

Request for Proposals
Orange County Schools
School Nurse Support, Contact Tracing & Case Analysis Services

Orange County Schools invites qualified organizations to provide School Nurse Support, Contact Tracing, Investigation & Case Analysis Services.

Leading national education organizations recognize the close relationship between health and education as well as the need to foster health and well-being within the education environment for all students. School nurses play a vital role in promoting health and safety of children. Orange County Schools recognizes the importance of providing support to School Nurses during the COVID-19 pandemic in order for nurses to perform their primary duties in schools.

I. Purpose

The purpose of the Request for Proposal is to seek qualified service providers to provide a team of professionals for onsite and remote support services to school nurses who are unable to perform primary duties due to an increase in school related health matters including COVID-19 case analysis, interviewing, contact tracing and phone or email support for related cases.

II. Scope of Work

Provide support of the school health services program, including providing direct onsite and remote staff to meet the following requirements:

- a) Employ and supervise a team of professionally trained CMA, CCMA, or CNA certified individuals to serve 12 schools in the district with onsite support.

Onsite services to be provided during the hours of 8 am to 5 pm Monday-Friday excluding school holidays at:

A.L. Stanback Middle School – 3700 NC 86 South, Hillsborough, NC 27278 (Shared with Partnership Academy adjacent to A.L. Stanback Middle School)
Cedar Ridge High School – 1125 New Grady Brown School Road, Hillsborough, NC 27278
Central Elementary School – 154 Hayes Street, Hillsborough, NC 27278
Efland-Cheeks Global Elementary School – 4401 Fuller Road, Efland, NC 27243
Grady A. Brown Elementary School – 1100 New Grady Brown School Road, Hillsborough, NC 27278
Gravelly Hill Middle School – 4801 West Ten Road, Efland, NC 27243
Hillsborough Elementary School – 402 North Nash Street, Hillsborough, NC 27278
New Hope Elementary School – 1900 New Hope Church Road, Chapel Hill, NC 27514
Orange High School – 500 Orange High School Road, Hillsborough, NC 27278
Orange Middle School – 308 Orange High School Road, Hillsborough, NC 27278
Pathways Elementary School – 431 Strouds Creek Road, Hillsborough, NC 27278
River Park Elementary School – 240 St. Mary’s Road, Hillsborough, NC 27278

- b) Onsite service personnel must meet all requirements for being fully vaccinated and follow all district COVID-19 protocols established for employees.
- c) Onsite services may include providing minor first aid, temperature checks, and COVID-19 symptom screening for students.

- d) Onsite services shall consist of Close Contact Tracing Analysis and Interviewing as indicated by the School Nurse, District Lead Nurse, Orange County Health Department or NC Department of Health and Human Services.
- e) Services may be provided onsite and remotely by provider's staff for Case Analysis, Contact Tracing and Data Analysis during the hours of 5pm – 9 pm seven days per week as needed. Provider shall only bill for these services as hours are rendered.
- f) Provider shall submit a monthly itemized invoice with a breakdown for 1) Total Hours Accrued and 2) Balance of Remaining Weeks/Hours for the Contract.
- g) Provider acknowledges funding for the contract awarded may be paid with State and Federal Funds.
- h) Provider must supply all resources and tools to support the scope of the provided services in the day-to-day duties, such as, but not limited to electronic mail, cell phone (and service), laptop, and internet service.
- i) Assurance that Provider and all employees follow compliance with applicable rules, laws and policies related to privacy and security of protected information.
- j) Strict adherence to HIPPA and FERPA requirements.

IV. Minimum Qualifications

- a) Must be of size and organizational structure to support and lead a team of field-based and remote personnel.
- b) Must be able to provide prior two years of financial statements.
- c) Must be an organization providing staffing focused on health and human services.
- d) Must be able to adequately provide Information Technology support for provider's employees and will need to implement and support an adequate electronic records system.
- e) Must be knowledgeable and demonstrate compliance with all Federal, State, and Local rules, laws and policy related to the provision of school health services.
- f) Must have a regional or local office within 60 miles of Orange County North Carolina. Must be authorized to conduct business in North Carolina.

V. Fiscal Provisions

Provider acknowledges the contract may be provided using Federal Funds. Financial terms are net 30 days once services are verified on submitted invoices. OCS is not tax exempt.

Invoices must be sent to:

Orange County Schools
Operations & Facilities Division
Attn: Michelle Dodson
123 East Oakdale Drive
Hillsborough, NC 27278

Or by email to:
michelle.dodson@orange.k12.nc.us

VI. Application Deadline and Submission Information

Complete applications must be submitted no later than **12:00pm, October 5, 2021** in order to be considered. Applications can be submitted in any one of two ways:

1. Through hand delivery by courier (8am -4 pm Monday-Friday) or trackable mail delivery

to:

Orange County Schools
Operations & Facilities Division
Attn: Patrick Abele, Deputy Superintendent
RFP NSS-001
123 East Oakdale Drive
Hillsborough, NC 27253

2. Emailed to PATRICK ABELE at patrick.abele@orange.k12.nc.us with the SUBJECT: RFP NSS-001

Late submissions cannot be accepted, and failure of mail and parcel carriers to deliver by this time does not merit an exception to this rule.

Proposals will be evaluated the Orange County Schools administration. The Orange County Board of Education must approve the final award decision which is expected on October 11, 2021. The Orange County Schools will select the lowest responsive responsible proposal that best fits its needs and the needs of the organization.

Orange County Schools reserves the right to accept or reject any and all proposals and to waive minor irregularities.

VII Q&A

During the period between September 29th and September 30th at midnight, applicants may ask questions about the process and the criteria for submission. All questions will be received by Patrick Abele at patrick.abele@orange.k12.nc.us and answers will be provided to applicants by way of documents posted as addendums to the RFP. These postings will occur by 5:00 PM on October 1, 2021.

VII. Application Components and Narrative Requirements for Proposal Evaluation

In the proposal narrative, please answer the following questions. This information will be used for the evaluation of proposals.

1. Organization Mission: State your organization's mission, vision, and values or at minimum, describe your organization's philosophy on School Health and School Nursing Services.
2. Provisions for Hiring Locally & Listing of Benefits Provided for Staff
3. Organizational Capacity:
 - a. What is the capacity of the organization to provide School Health and School Nursing services as indicated in the Scope of Work? Please include past and current relevant experience.
 - b. What is the number of cases that contact tracers or provider's staff can support each day? How many call estimates per hour? Indicate for each type of work being provided.

4. Staffing:
 - a. What is the proposed staffing plan? Include the numbers and types of positions. Include the level of training and professional credentials of the staff working directly with the student population, as well as linguistic and cultural competency of the staff.
 - b. What is the cost per hour including all provider's cost for each staff type being provided?
5. Client Services:
 - a. What is your proposed service delivery plan for the services to be provided?
6. Documentation & Data Collection:
 - a. Describe the data collection and quality assurance measures that you use and how you will assure ongoing and effective tracking of contract requirements and outcomes. Include a description of databases and other technology utilized.
7. Assessing Effectiveness:
 - a. Providing these services regularly may be challenging. How will the applicant know that they are providing effective services to Orange County Schools?
8. Proposed Budget:
 - a. by Type of Service Provided Indicating Weekly Cost for Services and total cost to provide services for possible terms of 90 days, 6 months or until June 30, 2022.
 - b. Describe your organization's financial capacity to perform the services as described in the proposal.

VIII Terms

1. Lunsford Act. Provider acknowledges that G.S. § 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. Provider shall conduct or arrange to have conducted, at its own expense, sexual offender registry checks on each of its owners, employees, agents and subcontractors ("contractual personnel") who will engage in any service on or delivery of goods to School System property or at a School System sponsored event, except checks shall not be required for individuals who are solely delivering or picking up equipment, materials, or supplies at: (1) the administrative office or loading dock of a school; (2) non-school sites; (3) schools closed for renovation; or (4) school construction sites. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For Provider's convenience only, all of the required registry checks may be completed at no cost by accessing the United States Department of Justice Sex Offender Public Website at <http://www.nsopw.gov/>. Provider shall provide certification on the Sexual Offender Registry Check Certification Form (Exhibit B) that the registry checks were conducted on each of its contractual personnel providing services or delivering goods under this Contract prior to the commencement of such services or the delivery of such goods. Provider shall conduct a current initial check of the registries. The sex offender registry checks shall be conducted within 30 days of Provider's execution of the Contract and prior to performing any services on School System property. In addition, Provider agrees to conduct the registry checks and provide a supplemental certification form before any additional contractual personnel are used to deliver goods or provide services pursuant to this Contract. Provider further agrees to conduct annual registry checks of all contractual personnel and provide annual certifications at each anniversary date of this Contract. Provider shall not assign any individual to deliver goods or provide services pursuant to this Contract if said individual appears on any of the listed registries. Provider agrees that it will maintain all records and documents necessary to demonstrate that it has conducted a thorough check of the registries as to each contractual personnel, and agrees to provide such records and documents to the School System upon request. Provider specifically acknowledges that the School System retains the right to audit these records to ensure compliance with this section at any time in the School System's sole discretion. Failure to comply with the terms of this provision shall be deemed a material breach of the

Contract. If requested by the School System, the Provider shall provide sufficient background information regarding any or all contractual personnel who may deliver goods or perform services under this contract in order to allow the School System to perform a criminal background check on each individual at the School System's expense. Provider further agrees that it has an ongoing obligation to provide the School System with the name of any new contractual personnel who may deliver goods or provide services under the Contract. The School System reserves the right to prohibit any contractual personnel of Provider from delivering goods or providing services under this Contract if the School System determines, in its sole discretion, that such contractual personnel may pose a threat to the safety or well-being of students, school personnel or others, or if such contractual personnel may otherwise pose a risk to the School System's operations. Failure to comply with the terms of this provision shall be deemed a material breach of the Contract.

2. Confidentiality of Student Records. Consultant agrees that all student records or personally identifiable information contained in student records that may be obtained in the course of providing services to the School System under this contract shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations as well as the School System's policies. All student records shall be kept in a secure location preventing access by unauthorized individuals. Consultant's employees and agents will maintain an access log delineating date, time, agency, and identity of individual accessing student records who is not in the direct employ of Consultant. Consultant shall not forward to any person other than parent or the School System any student record or personally identifiable information obtained from a student record (including, but not limited to, the student's identity) without the written consent of the School System. Upon termination of this Contract, Consultant shall turn over to the School System all student records or personally identifiable information about students obtained by Consultant while providing services under this Contract. Nothing in this Contract gives Consultant any right to access any student records or personally identifiable information.
3. Compliance with Iran Divestment Act of 2015. Consultant certifies that as of the date of this Contract, it is not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Consultant understands that it is not entitled to any payments whatsoever under this Contract if this certification is false. The individual signing this Contract certifies that he or she is authorized by Consultant to make the foregoing statement.
4. Provisions Required by Federal Law. Consultant acknowledges that all or part of the funding for this Contract may be provided through grants received from various agencies or departments of the United States government. Pursuant to 2 C.F.R. Part 200, Subpart 2, the Parties agree to the following provisions as applicable:
5. Consequence of Termination for Default. In the event that the School System terminates this Contract in whole or in part as provided in the Professional Services Agreement, or for any other violation or material breach of the terms of this Contract, the School System reserves its rights to pursue all remedies to which it may be entitled in law and equity.
6. Compliance with Contract Work Hours and Safety Standards Act. In the event this Contract is for an amount in excess of \$100,000 and involves the employment of mechanics or laborers, the Contractor agrees to comply with all requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708), as supplemented by Department of Labor regulations (29 CFR Part 5).
7. Compliance with Clean Air Act and Federal Water Pollution Control Act. If the Contract is for an amount in excess of \$150,000, the Contractor agrees to comply with all applicable standards, orders or regulations

issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387).

8. Compliance with Disbarment and Suspension Requirements. The Contractor certifies that it is not listed in the System for Award Management (SAM), as a party debarred, suspended, or otherwise excluded by agencies, or otherwise declared ineligible under statutory or regulatory authority.
9. Compliance with Byrd Anti-Lobbying Amendment. If the Contract is for an amount in excess of \$100,000, the Contractor agrees to provide the District with the certifications required by 31 U.S.C. § 1352.