



# RFP

## REQUEST FOR PROPOSAL Nursing Services

Date Prepared: November 7, 2022  
Date Proposal Due by: December 7, 2022

*Prepared by:*  
West Des Moines Community Schools  
3550 Mills Civic Parkway, West Des Moines, IA 50266

# Table of Contents

I. STATEMENT OF INTENT	3
II. GENERAL PROVISIONS	3
III. QUALIFYING CRITERIA	4
IV. SCOPE OF SERVICES	4
V. CORRECTIONS AND CHANGES	6
VI. CERTIFICATION	6
VII. PROPOSAL RESPONSE	7
VIII. RFP TIMELINE	7
IX. PROPOSAL EVALUATION/SELECTION/ AWARD	8
X. SERVICE PROVIDER CONTRACT	8
XI. SUBMITTAL REQUIREMENTS	8
PROPOSAL RESPONSE COVER PAGE	10
APPENDIX A. PROVIDER NURSING SERVICES	11

## Request for Proposal (RFP) – Nursing Services

The West Des Moines Community Schools (WDMCS) of West Des Moines, Iowa is soliciting proposals to provide nursing services to the WDMCS. These services include registered nursing positions which provide daily on-site student health care services at school buildings.

### I. STATEMENT OF INTENT

The intent of this Request for Proposal (RFP) is to obtain proposals from qualified nursing providers (Providers) interested in contracting with the West Des Moines Community Schools of West Des Moines, IA (herein referred to as “WDMCS”) to provide desired services as outlined in this RFP.

### II. GENERAL PROVISIONS

WDMCS expects its provider of nursing services to be highly experienced, a leader and innovator, and be able to provide comprehensive services in the relevant areas. Further, WDMCS requires that those services be delivered consistently and be of the highest quality. In addition, WDMCS expects those personnel who will actually be performing the services to be qualified, by virtue of their background, education, training, licensure, and experience, to provide the nursing services desired by the WDMCS. WDMCS has a large, diverse, and complex school operation that encompasses a number of areas. In order to properly assist WDMCS, the selected service provider must have individuals that will service WDMCS who have extensive experience in providing nursing services to similar operations.

WDMCS is not responsible for any expense incurred in preparing and submitting a proposal, taking any action in connection with the selection process, or for the costs of any services performed by any firm or person prior to the execution of a contract with a service provider.

Proposals should not contain promotional or display materials. Proposals must address the requirements as explained to aid the technical evaluation. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected.

All proposals become the property of WDMCS and will not be returned to the proposed service providers. Following the opening of the proposals, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the proposer.

The offer made by a proposal, and any clarifications to that proposal, shall be signed by the proposed service provider or authorized officer thereof, or a designated agent empowered to bind the proposer in a contract.

WDMCS reserves the right to conduct any investigation of the qualifications of any proposed service provider that it deems appropriate, negotiate modifications to any of the items proposed in the proposal, or request additional information from any proposer. WDMCS may choose to conduct interviews with some or all of the service providers submitting proposals.

WDMCS reserves the right, in its sole discretion, to decide not to utilize the services of any selected provider or to terminate the selection without cause and without penalty and the selection of a provider does not assure that any services will ultimately be requested. Further,

WDMCS is under no obligation to utilize the selected service provider's services on an exclusive basis.

The terms and conditions of this RFP and the resulting contracts or activities based upon this RFP shall be construed in accordance with the laws of Iowa. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interest of WDMCS.

WDMCS reserves the right to reject any or all proposals or parts thereof, to waive any informalities or irregularities, and to enter into such contract or contracts as shall be deemed in the best interests WDMCS.

### III. QUALIFYING CRITERIA

In order to be considered as the service provider to WDMCS, any prospective provider must demonstrate its ability to meet the following criteria:

- A. In its proposal, each service provider must demonstrate ability and experience in providing the nursing services described under Section IV, "Scope of Services," and otherwise desired by WDMCS in this RFP.
- B. Answer all items under the Section VII, "Information to be Provided in Proposal," and otherwise comply with the terms of this RFP.

### IV. SCOPE OF SERVICES

The services to be performed by the selected service provider include:

- A. Furnishing to WDMCS qualified nurse(s) as outlined in Appendix A, attached to and incorporated into this RFP, to provide:
  1. Regular on-site student health care services at school buildings, including routine health care, treatment for minor injuries and illnesses, handling of emergency situations and referral to secondary health care providers, and wellness counseling, during such times and at such locations.
  2. Continuous, competent and skilled nursing care for individual students during the entire time students are being transported to and from school, and during school days when students are in attendance. Service provider shall:
    - i. Provide nursing care to students with special needs in accordance with students' Section 504 plan, Individual Health Plan (IHP), and/or Individualized Educational Plan (IEP), in accordance with WDMCS policies, rules, and all laws and regulations and in strict accordance with the professional standards applicable to nursing.
    - ii. Provide training to WDMCS personnel (identified by and compensated by the WDMCS) in order to implement emergency protocols for students,
    - iii. Create and coordinate review and revision of students' health care plans with 504, IHP, and/or IEP team, in accordance with law.
    - iv. Attend IEP meetings for students with IHP's and Nursing Services.
    - v. Recommend language for Nursing Services necessary to support student health needs on IEPs/504 plans.

vi. Approve Medicaid documentation for health services provided by school nurses or under direction of school nurses.

- B. In order to be qualified under this RFP, the individual(s) assigned to WDMCS by the selected service provider to perform the services shall meet the following criteria:
1. Possess a current and valid professional Registered Nurse (RN) license issued by the State of Iowa. Nurses shall present a copy of the nurse's license and CPR card, if required, to WDMCS upon request.
  2. Have at least one year's clinical experience.
  3. Have a current health clearance per the requirements of the service provider and pass any other screening tests required by WDMCS for the assignment.
  4. Clear all background checks, including criminal history, sex offender, child abuse and dependent adult abuse checks, in accordance with the standards of the service provider and WDMCS.

It is the responsibility of the selected service provider to ensure that no individual(s) who do not meet these criteria perform any services for WDMCS.

- C. The selected service provider shall also be expected to do the following:
1. Prior to the first day worked by the service provider's employee(s), the service provider shall furnish to WDMCS an employee profile of the assigned employee(s).
  2. The service provider shall furnish the assigned employee(s) with written orientation information about the assignment. If requested by WDMCS, the service provider shall also orient its staff to WDMCS and its policies and procedures.
  3. The service provider shall be responsible for providing, at its sole expense, professional liability insurance and worker's compensation coverage for the service provider's employee(s) performing nursing services at WDMCS. The service provider shall furnish a certificate of insurance certifying current professional liability insurance coverage in the amount of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate per policy year, and worker's compensation coverage in the amount required by law.
  4. The service provider, not WDMCS, shall be considered the employer of all of the nurses serving in the positions listed in Appendix A and furnished by the service provider. The service provider shall be responsible for all employment-related obligations for said nurses, such as those regarding payment of salary and benefits, and shall hold the WDMCS harmless from any claim for the same. The service provider shall include WDMCS administrators' input in hiring and evaluating said nurses.
  5. The service provider shall ensure that all its employees who are performing nursing services for WDMCS report to a representative of the service provider, who shall act as their supervisor and liaison with WDMCS with respect to the nursing services.
  6. The service provider shall coordinate the provision of nursing services through the nurses employed by the service provider, with any nurses and other student health personnel directly employed by WDMCS. The service provider shall provide necessary training and access to medically-related expertise for all nurses at WDMCS. The service provider shall provide training to WDMCS personnel (identified by and compensated by WDMCS) in order to implement emergency protocols for students.
  7. The service provider shall furnish qualified substitutes as necessary for all of the nurses serving in the positions listed in Appendix A and furnished by the service provider. Additional substitutes shall be provided as requested by WDMCS.
  8. The service provider shall furnish consultative services to WDMCS as requested.

- D. The selected service provider shall also be subject to the following:
1. All student health services shall be provided pursuant to the service provider's clinical and administrative policies and procedures and pertinent WDMCS policies and procedures.
  2. All clinical records generated in the nurse position(s) shall be confidential and shall be and remain the property of WDMCS; provided, however, the service provider and others may have reasonable rights of access to such records to the extent provided by law.
  3. All nurses shall utilize WDMCS's current student information management system to maintain and manage all records.
  4. The service provider represents and warrants that the work to be performed and services to be provided by it shall be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel, and that said work and services shall at all times conform with applicable federal, state, and local laws and regulations. The service provider shall not discriminate in the employment or use of its personnel with respect to any trait or characteristic protected by law.
  5. WDMCS reserves the right to require replacement of any nurses furnished by the service provider who, in the sole discretion of WDMCS, is unable to carry out the necessary responsibilities or exhibits unsuitability for work in a public-school environment.

## V. CORRECTIONS AND CHANGES

Any corrections or changes to this RFP will be made by addendum or a revised document issued by WDMCS and distributed in the manner in which this RFP was distributed. Corrections or changes made in any other manner will not be binding and proposers should not rely on such corrections or changes. It is the responsibility of the proposer to obtain all corrections and changes prior to submitting a proposal.

If a question arises during the preparation of a proposal, questions should be directed to Josie Lewis - Chief Officer of HR at 515.633.5037 or [lewisjosie@wdmcs.org](mailto:lewisjosie@wdmcs.org).

## VI. CERTIFICATION

Each proposal shall certify that:

- A. The selection of the service provider will not result in any current or potential conflict of interest. Alternately, should any potential or existing conflict be known by a provider, the proposal shall specify the party with which the conflict exists or might arise, the nature of the conflict, and whether the provider would step aside or resign from that engagement or representation creating the conflict.
- B. The proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.
- C. The service provider and its principal officials are not debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs or activities.

## VII. PROPOSAL RESPONSE

All proposals shall include the following information. Responses to each item should appear in the same order as in this RFP, and should designate by page, section, and paragraph the item to which the response applies.

- A. Describe the prospective service provider entity and how it is organized and the resources it has available to execute the type, quality, and scope of services set forth in this RFP.
- B. List the names and titles of the professionals who would be available to work for WDMCS. Place each individual within the appropriate hourly compensation category on each service and the basis for which fees are charged that may vary depending on dollar volume of service. Designate each individual who would be responsible for performing the nursing services, the specific experience and any special expertise of each such individual, and information concerning the background and qualifications for each individual. Also include the name and contact information of an individual representing the provider who will be WDMCS's primary contact concerning this RFP.
- C. Describe the provider's experience in acting as a provider of nursing services within the last three (3) years.
- D. Describe the provider's familiarity with Iowa's community school districts and their use of nursing services, particularly regarding those districts or other entities with operations similar to those of WDMCS, and list at least three (3) references with phone numbers that can be contacted for information regarding such experience.
- E. Describe the process the provider would use to provide the nursing services which are the subject of this RFP. Describe how the provider would assist WDMCS with respect to the nursing services, including, but not limited to, those aspects of the services described in Section IV of this RFP. Samples of forms and information used to help school districts with nursing and other health issues should be included.
- F. Describe any innovative techniques and programs which have been utilized by the provider, and how they might specifically apply to WDMCS.
- G. Indicate any minority, female-owned, or small business purchasing preferences which may apply to this procurement.
- H. Provide information on any litigation, arbitration, mediation, administrative proceeding, or other dispute resolution method in which the provider or its personnel who will be performing the services was a party in any matter related to the professional activities of the provider or such personnel during the five (5) years prior to the date of this RFP. Also provide information on any pending investigation in which a court or administrative agency is addressing any question relating to the professional activities of the provider or its personnel who will be performing the services.
- I. State whether the provider has professional liability insurance as stated in Section IV.C.3 of this RFP.
- J. Include the certifications as stated in Section VI of this RFP.

## VIII. RFP TIMELINE

RFP Timeline	DATE
Request for Proposals Issued	November 7, 2022
Proposals due to WDMCS	December 7, 2022
Notification of Recommendation to the School Board	December 21, 2022
Recommendation voted on by the WDMCS Board	January 9, 2023

## IX. PROPOSAL EVALUATION / SELECTION / AWARD

The responses will be reviewed by individuals selected by WDMCS.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness, and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP. (25%)
- Fee Proposal / Cost: Overall fee / billing rates. (25%)
- Prior experience, Qualifications, References, Past Performance. (25%)
- Experience / Expertise in K-12 School. (25%)

At WDMCS's discretion, to further assist in evaluation, some, one, or all of those service providers responding to the RFP and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for WDMCS.

WDMCS may investigate the qualification of any individual or service provider under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP.

Selection will be based upon a determination as to which proposal is in the best interest of WDMCS. Any decision made by WDMCS, including the selection of A/E, shall be final and is NOT subject to appeal.

## X. SERVICE PROVIDER CONTRACT

Upon approval by the WDMCS's Board of Directors, the selected service provider shall perform the nursing services in accordance with the terms and conditions of a contract to be entered into between the WDMCS and the service provider. The contents of this RFP and the selected service provider's proposal shall become part of the contractual obligation and incorporated by reference into the contract. Any conflict between the terms and conditions of this RFP and the contents of the selected firm's proposal shall be resolved in favor of the RFP, unless otherwise agreed to in writing by the WDMCS. The selected service provider shall be an independent contractor of the WDMCS.

## XI. SUBMITTAL REQUIREMENTS

Any questions concerning this RFP must be submitted via e-mail on or before [December 7, 2022 at 4:00 P.M.](#)

**The deadline for responses to this RFP is 4:00pm, as indicated by the WDMCS network clock on [December 7, 2022](#).** Responses shall be electronic submission to the [lewisjosie@wdmcs.org](mailto:lewisjosie@wdmcs.org) AND two printed copies can be delivered to the LRC address listed below.

ATTN: Josie Lewis, Chief of Human Resources  
 West Des Moines Community Schools  
 LRC – Learning Resource Center Reception Desk  
 3550 Mills Civic Parkway  
 West Des Moines, IA 50266

1. Proposal shall be marked "Proposal for **Nursing Services**, and shall clearly identify the service provider submitting the proposal.
2. Proposals received after the date and time specified will be returned unopened.
3. All proposals will become property of the WDMCS.



4. Following the review of the proposals, the content of the proposals will be placed in the public domain and be open for inspection by interested parties as provided by law.
5. A recommendation will be submitted to the school board at their regular meeting on: [January 9, 2023](#).

**WEST DES MOINES COMMUNITY SCHOOLS**  
**Nursing Services**

**PROPOSAL RESPONSE COVER PAGE**

**RETURN TO:**

**West Des Moines Community  
Schools**  
3550 Mills Civic Parkway  
West Des Moines, IA 50265

PROPOSAL NAME: General & Special Education  
Nursing Services RFP  
PROPOSAL NO: \_\_\_\_\_  
PROPOSAL DEADLINE: December 7, 2022

The undersigned agrees to the terms and conditions as set forth in the Nursing Services Request for Proposals (RFP). Further, it is agreed that any contractual conflict between the RFP and any proposal documents submitted by the proposer shall be resolved in favor of the RFP, unless otherwise agreed to in writing by the WDMCS.

- Our proposal is attached. We understand and comply with the terms and conditions for proposals as set forth in the RFP.
  
- We are not submitting a proposal at this time, but wish to remain on your potential provider list.

Provider Entity: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

*Signature of Authorized Contracting Agent is required here:*  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Name (Typed): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Appendix A

### PROVIDER NURSING SERVICES

#### A. Regular School

In accordance with WDMCS regular school calendar, the selected service provider shall assign registered nurses to perform services for WDMCS, as outlined in the Request for Proposals and any contract entered into between WDMCS and the selected service provider, as follows:

- 40 hours per week at Valley High School (2 Positions)
- 40 hours per week at Valley Southwoods Freshman High School
- 40 hours per week at Indian Hills Junior High School
- 40 hours per week at Clive Learning Academy
- 40 hours per week at Crestview School of Inquiry
- 40 hours per week at Crossroads Park Elementary School
- 40 hours per week at Fairmeadows Elementary School
- 40 hours per week at Hillside Elementary School
- 40 hours per week at Jordan Creek Elementary School
- 40 hours per week at Western Hills Elementary School
- 40 hours per week at Westridge Elementary School
- 40 hours per week at Walnut Creek Campus/HS
- 40 hours per week at Home School Assistance Program

#### B. Special Education Services

The service provider shall be responsible for providing, upon request of WDMCS nursing services for certain students requiring the care of a nurse while attending school which could include 1:1 nursing services. The WDMCS and service provider will collaborate on needs and implementation of additional nursing services. These services shall be provided at the designated school building within the WDMCS.

#### C. Summer School Programming

During three (3) weeks in June and/or July (specific dates to be mutually determined by the parties), the selected service provider shall assign a registered nurse(s) (specific number of nurses to be mutually determined by the parties) to perform services for the WDMCS, as outlined in the Request for Proposals and any contract entered into between the WDMCS and the selected service provider, as follows:

- Not to exceed six hours per day on Monday through Friday (specific time and location of services to be mutually determined by the parties)

Nursing services for Extended School Year Services may require additional nursing support in addition to summer school during June and July. The district will notify the service provider as soon as they are aware of the student's need.