

	<p align="center"><b>GUILFORD COUNTY SCHOOLS</b>  <b>Request for Proposals</b>  <b>Nursing Services (RN, LPN, CNAII)</b></p> <p align="center">Purchasing Department  501 W. Washington Street  Greensboro, NC 27401</p>
<b>Direct all inquiries to:</b>	<b>Request for Proposals: 6567</b>
Velicia Moore	<b>Bid due date: April 20, 2023, by 1:00PM EDT</b>
<a href="mailto:gaddyv@gcsnc.com">gaddyv@gcsnc.com</a>	<b>Commodity: Nursing Services</b>

**NOTICE TO BIDDERS**

Proposals, subject to the conditions made a part hereof, will be received at this office 501 W. Washington St., Greensboro NC 27401, until **1:00 PM EDT** on the day of opening for furnishing and delivering the commodity as described herein. Proposals submitted via facsimile (FAX) machine in response to this Request for Proposals **will not** be accepted.

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are proposed, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

**Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals will not be accepted.**

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	FAX NUMBER:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		TITLE	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer valid for 120 days from date of bid opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

## **1.0 PURPOSE AND BACKGROUND**

Guilford County Schools (GCS) provides an appropriate education for all students identified as having special needs pursuant to the Individuals with Disabilities Education Act (IDEA). Proposals are being solicited for Nursing and Nursing Assistant Services (RN, LPN, CNA II) for students in Guilford County Schools.

## **2.0 GENERAL INFORMATION**

This RFP is comprised of the base bid document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

### **TAXES**

Guilford County Schools is **NOT** tax-exempt. Unless otherwise indicated, tax must be computed and added to your bid. Any itemized shipping charges are also subject to tax. When invoiced, tax should be invoiced as a separate line item.

### **MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE)**

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. GCS Board of Education promotes full and equal access to business opportunities with Guilford County Schools. Minority businesses are encouraged to submit bids for this project. All vendors shall have a fair and reasonable opportunity to participate in GCS business opportunities.

## **INSURANCE**

### **Certificate of Insurance**

Each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, Greensboro, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.

The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days' written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, Greensboro, North Carolina.

### **Public Liability Insurance**

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

- 1.A combined single limit (CSL) of \$1,000,000 each occurrence, or
- 2.A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

### **Worker's Compensation Insurance**

The Contractor shall maintain during the life of his contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

### **Terms and Conditions**

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this RFP.

All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. The award of a contract under this solicitation may be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, contractors providing submittals shall be responsible for complying with state law and local ordinances.

## **3.0 SPECIFIC INFORMATION**

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### **PRE-BID CONFERENCE**

A pre-bid conference will not be held.

## **BID QUESTIONS**

Upon review of the RFP documents, vendors may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the proposal questions process, vendors shall submit any such questions by April 6, 2023 at 1:00 pm EDT.

### **Instructions:**

Written questions shall be emailed to Velicia Moore at [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com) by the date and time specified above. Vendors will enter “**RFP #6567 – Questions**” as the subject for the email. Question submittals will include a reference to the applicable RFP section and be submitted in a format shown below:

<b>Reference</b>	<b>Vendor Question</b>
RFP Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, GCS’s response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this RFP, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material contained in an addendum to this RFP.

### **BID SUBMITTAL**

One (1) Original, hard copy & and an email (digital copy) to [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com) of the proposal response to be labeled ‘RFP 6566 Response’ as the subject of the email, shall be received in the GCS Purchasing Department but the close date and time. The original hard copy should be addressed in an envelope with the RFP number as shown below in the mailing instructions. It is the responsibility of the bidder to have the proposal in the Guilford County Schools Purchasing office by the specified time and date of opening.

Proposals shall be marked on the outside of the sealed envelope with the Vendor’s name, proposal number and date and time of opening. If Vendor is submitting more than one proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed proposals from a single Vendor may be included in the same outer package.

### **MAILING INSTRUCTIONS**

#### **DELIVERED BY US POSTAL SERVICE OR ANY OTHER MEANS:**

RFP No. 6567  
Velicia Moore, CLGPO  
Purchasing Manager  
Guilford County Schools  
Purchasing Department  
501 W. Washington Street  
Greensboro, NC 27401

## **4.0 AWARD AND BID EVALUATION**

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### **REVIEW AND AWARD**

It is the intent of Guilford County Schools (GCS) to award this Request for Proposals to the responsible bidder(s) who best matches the needs of Guilford County Schools Exceptional Children Services Department. Guilford County Schools reserves the right to reject any or all proposals presented and to waive any informalities and irregularities. Award of this RFP may be in whole or in part as deemed to be in the best interest of GCS. All projects are awarded contingent upon funding. No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for a period of 120 days.

### **EVALUATION CRITERIA**

Proposals shall include, but are not limited to, all performance requirements/specifications listed below. Any proposed services (which are over and above standards for professional practice and/or the requirements/specifications) listed below shall also be noted. All financial considerations shall be noted. A listing of recent similar work in school districts, including the Guilford County Schools, shall be provided. Evaluation shall be based on an assessment of submitted proposals and shall include consideration of the performance requirements/specifications, financial considerations, qualifications, and prior experiences. Follow-up discussion with the service provider best suited to complete the work may be requested.

## **5.0 Request for Proposal Document**

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### **Performance Requirements/Specifications**

1. Agencies that provide the services of a Licensed Practical Nurse will provide appropriate supervision by a Registered Nurse, (monthly minimum at the school). All staff, CNAII/LPN/RN, assigned by the agency will have monthly supervisory visits by RN supervisor, with documentation of visits sent to Exceptional Children's Department.
2. Agencies will provide nurses who are licensed and qualified to perform the assigned specific duties in accordance with their scope of practice as defined by the NC Board of Nursing.
3. The duties performed by successful proposals will include:
  - a. Provide direct nursing services to assigned students, based on the individual student's educational need, health care plan and physician's orders.
  - b. Provide medical treatments to assigned student(s), based on the individual student's educational needs, healthcare plan and physician's orders.
  - c. Agency Nursing staff will provide information as requested by EC staff for contribution to parent conferences and or individual education plan meetings.
  - d. Complete required documentation daily.
  - e. Adhere to district guidelines for all matters to include, but not limited to, the following:
    1. Reporting Absences
    2. Providing Substitutes
    3. Documenting Services Rendered
    - and 4. Communication with Families.
4. Service begins/ends with student's arrival/departure from school. If student needs require the nurse to accompany student on the school bus, the service begins/ends with student on bus ride to/from school.
5. Agency staff must sign in/out using a computer sign in system in the school when arriving/departing school. If school uses sign in/out book only, this is acceptable.

6. Agency nurse will be required to log visit into Microsoft Forms upon arrival each day. Nurse will need to access a computer at the school. A contract Network Agreement will be provided.
7. Agency Supervisors must attend an annual contract orientation.
8. Agency staff must attend the GCS Supplemental Staff Orientation, held at the beginning of school year or receive GCS Supplemental Staff Orientation from GCS within 2 weeks of beginning assignment at school.

Following is a link to the NC Board of Nursing website:

<http://www.ncbon.com/content.aspx?id=440>

### **General Requirements**

1. Proposals must address all aspects of the above stated performance requirements.
2. Proposals must include the maximum number of hours of nursing or CNA II services that could be provided per week.
3. Proposals must include at least two references of LEAs familiar with similar work done by this service provider.
4. Proposals must clearly state the cost per hour of services delivered. Guilford County Schools does NOT reimburse for mileage in addition to cost/hour rate. Proposals must clearly state other financial considerations that may be incurred in addition to the hourly rate.
5. Proposals must include R.N. or L.P.N. licensure status, and the agency's Federal ID Number, where applicable.
6. Proposals must include copies of current required insurance certificates. **Please refer to the following section:**  
"Insurance Requirements for Professional Services for Guilford County Schools," for updated coverage requirements.
7. Proposals must specify any services or supplies to be provided by GCS (eg: training, testing, materials, equipment). GCS will supply gloves, wipes, and changing pads for students who require toileting services.

### **General Conditions**

1. All applicable sections of the Guilford County Board of Education Policies and the General Statutes of North Carolina, as amended, are made part of this contract by this reference. This includes, but is not limited to, purchasing and payment procedures. Copies of the above are available for inspection and review at 712 North Eugene Street, Greensboro, NC, 27401.
2. Any exceptions to the performance requirements/specifications and/or conditions shall be noted and explained in a clearly identified section of the proposal.
3. Contract may be renewed for subsequent one-year periods if mutually agreeable between both parties.

### **Questions**

Please refer to the Q&A for questions regarding the provision of nursing services to GCS or the proposal and evaluation process. If you have any additional questions, they can be directed to Fonda Curtis [curtisf@gcsnc.com](mailto:curtisf@gcsnc.com) or Leigh Lombardi [lombarl@gcsnc.com](mailto:lombarl@gcsnc.com).

Questions related to contracts, RFP documentation, or billing should be directed to Lisa Parrish, [parrisl@gcsnc.com](mailto:parrisl@gcsnc.com).

## **Proposal Due Date**

**Due to our ongoing need for providers, there may not be a closing date for proposals.**

## **Proposal Format**

### **1. Initial Proposals**

*Initial proposals must include, as a minimum, the attached "Proposal Form" page. You may include additional information, as desired. Please also include the following statement: "In addition to the proposal as presented and any exceptions clearly noted, I understand that all requirements, specifications and conditions of the Request for Proposal are made part of any subsequent contract."*

### **2. Proposal Update**

***If you are currently providing services to our district, please submit ONLY the "Proposal Form" page, including updated requested attachments. (If there is additional information you would like to submit, you may include it with the form, as well.) Please also include the following statement: "In addition to the proposal as presented and any exceptions clearly noted, I understand that all requirements, specifications and conditions of the Request for Proposal are made part of any subsequent contract."***

## **Billing Requirements**

- Invoices should be submitted electronically to [parrisl@gcsnc.com](mailto:parrisl@gcsnc.com) using the GCS template that accompanies the contract packet.
- A cover sheet template must be completed providing school codes and school totals. Sample is included in the contract packet.
- Time in/out must be documented on the quarter-hour for each student served daily.
- Invoices must be received by the 5<sup>th</sup> day of the month, for previous month's services, in order to ensure prompt processing of payments.
- Invoices should include all services for the entire month. Do not combine months.
- Agency staff should not submit time worked for days/times outside of the normal school day, weekends, holidays, etc.

Consultant will be expected to complete all paperwork related to services provided so that GCS will receive **Medicaid** or other reimbursement eligible source in a timely manner in order for GCS to recover payment for those services. Consultant is not authorized to apply for reimbursement on its own behalf.

## **Termination of Contract**

Contracts may be terminated by either party upon 30 days' written notice.

## **Drug and Alcohol Free Workplace**

Please refer to Guilford County Schools Board of Education Policies and Procedures, under the Board of Education link on the GCS website. Under Section G, "Personnel," carefully review GA and GA-P, regarding GCS' commitment to a Drug and Alcohol Free Workplace.

## **Special Requirements Regarding Criminal Background**

Criminal Background Investigations of individuals working on school property

- A. At a minimum, a vendor shall obtain a complete North Carolina statewide criminal background investigation for all employees who will work on a site, covering a period for the last seven (7) years. In the event that the vendor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks are the responsibility of the vendor.
- B. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school property.
  - 1. Child Molestation or Abuse or indecent liberties with a child;
  - 2. Rape;
  - 3. Any Sexually Oriented Crime;
  - 4. Drugs: Felony use, possession or distribution.
  - 5. Murder, manslaughter or other death related charge; or
  - 6. Assault with a deadly weapon or assault with intent to kill.
- C. As contracted employees of the Guilford County Schools, all service providers are expected to observe and obey all laws and ordinances, in addition to all policies and procedures of our Board of Education.
- D. Any employee/contracted employee charged with or arrested for any violation(s) of a criminal, or serious traffic vehicular law (such as, vehicular homicide, hit and run, or any such law classified as a felony or for which a conviction could lead to incarceration) or ordinance, must report such fact in writing to the GCS administrator in charge of the department, office, or school to which the employee is assigned no later than the next scheduled business day
- E. Each person on site must wear a plastic laminated identification badge that identifies the name of the company and the person's name. Agency staff must obtain GCS laminated badge from GCS within 2 weeks of starting work in schools, and wear GCS badge at all times while with student. These badges are to be computer produced at a font large enough to be clearly visible. Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee on school property. GCS ID badges must be returned to GCS/ECS upon departure from service.



**INSURANCE REQUIREMENTS for PROFESSIONAL SERVICES  
for GUILFORD COUNTY SCHOOLS**

Consultant/service provider shall procure and maintain for the duration of the contract professional liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, no less than \$1,000.000 per occurrence.

**Additional Insured Status**

The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

**M/WBE or HUB DESIGNATION: Please read and complete as applicable**

(Minority/Women Business Enterprise or Historically Underutilized Business)

Per NC General Statute 143-128.4, to qualify as a historically underutilized business, a business must be at least 51 % owned, controlled and managed by one or more citizens or lawful permanent residents of the United States who are members of one or more of the following groups:

- (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled and (7) Disadvantaged

**Please check if you, as a sole proprietor are, or your firm is:**

<u>Female Business Enterprise</u>	<u>Male Business Enterprise</u>	_____ Disabled Business Enterprise (G.S.168-1 or G.S. 168-A3)
_____ African American	_____ African American	
_____ Asian American	_____ Asian American	_____ Disadvantaged (15 U.S.C. §637)
_____ Caucasian	_____ Hispanic/Latino	
_____ Hispanic/Latino	_____ Native American/Indian	_____ Non-Profit Work Center for the for the Blind and Severely Disabled
_____ Native American/Indian		

\_\_\_ Initial Proposal Submission

\_\_\_ Updated Proposal Submission Yr. \_\_\_ of \_\_\_

**PROPOSAL FORM  
REQUIRED FOR ALL PROPOSALS**

**Proposal to Offer Nursing (RN, LPN) or CNA II Services**

In response to the current Request for Proposal for Nursing (RN, LPN) and/or CNA II services, I am proposing the following:

Nursing Services \_\_\_\_\_ Certified Nursing Assistant II Services \_\_\_\_\_

1. I agree to meet all the Performance Requirements/Specifications described in the Request for Proposal.

2. I have the following specialized skills: \_\_\_\_\_  
\_\_\_\_\_.

3. I can provide a maximum of \_\_\_\_\_ hours of services per week.

4. a. \_\_\_\_\_

b. \_\_\_\_\_

(Provide names, addresses and phone numbers) are familiar with my professional work and may be contacted for references.

5. My fee will be \$ \_\_\_\_\_ per hour of service delivered by RN/LPN.

6. My fee will be \$ \_\_\_\_\_ per hour of services for CNAII.

7. My Licensure status in North Carolina is \_\_\_\_\_.

**(Please submit a copy of your most current License, and forward new Licenses when received)**

8. I would expect the Guilford County Schools to provide the following equipment and services:

\_\_\_\_\_  
\_\_\_\_\_

9. I have attached copies of my most current Certificates of Insurance and will forward updated certificates when received.

*In addition to the proposal as presented and any exceptions clearly noted, I understand that all requirements, specifications, and conditions of the Request for Proposal are made part of any subsequent contract.*

**Provider/Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Provider/Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Provider Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Federal ID or SS Number**

\_\_\_\_\_  
**Date**