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Amy Baumgart-Eiben, Interim Executive Director of Program for Students with Exceptionalities

REQUEST FOR PROPOSAL

Contracted Staffing Provider for:

Personal Care Aides
Certified Nursing Assistants
Licensed Practical Nurses
Registered Nurses
Occupational Therapists
Certified Occupational Therapy Assistants
Physical Therapists
Physical Therapy Assistants
Speech and Language Therapists

Issuance Date: May 19, 2022

Submission Date: May 26, 2022

Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-529-3950, TitleIXCoordinator@ppschools.org or 412.529.HELP (4357).

Pittsburgh Public Schools RFP for Contracted Staffing Provider

Introduction

Pittsburgh Public Schools (PPS) Program for Students with Exceptionalities (PSE), Student Services (SS)/Health Services (HS), and Early Intervention (EI) are in need of Contracted Staffing Provider to provide personal care aides, certified nursing assistants, licensed practical nurses, registered nurses, occupational therapists, certified occupational therapy assistants, physical therapists, physical therapy assistants, and speech and language therapists to provide related services as agreed upon and outlined in students' Individualized Education Programs (IEP), Section 504 Service Agreements, and Individualized Family Service Plans (IFSP). An individual student's approved related services are subject to change based upon various factors determined by the individual student's team and/or District.

This work is expected to begin July 1, 2022. This contract will be for a three year period beginning July 1, 2022 through June 30, 2025, with locked rates.

Scope of Work

Vision:

- A student who demonstrates the need for **one-to-one personal care support** to make meaningful progress toward educational goals in the least restrictive environment (LRE) will receive optimal services provided by a Personal Care Aide to effectively address individualized needs.
- A student whose medical complexities warrant the need for **one-to-one nursing support** to manage medical care in the least restrictive environment (LRE) will receive optimal services provided by a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to competently address individualized medical needs. Individual students who warrant this level of support must have a valid Letter of Medical Necessity (LMN) and all necessary medical documentation provided to the District, including but not limited to prescribed medication orders, prior to approving and assigning a contracted/agency nurse.
- A student who requires the provision of related services (i.e., occupational therapy, physical therapy, etc.) in the least restrictive environment (LRE) will receive optimal services provided by related service provider to effectively address individualized needs.

Mission:

PPS and Contracted Staffing Provider will work in partnership to ensure students receive continuity of related services delivered by a skilled, dependable provider who can fulfill the essential job functions within the scope of their practice to meet each student's individual needs while fostering independence skills in the Least Restrictive Environment (LRE).

Achieving this goal will require:

- Staffing trained and prepared stakeholders who possess confidence, compassion, proficiency and the knowledge necessary to benefit students with disabilities and help them excel to their full potential
- Staffing committed stakeholders who have the ability to adapt to the school environment and adhere to expectations related to professionalism, including documenting valid worked hours on timesheets or electronic time clock (preferred method)
- Collaboration and shared responsibility of all stakeholders who perform essential job responsibilities in PPS sites, Approved Private School sites (APS), and private school sites for individual students who require related services outlined in their legal documents
- The ability and willingness to interact and communicate effectively with stakeholders while maintaining communication guidelines and confidentiality with families and staff
- Afford students optimal implementation of strategies and interventions outlined in an Individualized Education Program (IEP), Section 504 Service Agreement, or Individualized Family Service Plan (IFSP) to promote progress in the area of personal care support, including but not limited to:
 - support and assistance in the use of specialized equipment (i.e., augmentative communication devices)
 - activities of daily living skills
 - monitoring health and behavior
- Review and adhere to valid Letter of Medical Necessity (LMN), action plans (if required), and medical orders provided by each student's treating specialist physician to safely manage individualized medical care
- Provide stakeholders with effective preparation and ongoing professional development consisting of but not limited to:
 - CPR/First Aid/AED certification
 - training related to students with disabilities
 - additional support with identified areas needing improvement

- check-ins pertaining to the importance of compliance timelines with essential paperwork
- ability to operate an electronic device to accurately document the related service provided on a daily basis for assigned caseload via the electronic monitoring process to properly submit information for ACCESS Medicaid Reimbursement
Note: This is not a requirement for assignments in Health Services or for substitute nurses acting in the capacity of a school nurse. The District School Nurse typically completes this task.
- awareness of resources available to positively impact students
- Commitment to fulfill entities of contract to fullest obligation

Contracted Staffing Provider will:

- Provide skilled Personal Care Aides (PCAs) and Certified Nursing Assistants (CNAs) who act in the capacity of a PCA for students who require personal care support (in the school environment and/or during transport on a District operated vehicle each day that the student attends school in person); and as substitutes for PPS PCAs when cannot 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 specialized equipment; 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 licensed Registered Nurses (RN) and Licensed Practical Nurses (LPN) who have the required competencies to manage the individualized medical needs of students who require nursing support from a skilled nurse (in the school environment and/or during transport on a District operated vehicle each day that the student attends school in person). **An RN or LPN may provide support to more than one student but not at the same time.**
- Provide highly qualified licensed substitute Occupational Therapists, Certified Occupational Therapy Assistants, Physical Therapists, Physical Therapy Assistants, and Speech and Language Therapists at *designated site* each day that the student attends school in person and/or using the District approved platform for approved virtual therapy sessions when the District cannot provide suitable therapeutic substitutes
- Provide highly qualified licensed Registered Nurses (RN) and Licensed Practical Nurses (LPN) when the District cannot provide appropriate substitute school nurses to deliver nursing services to a designated PPS population of students

- Provider will employ and retain a Clinical Supervisor to provide the following functions:
 - Complete competency evaluation and training for all external employees
 - Review LMN, medical records and/or medical orders of individual students received from District to ensure designating a qualified licensed provider who can sufficiently manage individual student’s medical care within the scope of their practice. Convey and explain relevant information to licensed providers as well as PPS Central Office Department personnel when necessary
 - Offer meet and greet to families and/or school teams as a way to introduce licensed provider prior to beginning a nursing support assignment to alleviate stress, increase comfort and initiate a positive professional relationship
 - Teach and review ACCESS billing documentation in order to maximize Medicaid Reimbursement for District. Note: This is not a requirement for assignments in Health Services or for substitute nurses acting in the capacity of a school nurse. The District School Nurse typically completes this task.
 - Act as a resource and provide clinical oversight for licensed providers to address areas of concern
- Maintain correspondence with various PPS Central Office Department personnel who coordinate related services for PPS students
- Understand and recognize the term, **Free Appropriate Public Education (FAPE)** and deliver continuity of related services; Per law, it is mandatory for a student to receive related services outlined in legal document (i.e., IEP, 504 Service Agreement, IFSP) for the specified duration and/or school calendar
- Offer meet and greet with stakeholders when requested and/or required at designated locations (i.e., PPS site, APS site, private school site, and/or virtually using the District approved platform)
- Visit various school sites with Central Office Department personnel to observe performance of stakeholder when requested
- Re-educate and/or reorient stakeholders when areas of concern arise
- Consult with Central Office personnel to assign and reassign stakeholders within a timely manner when requested or when deemed necessary
- Demonstrate flexibility and willingness to adjust to various school site calendars/schedules, including transportation schedules for students who require assistance and support on District operated transportation vehicles
- Offer 24/7 telephone service with knowledgeable personnel to assist with questions and/or concerns related to staffing stakeholders

- Adhere to the State of Pennsylvania’s mandatory requirement of 20 hours of professional development annually for PCAs; documentation must be available upon request for auditing purposes
- Maintain and submit current credentials required for all stakeholders
- Ensure stakeholders will adhere to parameters outlined in guidelines for confidentiality and communication with families
- Supply stakeholders with an identification(ID) badge to wear at all times at site locations
- Utilize electronic time clock for stakeholders to submit hours worked at site locations
- Provide each stakeholder with an electronic device for purpose of completing required electronic documents and electronic time clock
- Verify gross wage each stakeholder earns subject to an audit and/or request from PPS

Background

The Pittsburgh Public School District is the largest of 43 school districts in Allegheny County and second largest in Pennsylvania. The District serves 20,350 students in Pre-Kindergarten through graduation. The Pittsburgh Public Schools offers students a variety of options and opportunities that will help them succeed in school and prepare them for whatever comes next in college, career and life.

Timetable/Response Submittal

The Interim Executive Director of the Program for Students with Exceptionalities, Director of Health Services, and Director of Early Intervention are 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 19, 2022: Release of RFP
- May 26, 2022: Receipt of Proposals
- June 1, 2022: Recommendation for Selection
- June 22, 2022: 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 Baumgart-Eiben, Interim Executive Director of PSE
School District of Pittsburgh
2323 Brighton Road
Pittsburgh, PA 15212
Tel: 412-529-3132
Email: abaumgarteiben1@pghschools.org

Proposals must be submitted in **electronic format** to Amy Baumgart-Eiben abaumgarteiben1@pghschools.org and Jennifer Bargar jbargar1@pghschools.org **by noon on May 26, 2022.**

Proposals, including any/all attachments, cover letter, tabs, and completed responses to the technology addendum 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 Baumgart-Eiben or Jennifer Bargar.

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 rising 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 aforementioned services given the scope of services provided in your detailed work plan. Proposals must include the overall cost inclusive of: hourly rates with company's profit and overhead itemized per service provider (i.e., PCAs, CNAs, LPNS, RNs, OTs, PTs, SLPs, etc.); and any other costs associated with services rendered.

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 a minimum of one Contracted Staffing Provider using the following criteria:

<u>Contracted Staffing Provider</u>	<u>Points</u>
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 Contracted Staffing Provider will be selected after June 10, 2022.