



Board of Education

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**Request for Proposals
Nursing Services
RFP 20-010**

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 carefully read the entire request for proposals.

Ogden City School District reserves the right to hire a nurse as our employee in lieu of the contract if the district deems 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 best interest of the district. 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 11,500 students. The District currently operates 12 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

The vendor shall provide consistent nursing services for student(s) with disabilities needing medical care.

1. Students: Age 3-22
2. Schools: Contract covers all schools in the District
3. 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.
4. 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 medical care of the student beginning at the 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.
5. 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.
6. Travel: The nurse must provide his/her own transportation to the student's home or school. Parking is the responsibility of the nurse. Proof of auto- insurance must be provided upon request.
7. Supervision: The medical agency will be responsible for the direct clinical supervision of the nurse. The nurses are assigned to work with one-two students in a classroom. The nursing agency will assure 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.
8. Nursing Duties:
 - o The nurse must follow the Health Care Plan for the student. Some of the student plans include administering emergency seizure medication, airway management, tracheostomy care, or monitor vital signs and intervene appropriately. Other duties are those listed on Health Care Plans and our district nurses cannot delegate.
 - o The nurse must be able to lift up to 50 pounds.
 - o Administer medications as per physician orders.
 - o Nursing notes are required to be taken and submitted upon request.
2. Additional Requirements: successful bidders will provide after contract is awarded :
 - a. Background Check: That would include a BCI, 5 Point Fingerprint based background check
 - b. Validation from Office of Inspector General exclusion list for professional licensure,
 - c. Drug screen,
 - d. A copy of the nurse's valid nursing license. Agency will certify the nurse is not presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participating by any federal governmental department.
 - e. Agency will validate that assigned nurses can demonstrate proficiency of the skill(s) required to serve the students to which they are assigned. The agency will 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:

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.

Executive Summary (2 pages Maximum)

The executive summary should briefly describe the agencies philosophical approach to nursing and it's summarized approach to completing the scope of services outlined. Clearly indicate any options or alternatives being proposed and clearly disclose any major requirements included in the scope of services the agency cannot address.

Detailed Discussion (6 pages Maximum)

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

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

4. Protected / Proprietary Information

Ogden City School District, as a state governmental entity, is subject to the requirements of the Government Records and Access Management Act (GRAMA). Utah Code Ann. § 63G-2-309 provides that the Ogden City School District may classify information in your proposal as "protected" if you provide the Ogden City School District with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality, and the request meets the parameters set forth in 63G-2.

If you are claiming business confidentiality, please provide the Ogden City School District with a determination of what, if any, information in the proposal warrants business confidentiality and a concise statement of reasons supporting the claim of business confidentiality for that information by submitting the claim of business confidentiality form, 1 redacted copy and an electronic copy of the redacted proposal. A claim of business confidentiality for information contained within your proposal may be based upon:

- (a) "trade secrets," which are statutorily defined as "information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (1) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;" or

(b) commercial information if the disclosure of the information could reasonably be expected to result in unfair competitive injury to your company and your company has a greater interest in prohibiting access than the public in obtaining access.

5. Fee Proposal (1 page Maximum --- Separately Sealed)

- a. The District is interested in a Fee for Services arrangement under this agreement. All respondents must include a fee for services proposal.
- b. 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.
- c. Respondents are welcome to submit alternative fee proposals for consideration.
- d. 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. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

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%

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

F. Term of Agreement:

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

Tentative date for formal approval by the Board is November 21st, 2019

Effective date of the contract will be November 2019.

Annual renewal is contingent upon the District's satisfaction with the services provided and overall performance of the firm.

G. Due Date

To qualify as a responsive proposal, five (5) hard copies of the proposal and 1 electronic copy on a flash drive (you may also submit 1 redacted copy but must include and electronic copy as well) must be received by the office of Ken Crawford, Director of Purchasing (1950 Monroe Blvd. BLDG #1, RM # 210, Ogden, Utah 84401) not later than 2:00 PM Friday November 1st, 2019. Submission must be marked **RFP 20-010** Nursing Services.

H. Tentative Timeline (Subject to modification)

RFP Advertised: October 16th, 2019

Deadline for Questions: October 25th, 2019

RFP Response Deadline: --- November 1st, 2019

Proposal Evaluation: --- November 8th, 2019

Board Action: --- November 21st, 2019

Contract effective date: --- November 22nd, 2019

I. Questions and Contact Info.

October 25th, 2019. Questions *must be submitted electronically via SciQuest.*

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> Contact with any other district employee or school board member during the tentative timeline period may be grounds for disqualification.