Evaluation Criteria

The proposals will be analyzed, and respondents may be requested to meet with a committee of District officials for an oral presentation. Proposals, however, may be accepted without oral presentation, and the District reserves the right to accept or reject any proposal. The district also has the right to waive any formality or technicality if it is determined to be in the school district's best interest.

Evaluation Rubric

Overall qualifications, experience, and references	30%
Perception of Agency’s Ability to Accomplish Scope of Service	40%
Fee Proposal and Fee Schedule	30%

The award shall be made to the respondent(s) deemed most capable of accomplishing the required Scope of Services, taking into account the proposals and evaluation factors outlined here.

F. Term of Agreement

The Contract resulting from this RFP shall be renewable annually for up to five (5) years.

The tentative date for formal approval by the Board is December 19th, 2024

The effective date of the contract will be December 20th, 2024.

The district's satisfaction with the services provided and the firm's overall performance is contingent upon annual renewal.

G. Due Date

To qualify as a responsive proposal, vendors must submit their technical proposal and cost proposal (separate attachments) electronically through the Utah Public Procurement Place (UP3) website: [Bonfire](#). Proposals must be submitted and received by 2:00 PM MST on December 2nd, 2024.

H. Tentative Timeline (Subject to modification)

- RFP Advertised: November 15th, 2024
- Deadline for Questions: November 22nd, 2024
- RFP Response Deadline: --- December 2nd, 2024
- Proposal Evaluation: --- December 10th, 2024
- Board Action: --- December 19th , 2024
- Contract effective date: --- December 20th , 2024

I. Questions and Contact Info.

November 22nd, 2024. Questions must be submitted electronically via [Bonfire](#).

Contact with any other district employee or school board member during the tentative timeline period may be grounds for disqualification.