

GUILFORD COUNTY SCHOOLS
RFP # 5934
Request for Proposal to provide
Nursing Services (RN, LPN, CNA II)

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.

Proposal

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, as well as a listing of recent similar work in school districts, including the Guilford County Schools.

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 including Medicaid billing forms as required by Guilford County Schools.
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 computer sign in system in school when arriving/departing school. If school uses sign in/out book only, this is acceptable.
6. Agency staff must attend the GCS Supplemental Staff Orientation, held at 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 persons 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).

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.

Evaluation of Proposal

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 offers best suited to complete the work may be requested.

Questions

Questions regarding the provision of nursing services to GCS and evaluation process should be directed to Sandi Knisley, Director of Nursing for GCS, knisles@gcsnc.com.

Questions related to contracts, RFP documentation, or billing should be directed to Cheryl Lowe, EC Staffing Manager, lowec2@gcsnc.com.

Proposal Due Date

TWO (2) signed, sealed ORIGINAL copies of the proposal shall be sent to Don Reid, Purchasing Officer, Guilford County Schools, 501 West Washington St, Greensboro, North Carolina 27401, **beginning on Monday, April 3, 2017. Due to our ongoing need for providers, there will NOT be a closing date for proposals. However, if you wish to be considered as a provider for the 2017-18 school year, your proposal should be submitted no later than Friday, June 2, 2017, by 5:00pm.**

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

New invoicing procedures will require providers to submit requests for payment electronically. Agency staff should sign in/out on the quarter hour, noting date, therapy received, school, student initials, and any other pertinent information related to the services provided. Invoices must be emailed to Cheryl Lowe by the 5th day of the month in order to ensure prompt processing of payments. Each invoice should include services for the previous month, *ONLY*. Our new reporting procedures will be calculating total service hours for each individual month. Do not include multiple months on the same invoice. 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.

**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> <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American/Indian	<u>Male Business Enterprise</u> <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American/Indian	<input type="checkbox"/> Disabled Business Enterprise (G.S.168-1 or G.S. 168-A3) <input type="checkbox"/> Disadvantaged (15 U.S.C. §637) <input type="checkbox"/> Non-Profit Work Center for the for the Blind and Severely Disabled
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Initial Proposal Submission

Updated Proposal Submission

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.
6. My Licensure status in North Carolina is _____.
(Please submit a copy of your most current License, and forward new Licenses when received)
7. I would expect the Guilford County Schools to provide the following equipment and services:
_____.
8. **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: _____

Phone number: _____

Email Address: _____

Provider Signature: _____

Federal ID or SS Number

Date