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Amy Filipowski, Executive Director of Program for Students with Exceptionalities

REQUEST FOR PROPOSALS

Staffing Provider for:

Personal Care and Nursing Supports

Occupational Therapists, Certified Occupational Therapy Assistants

Physical Therapists, Physical Therapy Assistants

Registered Nurses, Certified School Nurses

Issuance Date: May 29, 2018

Submission Date: June 7, 2018

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Pittsburgh Public Schools RFP for Professional Development Consulting Services

Introduction

Pittsburgh Public Schools (PPS) Program for Students with Exceptionalities (PSE), Student Services (SS), and Early Intervention (EI) is in need of Contract Provider to provide personal care aides, certified registered nurses, and licensed practical nurses to provide personal support and nursing support as outlined in students' IEPs, 504s, and IFSPs.

This work is expected to begin July 9, 2018.

Scope of Work:

Staffing Provider will:

- Provide skilled Personal Care Assistants (PCAs) for students who require personal care support (during school and/or transportation hours) and/or as substitutes for PPS PCAs when unable to staff a substitute internally
 - A PCA is as an individual who provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment, for example; augmentative communication devices; activities of daily living; and monitoring health and behavior. A PCA may provide support to more than one student but not at the same time.
- Provide highly qualified certified/licensed nurses who have the necessary competencies to manage students who require nursing support from a Registered Nurse or Licensed Practical Nurse (during school and/or transportation hours)
- Provide licensed and/or qualified substitute Occupational Therapists, Certified Occupational Therapy Assistants, Physical Therapists, Physical Therapy Assistants, at various PPS sites when the District can't provide appropriate therapeutic substitutes
- Provide Certified School Nurses (CSN), Registered Nurses (RN) and Licensed Practical Nurses (LPN) when the District can't provide appropriate substitute school nurses to deliver nursing services to school population
- Provider will employ a Clinical Supervisor to provide the following functions:
 - Complete competency evaluation and training for all external employees
 - Review medical orders received from District and relay information and explanation to external employees as well as Central Office Department personnel when necessary

- Offer meet and greets to families as a way to introduce staff prior to beginning a nursing support case to alleviate stress, increase comfort and initiate a relationship
- Teach and review ACCESS billing documentation in order to maximize Medicaid Reimbursement for District
- Act as a resource person and provide clinical oversight for external employees for daily troubleshooting or concerns
- Complete annual performance evaluations for external employees
- Maintain correspondence with various Central Office Department personnel who coordinate related services for students
- Cognizant of the term, Free Appropriate Public Education (FAPE); it's imperative for each student to receive continuity of services outlined in his/her legal document during the school calendar
- Offer meet and greets with stakeholders when requested and/or required at designated locations
- Visit various school sites with Central Office Department personnel to observe performance of stakeholder when requested
- Re-Educate stakeholders when concerns arise
- Assign and reassign stakeholders within a timely manner when requested or when deemed necessary
- Flexibility and willingness to adjust to various school site calendars/schedules, including transportation schedules for students who require one-to-one on transportation company vehicles
- Provide 24/7 telephone service with knowledgeable personnel to assist with questions and/or concerns related to staffing stakeholders
- Provide 20 hours of professional development on an annual basis for PCAs; documentation must be available upon request for auditing purposes
- Maintain current credentials required for PCAs and Nurses
- Ensure stakeholders will adhere to parameters outlined in guidelines for confidentiality and communication with families
- Utilize electronic time clock to ensure accurate submittance of hours worked at school site

Background

As the largest of 43 school districts in Allegheny County and second largest in Pennsylvania, Pittsburgh Public Schools serves approximately 25,000 students in Pre-K through Grade 12 in 57 schools with 94 school-based administrators. See bid sheet for need of service. Note numbers are rolling.

Timetable/Response Submittal

The Assistant Superintendent of Professional Development and Special Programming is requesting proposals from experienced and qualified companies. Selection will be made based upon the proposals submitted. A timetable for the selection process is provided below:

- May 29, 2018: Release of RFP
- June 7, 2018: Receipt of Proposals
- June 8, 2018: Recommendation for Selection
- June 20, 2018: Legislative Approval by Board of Directors

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents, their lobbyist(s) or agent(s) and any employee of PPS or its elected Board of Directors, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.

All proposals shall be submitted to PPS as follows:

Amy Filipowski, Executive Director of PSE
School District of Pittsburgh
2323 Brighton Road
Pittsburgh, PA 15212
Tel: 412-529-3132
Email: afilipowski1@pghboe.net

Proposals can be submitted in electronic format, faxed or mailed to the Amy Filipowski by noon on June 7, 2018.

Proposals, including any/all attachments, cover letter, tabs, and completed responses should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single-spaced using a minimum font size of 12 pt.

Proposals should be submitted following the instructions detailed below. PPS reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, PPS reserves the right to reject any and all proposals and to waive irregularities.

Any questions regarding this RFP should be addressed to Amy Filipowski.

Responses should address the following questions or requests for information:

I. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal that summarizes key points of the proposal and is signed by an authorized officer.

II. Experience and Qualifications

Provide brief biographies for the partners and employees who will be supporting PPS' account, including any relevant experience for each. Please include only those individuals who will work on PPS' account and specify their role in the project.

Please describe relevant experience with board member governance training including previous work with other school districts. Please provide three references.

III. Company Information/Equal Employment Opportunity

A. Describe your company's equal employment opportunity policies and programs.

B. Has your company or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your company's business or have any of your company's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense, i.e., financial misconduct, fraud or child abuse? If so, please describe any such convictions and surrounding circumstances in detail.

C. Has your company, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your company's business which is still pending or have any of your company's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter, i.e., financial misconduct, fraud or child abuse which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.

IV. Project Work Plan

Submit a detailed work plan for services provided, including a process for how staffing will occur on a daily basis and how you will ensure ample manpower at the magnitude required by PPS. Address all components detailed in the scope of work.

V. Fee Proposal

Please provide a fee structure that your company would propose to provide service given the scope of services provided in your detailed work plan. Please use attached bid sheet and you may provide additional if desired.

Evaluation Criteria and Selection Process

The contract will be awarded to the qualified proposer whose proposal is most advantageous to PPS, based on the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the overall scores will guide PPS in making an intelligent award decision based on the evaluation criteria.

PPS reserves the right to request an interview from those companies determined to be in a competitive range and shall use the information derived from these interviews, if any, in its evaluation.

PPS anticipates selecting one consultant using the following criteria:

Staffing Services	Points
Background and experience in staffing services	25
Background and experience in working with urban school districts	25
Overall scope of work and services	25
Cost-effectiveness of proposal	25

The contractor will be selected by June 8, 2018.

Bid Sheet

June 2018

Position	Quantity (Approx)	Hours needed	Units (cost per hour)
PCA - school only	60	Up to 6.5/7 hours per day	
PCA – transportation only	7	4 hours per day	
PCA - transportation <u>and</u> school	17	Up to 7.5/8 hours per day	
Licensed Practical Nurse – school only	7	Up to 6.5/7 hours per day	
Licensed Practical Nurse – transportation only	8	4 hours per day	
Licensed Practical Nurse - transportation <u>and</u> school	20	Up to 8 hours per day	
Registered Nurse – school only	5	Up to 7.5 hours per day	
Registered Nurse – bus only	1	4 hours per day	
Registered Nurse – transportation <u>and</u> school	2	Up to 7.5/8 hours per day	
**RN rate applies only if case is 'RN specific' OR when subbing for a school nurse			