

REQUEST FOR PROPOSAL

Collegiate Academies

2625 Thalia St, New Orleans, LA 70113

SCHOOL-BASED HEALTH SERVICES SERVICES

RFP No. CA_School-Based_Health_Services_RFP_2022

RFP ANNOUNCEMENT

Monday, March 28, 2022

PROPOSAL DUE DATE & TIME

Monday, April 25, 2022 at 4:00pm

RFP Documents & Updates

All RFP documents and updates will be posted on CA's website at the url below.

www.collegiateacademies.org/resources/request-for-proposals

SUBMIT

One copy via email to

Justin Pickel, Chief Operating Officer

jpickel@collegiateacademies.org

BACKGROUND

Intent of the Request for Proposal (RFP)

The purpose of this Request for Proposal is to solicit sealed, competitive proposals to provide School-Based Health Services (SBHS) for Collegiate Academies (CA) students and staff. The goal of SBHS is to increase each student's capacity to learn by ensuring his or her health needs are met, and health-related barriers to learning are addressed and managed.

The ideal SBHS model includes integrated physical and behavioral health care services. At a minimum, primary care, including urgent, acute, prevention and wellness care, is at the core. In addition to behavioral health, expanded services, including substance misuse support, oral health, reproductive health, vision care, nutrition counseling, care coordination, case management and health promotion may also be offered.

Responses should include clerical, primary care, and mental health personnel to support the students at all CA schools in New Orleans and Baton Rouge.

Note: The successful Proposer will work in coordination with school(s), the network, and other agencies to support and coordinate needs related to COVID-19 and adhere to the most recent public health and safety guidelines.

AUTHORITIES, RESTRICTIONS & CLAUSES

CA Authorities and Options

1. CA reserves the right to reject any and all proposals for any reason.
2. CA reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of CA to do so.
3. CA reserves the right to negotiate any and all proposals for any reason.
4. CA reserves the right to award to more than one Proposer or to no Proposer.
5. CA has 90 days to accept a submitted proposal. The Proposer cannot withdraw a proposal within that 90 day period without mutual consent with CA.
6. CA reserves the right to require a performance bond. If such is required, the cost of that bond will not be reimbursed to the Proposer by CA.
7. Final prices will be negotiated between the Proposer and CA. CA reserves the right to cancel the contract award if the Proposer cannot commit to a contract that has prices within five percent of the initial quote.

Proposer Prohibitions

1. CA will assess, negotiate, and decide on this proposal without influence from the Proposer's employees, representatives, agents, vendors, or any other parties with a business, financial, or familial relationship to the Proposer.
2. The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon CA, its board, and its agents. Violators will be prosecuted to the extent of the laws pertinent to CA.
3. Proposers must submit a firm bid. A Proposer will not stipulate in its proposal any conditions not contained in contract documents. Any qualifying statements or conditions may be declared irregular and non-responsive to the RFP.
4. The Proposer is prohibited from submitting a proposal contingent upon winning multiple contracts. CA will disqualify any such proposal.

Proposer Responsibilities

1. It is the Proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
2. It is the Proposer's duty to understand the proposal. Any misunderstanding is the responsibility of the Proposer. CA has no obligation to correct, reject, or question any portion of the proposal.
3. The Proposer must abide by all proposal requirements. The proposal may be rejected by CA regardless of the type or significance of noncompliance.

Contract Terms and Termination

1. The initial contract period will be July 1, 2022, through June 30, 2025.
2. Contract will be renewable by mutual agreement with one-year extensions through June 30, 2027.
3. The contract will expire naturally at the end of the contract term.
4. CA reserves the right to terminate the contract with 30-days advance, written notice.
5. CA reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service, and/or reductions and/or termination of funding.
6. CA reserves the right to terminate the contract immediately in the event of unresolved safety or liability concerns.

Definitions

- Shall and Will– The terms “shall” and “will” denote mandatory requirements.
- Must - The term “must” denotes mandatory requirements.
- May and Can- The terms “may” and “can” denote an advisory or permissible action.
- Should – The term “should” denotes a desirable action.
- Contractor – Any person having a contract with a governmental body; the selected Proposer.
- Proposer – A firm or individual who responds to this RFP.
- RFP – Request for Proposal

ADMINISTRATIVE & GENERAL INFORMATION

School Locations

School	School Name	Location
ASA	Abramson Sci Academy	5552 Read Blvd, New Orleans, LA 70127
CBR	Collegiate Baton Rouge	282 Lobdell Blvd, Baton Rouge, LA
GWC	G.W. Carver High School	3059 Higgins Blvd, New Orleans, LA 70126
LCA	Livingston Collegiate Academy	7301 Dwyer Road, New Orleans, LA 70126
OA/CMO	Opportunities Academy/Network Offices	2625 Thalia St, New Orleans, LA 70113
RCA	Rosenwald Collegiate Academy	6501 Berkley Dr, New Orleans, LA 70131

RFP Schedule

Event	Date, Time, and Location
RFP Announcement	Monday, March 28, 2022 RFP posted on CA website RFP page
Questions Due	Monday, April 4, 2022 at 5:00pm emailed to jpickel@collegiateacademies.org
Answers to Questions Posted	Monday, April 11, 2022 at 5:00pm on CA website RFP page
Proposal Submission Deadline	Monday, April 25, 2022 at 4:00pm emailed to jpickel@collegiateacademies.org
Proposer Interviews <i>By request from CA</i>	Friday, April 29, 2022 from 9:00am - 5:00pm <i>As needed CA will schedule 1 hour interviews with proposers.</i>
Award Notification	Friday, May 6, 2022 at 5:00pm on CA website RFP page
Contract Execution	Tuesday, May 31, 2022

Questions

1. All questions regarding this RFP must be emailed to Justin Pickel at jpickel@collegiateacademies.org by **Monday, April 4 at 5:00pm**.
2. Questions received by that time will be compiled and answered by **Monday, April 11 at 5:00pm**
3. Questions received after that time will not be answered unless the answers have already been made public to all potential Proposers.
4. Answers to questions and any addenda to this RFP will be available on the [RFP page of the CA website](#).

Submission

1. Proposers must submit a complete copy of their proposal electronically via email to Justin Pickel at jpickel@collegiateacademies.org by **Monday, April 25 at 4:00pm**
2. Proposals received after this deadline will not be considered.

Evaluation and Scoring

While cost is of great importance, proposing the lowest price received through this RFP process will not assure award of the contract. A variety of criteria in addition to pricing will be considered in evaluating proposals, including but not limited to demonstrated understanding of CA's expectations, quality of procedural/safety structures, management model, communication system, references, perceived ability to deliver, insurance/risk management portfolio, and willingness to partner with CA. This evaluation will be made based on the proposal as well as information from news articles, press releases, client references, industry references, vendors, related sources, and any other source relevant to the Proposer or CA.

Contract Award, Formation and Execution

CA reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. CA reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract initiated by CA.

Bid Scoring Criteria¹

Measure	Weight	Evaluation Criteria
Proposal Quality	0-45	Proposal provides the best value to CA based on quality, availability, delivery, specifications, terms and conditions.
Price	0-35	The lowest bid(s) will receive 35 points; the highest bid(s) will receive 0 points; all other bids will receive between 34 and 1 points. Total bid amounts will be calculated based on the anticipated annual cost of the services proposed.
Professional References	0-35	Proposals with multiple positive references will receive 35 points; Proposals with references indicating reservations concerning Proposer quality will receive 0-20 points. Consideration is given to the Proposer’s ability to perform successfully under the terms and conditions and their past performance record.
Company Financials	0-30	Proposer must provide three years of recent company financials and all must be in order to receive 30 points.
Innovation	0-25	Proposer demonstrates organizational commitment to business practices and methodologies that promote continuous professional development and technical training of employees; promote the health, safety, and wellness of employees; and innovative practices that minimize the long-term costs to CA while still meeting all service expectations.
Headquartered in Orleans Parish	0-10	Principal of Business and Registered Office is in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise		A for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. As a certified DBE, a certificate issued by the City of New Orleans or other certifying agency must be provided with the submission
Executive and Key Participant Resumes	0-10	Relevant professional experience, but no expertise in school-based health services will receive 1 point; between 5 and 10 years of specified expertise in school-based health services will receive 7 points; more than 10 years of expertise in student school-based health services will receive 10 points.
Community Involvement	0-10	Proposer demonstrates organizational commitment to programs or public service initiatives serving the youth of New Orleans and Baton Rouge.
Total	200	

¹ Scoring measures, weights, and evaluation criteria are subject to change up to and until bids are unsealed without prior notification.

PROPOSAL EXPECTATIONS

Although CA is not requiring documentation in support of the items below, by submitting a proposal in response to this RFP, each Proposer is agreeing to all of the terms and expectations listed here. Failure to comply with any of these expectations may result in rejection of the proposal or the immediate issuance of a termination of contract notice.

Staffing

Non-Discrimination

The Proposer agrees not to discriminate against any patient, employee, applicant for employment because of race, sex, religion, color, age, disability, national origin, or sexual orientation.

Background Checks

In accordance with the Louisiana Child Protection Act (La. R.S. 15:587.1), Proposer will obtain, at Proposer's expense, a Louisiana State Police Bureau of Criminal Identification and Information (LCBI) background check for each of its employees, agents, and representatives providing services to ascertain whether that person has been arrested for or convicted of, or pled nolo contendere to, any criminal offense. Proposer shall produce to Network a copy of such background checks confirming that the employee is eligible to work in a school as required by La. R.S. 17:15. The Proposer shall not employ or otherwise allow to be on campus to provide the proposed services by person who has been convicted of or pled guilty or nolo contendere to a crime listed in La.R.S. 15:587.1(C).

Hiring and Professional Credential

The proposer will be responsible for:

- Hiring and supervising all staff and/or consultants.
- Credential professional staff including confirmation of malpractice insurance, professional development and conferences.
- Provide documentation of all required licensure and professional insurance.

Appointment of Supervision

The Proposer will appoint an experienced Supervisor to be responsible for all work required under the contract. The Supervisor must be acceptable to CA and receive on behalf of the Proposer any order or communication relating to the work on this contract. The Supervisor will be readily accessible to CA personnel at all times and will have communication equipment (cell phone and email).

Assignments

The Proposer will not make any assignments or subcontract for the work without obtaining written permission from CA.

Confidentiality

Confidentiality is required from the Proposer and its employees at all times.

Legal and Responsibility

The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations. The Proposer must be knowledgeable of and abide by all applicable provisions of legislative enactments, by-laws, and regulations in regard to safety. These include but are not limited:

- Deliver all services in accordance with the Health Information Portability and Accountability Act of 1996 (HIPAA) Privacy Rule and regulations promulgated thereunder, and other governing state and/or federal laws and regulations as outlined in HIPAA and Family Education Rights and Privacy Act (FERPA) policies and procedures, and any amendments thereto.
- Protect the privacy and confidentiality of patient health information in accordance with the Health Information Portability and Accountability Act of 1996 (HIPAA) Privacy Rule and regulations promulgated thereunder and other governing state and/or federal laws and regulations as outlined in HIPAA and FERPA policies and procedures.

Responsibility and Control of Work

The Proposer will be responsible for all damage caused by its employees or its equipment to the School's property, grounds, equipment, or buildings. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or vehicles. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, State statute and local regulations in regard to safety.

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by CA in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by CA.

CA discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Ownership of Proposals

All materials submitted in response to this request become the property of CA. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by CA and not returned to Proposers.

Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Changes, Addenda, Withdrawals

CA reserves the right to change the calendar of events at any time. CA also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes or addenda, such changes or addenda shall be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and shall be submitted in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by CA to award a contract. CA reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of CA to do so.

Waiver of Administrative Informalities

CA reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

Errors and Omissions in Proposal

CA will not be liable for any errors in proposals. CA reserves the right to make corrections or amendments due to errors identified in proposals by CA or the proposer. CA, at its option, has the right to request clarification or additional information from the proposers.

SCOPE OF WORK

The winning Proposer will provide all staffing, materials, supplies, equipment and other items necessary to provide all School-Based Health Services and related activities as defined below for all schools operated by Collegiate Academies in New Orleans and Baton Rouge. Once selected, the winning Proposer and CA will work collaboratively to provide the physical and mental health services needed to support CA students and staff.

School-Based Health Services

School Nursing Services

Clinical and other services consistent with the [School-Based Nursing Services In Louisiana Schools- A Resource Handbook for School Nurses and School Administrators](#) and may include:

- Emergency care (first aid, care for ill students, parent notification, and triage/ referral)
- Administration of medications and treatments as required
- Vision and hearing screening and reporting as required
- Assistance in care coordination and accommodations to meet 504 and IEP
- Writing and updating all student Individualized Health Plans
- Mandated reporting of suspected child abuse or neglect
- Communicable disease screening, care management and exclusion as required by district policy
- Assessment, triage and referral to community services and resources (medical, dental, social service, mental health, food, clothing, shelter etc.)
- Health education

Preventive Health Care Services

Non-curative health services provided to the student with parental consent. These may include:

- Health screening (e.g. Early Periodic Screening and Diagnostic Testing (EPSDT) screening)
- Disease prevention (e.g. immunizations, communicable diseases, etc.)
- Preventive services and education such as nutritional education, mental health screening and high risk assessments and health maintenance.

Primary Health Care Services

Provided in a comprehensive, integrated, and accessible manner and in a sustained partnership with students, families, and primary care providers in order to promote health, manage or treat chronic disease with parental consent and are defined as:

- Health Maintenance (well care, immunizations)
- Chronic Disease Management
- Mental health screening and assessment followed with appropriate services
- Acute illness care
- Referral for other services not available at the health center

COVID-19

- Provided on-site COVID testing and COVID vaccinations for students and staff.
- Providing up-to-date student COVID vaccination data to schools
- pulling/updating vaccination records in LINKS +
- Supporting infection response, contact tracing, and data tracking

Support Services

Other services provided as needed include:

- Execution of clinical seminars and on-site trainings for CA Staff
- Engaging with external partners to provide eyeglasses to students
- Sports physicals
- Mental health counseling
- Drug and alcohol awareness
- Smoking cessation
- Nutritional counseling
- Support for eating disorders

Communication and Staffing

Maintaining strong partnerships with schools by:

- Attending weekly or bi-weekly meetings with the school’s point of contact
- Communicating any staffing changes, departures, or temporary coverage in a timely manner
- Assigning consistent staff to each school
- Coordinating large school or grade-wide initiatives with the school’s point of contact (ex. hearing and vision screenings, immunizations, sports physicals, etc.)

Professional Development and Training

Annual Summer Professional Development and Training

- School nurses attend Summer Staff Professional Development sessions with their respective schools at the request of the school’s principal.
- School nurses provide annual training for all staff regarding Universal Precautions and High Acuity Diagnosis.

As Needed Training

- School nurses provide additional training for staff who support medically vulnerable students (ex. Donning and Doffing PPE, Non-complex Health Procedures, etc.)

Medical & Hazardous Waste

The Proposer shall be responsible for medical, special and infectious waste removal and the maintenance and storage thereof pending removal, all in accordance with all applicable laws, regulations and orders.

Storage of Pharmaceuticals

The Proposer shall be responsible for the proper and safe storage of pharmaceutical drugs on premises, consistent with rules, regulations and requirements of the DEA, the Louisiana State Board of Pharmacy, the Louisiana Board of Medical Examiners, and the Louisiana Board of Nursing.

Billing and Collection

The Proposer shall be responsible for billing third-party payors and insurance companies and receive any fees or charges for the professional services furnished to students and staff.

The Proposer must agree to provide services to CA students regardless of insurance status at no cost.

School Information

School	School Name	City	Campus Hours ¹	In Session ²	Students	Staff
ASA	Abramson Sci Academy	NOLA	8:10am-3:45pm	Aug-May	600	80
CBR	Collegiate Baton Rouge	BR	7:30am-3:00pm	Aug-May	450	60
GWC	G.W. Carver High School	NOLA	7:40am-3:30pm	Aug-May	800	100
LCA	Livingston Collegiate Academy	NOLA	7:45am-3:30pm	Aug-May	600	80
OA	Opportunities Academy	NOLA	8:40am-3:30pm	July-June	70	45
RCA	Rosenwald Collegiate Academy	NOLA	8:10am-4:00pm	Aug-May	350	40

¹Campus hours subject to change.

²In Session Days of Operation

During the regular academic year CA schools operate approximately 170-180 school days over 37-38 weeks during the months listed in the In Session column.

In addition to the regular academic year each school also offers 2-3 weeks of summer school in June and 6-8 weeks of Extended School Year for students with disabilities in June-July. Because of its unique programming, Opportunities Academy operates school year round for approximately 180 days over 37 weeks. **See Attachment B for our 2022-23 Academic Calendars**

Clinic Spaces

School	Clinic Space	Reception	Exam Room	Lab	Office	Restroom	Storage
ASA	730 SF	1	2	-	-	1	-
CBR	400 SF	1	1	-	-	1	-
GWC	3,000 SF	1	3	1	1	1	1
LCA	730 SF	1	2	-	-	1	-
OA	175 SF	-	1	-	-	1	-
RCA	900 SF	1	2	1	-	1	1

PROPOSAL REQUIREMENTS

The Proposer must answer all questions and include all requested documentation in order for the Proposer's bid to be considered. A complete list of required elements is available in Attachment C.

I Company Information

For each of the eleven following items the Proposer must provide the requested **company information**. The Proposer can provide this information in any form desired provided that all items are addressed to the extent that CA is assured that the Proposer has a history of high performance and strong systems in place to ensure continuity of performance at a satisfactory level.

- a. **Cover Letter:** Brief cover letter on official company letterhead explaining that the Proposer understands the requirements of this RFP, signed by an individual who is authorized to make proposals of this nature in the name of the Proposer.
- b. **Operating Information:** Company operating information, to include headquarters location, website, year founded, years operating with K-12 school clients, years operating in Louisiana, and current cities of operation.
- c. **Subcontractor Information:** If the Proposer intends to assign or subcontract any services included in this Proposal, the insurance information and contractual agreements with those other entities must be included in the proposal.
- d. **Financial Information:** Company financial information for each of the last three fiscal years.
- e. **Insurance Certificates:** Current insurance certificates demonstrating existing coverage for worker's compensations/employer's liability insurance, comprehensive general liability insurance, and automobile liability and physical damage insurance
- f. **Organizational Chart:** Organization chart, showing management/supervisory structure from senior leadership to CA.
- g. **Employee Policies:** Employee policies, including sourcing, hiring, driver compensation rates, benefits, and training programs.
- h. **Résumés:** Résumés of three key contributors who will work with this contract if it is awarded, one of which must be for the proposed account manager or a current account manager with similar responsibilities to this contract.
- i. **Current Accounts:** Basic information for at least two current accounts of similar size, including the date of the relationship's inception and contact information with those clients.
- j. **Additional References:** Two additional references, one of which must be a former client.

II Assurances

For each of the following **assurances** the Proposer must provide sufficient documentation to prove their ability to meet these expectations and deliverables.

- a. **Management and Support Personnel:** The Proposer is responsible for hiring and training necessary staff to ensure consistent, reliable, and high-quality service. The Proposer must have a strong system in place to manage employee timeliness and performance that includes the following procedures:
 - Contingency/coverage plan for expected and unexpected absences or staff turnover
 - Plan for regular monitoring and measurement of performance that includes a feedback system to drive improvement or replacement of under-performing employees.
- b. **Transition Plan:** The Proposer must have all staff, equipment, and procedures in place prior to July 1, 2022. Any Proposer already providing School-Based Health Services in New Orleans and Baton Rouge must assure their ability to increase their operational capacity. Proposers not currently providing services in New Orleans and Baton Rouge must outline their plans to set up operations in New Orleans and Baton Rouge. The plan should include milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected.
- c. **Insurance:** Proposer shall obtain and maintain, at all times this Agreement is in effect, insurance with carriers having an AM Best rating of A-VII, against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or

connected with the conduct and operation of services in this Proposal including, but not limited to, the following minimum limits set forth below:

- Commercial General Liability: \$500,000 per occurrence; \$1,000,000 general aggregate;
- Workers' Compensation: as required by state law with statutory limits and also minimum Employers Liability limits of \$500,000; and
- Medical Malpractice: \$1,000,000 per occurrence; \$3,000,000 general aggregate

Such policies shall name Collegiate Academies (specific name and its officers, employees, agents, volunteers, etc. as developed by their legal counsel) as additional insured for both ongoing and completed operations. Such policies shall evidence the insurer's waiver of subrogation in favor of Collegiate Academies with regard to general liability, medical malpractice, and workers' compensation policies, be primary and noncontributory with any coverage maintained by Collegiate Academies, and provide that notice of cancellation shall be provided to Collegiate Academies in accordance with policy provisions.)

The Proposer shall provide duly executed certificates evidencing such types and limits of insurance as required above. Such certificates shall be deposited with Collegiate Academies on or before the Commencement Date of the contract and upon renewals of such policies, not less than thirty (30) days following renewal of each policy. The Proposer's failure to provide a certificate or Collegiate Academies' acceptance of a non-conforming certificate does not waive these insurance requirements.

All insurance certificates must be sent directly from the email address of the insurance representative named on the Certificate of Insurance to Justin Pickel, Chief Operating Officer at jpickel@collegiateacademies.org.

III Pricing

- Pricing & Service Proposal:** Proposals must include electronic submission of **Attachment A: Pricing & Service Proposal** with all components completed. Proposals MUST include any conditions or limits per the additional information requested for each service.

Pricing Assumptions

Proposed rates are to include ALL operating costs, including but not limited to overhead, staffing, training, materials, supplies, equipment, insurance, software, and any other costs necessary to provide School-Based Health Services.

ATTACHMENT A | PRICING & SERVICE PROPOSAL

Download an editable copy of all attachments [HERE](#)

Staffing

Proposers may use the staffing types and definitions below or provide their own.

1. Nurse Practitioner (NP) or Physician Assistant (PA)
 - a. licensed to practice in Louisiana
 - b. maintains prescriptive authority
 - c. provides comprehensive primary and preventive health care
2. Registered Nurse (RN)
 - a. licensed registered nurse in Louisiana
 - b. provides direct service
3. Medical Assistant (MA) or Certified Medical Assistant (CMA)
 - a. licensed medical assistants in Louisiana
 - b. provides direct service
4. Physician/Medical Director (MD)
 - a. licensed to practice in Louisiana
 - b. maintains prescriptive authority
 - c. provides supervision and medical consultation
 - d. available to provide primary and preventive health care as needed
 - e. available in person or by telephone whenever the Clinic is open
5. Behavioral Health Counselor (BHC)
 - a. licensed to practice in Louisiana
6. Board Certified Psychiatrists, Clinical Psychologists, Professional Counselors (LPC), or Clinical Social Workers (LCSW)
 - a. qualified behavioral health professional to provide direct behavioral health care

Staffing Model and Fees

Complete the staffing and fee table for each school. See example below.

Example Staffing Map

School Name

Staffing	FTEs	Days	Hours per Week	Notes
Nurse Practitioner	1	M-F	35-40 hrs. per week	
Medical Assistant	1	M-F	35-40 hrs. per week	
Medical Director	1	M-F	As needed per agreement	Shared across all campuses
Behavioral Health Counselor	0.5	M-F	20 hrs. per week	Shared with X school

Fees	Notes
Contractor Fee: \$XXX	Total annual fee paid by CA for all services at this location.

COLLEGIATE ACADEMIES

Request for Proposal – School-Based Health Services

Abramson Sci Academy

Staffing	FTEs	Days	Hours per Week	Notes

Fees	Notes
Fee: \$	

Collegiate Baton Rouge

Staffing	FTEs	Days	Hours per Week	Notes

Fees	Notes
Fee: \$	

G.W. Carver High School

Staffing	FTEs	Days	Hours per Week	Notes

Fees	Notes
Fee: \$	

Livingston Collegiate Academy

Staffing	FTEs	Days	Hours per Week	Notes

Fees	Notes
Fee: \$	

COLLEGIATE ACADEMIES

Request for Proposal – School-Based Health Services

Opportunities Academy

Staffing	FTEs	Days	Hours per Week	Notes

Fees	Notes
Fee: \$	

Rosenwald Collegiate Academy

Staffing	FTEs	Days	Hours per Week	Notes

Fees	Notes
Fee: \$	

Total Annual Fee

Provide the total annual fee for all services and staffing listed above.

Annual Fee: \$	Annual total of all fees listed above.
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Additional Staffing

Provide information regarding the additional staff capacity available if a school-based provider is absent or on leave.

Staffing	FTEs	Notes

ATTACHMENT B | 2022-23 ACADEMIC CALENDARS

2022-23 CA High School Network Academic Calendar

All holidays and network professional development days shown are shared by all schools. Each CA school has also the autonomy to add professional development days to their school's calendar. **In addition to the academic days below, each school also offers 2-3 weeks of Summer School in June and 6-8 weeks of Extended School Year for students with disabilities in June-July.**

Staff Events & Holidays		Staff PD	Holidays	Start/End of Quarter	Staff Events & Holidays
July	<ul style="list-style-type: none"> 4 July 4th Holiday 11-15 CATR / PD for some schools 18-29 Summer Staff PD 	July 2022		January 2023	January (19 Instructional Days) <ul style="list-style-type: none"> 2 New Year's Day Observance 3 Staff PD 4 Q3 Starts 16 Martin Luther King Jr. Day
August (18-23 Instructional Days)	<ul style="list-style-type: none"> 1-5 Summer Staff PD 1-8 First Day of School / Q1 Starts 	August 2022		February 2023	February (15 Instructional Days) <ul style="list-style-type: none"> 20-24 Mardi Gras Break
September (21 Instructional Days)	<ul style="list-style-type: none"> 5 Labor Day 	September 2022		March 2023	March (22 Instructional Days) <ul style="list-style-type: none"> 10 Q3 Ends 13 Q4 Starts 14 On Campus ACT® (TBD) 31 Network PD Day #2
October (19 Instructional Days)	<ul style="list-style-type: none"> 7-10 Fall Break 10 Indigenous People's Day 14 Q1 Ends 17 Q2 Starts 	October 2022		April 2023	April (14 Instructional Days) <ul style="list-style-type: none"> 7-14 Spring Break * 24-28 State Testing <p>*CBR's spring break will be based on when EBR's is.</p>
November (15 Instructional Days)	<ul style="list-style-type: none"> 8 Election Day 11 Network PD Day #1 21-25 Thanksgiving Break 	November 2022		May 2023	May (18 Instructional Days) <ul style="list-style-type: none"> 1-12 State Testing 24 Last Day of School / Q4 Ends 29 Memorial Day 25-26 Staff PD or New Roads 30-31 Staff PD
December (12 Instructional Days)	<ul style="list-style-type: none"> 5-16 State Testing 16 Q2 Ends 19-30 Winter Break 	December 2022		June 2023	June <ul style="list-style-type: none"> 1-2 Staff PD 5-23 Summer School / ESY 19 Juneteenth

COLLEGIATE ACADEMIES

Request for Proposal – School-Based Health Services

2022-23 Opportunities Academy Academic Calendar

Opportunities Academy runs a year round academic calendar.



Collegiate Academies 2022-2023 OA Academic Calendar

Staff Events & Holidays	Staff PD	Holidays	Start/End of Quarter	Staff Events & Holidays
July				
1-8 Summer Break II				
11-15 Staff PD				
18-29 Staff PD / Summer Session II				
	July 2022		January 2023	January (19 Instructional Days)
	S M T W Th F S		S M T W Th F S	2 New Year's Day Observance
	3 4 5 6 7 8 9		1 2 3 4 5 6 7	16 Martin Luther King Jr. Day
	10 11 12 13 14 15 16		8 9 10 11 12 13 14	27 Staff PD
	17 18 19 20 21 22 23		15 16 17 18 19 20 21	
	24 25 26 27 28 29 30		22 23 24 25 26 27 28	
	31		29 30 31	
August (18-23 Instructional Days)	August 2022		February 2023	February (14 Instructional Days)
1-5 Staff PD	S M T W Th F S		S M T W Th F S	13-24 Mardi Gras Break
8 First Day of School / Q1 Starts	1 2 3 4 5 6		1 2 3 4	13-14 Weather Contingency Days
26 Staff PD	7 8 9 10 11 12 13		5 6 7 8 9 10 11	
	14 15 16 17 18 19 20		12 13 14 15 16 17 18	
	21 22 23 24 25 26 27		19 20 21 22 23 24 25	
	28 29 30 31		26 27 28	
September (21 Instructional Days)	September 2022		March 2023	March (22 Instructional Days)
5 Labor Day	S M T W Th F S		S M T W Th F S	10 Q3 Ends
30 Staff PD	1 2 3		1 2 3 4	13 Q4 Starts
	4 5 6 7 8 9 10		5 6 7 8 9 10 11	31 Network PD Day #3
	11 12 13 14 15 16 17		12 13 14 15 16 17 18	
	18 19 20 21 22 23 24		19 20 21 22 23 24 25	
	25 26 27 28 29 30		26 27 28 29 30 31	
October (18 Instructional Days)	October 2022		April 2023	April (14 Instructional Days)
7 Q1 Ends	S M T W Th F S		S M T W Th F S	7-14 Spring Break
10-14 Fall Break	1		1	24-28 State Testing
17 Q2 Starts	2 3 4 5 6 7 8		2 3 4 5 6 7 8	
	9 10 11 12 13 14 15		9 10 11 12 13 14 15	
	16 17 18 19 20 21 22		16 17 18 19 20 21 22	
	23 24 25 26 27 28 29		23 24 25 26 27 28 29	
	30 31		30	
November (16 Instructional Days)	November 2022		May 2023	May (18 Instructional Days)
8 Election Day	S M T W Th F S		S M T W Th F S	24 Last Day of School / Q4 Ends
11 Network PD Day #1	1 2 3 4 5		1 2 3 4 5 6	25-26 Staff PD or New Roads
21-25 Thanksgiving Break	6 7 8 9 10 11 12		7 8 9 10 11 12 13	29-31 Summer Break I
	13 14 15 16 17 18 19		14 15 16 17 18 19 20	
	20 21 22 23 24 25 26		21 22 23 24 25 26 27	
	27 28 29 30		28 29 30 31	
December (11 Instructional Days)	December 2022		June 2023	June
15 Q2 Ends	S M T W Th F S		S M T W Th F S	1-9 Summer Break I
16 Network PD Day #2	1 2 3		1 2 3	12-23 Summer Session I
19-30 Winter Break	4 5 6 7 8 9 10		4 5 6 7 8 9 10	19 Juneteenth
	11 12 13 14 15 16 17		11 12 13 14 15 16 17	26-30 Summer Break II
	18 19 20 21 22 23 24		18 19 20 21 22 23 24	
	25 26 27 28 29 30 31		25 26 27 28 29 30	

ATTACHMENT C | PROPOSAL REQUIREMENTS

Download an editable copy of all attachments [HERE](#)

I Company Information

- a. Cover Letter
- b. Operating Information
- c. Subcontractor Information
- d. Financial Information
- e. Insurance Certificates -- With additional copies sent directly from the email address of the insurance representative named on the Certificate of Insurance to Justin Pickel at jpickel@collegiateacademies.org.
- f. Organizational Chart
- g. Employee Policies
- h. Résumés
- i. Current Accounts
- j. Additional References

II Assurances

- a. Management and Support Personnel
- b. Transition Plan
- c. Insurance

III Pricing

- a. Pricing & Service Proposal (Attachment A)
- b. Additional Proposals (Optional)

V Certifications

- a. Non-collusion Statement (Attachment D)
- b. Responsibility Disclosure (Attachment E)

ATTACHMENT D | CONTACT INFORMATION & BID AUTHORIZATION

Download an editable copy of all attachments [HERE](#)

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	

Company Legal Name	
Company Address	
Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in New Orleans	
Number of Clients	Total: _____ Louisiana: _____ East Baton Rouge: _____ New Orleans: _____
Number of Employees	
Certified SLDBE (yes/no)	
If YES, Year Certified	

By signing the box below I am submitting my bids for RFP No. CA_School-Based_Health_Services_RFP_2022:

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	

ATTACHMENT E | NON-COLLUSION

AFFIDAVIT

RFP No: CA_School-Based_Health_Services_RFP_2022

STATE OF LOUISIANA

PARISH OF ORLEANS

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. CA_School-Based_Health_Services_RFP_2022, to Collegiate Academies.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

Date

SWORN TO AND SUBSCRIBED

BEFORE ME ON THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC

ATTACHMENT F | RESPONSIBILITY DISCLOSURES

Responses to the following questions must accompany the contractor’s bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for custodial services. **__ Yes __ No**

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. **__ Yes __ No**

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. **__ Yes __ No**

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date

END OF RFP DOCUMENT