

Vicksburg Warren School District
1500 Mission 66
P. O. Box 820065
Vicksburg, Mississippi 39182

#24-25-02
Request for Proposal
Private Healthcare Services
Students with Disabilities

Delivery Summary Statement:

The Vicksburg Warren School District will accept proposals for Certified Nurses Assistants and/or Personal Care Assistants to assist and support students with disabilities. Proposals will be opened in the District's Central Office Board Room, 1500 Mission 66, and Vicksburg, Mississippi at 10:00 a.m., July 22, 2024. The period of this contract will be August 1, 2024 through June 30, 2026 with an option for annual renewal based on performance.

Delivery of RFP:

(1) RFP will be received until the time set, and at the location designated in the Delivery Summary Statement above unless notice is given of postponement. Any RFP not received prior to the time set for opening RFP will be rejected absent extenuating circumstances and such RFP shall be rejected in all cases where received after the first packet of RFP are opened.

(2) Each RFP shall be placed in a sealed envelope. On the outside of the envelope the RFP shall write in large letters "Proposal", below which is to be marked in the outside lower left hand corner:

Vicksburg Warren School District Private Healthcare Services RFP ##24-25-02, June 30, 2024, 10:00 a.m. and the name of the submitter/organization.

(3) RFP may be delivered in person, or by mail if ample time is allowed for delivery. When sent by mail, the sealed envelope containing the RFP, marked as indicated above, shall be enclosed in another envelope for mailing.

Each RFP packet should have 1 original and 3 copies.

Direct all inquiries concerning this RFP to:

Dr. Falanda Addison-Ross

1315 Grove Street

Vicksburg, MS 39180

VWSD Office of Special Education

601-638-5122

1) DISTRICT OVERVIEW

- a) Vicksburg Warren School District (VWSD) desires to contract with a reputable and responsible firm(s) which can efficiently and effectively provide Personal Care Services to Students with Disabilities who are in need of services with critical needs. Perform a print management analysis of the district's printing and copying services. It is intended that this will ensure the maximum value to VWSD.

2) PROJECT DESCRIPTION

- a) The Providing Agency shall furnish a state-licensed health personnel such as a registered nurse. The Agency agrees to furnish replacements or substitutes for regularly assigned Certified Nurses Assistants or Personal Care Assistants as requested or whenever necessary.
- b) At a minimum, the following responsibilities include, but are not limited to the following:
 - i) Suctioning mucous from the airways of children who can't clear their airways themselves
 - ii) Caring for students who have special breathing apparatus
 - iii) Inserting catheters into the bladders of children who are unable to urinating
 - iv) Injecting appropriate medications as required, and inserting and cleaning feeding tubes for nutrition
 - v) (note) While non-licensed personnel may be trained to perform some tasks, the school nurse has ultimate responsibility for deciding which tasks can be delegated and to whom, and for ensuring that the procedures are being done correctly and appropriately
 - vi) Assisting students with major fine and gross motor skills
 - vii) Ensuring medically fragile students are transported appropriately
- c) Corporate Structure and Credentials
 - (1) Number of years of experience providing Private Healthcare Services to School Districts
 - (2) A minimum of three (3) major customers for whom you provide similar services, including contact information for the accounts.
 - (3) A listing of all major accounts terminated in the last five (5) years with reason for termination and account contact information.
 - (4) Staffing levels and support proposed.
 - (5) Provide information on those individuals assigned to work with VWSD, including a description of their experience. Specifically, identify one service manager to handle VWSD's account including his/her name, qualifications and other accounts assigned to this manager. The service manager assigned to VWSD will be the point of contact for all inquiries/concerns related to the contract including service issues/interruptions, billing disputes/questions, etc.

- (6) Proposals should include a description of the healthcare service plan used by the

proposing firm to ensure adequate background checks on employees. VWSD would be strongly opposed to having anyone on campus that could be considered a potential hazard to the District, its faculty and staff, or its students. This would include but not be limited to: convicted sex-offenders or convicted felons.

3) DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS

- a) VWSD reserves the right to award this contract in whole or in part depending on what is in the best interest of VWSD with VWSD being the sole judge thereof.
- b) The evaluation factors set forth in this section are described as follows:
 - i) Projected Financial Cost to VWSD – This shall be the anticipated cost to VWSD during the term of the contract based upon the proposal.
 - ii) Corporate Structure, Credentials and Prior Experience – VWSD will be attempting to determine the probability of future success of the program based upon the organizational structure, and proven experience of the respondent.
 - iii) Operations and Plan to Perform – VWSD will be attempting to determine the probability of future success of the program based upon the respondent's plans for providing the service. This will include an evaluation of the breadth of services available to VWSD.

4) TERM OF CONTRACT

- a) It is VWSD's intention to enter into an annual contract with the option to renew or cancel the contract as follows:
 - i) Upon completion of the initial review and review of the recommendations and anticipated savings, VWSD may cancel without going forward with the RFP process.
 - ii) If VWSD determines to continue, upon completion of the receipt and evaluation of proposals, VWSD may cancel. VWSD may cancel if it decides not to go forward or if it desires to make an award with no further services from the consultant.
 - iii) If VWSD determines to continue, upon completion of award and implementation VWSD may cancel.
 - iv) If VWSD determines the project is successful and determines the District would benefit, VWSD shall continue to receive services until such time, not to exceed 5 years, as the District determines appropriate.
- b) VWSD reserves the right to terminate this agreement with thirty (30) days' notice by the Superintendent or Director of Special Education via certified mail to the address listed on the signature page of this RFP (See Appendix A) if any of the terms of the proposal and/or contract are violated.
- c) In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, VWSD will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The District reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

- d) In the event VWSD employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this contract, the contractor agrees to pay the attorney's fees and expenses incurred by VWSD.

5) PROPOSAL SUBMISSION

- a) One (1) original and three (3) copies should be sealed in a package with "Private Healthcare Proposal" and "RFP# #24-25-02" in the lower left hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page "Original".
- b) The proposal package must be received on or before 10:00 a.m. on July 22, 2024.
- c) Your response must include the signature page included in this RFP (See Appendix A) and contain the signature of an authorized representative of the respondent's organization. The signature on the "Original" signature page should be in blue ink
- d) VWSD reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items RFP if deemed in the best interest of the District to do so.
- e) Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or other electronic means will not be accepted.

6) RFP CANCELLATION

- a) This RFP in no manner obligates VWSD to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of VWSD and may be terminated without penalty or obligations at any time prior to the signing of a contract. VWSD reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

7) INDEPENDENT CONTRACTOR CLAUSE

- a) The contractor shall acknowledge that an independent contractor relationship is established and that the employees of the contractor are not, nor shall they be deemed employees of VWSD and that employees of VWSD are not, nor shall they be deemed employees of the contractor.

8) SCOPE OF SERVICE REQUIRED

- a) At a minimum, the following services are required. Respondents may provide additional services which must be clearly defined in the proposal.
 - i) suctioning mucous from the airways of children who can't clear their airways themselves
 - ii) caring for students who have special breathing apparatus
 - iii) inserting catheters into the bladders of children who are unable to urinating
 - iv) injecting appropriate medications as required, and inserting and cleaning feeding tubes for nutrition
 - v) (note) While non-licensed personnel may be trained to perform some tasks, the

- school nurse has ultimate responsibility for deciding which tasks can be delegated and to whom, and for ensuring that the procedures are being done correctly and appropriately
- vi) assisting students with major fine and gross motor skills
 - vii) ensuring medically fragile students are transported appropriately

9) OTHER CONTRACT REQUIREMENTS

- a) Award Terms: This contract shall be awarded at the discretion of the District based on the capabilities and overall reputation of the respondent, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from the District.
- b) Payment Terms: Payment for product purchased by VWSD will be made within 45 days after service is received, accepted, and proper invoice is submitted for payment.
- c) Standard Contract: The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with VWSD's standard contract.

RFP # #24-25-02 Provide information requested, affix signature and return this page
with your proposal:

NAME OF FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____

AREA CODE/NUMBER

FACSIMILE NUMBER: _____
AREA CODE/NUMBER

E-MAIL ADDRESS: _____

AUTHORIZED
SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____