



Request for Qualifications & Proposals

#730

for

Licensed Nursing Services

Notice Inviting Qualifications and Proposals
RFQ-P #730 Licensed Nursing Services

Notice is hereby given that the Oxnard Union High School District (“District”) is inviting proposals from firms to provide **Licensed Nursing Services**, as requested by the District.

A proposal form may be obtained from the District website:

<https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

Statements of Qualifications and Proposals must be submitted electronically to Deanna.Rantz@oxnardunion.org no later than **10:00 a.m. on 6/10/2026**. Proposals received after the above-stated time and date will not be considered. The District is not responsible for any technical issues in a respondent’s ability to timely submit its proposal response, or portion thereof.

The District reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFP and that no person having any such interest shall be subcontracted in connection with this RFP, or employed by Respondent. Should an Agreement result from this process, Respondent represents that no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Agreement or shall become directly or indirectly interested in the Agreement.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

By authority of the Governing Board of Oxnard Union High School District, Ventura County, State of California.

Publication Dates: 5/26/26 & 6/2/26

REQUIRED SERVICES

The Oxnard Union High School District ("District" or "OUHSD") is seeking qualified licensed vocational nurses (LVN's) and Registered Nurses (RN's) to provide services to OUHSD students.

Licensed Vocational Nurses (LVN's)

Brief Description of Position

Under the direction of the assigned administrator and supervision of the credentialed school nurse, the Licensed Vocational Nurse (LVN) provides health care services to support students' medical and physical needs. The LVN performs specialized health procedures, supports student access to the educational environment, and carries out related duties as assigned.

Essential Duties and Responsibilities

1. Student Health Care & Emergency Response

- Assess student medical conditions and health care needs
 - Administer first aid and CPR in accordance with established guidelines
 - Respond to illness or injury within school law and District regulations
 - Notify the credentialed school nurse, appropriate school personnel, and follow established procedures of communication.
-

2. Direct Student Care

- Provide care for students with physical disabilities, including toileting/diapering, feeding, transferring, lifting, positioning, and mobility support
 - Perform specialized health care procedures as prescribed by a licensed physician, including but not limited to catheterization, gavage (tube) feeding, suctioning, and insulin monitoring/administration
 - Perform all specialized procedures under the training, delegation, and supervision of the credentialed school nurse
-

3. Monitoring & Documentation

- Monitor student health status and report concerns or adverse reactions promptly
 - Record food and fluid intake/output as required
 - Maintain accurate, timely, and confidential student health records in black or blue ink.
 - Perform clerical duties related to student health services
-

4. Medication Administration & Compliance

- Implement and follow established procedures for safe storage, tracking, and administration of medications
 - Administer prescribed medications strictly in accordance with physician orders, District policy, and applicable laws
 - Maintain ongoing responsibility for monitoring medication inventory, including expiration dates and refill status
 - **Immediately notify the classroom teacher via email when a medication is expired, nearing expiration, or requires refill, and ensure the credentialed school nurse is copied on all communications**
 - Ensure timely communication to maintain student safety and compliance with District health requirements
-

5. Classrooms & Staff Support

- Assist with orthopedic and adaptive equipment to support student access to the educational environment
 - Support instructional staff in reinforcing learning strategies as directed
 - Collaborate with teachers and staff regarding student needs and goals, when assigned
 - Provide general support to classroom(s) staff as directed
-

6. Compliance & Professional Responsibilities

- Maintain strict confidentiality of student information in accordance with HIPAA, FERPA, and mandated reporting requirements
 - Adhere to all District policies, procedures, and required trainings
-

- **Do not share personal contact information or communicate directly with parents/guardians**
 - Direct all parent/guardian questions or concerns to the teacher or credentialed school nurse
-

7. Additional Duties

- Perform other related duties as assigned by the administration
-

Physical Requirements

- Ability to bend, stoop, reach, lift, and assist with student transfers
 - Ability to stand and walk for extended periods
 - Manual dexterity to perform specialized medical procedures
 - Visual ability to read fine print and monitor student condition
 - Ability to communicate clearly and effectively
-

Working Conditions

- School environment with frequent interruptions
 - May require travel between school sites
 - May be reassigned based on student enrollment and medical needs
-

Minimum Qualifications

Experience:

- A. One (1) year of experience in a skilled nursing facility, hospital, or nursing home or school setting providing direct care to multiple patients is required or preferred
- B. Experience working with children, adolescents, or young adults with physical disabilities is highly desirable
- C. Demonstrated ability to manage care for multiple students and/or provide effective one-to-one (1:1) support

Licenses & Certifications:

1. Possession of a valid Licensed Vocational Nurse (LVN) or Licensed Practical Nurse (LPN) license issued by the State of California (active and in good standing) is required
 2. Current, valid First Aid and CPR certification is required and must be maintained throughout employment
-

Additional Requirements

- Maintain all required licenses and certifications as a condition of continued employment
- Complete all required District trainings and comply with all policies and procedures
- Maintain strict confidentiality and professional boundaries at all times

Licensed Registered Nurses (RN's)

BRIEF DESCRIPTION OF POSITION:

The Agency Registered Nurse (RN) provides professional nursing and health support services in the school setting to promote the health, safety, and educational access of students. The RN works under the direction of school administration and in collaboration with credentialed school nurses, staff, students, families, and healthcare providers to deliver direct care, manage complex health needs, and support compliance with state laws, district policies, and individualized student health plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Assesses students' medical conditions and health care needs. Provides first aid to ill or injured students under the direction of a credentialed school nurse. Responds to medical emergencies, including administration of CPR when required, and notifies the school nurse, parents/guardians, emergency personnel, and school administration as appropriate.
- b. Provides attendant care services to students with physical disabilities, including assistance with toileting/diapering, transfers, lifting, positioning, feeding, tube feeding, wheelchair mobility, transportation, and related personal care needs to support access to the educational environment.
- c. Performs specialized health care procedures for students during the school day as prescribed by a licensed physician and required for school attendance. Procedures may include catheterization, gastrostomy/gavage feeding, suctioning, and monitoring or assisting with diabetes management (insulin administration, insulin pumps, or related devices). All procedures are performed under training, competency validation, and supervision of a credentialed school nurse.
- d. Monitors student health status and observes for adverse reactions to medications or treatments. Records intake/output and supports the monitoring of student health conditions. Provides supportive care to ensure student comfort and participation in the educational setting, including assistance with personal hygiene as related to school needs.
- e. Implements safe medication storage, handling, and administration procedures in accordance with physician orders, District policy, and school health protocols.

- f. Assists with orthopedic and adaptive equipment to support student mobility and access to instruction.
- g. Supports instructional staff in reinforcing individualized strategies, skills, and educational goals based on student needs, as assigned.
- h. Collaborates with teachers, school staff, and the credentialed school nurse regarding individualized and group health-related educational goals and supports.
- i. Provides health-related support and consultation to classroom staff as directed by supervising personnel.
- j. Maintains accurate documentation of nursing care, interventions, and student health information, and completes required clerical and reporting duties.
- k. Maintains strict confidentiality of student health and educational records in compliance with HIPAA, FERPA, and mandated reporting requirements.
- l. Performs other related duties and assumes responsibilities as assigned by authorized school or district personnel.

PHYSICAL CHARACTERISTICS: Must be able to bend, stoop, reach, lift, stand and lift for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

WORKING CONDITIONS: School Environment, subject to constant interruptions, travel throughout school site. May travel to various school sites to provide service and attend meetings.

REQUIREMENTS:

Current valid Registered Nurse (RN) license required. Experience in pediatric, school health, or community health nursing preferred. Additional certifications may be required depending on assignment and district policies.

GENERAL INSTRUCTIONS and CONDITIONS

1. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District since proposals cannot be adjusted after submission. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.

Electronic proposals must be delivered via email to Deanna.Rantz@oxnardunion.org no later than **6/10/2026 at 10:00 a.m.** Proposal packages must be clearly marked, “**Licensed Nursing Services RFQ-P 730**” in the email subject area. The District is not responsible for any technical issues on a Proposer’s ability to timely submit its proposal or portion thereof.

In order for the Proposer’s response to be accepted, Attachment 1 Proposal Form must be submitted in its entirety.

Required Submittals:

- Attachment 1: Proposal Form
- Cover Letter
- Firm Profile
- Relevant Service Experience
- Technical Approach and Methodology
- Fee Proposal
- Insurance, Legal, and Professional Standing
- References

2. Signatures

All proposals must include a signature of an authorized officer of the firm submitting the proposal. The name and title of the person shall be included following the signature. **Failure to sign the required form may result in the proposal being rejected.**

3. Disqualified Proposals

Any proposal received after the RFQ-P due date and time will not be reviewed or considered for award of a contract.

4. Withdrawal of Proposals

A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

5. Contacts

To control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual(s) listed below. This Request for Proposals can be located at the District website at: <https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

Deanna Rantz, Director of Purchasing
1800 Solar Drive, Oxnard, CA 93030
(805) 385-2519 Deanna.Rantz@oxnardunion.org

6. Rating Criteria

Proposals will be evaluated based on:

Relevant Experience and Qualifications (30%): Demonstrated success with similar services, including experience working with OUHSD

Approach and Understanding (25%): Quality of proposed methodology and understanding of service complexities

Team Qualifications (20%): Experience and capabilities of proposed key team members and overall support team

Fee Structure and Value (15%): Cost-effectiveness and value proposition

References specific to Past Performance (10%): Quality of references and demonstrated client satisfaction

TOTAL POSSIBLE SCORE: 100

Notes:

Interviews with up to the highest-scoring firm(s) may be requested if the Selection Committee so chooses.

7. Selection Process

The District may perform investigations of responding parties that extend beyond contacting the references identified in the RFP response. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other sources in addition to any documents or information submitted.

The District may elect to conduct in-person or virtual interviews, or conduct no interview at all. Should the District elect to conduct interviews, the short-listed firms will be contacted with an interview date and time. Interview questions may or may not be provided ahead of the interview process.

8. Contract, Terms and Conditions

Upon Board of Trustees approval, the contract attached as Exhibit A must be executed. The contract term will be one (1) year, with the ability to extend the

contract, in 1-year increments, up to no more than five (5) years total. By replying to this RFQ-P, Proposer accepts and is bound by the terms and conditions set forth in all Proposal documents and attachments. Should the initial contract require modification in any way, an amendment must be signed by both parties, specifically outlining the revisions. No changes to prices or services are permitted without written consent from the District. Only the Superintendent or Assistant Superintendent of Business Services is authorized to sign contracts or contract amendments.

9. Withdrawal of Proposals

A Proposal may be withdrawn by the vendor prior to the time fixed for the opening of Qualifications and Proposals, but Proposals may not be withdrawn for a period of ninety (90) days after the opening of Statements of Qualifications and Proposals.

10. Acceptance or Rejection of Proposals

The District reserves the right to reject any and all Proposals or any portion or combination thereof, to contract work with whomever and in whatever manner the District decides, to abandon work entirely, and to waive any informality or non-substantive irregularity as the interests of the District may require. Proposals that arrive after the time set forth for opening in this Invitation for Qualifications and Proposals will not be viewed.

11. Requests for Information (RFI)

Should a Proposer find any discrepancy in, or omissions from this RFQ-P, they may submit a request for clarification by emailing deanna.rantz@oxnardunion.org no later than the RFI deadline within the RFQ-P Schedule. The District will either issue an addendum including clarification or additional details, or may elect to post the question and answer on the District website with the associated RFQ-P. Failure to submit an RFI does not relieve a Proposer from its responsibility in familiarizing itself with all terms, conditions, instructions, documents, addenda, agreements, or any other documents resulting from this RFQ-P.

12. Amendments

The terms and conditions contained in this RFQ-P may be amended or modified only by an addendum issued by the District. In such case an addendum is issued, it will be posted on the District website noted in the Notice Inviting Qualifications and Proposals.

13. Termination of Contract Without Cause

The District may terminate the Contract resulting from this RFQ-P, at any time, by giving the Vendor 30 days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for services satisfactorily rendered prior to the effective date of said termination, Vendor shall be entitled to no further compensation or payment of any type from the District.

14. Protest Procedures

Any bid protest by any Proposer regarding any other Proposer must be submitted in writing to the District Director of Purchasing, before 5:00 p.m. of the THIRD (3rd) business day following the opening of Proposals.

- a. Only a bidder who has actually submitted a Proposal, and who could be awarded the Contract if the bid protest is upheld, is eligible to submit a protest. A Proposer may not rely on the bid protest of another Proposer.
- b. A bid protest must contain a complete statement of any and all basis for the protest and all supporting documentation. Materials submitted after the bid protest deadline will not be considered.
- c. The protest must refer to the specific portion(s) of all documents that form the basis for the protest.
 - i. The protest must include the name, address, telephone number, and email address of the person representing the protesting party;
 - ii. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest; and
 - iii. The procedure and time limits set forth in this paragraph are mandatory and are each Proposer's sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

15. Contract Award(s)

The District, after the evaluation scoring period, may elect to award to one (1) Proposer, multiple Proposers, or not make an award at all. Should the District require more information from a Proposer in order to make an informed decision, Proposers having submitted a Statement of Qualifications and Proposal, must respond with the requested information within a two (2) day period. Additional information may include, but is not limited to, financial records, company information, employee information, etc.

16. Payments

Once a contract award is made, a District Purchasing Order is issued, and services begin, the awarded company must submit invoices electronically to accountspayable@oxnardunion.org. The District requires Net45 terms to allow time for District personnel to verify the specific services invoiced.

17. Conflict of Interest

The firm represents and warrants that, except as provided by the Contract, it shall not give, accept, encourage or solicit any payment or other thing to or from any District Board member, officer, employee of the District, or otherwise do any act(s) that may result in any such person having a conflict of interest contrary to applicable federal, state, or local law. No employee, officer, or agent may participate in the selection, award, or administration of a Contract if he or she has a real or apparent conflict of interest. See 2 C.F.R. § 200.318(c)(1). The District, employees, and agents may not solicit nor accept gratuities, favors, or anything of monetary value from Consultants or parties to Consultants.

ATTACHMENT 1

PROPOSAL FORM

This Proposal Form must be duly executed and submitted with any proposal to OUHSD.

The Offeror hereby agrees that its proposal is subject to all **RFQ-P #730 Licensed Nursing Services** provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFQ-P provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by OUHSD for the period through and including 6/30/2027. The Offeror hereby agrees that if its proposal is accepted by OUHSD that it shall provide the requested services in accordance with the RFP, as it may be amended. The term of this contract shall be for a period of one (1) year. Services requested must be completed within this term.

Services Fee \$ _____
(not to exceed) for Fiscal Year 2026-2027 ending June 30, 2027

Name of Person Duly Authorized to Execute this Proposal/Offer:

Duly Authorized Signature: _____

Title: _____ Date: _____

Offeror Name: _____

Offeror Address: _____

Offeror Telephone: _____

Offeror Email: _____

RFQ-P SCHEDULE

The RFQ-P process may follow the timeline noted below, however, is subject to change at the District's discretion.

ADVERTISEMENT	5/26/26 & 6/2/26	VC Star, District Website
REQUEST FOR INFORMATION DEADLINE	6/5/26	10:00 AM
RFP DUE DATE/TIME	6/10/26	VIA EMAIL to Deanna.Rantz@oxnardunion.org
EVALUATION PERIOD	6/10/26 - 6/12/26	N/A
INTERVIEWS (if required)	6/16/26	1800 Solar Drive Oxnard, CA 93030 or virtual
BOARD REQUEST TO AWARD	6/24/26	5:00 PM
CONTRACT EXECUTION & COI SUBMITTAL	7/1/26	N/A

PROPOSAL SUBMITTAL REQUIREMENTS

A. Cover Letter and Executive Summary (2 pages maximum)

Brief introduction including firm overview, statement of interest, and summary of relevant qualifications. Included in this introduction, the firm must provide a timeline in which the services will be implemented, including any required information firm needs to implement services.

B. Firm Profile and Team Qualifications (8 pages maximum)

- Firm location, history, size, and areas of expertise
- Org Chart for key team members and supervisory staff
- Key team members with relevant experience

C. Relevant Service Experience (10 pages maximum)

- Detailed descriptions of similar services provided for K-12 District Sped Departments
- Description of existing service schedule with statement regarding firm's availability to add new clients

D. Technical Approach and Methodology (6 pages maximum)

- Detailed approach to implementing individualized services
- Methodology for successfully achieving support goals
- Strategy for maintaining high level of support services
- Details regarding evaluation processes of LVN's assigned to students

E. Fee Proposal (2 pages maximum)

- Fee schedule (on a "not to exceed" basis) with hourly rates by individual and position
- Allowance for reimbursable expenses, if any

F. Insurance, Legal and Professional Standing (2 pages maximum)

- Acknowledgement that proposer will provide the required insurance [see Exhibit A Services Agreement]
- Detailed disclosure of any litigation, arbitration, or disciplinary actions involving the proposer or key personnel within the past seven (7) years. If no such actions exist, provide an explicit statement to that effect.

G. References (2 pages maximum)

Minimum of five (5) references. Include at least three (3) references of similar California K-12 school district projects. Include the service term and the role of the individual. Please be sure to include the current phone number and email for each reference.