



**Notice of Addendum No. 2**

**Issue Date April 10, 2020**

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**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid 45FY20**

**Invitation to Bid Title:** Nursing Services (RN, LPN, and CNA)

**Invitation to Bid Number:** 45FY20

**Invitation to Bid Issue Date:** February 26, 2020

**Pre-Bid Conference:** A Pre-Bid Conference will not be held for this Solicitation

**Bid Closing Date/Time:** April 17, 2020, ~~Prior to 2:00 P.M.~~ **No Later Than 11:59 P.M. (Local Prevailing Time)**

**Bid Opening Date/Time:** ~~Promptly Following Bid Closing~~ **April 20, 2020 at 10:00 A.M. (Local Prevailing Time)**

**Procurement Office Representative:** Joshua A. Makely, CPPO, CPPB  
Assistant Director of Procurement  
(703) 228-6126, [joshua.makely@apsva.us](mailto:joshua.makely@apsva.us)

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Following Governor Northam's Executive Order for Virginia schools to close due to the novel coronavirus disease (COVID-19) Arlington Public Schools shall not receive Bids in response to ITB 45FY20, Nursing Services (RN, LPN, and CNA), at the Syphax Education Center by mail, express mail, in person, or by courier, but will do so instead electronically through a secure cloud-based file sharing platform ("Platform").

Bidders wishing to submit a Bid in response to ITB 45FY20 are required to upload the Mandatory Requirements found at Section 27 of the Instruction to Bidders into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. A link to the webpage is


provided below. Found under the Due Date column for ITB 45FY20 of the Current Solicitations table is a link for Bidders to submit its Bid. (“Link to submit Bid – ITB 45FY20”). To assist Bidders with its Bid submission, screen shots of the steps required to submit a Bid are attached to this Addendum

For a Bid to be considered for award of a Contract the Bid must be received in the Platform by no later than 11:59 p. m. on Friday, April 17 (Bid Closing). Bidders are strongly encouraged to submit their Bids in advance of Bid Closing to allow sufficient time for the Bids to be uploaded into the Platform before the Bid Closing. The time a Bid is received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after Bid Closing the Bid will be considered non-responsive and will not be considered for Contract award.

Bids will not be opened and announced in the Syphax Education Center but will be done so remotely at 10:00 a.m. on Monday, April 20, 2020 (Bid Opening) using Microsoft Teams. Anyone wishing to view the Bid Opening can also find the link to the Microsoft Team invite under the Due Date column of the Current Solicitations table on the Procurement Office website (“Link to Bid Opening – ITB 45FY20”) For further information please contact Joshua Makely at [Joshua.makely@apsva.us](mailto:Joshua.makely@apsva.us) or (571) 447-0925. <https://www.apsva.us/procurement-office/current-solicitations/>

Screen shots of the steps required to submit a Bid.

### Current Solicitations

Solicitation	Description	Due Date	Contact
<a href="#">ITB 45FY20</a> <a href="#">Addendum 1</a> <a href="#">Information Item 1</a>	Nursing Services (RN, LPN, and CNA) 	April 17, 2020 No later than 11:59 PM <a href="#">Link to submit Bid – ITB 45FY20</a>	<a href="#">Joshua Makely</a>



## Send files to Joshua

Joshua Makely has invited you to send files

**Please provide Company Name as it appears on the Bid Form.**

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

Continue



## Send files to Joshua

Joshua Makely has invited you to send files

Buzz Lightyear



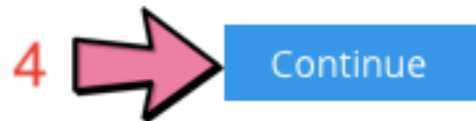
buzz@starcommand.org




Star Command|



By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.






Attach the files you would like to send to Joshua Makely

  
Drag and Drop files here  
or [click](#) to browse on your computer

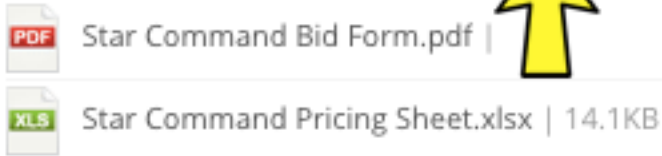
Message (optional)

[Send these files](#)

Bid Documents

Name	Date Modified	Size
 Contractor's License - Star Command	Today at 3:17 PM	95 KB
 Star Command Bid Form	Today at 3:05 PM	58 KB
 Star Command Pricing Sheet.xlsx	Today at 3:08 PM	14 KB

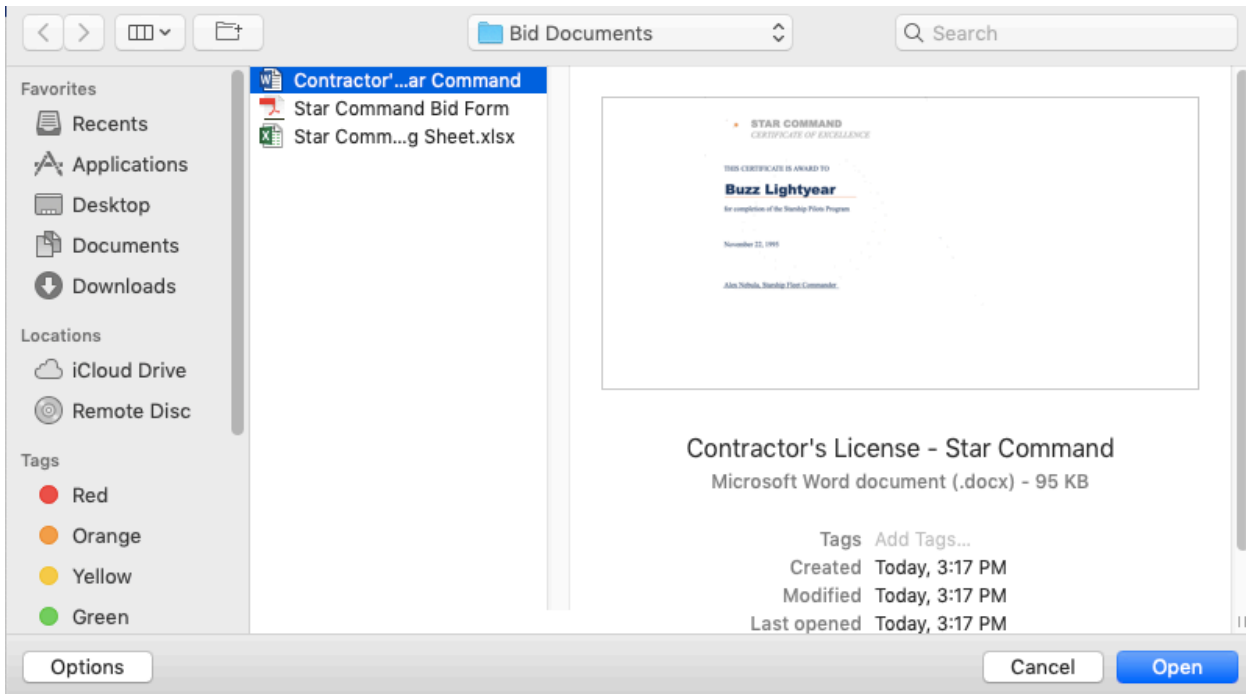
Drag and drop or [click](#) to add more files






If you need to  
add more files  
do so by  
selecting the  
option here.

Message (optional)

Send these files



Drag and drop or [click](#) to add more files

-  Star Command Bid Form.pdf | 56.6KB ✕
-  Star Command Pricing Sheet.xlsx | 14.1KB ✕
-  Contractor's License - Star Command.docx | 93KB ✕

Bid Form and Excel Pricing Page (if applicable) from Star Command.

**Include as optional**

Contractor's License also attached.



Send these files



3 files sent to Joshua Makely

All files sent have been scanned for viruses - none were detected

You may now close this window

The following information is provided to help Bidders submit a Bid in response to ITB 45FY20. Changes made to the ITB are indicated in **red**.

**Bids are due April 17, 2020, by no later than 11:59 P.M.**

### **Instructions to Bidders**

8.11 Each Bidder must use the attached Bid Form for submitting its Bid. The Bidder shall ~~return two (2) copies~~ **submit one (1) electronic copy** of the Bid Form, duly signed with the corporate seal impressed, if applicable, keeping all remaining pages for the Bidder's files. For purposes of this provision, a copy is an exact duplicate of the attached Bid Form reproduced in any manner with no modifications, additions or deletions. By executing and submitting the Bid Form, the Bidder acknowledges that it has read all Bid Documents, understands them, and agrees to be bound by all terms and conditions therein.

Replace the previously provided Scope of Work with the updated version reflected below.

### **Scope of Work**

All Services shall be provided to eligible students, in accordance with the student's Individualized Education Program (IEP) or 504 plan, if such plan exists, or in accordance with the student's participation in the Teen Parenting Program.

#### **A. Nursing Qualifications**

1. To be considered qualified for an APS assignment a candidate must be either a Registered Nurse, (RN), Licensed Practical Nurse, (LPN), or Certified Nursing Assistant (CNA) (hereafter referred to as "Nurse") with current Virginia nursing license, and
  - a) **If the Nurse's license permits them to work outside of the state in which they are licensed APS would consider the provider licensed to perform the work in Virginia.**
2. Must have recent pediatric nursing experience working within parameters established by Virginia School Health Guidelines. <http://www.vdh.virginia.gov/school-age-health-and-forms/school-health-guidelines-and-resources/>. The experience required will be dependent on the case.

#### **B. Nurse Required Skills and Duties**

1. The Nurse must be able to recognize respiratory distress and immediately initiate resuscitative measures, such as suctioning, CPR, and reinsertion of tracheotomy tube.
2. Skills and duties in other nursing procedures may be necessary including, but not limited to the following:
  - a) Tracheotomy care
  - b) Care of a ventilator-dependent student
  - c) Gastrostomy care and feeding including feeding pumps
  - d) Reinsertion of a gastrostomy tube
  - e) Proper use of a bag-valve mask (Ambu bag)
  - f) Suctioning

#### **C. Nurse Responsibilities**

1. Obtain physician's orders for the student's care at school.
2. Administer care to the student according to physician's orders and document such care.



3. Each Nurse will be responsible for creating a documentation system for charting.
4. Ascertain that all required equipment is clean, in good working order, and with the student at school.
5. Ensure that sterile items are in intact bags and within the expiration date.
6. Maintain and check oxygen cylinder daily if used or stored in the school.
7. Work within the school rules, in addition to the applicable APS School Board policies which can be viewed at <https://www.boarddocs.com/vsba/arlington/Board.nsf/goto?open&id=B26QVF6B23A6..>
8. Wear Contractor-issued photo identification for the duration of the assignment.
9. Report to the assignment appropriately dressed to perform the Work.
10. Avoid disruptions to instructional time or teachers.
11. Discharge their duties and responsibilities without providing educational expertise.
12. Alert APS resource nurse or school nurse immediately of any situation that jeopardizes the assigned student's health or safety.
13. Provide nursing notes to the Contractor for billing purposes.
14. Typically, a Nurse placed under the resulting Contracts will not be required to ride the bus with the student, but there are cases where the Nurse will be required to ride the bus with the student.

**D. Bilingual Teen Parenting Program Nursing (RN/LPN) Responsibilities**

1. The following requirements apply to only to the Teen Parenting Program Nurse and will not apply to other nursing assignments.
  - a) The Nurse must be fluent in both English and Spanish.
  - b) The Nurse will provide nursing services to the pregnant and parenting students of the Arlington Teen Parenting Program. These students may be attending the Arlington Career Center or other APS high schools.
  - c) The Nurse will provide supportive services to teens during pregnancy, labor, and childbirth, and provides postpartum education and support.
  - d) The Nurse will provide supports to teens as they transition to motherhood, to include providing breastfeeding counseling, instruction on newborn and pediatric care, immunization and medical needs of infants and young children as well as child growth and development.
  - e) Support services and instruction may be delivered individually or to groups of teens.
  - f) The Nurse will provide teens with training and health education on physical and emotional changes associated with pregnancy and parenthood, and will educate on subsequent pregnancy prevention.
  - g) The Nurse will serve as a resource on wellness, maintenance of good health and disease prevention and will promote this specific population's health and ensure student's access to health services and information.
  - h) The Nurse will collaborate and communicate with teen's primary care provider, family caregiver, parent(s) or guardian(s) and other service providers to meet the psycho/social/physical needs of the participants.
  - i) The Nurse will work effectively as part of an interdisciplinary team referring teens to community resources.
  - j) The Nurse will establish and maintain effective and cooperative relationships with teens and families with diverse ethnic, cultural, and economic backgrounds. **Services and interventions include school visits for pregnant teens and teen parents attending other schools; home visits for students that have recently delivered their babies, or that may be out of school and in the process of re-enrolling.**

- k) This Nurse will be required to 8 hours per week, preferably two (2) 4-hour days, with occasional hours after-school hours.

**E. Contractor Responsibilities**

1. For each case reflected on an invoice, include the Nurse's notes as an attachment.
2. Provide RN supervision if the Nurse providing the care is an LPN or a CNA.
3. **The Nursing Supervisors will review the plans of care and ensure that the Nurse assigned has the training and ability to implement the plan. The Nursing Supervisor also makes routine visits to the schools to ensure that the plan is being implemented routinely and correctly.**
4. **The Nurse's training should include using any equipment or procedures required for students.**
5. **The Nursing Supervisor is responsible for managing the plan of care.**
6. **The Nursing Supervisor is responsible for updating the orders.**
7. Prior to a Nurse commencing an assignment, provide the following information to APS Project Manager or their designee.
  - a) Current Virginia nursing license
    - i. All licenses and certifications shall be kept current through the entire Contract term, including renewals. Documentation of all licenses and certifications is required within three (3) business days of its request by APS.
  - b) Tuberculosis screening completed within the past one year
    - i. The tuberculosis screening documentation shall state that the person is free of communicable tuberculosis
  - c) Criminal history record including results of background check including fingerprints
  - d) Documentation of Hepatitis B vaccination
  - e) Current CPR and First Aid certification pertinent to the age of the student case
    - i. All certifications shall be kept current through the entire Contract term, including renewals. Documentation of all certifications is required within three (3) business days of its request by APS.
8. Provide resumés of potential candidate Nurses within three (3) business days of their request by APS.
  - a) Candidates may be required to undergo a pre-acceptance interview by APS staff. If the candidate is deemed unacceptable, the Contractor shall offer additional candidates until an acceptable candidate is selected, at no additional cost to APS.

**F. Staffing Requirements**

1. Any actions by a Nurse deemed to be inappropriate may be cause for not allowing a Nurse to provide services for APS assignments.
  - a. The Nurse agrees to work, normally, a 7 hour work day **if** required by APS. The Nurse's day cannot exceed a 7 hour work day unless written permission is obtained from APS. However, depending on the frequency that invoices are submitted, this can be an average, based on total number of days worked per invoice period.
  - b. The Contractor agrees that APS shall not provide paid lunch or travel mileage.
    - i. Nurses that are is required to travel to multiple sites during the work day shall document travel time on their timesheets and shall note travel time on their schedules.
    - ii. Travel to and from work is not paid time. No portal-to-portal charges or fuel surcharges are permitted under any resulting Contract.
  - c. The Contractor agrees to provide a written two (2) week termination notice to APS in the event an assigned Nurse separates from the Contractor.

- i. In these instances, the Contractor agrees to provide resumés of potential replacement candidates to APS for its consideration with its written two (2) week termination notice.

#### **G. APS Responsibilities**

1. APS will provide Nurse with WiFi access, computers/laptops and printers, but not testing material or office supplies.
2. APS will provide Nurse access to nursing/medical materials, supplies, equipment, evaluation kits, and protocols.

#### **H. Cancellations and Inclement Weather**

1. Any and all requests for cancelation of services must be submitted in writing from an authorized employee of the Contractor to APS.
2. If the person requiring services (“client”) does not show up for the assignment, the scheduled Nurse (hereafter in this Section referred to as “Provider”) is required to remain at the assignment site for 15 minutes for every hour of the scheduled assignment **or** until dismissed by an authorized APS employee. The Contractor will be entitled to receive compensation equal to the full amount of the original assignment. No other fees may be added.

In these situations, APS will work with the scheduled Nurse to redirect their scheduled assignment to another client and/or site to otherwise utilize the Nurse for the assignment time scheduled. For this reason, it is beneficial for candidates to be skilled at working with students in grades K-12, as assignment may be adjusted and the scheduled Nurse may be tasked with servicing a different client than the originally booked on the assignment.

3. APS closings can be found at the APS home page <https://www.apsva.us>, the emergency alerts page <https://www.apsva.us/emergency-alerts/>, the recorded telephone hot line 703-228-4277, in English and in Spanish, as well as through local television stations (Verizon channel 41 or Comcast channel 70), radio stations and social media (Facebook <https://www.facebook.com/ArlingtonPublicSchools/> and Twitter [@APSVirginia](https://twitter.com/APSVirginia)).
- a. If APS declares **administrative leave/closes school** or the facility where the assignment is to take place is closed on the day of the assignment, the assignment will be canceled and Contractor may bill for 25% the total amount for the day’s assignment. For example, if an assignment is for 7 hours and APS declares administrative leave whereby schools are closed, the Contractor may seek compensation for 1.75 hours of work for that day. This section takes precedence over Section G paragraphs 2 and 3 above.
- b. If APS declares **unscheduled leave/dismisses early** for weather related conditions or other reason(s) on the day of an assignment, it is the responsibility of the APS department requesting the service and the Contractor to contact one another to verify how the assignment will be adjusted. APS and the Contractor may mutually choose to adjust the assignment to align with the unscheduled leave/early dismissal. If this is the case, the Contractor shall be compensated equal to 25% of the assignment that ended early due to the unscheduled leave/early dismissal plus the full amount for the portion of the assignment that is completed prior to the unscheduled leave/early dismissal. This section takes precedence over Section G paragraphs 2 and 3 above.

- c. If APS issues a **delayed start** to the school day on the day of an assignment, the Contractor is expected to adjust their scheduled arrival based on the delayed start. The Contractor shall be compensated only for the portion of the assignment completed and not for any portion of the assignment not completed due to the delayed start.
4. If the Contractor cancels a previously scheduled assignment, the following will apply:
  - a. If a request is submitted to the APS department which requested the service at least two (2) business Days before the start time of the scheduled assignment, the assignment will be canceled and no payment of any kind may be expected for that assignment.
  - b. If a request is submitted to the APS department which requested the service with less than two (2) business Days before the start time of the scheduled assignment, the assignment will be canceled by APS may seek reimbursement for additional fees incurred because of the cancellation. If replacement services are able to be secured for the canceled assignment but replacement assignment rates are higher than in the original assignment, APS may invoice the difference in rates for the assignment to the Contractor who canceled the original assignment. Additionally, if the canceled assignment is filled by APS employees, APS may submit an invoice to the Contractor who canceled the original assignment at the salary rate of the person who performed the work under the assignment for the amount of time spent performing the originally requested services. APS reserves the right to seek reimbursement for any additional fees incurred because of the cancellation.
5. If the scheduled Nurse does not show up for a scheduled assignment and no notice was provided in writing prior to the start time of the scheduled assignment, a warning notice will be sent to the Contractor. After a second time that a scheduled Nurse does not show up for a scheduled assignment and no notice was provided in writing prior to the start time of the scheduled assignment, a letter of nonperformance will be issued and APS may begin the process to terminate the contract for cause. APS reserves the right to seek reimbursement for any additional fees incurred because of the absence of the scheduled Nurse.
6. Aside from instances covered by Section G.4 if a scheduled Nurse is late or fails to appear at the agreed upon time for the scheduled meeting for which Nurse's services are requested; the Contractor will not invoice APS for the time the Nurse was absent and will assume responsibility for APS' inability to comply with Title II requirements of the ADA ensuring that services is provided. APS may seek reimbursement for additional fees incurred because of the absence or later arrival.

**End of Scope of Work**

Addendum No. 2 must be signed, dated and received by the Procurement Office prior to the Bid Closing Date/Time stated above OR acknowledgment of receipt of this Addendum may be noted in the space provided on the Bid Form.

**Name of Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Issued By:  
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