



**THE ESCAMBIA COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
75 NORTH PACE BLVD.  
PENSACOLA, FL 32505**

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## **REQUEST FOR INFORMATION (RFI) & ACKNOWLEDGEMENT**

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POSTING DATE:

**March 15, 2013**

PURCHASING CONTACT & TELEPHONE:

**John Dombroskie (850) 469 6202**

**Email: [jdombroskie@escambia.k12.fl.us](mailto:jdombroskie@escambia.k12.fl.us)**

RFI TITLE:

**School Health Services**

RFI NUMBER:

**132301**

RFI OPENING DATE & TIME:

**April 1, 2013 @ 3:30 PM CST**

**NOTE: RESPONSES RECEIVED AFTER THE OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

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This is a non-binding solicitation for information. The information provided hereunder may be used as follows:

1. To establish a firm or group of firms with which to enter direct negotiations for a contract or to solicit via future Requests for Proposals.
2. To explore alternate methods, ideas and processes.
3. To establish new standards or specifications for future Requests for Proposals.
4. To establish product/service benchmarks.

The School District of Escambia County, Florida, solicits your company to submit information on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. All responses must have an authorized signature in the space provided below. All responses must be sealed and received in the School District's Purchasing Office at 75 North Pace Blvd., Pensacola, Florida, by the "RFI Opening Date & Time referenced above. All envelopes containing sealed responses must reference the "RFI Title", "RFI Number" and the "RFI Opening Date & Time". The School District is not responsible for lost or late delivery of responses by the U.S. Postal Service or other delivery services used by a firm responding to this RFI.

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**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR RESPONSE TO OUR RFI. RFIs WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE COMPANY.**

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

( EXT:       )

FACSIMILE NUMBER:

EMAIL:

HOW DID YOU FIND OUT ABOUT THIS RFI? SCHOOL DISTRICT WEBSITE\_\_\_\_ BIDNET\_\_\_\_ DEMAND STAR\_\_\_\_ PRIME VENDOR\_\_\_\_  
OTHER\_\_\_\_ (PLEASE SPECIFY\_\_\_\_)

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**I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFI AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS FOR THE COMPANY.**

AUTHORIZED SIGNATURE:

TYPED OR  
PRINTED NAME:

TITLE:

DATE:

## I. INTRODUCTION & GENERAL INFORMATION

The School District of Escambia County, Florida (the District) takes this opportunity to announce it is seeking information concerning potential qualified companies to provide the School Health Services referenced in Section III SCOPE OF WORK OR SERVICES below. Our hope is to lower the costs for these services for the School District and if possible enhance the level of service to our students.

The School District is coterminous with Escambia County. The District operates forty-seven (47) schools (31 elementary schools, 9 middle schools, 7 high schools) and six (6) specialized schools/centers. The total full time enrollment of public school students is approximately 40,000.

Pursuant to 6A-1.012(11)(a) Florida Administrative Code, the products and services requested herein are categorized as "health services involving examination, diagnosis, treatment, prevention, medical consultation or administration" and therefore any negotiations that may result from responses to this Request for Information (RFI) are exempt from additional formal solicitation requirements. Please note this RFI is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the District. Upon review of responses, the District may select a response for negotiation, request formal proposals from all or select firms responding to this RFI or postpone implementation. The District reserves the right to reject any or all responses received and choose to bid formally if such action is considered to be in the best interest of the District. This request does not obligate the District to pay any cost incurred by vendors related to submission of responses to this RFI.

Companies are encouraged to give complete qualifications for completing the description of service required and a tentative priced proposal to be used as a basis of negotiations if deemed appropriate.

## II. TERMS AND CONDITIONS

NOTE: The term "Supplier" as used within this Request For Information (RFI) refers to the person, company or organization responding to this RFI. The Supplier is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** A contract resulting from the response to this RFI, and the terms and conditions of the negotiated contract, may upon mutual agreement of the parties be extended for an additional term(s) or for additional services (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of the contract for the services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **RFI OPENING AND FORM:** Response openings will be public on the date and time specified on the Request For Information & Response Acknowledgement form. All responses received after the time indicated will be rejected as non-responsive and retained by the District. Responses by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the responses only; details will not be announced. All responses submitted shall become public record upon an announcement of a recommended award/action or thirty days after the opening date whichever occurs first. To protect any confidential information contained in their response, companies must invoke the exemptions to disclosure provided by law in response to the RFI, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- C. **INDEMNIFICATION/HOLD HARMLESS:** The successful Supplier agrees:
  - 1. To indemnify the District and the School Board of Escambia County and to the fullest extent permitted by law, protect, defend, indemnify, and hold harmless the Board, its agents, officers, elected officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), and costs arising out of any actual or alleged:

- a) Bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Supplier or it's subcontractor, any person directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in performance of the work; or
    - b) Violation of law, statute, ordinance, governmental administration order, rule or regulation by the Supplier in the performance of the work; or
    - c) Liens, claims or actions made by the Supplier of any subcontractor or other party performing the work.
  - 2. The indemnification obligations hereunder shall not be limited to any extent on the amount, type of damages, compensation or benefits payable by or for the Supplier or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefit acts or any statutory bar.
  - 3. Any cost or expense, including attorney's fees, incurred by the Board to enforce this contract shall be borne by the Supplier, but only to the extent that Supplier is actually determined by a court of competent jurisdiction and/or jury to have breached this contract.
- D. **PUBLIC ENTITY CRIMES:** Pursuant to Section 287.133, Florida Statutes (2012), you are hereby notified that A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
- E. **PUBLIC RECORDS:** upon award recommendation or thirty (30) days after opening, whichever is earlier, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Companies must invoke the exemptions to disclosure provided by law in response to the RFI, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- F. **CONFLICT OF INTEREST:** Any award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Suppliers must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.
- G. **RFI PREPARATION COSTS:** neither the School Board, the District, nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFI. All offers and other materials submitted in response to this RFI become the property of the School District of Escambia County, Florida.
- H. **EVALUATION CRITERIA:** The School District reserves the right to accept or reject any response in its entirety or in part, and to waive minor irregularities if the response is otherwise valid. The District has sole discretion in determining evaluation methods.

- I. **CLARIFICATIONS AND INTERPRETATIONS:** The District reserves the right to allow for clarification of questionable entries, and for the Supplier to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the RFI Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the RFI. Failure to do so, on the part of the Supplier will constitute an acceptance by the supplier of consequent decision. An Addendum to the RFI shall be issued and posted for those interpretations that may affect the eventual outcome of this RFI. It is the Supplier's responsibility to assure the receipt of all Addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the RFI. Therefore oral statements given before the RFI opening date will not be binding. The District will consider no interpretations binding unless provided for by issuance of an Addendum. Addenda will be posted to the School District's Purchasing website address at "[http://old.escambia.k12.fl.us/adminoff/finance/purchasing/current\\_bid\\_activity.html](http://old.escambia.k12.fl.us/adminoff/finance/purchasing/current_bid_activity.html)" by 12:00 pm Central Time March 22, 2013. The Supplier shall acknowledge receipt of all Addenda by signing and enclosing said addenda with their response.
- J. **CONTACT:** All questions for additional information regarding this RFI **must be directed to the designated Purchasing Contact noted on page one.** Prospective suppliers shall not contact any member of the School Board of Escambia County, Superintendent, or staff regarding this RFI prior to posting of the final tabulation and award/action recommendation on the website and in the Purchasing Office or thirty days after the opening date whichever occurs first. Any such contact shall be cause for rejection of your response.
- K. **CHANGES:** Changes in the specifications contained in this RFI will be made by Addenda. Any Addenda issued on this RFI will be posted on the Purchasing Department's web pages. PRIOR TO SUBMITTING A RESPONSE, it shall be the sole responsibility of each firm to contact the Purchasing Department's Director, John Dombroskie, or visit the Purchasing Department's web pages ([http://old.escambia.k12.fl.us/adminoff/finance/purchasing/current\\_bid\\_activity.html](http://old.escambia.k12.fl.us/adminoff/finance/purchasing/current_bid_activity.html)) after 12:00 pm Central Time March 22, 2013 to determine if any Addenda was issued and, if so, to obtain such Addenda. The Supplier shall acknowledge receipt of all Addenda by signing and enclosing said addenda with their response.
- L. **QUESTIONS:** Any questions concerning this RFI shall be **submitted prior to 12:00 pm Central Time, March 20, 2013 in writing** by e-mail to [jdombroskie@escambia.k12.fl.us](mailto:jdombroskie@escambia.k12.fl.us) or via fax to 850-469-6271.
- Responses to questions or Addendums to this RFI will be posted to the ECSD's Purchasing website: [http://old.escambia.k12.fl.us/adminoff/finance/purchasing/current\\_bid\\_activity.html](http://old.escambia.k12.fl.us/adminoff/finance/purchasing/current_bid_activity.html) by 12:00 pm Central Time March 22, 2013.
- M. **LUNSFORD ACT:** Any award hereunder would be subject to Florida's Jessica Lunsford Act. Firms will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the firm and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the District in advance of the firm providing any services. The firm will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to firm and its employees. The firm will follow the procedures for obtaining employee background screening as outlined by the Escambia County School District Division of Protection Services (<http://www.escambia.k12.fl.us/security/fingerprinting/index.asp>). Firm will provide the District a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Firm will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are

added. The parties agree that in the event that firm fails to perform any of the duties described in this paragraph, this will constitute a material breach of any contract entitling the District to terminate immediately with no further responsibility to make payment or perform any other duties under the contract. Firm agrees to indemnify and hold harmless the District, the School District, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from vendor's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

### **III. SCOPE OF WORK OR SERVICES**

The District is evaluating the feasibility of utilizing alternate/non-government contracted school health services for the schools in Escambia County, Florida. These services would commence with the 2013-2014 school year (this initial year of the contract will begin June 1, 2013 and end June 30, 2014). The District currently utilizes a collection of three (3) contracts with the Escambia County Health Department to provide health services and medical oversight of services as specified in Section 1006.062 F.S., and 381.0056 F.S. including:

- Health appraisals
- Record review
- Nurse assessment
- Nutrition assessment
- Mandated health screenings, referrals and follow up
- Individual Health Care Plans for critical health issues
- Education for communicable disease outbreaks
- Training and delegation of health procedures to paraprofessionals and school district staff
- Three point testing for students being evaluated for special programs
- Medication book audits
- Collect health services data and submit to the Escambia County Health Department for input into HMS
- Clinic services by Health Support Technicians to include:
  - CPR/AED, first aid, medication administration, acute illness management, fluoride mouth rinse program in elementary schools without fluoridated water, random drug screening, documentation of services and treatments, head lice interventions, procedures delegated by RN, assistance with health screenings of students

The three (3) current contracts include:

#### Basic School Health Services

- 1 Program Director
- 3 Community Health Nursing Supervisors
- 19 Registered Nurses
- 47 Health Support Technicians

Services are provided to all forty-seven (47) regular schools

#### Exceptional Student Education (ESE) School Health Services

- 1 Community Health Nursing Supervisor
- 3 Health Support Technicians
- 1 Licensed Practical Nurse
- 4 Registered Nurses

Students assigned to ESE classes need additional health support other than provided by the District's Basic School Health Program. To assure that ESE students are provided a free appropriate public education, the contract provides services which include medical procedures, field trips, health consultants, screenings, health care plans and, extended school year coverage.

#### Title I School Health Services

- 1 Community Health Nursing Supervisor
- 3 Registered Nurses
- 1 Health Support Technician

Services are provided on-site at the District's McMillan Center and Family Resource Activity Model for Early Education (FRAME). Additionally, itinerant services are provided for prekindergarten students at all elementary school sites serving these students. Developmental milestones will be assessed including vision/hearing screenings and follow-up on referrals where indicated. Supervision of the cadre of nurses is shared with the ESE Program.

SEE ATTACHMENTS B, C, D and E FOR AMPLIFYING INFORMATION REGARDING THE POSITIONS DISCUSSED ABOVE.

**GOALS AND OBJECTIVES OF THE SCHOOL HEALTH PROGRAM INCLUDE:**

- Exploring other service models to increase efficiency and reduce costs relative to providing school health services
- Improving student health and wellness
- Flexible and highly responsive contractual relationship with supplier of these services
- Multi-year agreement with rate guarantee

## **IV. RESPONSE**

Please follow the "script" below for your submittal, this will allow the District to better evaluate / compare your company's capabilities with our needs. Thank you in advance for your cooperation.

One (1) complete, original hardcopy response (clearly identified as the original response), six (6) photocopies, and one (1) copy on CD ROM of your complete response in Microsoft Word format must be returned on or before 3:00 P.M. CST on date due to the Purchasing Department in accordance with the submittal requirements. All responses shall be submitted in sealed packaging and must reference the "RFI Title", "RFI Number" and the "RFI Opening Date & Time". It is the sole responsibility of the firm responding to this RFI to assure they have received the entire RFI and any and all Addenda. Responses shall contain all information required to be included in the response as described herein.

In order to maintain comparability and facilitate the review process, it is requested that responses be organized in the manner specified below. Include all information in your response.

Each response should include the following:

- ✓ Title Page showing RFI Number, subject, the name of the supplier, address, telephone number and the date.
- ✓ Table of Contents to provide a clear identification of the material by section and by page number.
- ✓ RFI Acknowledgement, page one (1) of this document, completed and signed by an authorized officer of the company.
- ✓ Addenda Acknowledgement (if applicable), completed and signed by an authorized officer of the company. And, any additional information if requested.
- ✓ Narratives addressing:

**Background Information**

- Provide a brief description of your firm's services.
- How many clients are currently using your health services in the State of Florida?
- Provide evidence of your company's financial stability and long term viability.
- Provide three references that use your School Health Services (preferably in Florida).

**Customer Support**

- Describe the level of customer service to be provided.
- List the hours customer service support will be available.
- Is customer support available via the internet? Telephone?

#### Service Model

- Provide a detailed narrative addressing your firm's understanding of the District's needs and of **your plan to meet the school health needs of each program described above to include**: a staffing matrix, medical oversight, supervision hierarchy, etc. The 2013-2014 Escambia County School Calendar and a list of District schools with addresses is attached (Attachment A) to assist in your planning. Please address each program individually

#### Implementation

- Describe the implementation support plan to provide services to the District.
- How long does it take to implement your program?
- What kind of training support do you provide your employees during implementation and afterwards?

#### Pricing

- Describe in detail your fee structure **for each of the three programs described** above (cost per position administrative fees, expenses, etc.) utilizing the form.

#### Note:

The District will not provide office space or clerical support for supervisory personnel.  
The District prefers a multi-year agreement with firm pricing for as long as possible.  
The provider will not be responsible for any medical supplies.

If you have any questions please contact John Dombroskie, Director of Purchasing at [JDOMBROSKIE@ESCAMBIA.K12.FL.US](mailto:JDOMBROSKIE@ESCAMBIA.K12.FL.US) or 850-469-6202.

## V. REVIEW OF RESPONSES

A committee will review each of the responses received. Upon review of responses received, the District may select a response(s) for negotiation, request formal proposals from all or select firms responding to this RFI or postpone implementation. If formal proposals are requested, proposals will only be accepted from firms responding to this RFI and deemed capable of satisfying District needs by the committee. The District reserves the right to reject any or all responses received and choose to bid formally if such action is considered to be in the best interest of the District.

The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all responses.

# ATTACHMENT A

Calendar 2013/2014  
Student Calendar

2013  
July

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

2013  
August

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

| Student Days |     |     |
|--------------|-----|-----|
| 8/19-10/18   | 1st | 44  |
| 10/21-12/20  | 2nd | 41  |
| 1/7-3/14     | 3rd | 47  |
| 3/24-5/30    | 4th | 48  |
|              |     | 180 |

2013  
September

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

2013  
October

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

|  |                  |
|--|------------------|
|  | Break Days       |
|  | Student Days     |
|  | Holidays         |
|  | Non-student Days |

2013  
November

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

2013  
December

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

Break Days

|              |            |
|--------------|------------|
| Fall Break   | 11/27/2013 |
| Christmas Bk | 12/23-1/3  |
| Spring Break | 3/17-3/20  |

2014  
January

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

2014  
February

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  |     |

Holidays

|                |           |       |
|----------------|-----------|-------|
| 4th of July    | July      | 4     |
| Labor Day      | September | 2     |
| Veteran's Day  | November  | 11    |
| Thanksgiving   | November  | 28/29 |
| Christmas      | December  | 24/25 |
| New Years      | Dec/Jan   | 31/1  |
| M L K Day      | January   | 20    |
| Spring Holiday | March     | 21    |
| Memorial Day   | May       | 26    |

2014  
March

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

2014  
April

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

2014  
May

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |

2014  
June

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

\*\* Fall Break and Spring Break Days may be used as make-up days for school closure.



## Escambia County Schools/Centers

|                        |  |
|------------------------|--|
| <b>Jim Allen</b>       | 1051 Hwy 95A North<br>Cantonment, 32533                |
| <b>Bellview</b>        | 4425 Bellview Avenue<br>Pensacola, 3252                |
| <b>Beulah</b>          | 6201 Helms Road<br>Pensacola, 32526                    |
| <b>Blue Angels</b>     | 1551 Dog Track Road<br>Pensacola, 32506                |
| <b>Bratt</b>           | 5721 North Hwy 99<br>Century, 32535                    |
| <b>Brentwood</b>       | 4820 North Palafox Street<br>Pensacola, 32505          |
| <b>Hellen Caro</b>     | 12551 Meadson Road<br>Pensacola, 32506                 |
| <b>N. B. Cook</b>      | 1310 North 12 <sup>th</sup> Avenue<br>Pensacola, 32503 |
| <b>Cordova Park</b>    | 2250 Semur Road<br>Pensacola, 32503                    |
| <b>Ensley</b>          | 501 East Johnson Avenue<br>Pensacola, 32514            |
| <b>Ferry Pass</b>      | 8310 North Davis Hwy<br>Pensacola, 32514               |
| <b>Global Learning</b> | 100 North "P" Street<br>Pensacola, 32505               |
| <b>Holm</b>            | 6101 Lanier Drive<br>Pensacola, 32504                  |
| <b>Lincoln Park</b>    | 7600 Kershaw Street<br>Pensacola, 32534                |
| <b>R. C. Lipscomb</b>  | 10200 Ashton Brosnahan Rd<br>Pensacola, 32534          |
| <b>Longleaf</b>        | 2600 Longleaf Drive<br>Pensacola, 32526                |
| <b>L. D. McArthur</b>  | 330 East Ten Mile Road<br>Pensacola, 32534             |
| <b>Molino Park</b>     | 899 Highway 97<br>Molino, 32577                        |

|                       |   |
|-----------------------|---|
| <b>Montclair</b>      | 820 Massachusetts Avenue<br>Pensacola, 32505          |
| <b>Myrtle Grove</b>   | 6115 Lillian Hwy<br>Pensacola, 32506                  |
| <b>Navy Point</b>     | 1321 Patton Drive<br>Pensacola, 32507                 |
| <b>Oakcrest</b>       | 1820 North Hollywood Blvd<br>Pensacola, 32505         |
| <b>Pine Meadow</b>    | 10001 Omar Avenue<br>Pensacola, 32534                 |
| <b>Pleasant Grove</b> | 3000 Owen Bell Lane<br>Pensacola, 32507               |
| <b>Scenic Heights</b> | 3801 Cherry Laurel Drive<br>Pensacola, FL 32504       |
| <b>O. J. Semmes</b>   | 1250 Texar Drive<br>Pensacola, FL 32503               |
| <b>Sherwood</b>       | 501 Cherokee Trail<br>Pensacola, FL 32506             |
| <b>A.K. Suter</b>     | 501 Pickens Avenue<br>Pensacola, FL 32503             |
| <b>Warrington</b>     | 220 North Navy Blvd<br>Pensacola, FL 32507            |
| <b>C. A. Weis</b>     | 2701 North Q Street<br>Pensacola, 32505               |
| <b>West Pensacola</b> | 801 North 49 <sup>th</sup> Avenue<br>Pensacola, 32506 |
| <b>Bailey</b>         | 4110 Bauer Road<br>Pensacola, 32506                   |
| <b>Bellview</b>       | 6201 Mobile Hwy<br>Pensacola, 32526                   |
| <b>Brown Barge</b>    | 201 E. Hancock Lane<br>Pensacola, 32503               |
| <b>Ferry Pass</b>     | 8355 Yancey Avenue<br>Pensacola, 32514                |
| <b>Ransom</b>         | 1000 West Kingsfield Road<br>Cantonment, 32533        |
| <b>Ernest Ward</b>    | 7650 Highway 97<br>Walnut Hill, 32568                 |
| <b>Warrington</b>     | 450 South Old Corry Road                              |

Pensacola, 32507

|                                 |   |
|---------------------------------|---|
| <b>Woodham</b>                  | 150 E. Burgess Rd.<br>Pensacola, 32503                |
| <b>Workman</b>                  | 6299 Lanier Drive<br>Pensacola, 32504                 |
| <b>Escambia</b>                 | 310 North 65 <sup>th</sup> Avenue<br>Pensacola, 32506 |
| <b>Northview</b>                | 4100 West Hwy 4<br>Bratt, 32535                       |
| <b>Pensacola</b>                | 500 West Maxwell Street<br>Pensacola, 32501           |
| <b>Pine Forest</b>              | 2500 Longleaf Drive<br>Pensacola, 32526               |
| <b>Tate</b>                     | 771 Tate Road<br>Cantonment, FL 32533                 |
| <b>Washington</b>               | 6000 College Pkwy<br>Pensacola, 32504                 |
| <b>West Florida</b>             | 2400 Longleaf Drive<br>Pensacola, 32526               |
| <b>George Stone</b>             | 2400 Longleaf Drive<br>Pensacola, 32526               |
| <b>Escambia Westgate Center</b> | 10050 Ashton Brosnahan Rd<br>Pensacola, 32534         |

## **ATTACHMENT B**

### **NURSING SUPERVISORS** (PROGRAM DIRECTOR, COMMUNITY HEALTH NURSING SUPERVISOR)

#### **A. Services to be provided**

1. The Provider will ensure the provision of Community Health Nursing Supervisors during the school year; this includes one (1) Program Coordinator.
  - a. Community Health Nursing Supervisors will be provided for a total of 199 days. (180 school days, 4 training days, 15 administrative days)
  - b. One Program Director will be provided for a total of 235 days. (180 school days, 55 administrative days)

#### **B. Manner of Service Provision**

1. The responsibilities of the Community Health Nursing Supervisor shall include: 1) Follow and enforce school policies and procedures affecting the health, safety, and well-being of employees and students in the school health setting, 2) Ensure Health Care Plans are completed on medically needy students; coordinate meetings with school nurses/techs, principals, guidance counselors, teachers and parents in order to adequately complete Health Care Plan. 3.) Ensure completion of required screenings (Fl. Statute 381.0056 (5) (a) 6-9, 12, 14); hearing, vision, growth and development, scoliosis, and subsequent referrals and follow-up documentation, 4) Participate in school and parent contacts as needed, 5) Utilize community contacts for additional resources, 6) Ensure clinic staff file school health documentation and ensure accuracy in accordance with agency policies and procedures., 7) Ensure submission of monthly reports/billing for school Health Technicians, LPNs and RNs, 8) Perform weekly, or as needed, on site school clinic supervisory visits to assess and evaluate performance standards, documentation and environment, 9) Perform verbal/written counseling as needed, 10) Ensure completion/implementation of in-service education of clinic staff, 11) Provide coverage in clinics when substitutes are not available, 12) Coordinate interviews with Principals as needed to ensure appropriate staffing of each school clinic/position, 13) Provide medication administration education to school staff as requested by District.
2. The Program Director will also have the following responsibilities: 1) Participate in the on-going monitoring process for program outcomes and quality improvement, 2) Coordination and implementation of annual in-service/orientation for all program staff, ensuring all required training and competencies are completed, 3) Interview and hiring of all staff positions requested for this contract.
3. The Registered Nurses shall meet the following qualifications: Hold a current license in the State of Florida. Pediatric or previous school health experience preferred. In addition, individuals applying for employment under the program must complete mandatory in-service and training. The Provider will furnish evidence that individuals to be employed successfully pass screening for child abuse/neglect and drug/alcohol use and be cleared of any criminal background through a fingerprint check.

#### **The Provider will be responsible for costs associated with:**

1. Cell phone reimbursement for all Supervisory staff during school year per provider policy.
2. Professional training: Fees associated with additional School Program training for seminars and conventions such as: mileage, registration, hotel fees, etc., will be covered according to provider's policy.
3. Additional Program Director costs: All days not covered by this contract for a 12 month cycle will be paid (130 days). In addition, Program Director will receive vacation and sick time accrual per provider policy.

## ATTACHMENT C

### REGISTERED NURSES

#### **A. Services to be provided:**

1. The Provider will ensure the provision of RN nursing services at designated school sites during the 2013-2014 school year for a total of 186 days.

#### **B. Manner of Service Provision**

1. The responsibilities of the RN will be those outlined in Attachment D and Attachment E, with the additional professional skilled nursing responsibilities of:
  - Development of students Individual Health Care Plan.
  - Participating in school conferences and parent contacts as needed.
  - Education to school staff as requested.
  - Education in classrooms as requested.
2. The Registered Nurse shall meet the following qualifications: hold a current license in the State of Florida, pediatric and/or school health experience preferred. In addition all RNs must complete provider's mandatory in-services and training. The Provider will furnish evidence that individuals to be employed successfully pass screening for child abuse/neglect and drug/alcohol use and be cleared of any criminal background through a fingerprint check.

## **ATTACHMENT D**

### **LICENSED PRACTICAL NURSES (LPN)**

#### **A. Services to be provided:**

1. The Provider will ensure the provision of LPN nursing services at requested school sites during the 2013-2014 school year for a total of 186 days.

#### **B. Manner of Service Provision**

2. The responsibilities of the LPN will be those outlined in Attachment I with the additional skilled nursing responsibilities of:
  - Sterile catheterization
  - Cleaning, maintaining, suctioning of a tracheostomy
  - Perform any other invasive procedure not enumerated by Chapter 232.46, Florida Statute.
  - Assist RN Supervisor in the development of students Individual Health care Plan
3. The LPN shall meet the following qualifications: hold a current license in the State of Florida, pediatric and/or school health experience preferred. In addition all LPNs must complete provider's mandatory in-services and training. The Provider will furnish evidence that individuals to be employed successfully pass screening for child abuse/neglect and drug/alcohol use and be cleared of any criminal background through a fingerprint check.
4. The Provider shall ensure the staff performing these services will be supervised by, at a minimum, a Registered Nurse or other properly credentialed medical professional, and that such supervision will be performed according to Florida State Statutes.

## ATTACHMENT E

### HEALTH TECHNICIANS

#### **A. Services to be provided**

1. The Provider will ensure the provision of School Health Technicians at requested school sites during the 2013-2014 school year for a total of 186 days.

#### **B. Manner of Service Provision**

1. The responsibilities of School Health Technicians shall include:
  - Assisting with medication administration.
  - Administering minor first aid.
  - Clean catheterizations.
  - Enteral feedings.
  - Completing head lice interventions (including detection, parent education and screening for re-admission to school)
  - Performing CPR/AED as needed.
  - Documentation and data reporting of services provided in clinic according to established guidelines.
  - Communication with parent/guardian as needed for care of student.
  - Utilizing community contacts for additional resources as needed.
  - Assisting Supervisory RNs in the Health Screenings of students: hearing, vision, scoliosis, BMI and subsequent follow up referrals as requested.
  - Complete forms as requested by District for Medicaid billing purposes.
2. School Health Technicians will include those who meet the following minimal qualifications: Graduation from high school or hold a GED, and will hold current CPR certification (Infant/Child/Adult/AED) as well completion of First Aid training course. In addition, individuals applying for employment under the program must complete any mandatory provider in-service and training. The Provider will furnish evidence that individuals to be employed successfully pass screening for child abuse/neglect and drug/alcohol use and be cleared of any criminal background through a fingerprint check.
3. The Provider shall ensure the Health Technicians performing these services will be supervised by, at a minimum, a Registered Nurse or other properly credentialed medical professional, and that such supervision will be performed according to professional standards as stated in the Nurse Practice Act Part I, Chapter 464.

## ATTACHMENT F

### PROGRAM COSTS

**PROGRAM** (Check one. This Form Should be Utilized to Provide a Cost Summary for Each of the Programs)

Basic School Health Services:   \_\_\_

Exceptional Student Education (ESE) School Health Services:   \_\_\_

Title I School Health Services:   \_\_\_

|                       | Supervision      |  | Clinic Staff |     |             |      |                              |    |
|-----------------------|------------------|--|--------------|-----|-------------|------|------------------------------|----|
|                       | Program Director | RN/Community Health Nursing Supervisor | RN           | LPN | Health Tech | Subs |                              |    |
| School Days           | 180              | 180                                    | 180          | 180 | 180         | 0    |                              |    |
| Orientation days      |                  |  |              |     |             |      |                              |    |
| Administrative Days   |                  |  |              |     |             |      |                              |    |
| Training Days         |                  |  |              |     |             |      |                              |    |
| Total Days            |                  |  |              |     |             |      |                              |    |
| Hours Per Day         |                  |  |              |     |             |      |                              |    |
| Total Hours           |                  |  |              |     |             |      |                              |    |
| Pay Rate              | \$               | \$                                     | \$           | \$  | \$          | \$   |                              |    |
| Annual Payroll (1)    | \$               | \$                                     | \$           | \$  | \$          | \$   |                              |    |
| # Positions           |                  |  |              |     |             |      |                              |    |
| Total Payroll         | \$               | \$                                     | \$           | \$  | \$          | \$   | \$                           |    |
| Administrative Fee(s) | \$               | \$                                     | \$           | \$  | \$          | \$   | \$                           |    |
| Total                 | \$               | \$                                     | \$           | \$  | \$          | \$   | \$                           |    |
|                       |                  |  |              |     |             |      | TOTAL:                       | \$ |
|                       |                  |  |              |     |             |      | OTHER COSTS*                 | \$ |
|                       |                  |  |              |     |             |      | <b>TOTAL COST OF PROGRAM</b> | \$ |

\*Other Costs – On an attached sheet provide other costs/fees to be paid by the District other than those addressed above. Enter those costs to the “Other Costs” field to the right.