



Checklist and Submission Guidelines

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PHASE 2 (optional)

Points	Item	Detailed Description
30 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service.
30 Points	Capabilities	The demonstrated ability of the contractor to provide services, including references.
40 Points	Financial Proposal	Purchase price is reasonable and appropriate given the scope of proposed plan.

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.
- D. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider any or all of the following additional criteria; the proposed price, F R Q W U S Experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

## VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the service and performance requirements that the selected vendor(s) will be required to meet. Failure to address or to fully describe capabilities to accomplish all elements of this section will result in a loss of evaluation points. The District will use the objective criteria specified within to review proposals and will potentially make multiple awards to acceptable program providers.

### Health Care Agency Responsibilities

Agency must provide a Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN) with current Texas Nursing License and recent (within 2 years) experience who is qualified to administer nursing care to student(s) according to District protocols and health care provider orders during District transport to and from school, during the school day and/or at school related activities, as necessitated by the medical condition of the student(s).

The following requirements must be met:

1. Agency must ensure that the nurses, including substitute nurses, have the following credentials/qualifications PRIOR to working on campus with a student:
  - A. Current Licensure in the State of Texas by Texas Board of Nursing
  - B. Current Health Care Provider Cardiopulmonary Resuscitation (CPR) Certification
  - C. Minimum of two (2) years nursing experience
  - D. Criminal background check through DPS FACT Clearinghouse.  
The national criminal history record information must be filed with the Agency and AISD. Senate Bill 9 requires any person working directly with students to be digitally fingerprinted through DPS FACT Clearinghouse. Contractors can only be present at the campuses once all the criminal history process (including forms and fingerprinting) has been properly completed and approved.
2. The Agency is required to provide proof of insurance:
  - A. Worker's Compensation
  - B. General Liability
  - C. Sexual Molestation & Child Abuse (SAM)
  - D. Waiver of Subrogation
3. It is understood that the assigned nursing staff are agents of the Agency and as such, the Agency is responsible for their actions. The Agency is responsible for management of personnel issues. This includes making sure that nursing staff has current licensure and follows HIPPA and other privacy regulations such as FERPA, including, but not limited to, NOT sharing/disclosing information about patients on social media or other public venues. Any violations need to be reported to AISD, and the nurse removed from the AISD (all campuses).
4. Agency must have the ability to assign/deploy a PDN to an assigned student with at least a 24-hour notice.
5. The Agency must inform the Special Education contact of any new staffing or staffing changes and, if applicable, any steps that the Agency is taking to resolve any staffing issues. As to ensure the welfare of our students, notification should preferably take place on the same day in which changes occur. This includes placing an RN in the spot of a





Austin ISD ±Request for Proposals 19RFP108 Private Duty Nursing Services

the scope of practice of the RN









PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

APPENDIX 2  
19RFP10 Private Duty Nursing Services

VENDOR COST SUMMARY

Respondents are to provide pricing as indicated. Agency will provide pricing for both RNs and LVNs and distinguish any variation in charges by shift, day

RN Hourly Rate: \_\_\_\_\_

OT (after 40 hours) Hourly Rate: \_\_\_\_\_

On Call Hourly Rate: \_\_\_\_\_

Summer Hourly Rate: \_\_\_\_\_

LVN Hourly Rate: \_\_\_\_\_

OT (after 40 hours) Hourly Rate: \_\_\_\_\_

On Call Hourly Rate: \_\_\_\_\_

Summer Hourly Rate: \_\_\_\_\_

Provide any additional administrative fees, processing fees, etc

Provide Best Value Incentives





## Appendix 3: Private Duty Nursing Documentation Requirements

3.

- A. AISD Documentation Requirements: Special Education School Health & Related Services (SHARS)

### Nursing Notes for SHARS Documentation

1. Student first and last name must be on each page (spelled correctly).
2. Student Medicaid Number must be on each page.
3. Date of service must be on each page.

3.





## Appendix3: Private Duty Nursing Documentation Requirements

### C. AISD Documentation Requirements Document Transmission

1. Invoices turned in on a weekly basis of week to be determined with [Randy Vega](#), AISD (or the designated Special Education representative).
2. Medicaid billing entries input into the Medicaid billing system complete prior to sending the invoices
3. One invoice per student
4. manager or timesheet can be separated
- 5.

Items 3-5 are to be scanned together as a set and sent to [randyvega@austinsd.org](mailto:randyvega@austinsd.org) (or the designated Special Education representative).