

**PUTNAM VALLEY CENTRAL SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS FOR NURSING SERVICES**

**RFP NO. 2019-20-05**

- I. The Putnam Valley Central School District is requesting proposals for Nursing Services for the upcoming school year, with the option of extending the relationship in subsequent years.

**A. GENERAL**

There is no expressed or implied obligation for the Putnam Valley Central School District to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request for proposal.

To be considered, two copies of a proposal must be received by Jill Figarella, District Treasurer, 171 Oscawana Lake Road, Putnam Valley, New York, 10579, by noon on Wednesday, January 22, 2020. The Putnam Valley Central School District reserves the right to reject any or all proposals submitted.

During the evaluation process, the Putnam Valley Central School District reserves the right to request additional information and clarification from vendors or to allow corrections of errors or omissions. At the discretion of the Putnam Valley Central School District, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the District.

Following the notification of the selected vendor, a contract will be executed between both parties.

**B. TERM OF ENGAGEMENT**

A contract for the 2019-2020 school year is contemplated, subject to the annual review and recommendation of the Assistant Superintendent, the District Treasurer, the Superintendent of Schools and the Board of Education.

- II. Please attach the information described below and any additional information that may help us profile you as a vendor.

**A. DEMONSTRATION OF NURSING SERVICES**

Statements, examples and references of work done as a provider of Nursing must be attached.

**B. VENDOR QUALIFICATIONS AND EXPERIENCE**

The vendor should state the size of the vendor, the location of the office from which the work on this engagement will take place and the number of the professional staff to be employed in this engagement.

If the vendor is a joint venture or consortium, the qualifications of each vendor comprising the joint venture or consortium should be separately identified and the vendor that is to serve as the principal vendor should be noted, if applicable.

Describe the vendor's experience in providing Nursing services, knowledge of and compliance with the "Family Rights and Privacy Act" (FERPA) as well as the Health Insurance Portability & Accountability act of 1996 (HIPAA).

The vendor shall provide evidence of sufficient amounts of liability insurance covering the activities of each provider of service.

### **C. PARTNER, SUPERVISORY & STAFF QUALIFICATIONS AND EXPERIENCE**

Identify the provider(s) of Nursing services assigned to the project. Provide information on the experience of each person including:

1. Information on previous experience
2. Documentation on special education training and/or experience
3. Verification of current professional licensure
4. Evidence of health status
5. Evidence of Fingerprinting via NYSED OSPRA Form 101

### III. Nature of service required.

#### **A. SCOPE OF WORK TO BE PERFORMED**

The contractor shall provide the following services during the contract period:

1. Treatment of student's needs in accordance with IEP
2. Staff consultation regarding implementation of Contractor's recommendations
3. Completion of necessary paperwork including progress notes and necessary testing
4. Participation in parent/school conferences as requested
5. Evaluations
6. Participation in Committee on Special Education Meetings as requested

Consultants identified in response to this request for proposal can only be changed with the express prior written permission of the Putnam Valley Central School District, which retains the right to approve or reject replacements.

### **COST WILL NOT BE THE PRIMARY FACTOR IN SELECTION OF A VENDOR.**

The Putnam Valley Central School District reserves the right to retain all proposals submitted.

Vendors should send the completed proposal to the following address:

Putnam Valley Central Schools  
171 Oscawana Lake Road  
Putnam Valley, New York 10579  
ATT: Jill Figarella

**PUTNAM VALLEY CENTRAL SCHOOL DISTRICT**  
**171 Oscawana Lake Road**  
**Putnam Valley, New York 10579**

**2020 REQUEST FOR PROPOSAL: NURSING SERVICES:  
School Year: 2019-2020**

**YEARLY RENEWABLE CONTRACT, subject to the annual review and recommendation of the Assistant Superintendent, the Treasurer, Superintendent of Schools and the Board of Education  
DUE DATE FOR PROPOSAL: Wednesday, January 22, 2020, 12 NOON**

**2019-2020 PROPOSAL**

We/I agree to provide Nursing Services as outlined in the Request for Proposal in accordance with the following fee structure.

Hourly Rates for engagements \$ \_\_\_\_\_

(Nursing services range from 7 to 8 hours per day as identified on the student’s IEP. Services are provided from the time the student is picked up on the bus until the time the student is returned home on the bus.)

List name, title and hourly rate for all personnel that will be assigned to the District:

_____	_____	_____
Name	Title	Hourly Rate
_____	_____	_____
Name	Title	Hourly Rate
_____	_____	_____
Name	Title	Hourly Rate
_____	_____	_____
Name	Title	Hourly Rate

_____	_____
Officer of Company (Signature)	Title
_____	_____
Company Name	Telephone Number
_____	_____
Address	Fax Number
_____	_____
Address	Date

**The successful bidder will be required to enter into a contract with the Putnam Valley Central School District provided by the District.**