

## **Inland Leaders Charter Schools**

### **REQUEST FOR PROPOSALS FOR NURSING SERVICES** **RFP No. 92520**

Inland Leaders Charter Schools (ILCS) is requesting proposals for Nursing Services for the calendar year beginning January 1, 2021 with the option of extending the relationship in subsequent years. The services required are for two school locations serving Transitional Kindergarten through 8<sup>th</sup> grade students. ILCS estimates a range of 20-25 hours a week of service needs.

#### **A. GENERAL**

There is no expressed or implied obligation for ILCS to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request for proposal.

To be considered, three copies of a proposal must be received by Connie Huntsman, School Purchaser/Procurement, 12375 California Street, Yucaipa, CA 92399 by noon on October 30, 2020. ILCS reserves the right to reject any or all proposals submitted.

During the evaluation process, ILCS reserves the right to request additional information and clarification from vendors or to allow corrections of errors or omissions. At the discretion of ILCS, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by ILCS.

Following the notification of the selected vendor, a contract will be executed between both parties.

#### **B. TERM OF ENGAGEMENT**

A one-year contract is contemplated, subject to the annual review and recommendation of the Board of Directors.

Please attach the information described below and any additional information that may help us profile you as a vendor.

#### **C. DEMONSTRATION OF NURSING SERVICES**

Statements, examples and references of work done as a provider of Nursing must be attached.

#### **D. VENDOR QUALIFICATIONS AND EXPERIENCE**

The vendor should state the qualifications and experience of the nursing staff that will provide direct services to the school sites along with certifications and relevant licenses.

Describe the vendor's experience in providing Nursing services, knowledge of and compliance with the "Family Rights and Privacy Act" (FERPA) as well as the Health Insurance Portability & Accountability act of 1996 (HIPAA).

The vendor shall provide evidence of sufficient amounts of liability insurance.

Identify the provider(s) of Nursing services assigned to the project. Provide information on the experience of each person including:

1. Information on previous experience
2. Documentation on special education training and/or experience
3. Verification of current professional licensure (California School Nurse Credential required)
4. Evidence of health status
5. Evidence of Fingerprinting

#### **E. SCOPE OF WORK TO BE PERFORMED**

The contractor shall provide the following services during the contract period:

1. Treatment of student's needs in accordance with IEP/504s or care plans
2. Staff consultation regarding implementation of Contractor's recommendations
3. Completion of necessary paperwork including progress notes and necessary testing
4. Participation in parent/school conferences as requested
5. Evaluations
6. Participation on Special Education Meetings as requested
7. Health screenings and assessments such as hearing and vision.
8. Policy guidance regarding state required health provisions such as Sudden Cardiac Arrest and Concussions.
9. Lead and Direct the school wellness committees and policy guidance for the wellness plan
10. Train and support school site health aides
11. Complete Health Care Plans for students with major health issues and train staff to implement such plans.
12. File and submit required health forms and reports for the state and county
13. Track student immunization records and enrollment procedures to comply with California State Law.
14. Communicate closely with parents and health care providers.
15. Implement and support the communicable disease prevention plans.

Inland Leaders Charter School reserves the right to retain all proposals submitted. Vendors should send the completed proposal to the following address:

Inland Leaders  
12375 California Street  
Yucaipa, CA 92399

**OR**

By email at [chuntsman@inlandleaders.com](mailto:chuntsman@inlandleaders.com)

**Inland Leaders Charter Schools  
Request for Proposal (RFP)  
Contract to begin 1-1-21  
RFP due by 10-30-20**

**2020-2021 PROPOSAL**

We/I agree to provide Nursing Services as outlined in the Request for Proposal in accordance with the following fee structure.

Hourly Rate for Credentialed School Nurse \$ \_\_\_\_\_  
Hourly Rate for other health provider (fill in) \_\_\_\_\_ \$ \_\_\_\_\_

Nursing services range from 3 to 5 hours per day as identified on the student's IEP, 504, care plan, or school requested service.

List name, title and hourly rate for all personnel that will be assigned to the schools:

_____	_____	_____
Name	Title	Hourly Rate
_____	_____	_____
Name	Title	Hourly Rate
_____	_____	_____
Name	Title	Hourly Rate
_____	_____	_____
Name	Title	Hourly Rate

\_\_\_\_\_  
Officer of Company (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**The successful bidder will be required to enter into a contract with Inland Leaders Charter Schools.**