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**RFP # HV-94886-121321**

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REQUEST FOR QUALIFICATIONS  
FOR  
NURSING SERVICES

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MAC

## BID SUMMARY

**Commodity/Service Being Requested:** Nursing Services

**Type of Solicitation:** Request for Qualifications (RFQu) - Huron Valley Schools, in partnership with the Michigan Association of Counties (MAC) bid program, is implementing a Nursing Services procurement program statewide in Michigan. School districts and counties across the state have been requesting a nursing services contract vehicle be put in place that makes the purchase of such services affordable and easy to order.

Through this process, it is the goal of Huron Valley Schools to competitively prequalify and establish a list of contractors that will provide nursing services for the next three to five years. The resulting contract(s) will enable public municipalities, non-profit organizations, and school districts to "piggyback" and purchase on an as-needed basis from the awarded pool of contractors. The list of entities that will be using this bid will continue to grow statewide. Please be sure in your proposal to list the areas of the state that you provide services. Huron Valley Schools as part of this process is requesting pricing to purchase nursing services.

**Type of Resulting Contract:** Statewide Cooperative Contract - As a result of this RFQu, Huron Valley Schools will work with the Michigan Association of Counties to market and extend the resulting contract(s) to other government municipalities and school districts statewide. The vendor or vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu.

**Resulting Contract Term:** Three (3) years with two (2) one-year renewal options.

TIMETABLE	
Release of RFQu:	January 28, 2022
Question & Answer Due Date:	February 4, 2022
Questions and Answers Responses Posted:	February 11, 2022
Proposals Due by (11:00 AM/ EST) *:	February 25, 2022
Notice to Award:	March 2022
Master Agreement Award Date:	March 2022

\*Responses received later than the specified deadline will be disqualified.

**Contacts with Huron Valley Schools Personnel:** All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be sent to the following email: [schubel@macservcorp.com](mailto:schubel@macservcorp.com)

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Solicitation Terms and Conditions can be found at [www.hvs.org/district/purchasinginfo/](http://www.hvs.org/district/purchasinginfo/)

## SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING

### 1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

1. Proposer must have three (3) years' experience, within the last five (5) years, providing nursing services equivalent or similar to that being requested by Huron Valley Schools as described herein.
2. Provide pricing to Huron Valley Schools/MAC for Nursing Services. These services will be purchased over three to five years by the school district. Satisfaction must be guaranteed for the contract to continue for the second and third years. Huron Valley Schools may elect at its sole discretion the option to extend this contract on an annual basis for two (2) additional years if mutually agreed upon by both Huron Valley Schools and the vendor.
3. Please include a detailed proposal describing your company's services. Please also list the types of services offered and normal timelines for scheduling such services.

***Proposer Response:***

***Please enter your responses in the "Proposer Response" text boxes provided. There is no requirement or limitation on the number of words for your responses.***

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1. Prior experience: School Nurse Program – Our agency, Interim of Oakland County has been providing school nurse services since 2007. Our first district was Waterford School District. My role as the Registered Nurse was to support the established Plan of Care (POC) program, support staff training, annually and as requested, interface with parents as requested, support scheduled meetings re: 504 and IEP as requested by school staff. I have also acted, when requested to identify needs for services for individual students and/or classrooms requiring school nurse and/or school health aide. Since the year 2007, I have added this consulting role to the school district of South Lyon Community Schools, Huron Valley Schools, Clarkston Community Schools and have added a complete School Nurse Program for a charter school, Bradford Academy. At Bradford Academy we have a contract to implement the “Framework for 21<sup>st</sup> Century School Nursing Practice”. I have been a member of the NASN and MASN since 2019.
2. Pricing model: SEE ATTACHED – Attachment A

**Interim School Nurse Services:**

- a. Our agency has the operational and administrative capacity to continue to offer the current School Nurse Program. This program allows for a RN/BSN level consultant to support the district in student needs as requested. These services include providing support for the Plan of Care (POC) program which seeks to identify student needs at the beginning of the school year where school staff will be required to intervene, specific to the instructions of the Plan of Care document. These documents are required by the State of Michigan and include the following: Allergy Management, Allergy/Asthma Management, Seizure Management, Diabetes Management, and Medication Administration. Additionally, our program offers the staffing of nursing support at three levels for specific student needs, usually determined by program of IEP. In addition to having a Consulting RN/BSN, there are three levels of support available. Registered Nurse can be provided for 1:1 care of a student or to support a categorical classroom, Licensed Practical Nurse can also be provided for 1:1 care of a student and a third level of school nurse support can be a Health Aide for 1:1 support or to support a classroom in any definition. The Registered Nurse and Licensed Practical Nurse are both able to support individual students or classroom and the differential will be due to acuity and number of students requiring nursing interventions; tube feedings, respiratory support, medication administration, etc. This is determined in consultation with Special Education and school Administration along with nurse consultant. A health aide placement requires the supervision either the building or classroom nurse for the delivery of specific interventions determined by Plan of Care, 504 or IEP. The health aide specialty has been developed by my agency, adhering to the Medicare/CMS guidelines for the provision of care the required education and skill demonstration.
- b. Additionally, we have developed and have implemented a complete in-building school nurse program; Framework for 21<sup>st</sup> Century School Nursing Practice. This program “creates an overarching structure that includes concepts integral to the complex clinical specialty practice of school nursing”. Specifically, this program supports students and families by surrounding a non-hierarchical, overlapping key principles: Standards of Practice, Care Coordination, Leadership, Quality Improvement and Community Public Health. The program we have implemented was developed by the CDC with the National Association of School Nurses (NASN) and has been adopted by the Michigan

**Association of School Nurses (MASN).** This program is currently operating in one of my contracted districts where 1200 students are enrolled. The program covers all of the services provided using a RN/BSN Nurse Consultant, but is on-site and the services are more expansive. They include the development of Standards of Practice, Care Coordination, Leadership Quality Improvement, and Community/Public Health. To accomplish these disciplines, the School Nurse adheres to Federal Statutes (ADA, Civil Rights Act of 1919, IDEA, FERPA as well Michigan School Code and Michigan Public Code. Over-all a school nurse program requires RN/BSN to follow the administrative rule which pertains to the function of a school nurse: Assess & Evaluate health status, interpret medical evaluations, Plan course of action to minimize or prevent health problems, Intermediary to family, physician, and social agencies, initiate supplemental testing, and develop in-services according to school policy as requested.

## 1.2 Product and Service Categories

Huron Valley Schools is seeking a provider that has the depth, breadth and quality of resources necessary to provide Nursing Services. Huron Valley Schools is also interested in the introduction of services that will offer Huron Valley Schools/MAC cooperative members a wide range of solutions.

As part of the proposal response, bidders are to include the following:

- Indicate areas of the State where you provide service (See Exhibit A).  
**Our staffing agency has capabilities to provide nursing services to districts in Wayne, Oakland, and Livingston counties (These counties are located within section 9 and 10 of the Regional Map, provided).**
- Vendor is to provide certified Nursing Services in compliance with IDEA 2022 Revised Administrative Rules for Special Education, which includes:
  - Providing lowest appropriate level, such as Licensed Practical Nurse (LPN), Registered Nurse (RN) or Health Aide, in conjunction with Huron Valley Schools and the Director of Student Support Services. – **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
  - Vendor shall provide HVS with a program manager to meet with the Director of Students Support Services, annually in August to determine Huron Valley School needs. When and wherever possible the vendor shall maintain a continuity of staff. If changes are necessary with existing nursing or health aides, HVS shall be notified and shall work closely with the vendor interviewing potential nurses/aides. Throughout the contract HVS shall be involved with and provide performance feedback. The vendor will handle all disciplinary and/or performance issues- – **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
  - HVS will work with the vendor on current and potential staffing needs. Currently there are two (2) students requiring two (2) LPN services and three (3) using one (1) medical aide. However, HVS needs vary based on student needs. The bid award will be based on the

hourly rate(s) rather than the total estimated usage. -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**

- Keep records on clients as required by Huron Valley Schools such as end of the year reports, notations on specific treatments, techniques and evaluations as required by the IEPT, Medicaid billings, and other monthly documentation required. -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- Attend IEPT meetings when requested as well as provide feedback and information to families and answer student specific questions. Reports will be made available for IEPT meetings that include goals, objectives and recommendations. Be a collaborative member of the educational team -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- Provide requested professional training to staff and families as requested by Huron Valley Schools- -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- Behave in a professional manner at all times. -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- Report absences to Huron Valley Schools by the start of school on the day of the absence- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- Nursing/Health Aides shall be expected to understand and adhere to Huron Valley Schools Standards and Policy as well as State Standards and Policy. Nursing/Health Aides shall review discrepancies in such standards and policies with the Director of Student Support Services prior to authorizing any changes. -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- When appropriate and approved by HVS, nursing/health aide may be supported by assistance and such assistants shall work closely under the direct supervision of the nurse. -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**
- Invoices shall be directed to the Director of Student Support Services and shall include all details necessary to authorize payments such as: cost per hour LPN, cost per hour RN, cost per hour Health Aide, cost per hour for assistants, and other services shall include time/service; approved paperwork. -- **AGREE and CURRENT PRACTICE for Interim of Oakland County.**

### **1.3 Product Specifications**

#### **1.3.1 Reservation of Rights**

Huron Valley Schools will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Huron Valley Schools further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors.

Huron Valley Schools reserves the right to add or delete services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Huron Valley Schools may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Huron Valley Schools reserves the right to request additional information from any or all Proposers. Huron Valley Schools also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Huron

Valley Schools and the vendor asserts exceptions, special considerations or conditions after acceptance, Huron Valley Schools, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

Please confirm your understanding by checking Yes or No.

Yes       No

### **1.3.2 Competition Promoted**

The services being requested in Huron Valley Schools bid documents shall not be considered as exclusive of other services unless "NO SUBSTITUTE" is stated in the item description. Proposers may offer a variety of service models, as it is the intent of Huron Valley Schools to provide a multitude of options to the eligible agencies. Huron Valley Schools expects all services bid to meet or exceed the specifications set forth in this RFQu. Further, it is Huron Valley Schools intent that this RFQu permit competition. Accordingly, the use of any service name is for demonstrative purposes only and is not intended to curtail competition. Whenever any service requested in this RFQu are specified by name, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Huron Valley Schools, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent services submitted by Proposer meet the specifications contained in this RFQu and possess equivalent and/or better qualities.

Please confirm your understanding by checking Yes or No.

Yes       No

### **1.4 Service Specifications**

All services furnished must be in conformity with the participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

Please confirm your understanding by checking Yes or No.

Yes       No

#### **1.4.1 Contractor Code of Conduct**

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the district. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Huron Valley Schools for persons both contemplating performing work and performing work for Huron Valley Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract. In general, it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act,



and communicate in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every contractor employee that enters or leaves the building must sign in and out at either the school office or the district administrator's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

Prior to the beginning of a job, the contractor shall furnish the district administrator with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

Use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment is acceptable while on the job in the support of student being served at Huron Valley Schools.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

The district will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.**

Please confirm your understanding by checking Yes or No.

Yes       No

The Program Manager has the responsibility, during Orientation and annually to assure that staff are informed about the requirements to comply with the Character Code of Conduct. – **AGREE and CURRENT PRACTICE for Interim of Oakland County. See Attachment D, Management and Staff for further explanation**

## 1.5 Service Capabilities

### 1.5.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

**1.5.1 Proposer Response:**

**Contract Performance and Issue Management and Change Management:** Charles Aro, - Administrator. Charles has been the administrator with responsibility for the over-all management of our Homecare, Hospice, Staffing and Private Duty agency. The agency was established in April, 2004. Charles has been in the role of Administrator for the agency since April, 2007. As the Administrator, Charles' is responsible to the full operational management of the agency. Specifically, his role for our staffing sector includes contract management, pricing, and implementation of the terms of the contract. He is the contact for Huron Valley regarding performance, issue management, and change management. Charles is supported by our School Nurse Program Supervisor, Theresa Pritchard, RN, BSN. Theresa works with our HR Manager, Leslie Benson to recruit, hire, orientate and confirm all hiring documents meet contract requirements. Theresa is responsible for the placement of the school nursing staff as determined by contract purchase order. Theresa is also available to consult with contract (school staff) to determine the appropriate level of caregiver to be assigned for any given request by contractor. All changes in corporate leadership, structure, merger or acquisition will be the responsibility of Charles Aro.

Theresa Pritchard, RN/BSN is currently the "Program Manager" for HVS.

It has been our pleasure to work with the Huron Valley Administration, Special Education team, and the many school staff members to date. We feel strongly that our role is to provide safe and appropriate care for the students of Huron Valley schools. We work "above and beyond" to assure they have assigned nursing support to meet the needs of their students and families. We provide coverage for our staff and do not leave an assigned student / classroom without nursing support, regardless of the level of service assigned.

**Attachment B – Organizational Chart****1.5.2 Primary Account Representative**

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

**1.5.2 Proposer Response:**

Charles Aro, Administrator – 40200 Grand River Ave. Suite 300 Novi, MI 48375. Office phone number is 248-553-3333. Email address: [cjaro@interimhealthcare.com](mailto:cjaro@interimhealthcare.com)

Theresa Pritchard, RN/BSN – 40200 Grand River Ave. Suite 300 Novi, MI 49375. Office phone number is 248-396-8546. Email address: [tpritchard@interimhealthcare.com](mailto:tpritchard@interimhealthcare.com)

Leslie Benson, HR Manager – 40200 Grand River Ave. Suite 300 Novi, MI 48375. Office phone number is 248-553-3333. Email address: [lbenson@interimhealthcare.com](mailto:lbenson@interimhealthcare.com)

**Attachment B – Organizational Chart**

### **1.6 Customer Service**

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Huron Valley Schools. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.).

#### **1.6 Proposer Response:**

The Project Manager is responsible for the "day to day" communication for the contracted district/school. The Project Manager is available on an immediate basis in response to emergency issues and has been responsive for the previous five (5) years. The Project Manager provides all district staff with personal phone number for any and all situations 24/7. The phone number for the Project Manager is also responsible by email at [tpritchard@interimhealthcare.com](mailto:tpritchard@interimhealthcare.com). This is usually to schedule meetings, discuss cases, training sessions, etc. The Project Manager has and will continue to respond to all HVS staff requests(non-emergency) for support through phone or email within 24-48 hours.

Our office at 40200 Grand River Ave., Suite 300 Novi, MI 49375 can be reached at 248-553.3333. Our office hours are 8:00 am to 5:00 pm, daily. As a Medicare/CMS provider, we are required to have 24-hour emergency call number. This number is reached through our phone system by dialing 248-444-7571 anytime, 7-days/week and has the capacity to take calls for not only Medicare/Medicaid customers but all customers seeking support from Briarwood Home Healthcare and Interim of Oakland County.

Briarwood Home HealthCare and Interim of Oakland County uses a 24/7 on-call service to direct "after-hours" inquiries. This after-hours service center would be informed to determine the caller is a SCHOOL client. Once the caller has been identified as a SCHOOL client, the service center would refer calls directly to the Program Manager for immediate response.

### **1.7 Purchase Orders**

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

Please confirm your understanding by checking Yes or No.

Yes

No

Our current experience as the nurse staffing vendor for Huron Valley, is to review, annually district needs for coverage at the beginning of the school year with the appropriate district personnel. The district representative contacts the Administrator to discuss expected needs, level of provider, and expected schedule. The district determines the amount of the purchase order and Interim of

**Oakland County delivers as requested. Huron Valley will open, close, or adjust the existing purchase order as necessary and inform Interim of Oakland County for the purpose of billing as ordered by purchase order.**

### **1.8 Delivery and Acceptance**

The Proposer will be required to quote prices for all known costs for the requested services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- Time frames for delivery of service.
- Please give a description and the costs associated with the service models you recommend.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

#### **1.8 Proposer Response:**

##### **Attachment C – Delivery of Services for detailed response**

###### **1.8.1 Reporting Capabilities**

Contractors are required to submit quarterly sales reports and other reporting documents, as it pertains to this contract.

Please confirm your understanding by checking Yes or No.

Yes       No

###### **1.8.2 Payment Errors**

The receiving entities have been instructed to process payment documents promptly. Payment documents, however, will be delayed if the services fail to comply with specification requirements.

Please confirm your understanding by checking Yes or No.

Yes       No

***If “NO” was answered on any items in Section 1.3.1, 1.3.2, 1.4, 1.4.1, 1.7, 1.8.1, and 1.8.2, please explain:***

### **1.9 Management and Staff**

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staff and responsibilities;

- Process and procedures to keep safe and secure facilities when delivering services;
- Please describe your company's background check process for nursing services personnel.

**1.9 Proposer Response:**

**See Attachment – D Management and Staff for a detailed response.**

**1.10 Orders/Delivery Reporting/Customer Service**

**1. Generally**

Purchase Orders will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting agency within the timeframe specified by the participating agency.

**2. Ordering Process Capabilities**

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. A state-wide toll-free phone number for phone orders will be required. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

**1.10 Proposer Response:**

1. No exception to requirement as described. **AGREE**
2. Our agency has the capacity to receive orders electronically, by phone, facsimile and by written order. As a Medicare/CMS provider, we are required to have 24-hour emergency call number. This number is reached through our phone system by dialing 248-444-7571 anytime, 7-days/week and has the capacity to take calls for not only Medicare/Medicaid customers but all customers seeking support from Briarwood Home Healthcare and Interim of Oakland County. We have internal controls to ensure authorized individuals, only place orders.

**1.11 Pricing Schedule**

**1. Price Guarantee**

Price Stability Guarantee

For the first year of the Agreement, the vendor must guarantee to provide the products at the proposed rates. The vendor can propose price increases or decreases after the above stated time period.

Promotional Pricing

Proposer may offer promotional pricing for awarded services during the contract term. Upon promotion expiration, the pricing must return to previous item price and remain in compliance with the Price Stability Guarantee.

**2. Bid Pricing**

Bid pricing must reflect Net 30 payment terms.

**3. Quantity Term**

Vendor agrees to supply the complete quantity and products/services that each customer requires.

**4. Tax Excluded from Price**

- (a) Sales Tax: Huron Valley and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.
- (b) Federal Excise Tax: Huron Valley and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schools exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

**1.11 Proposer Response:**

*Please provide pricing information and any additional comments regarding pricing and information on other cooperative contracts held by respondent.*

- 1. Please see Attachment A - Pricing for promotional pricing
- 2. Vendor agrees to NET 30 terms
- 3. Vendor agrees to supply the complete quantity and product/services that each customer requires as agreed to during the order process.
- 4. Tax Excluded from Price: a) We do not bill sales tax, b) we do not bill Federal Excise Tax

**1.12 Price Assurance**

The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

## SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFQu # HV-94886-121321 – Nursing Services
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a contract with Huron Valley Schools in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
  - Assurance Regarding Access to Records and Financial Statements
  - Iran Economic Sanctions Act
  - Familial Relationship Disclosure
  - Non-Collusion Affidavit
6. The selected Contracting Agency will be required to sign a Confidentiality Agreement to protect the data supplied by the schools and agencies. The selected Contracting Agency will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), Michigan Education Code, and District policies regarding the protection and confidentiality of data. At all times, the Contracting Agency will consider all data collected in the course of their duties to be protected and confidential. The Contracting Agency needs to explain how it will clean the hard drives in the copier machines at lease end or changes in copier machines to ensure removal and protection of data.
7. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated bid documents.
8. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.

9. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Huron Valley Schools, prior to award, and shall include an insurance certificate and additional insured certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.
11. Bidders are requested to submit a bid on any category(s) that they are able to supply as specified. Substitutions will not be considered. If the documents note "or acceptable equal" all manufacturers will be considered. Products for consideration must comply with bid category "general notes" and identify discrepancies where product does not meet or exceed the specified (basis of design) product for design, finish, and quality.
12. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the bidder be in doubt as to the meaning, the bidder should notify, the bid contact who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.
13. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
14. Interpretations and supplemental instructions will be issued by Addenda. No Bidder shall rely on any interpretations or corrections given by any other method. Interpretations, corrections, or changes of the Bidding Documents made in any other manner will not be binding.
15. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.
16. Addenda will not be issued later than three (3) days, (72 hrs.) prior to the date of receipt of bids (excluding weekends and holidays), except an addendum withdrawing the request for bids or postponing the bid date.
17. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.
18. Failure to comply with instructions stated in this section may result in rejection of bid.
19. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement.



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Huron Valley Schools requires all Contractor owners, employees, agents, representatives, subcontractors, and/or other personnel who will be present on School grounds to submit to a criminal history background check. This background check will include a requirement for each contractor owner, employee, agent, representative, subcontractor, and/or other personnel to be screened before he/she enters School grounds. A valid State ID card or Driver's License is required to complete the background check. Once screened, the District will provide approved personnel with a Contractor Badge with a unique number.

### **Huron Valley Pricing**

Respondents should indicate any discounts or promotional pricing available. Please specify where different percentage discounts apply. If respondent has existing cooperative contracts in place, Huron Valley requests equal or better than pricing to be submitted.

**Solicitation Terms and Condition can be found at [www.hvs.org/district/purchasinginfo/](http://www.hvs.org/district/purchasinginfo/)**

## 2.1 Company Profile

Official Name of Bidder: Briarwood Home Healthcare, d/b/a Interim of Oakland County		Type of Entity/Organization (check one):
Street Address: 40200 Grand River Ave. Suite 300		<input checked="" type="checkbox"/> Corporation
City: Novi		<input type="checkbox"/> Joint Venture
State: MI	Zip Code: 48375	<input type="checkbox"/> Limited Liability Partnership
<b>Website:</b> <a href="https://www.interimhealthcare.com/novimi/home">https://www.interimhealthcare.com/novimi/home</a>		<input type="checkbox"/> Partnership
Primary Contact Name: Charles Aro, Administrator		<input type="checkbox"/> Limited Liability Corporation
Primary Contact Phone Number 248-553-5555		<input type="checkbox"/> Non-Profit / Church
Primary Contact Email Address: cjaro@interimhealthcare.com		<input type="checkbox"/> Other: _____
Dunn & Bradstreet (D&B) Number (if applicable): <b>02228359</b>		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established: Interim of Oakland County began as a staffing agency through a franchise agreement with Interim HealthCare, on April 1, 2004. Over the course of the next few years in the business of staffing we expanded our capabilities to include Medicare and Medicaid (CMS). We received our first certification in 2009. We have subsequently received re-certification every 3 years to current. Our agency is proud to have reached a STAR rating of 5.0 offered by CMS.		



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In our staffing division, we provide a School Nurse Program for South Lyon Community Schools, Waterford Community Schools, Huron Valley Schools, Clarkston Community Schools, a transportation nursing support services for Hamtramck Schools, and we have District nurse at Bradford Academy, a Choice School (Charter) located in Southfield, MI.

Signature:

A handwritten signature in black ink that reads "Theresa Pritchard, RN BSN".

Name and Title of Signer:

A handwritten signature in black ink that reads "Theresa Pritchard, RN BSN".

Date:

A handwritten date in black ink that reads "2/23/2022".

Briarwood Home Healthcare dba Interim of Oakland County – W-9 has been included as Attachment H

## 2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name: Clarkston Community Schools	
Contact Name: John Lucido	Title: Assistant Superintendent of Administrative Services
City: Clarkston	State: MI
Phone Number: Main Phone Number: 248-623-5400	Years Serviced: 5 years
Description of Services: School Nursing Services	
Annual Volume: <b>\$134,870.50 projected 2021/2022 school year, based on 10 months of service.</b>	

Entity Name: Waterford School District	
Contact Name: Nadine Milostan	Title: Executive Director of Student Support Services
City: Waterford	State: MI
Phone Number: 248-682-3242	Years Serviced: 14 yrs
Description of Services: School Nurse Program	
Annual Volume: <b>\$216,263.90 projected 2021/2022 school year, based on 10 months of service.</b>	

Entity Name: South Lyon Community Schools	
Contact Name: Sue Toth – <b>Mrs. Toth has provided a formal written reference for review. The reference is available as Attachment E – Reference Letter.</b>	Title: Special Education Director
City: South Lyon	State: MI
Phone Number: 248-573-8220	Years Serviced: 7 years
Description of Services: School Nurse Program	
Annual Volume: <b>\$210,813.60 projected 2021/2022 school year, based on 10 months of service.</b>	



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## 2.3 Assurances and Certifications

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

### **Certification Regarding Nondiscrimination Under Federally and State Assisted Programs**

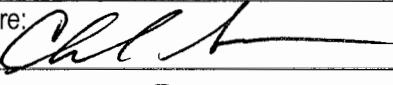
The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

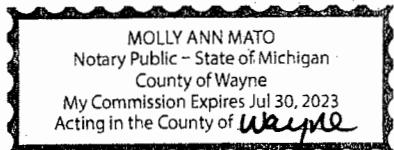
### **Assurance Regarding Access to Records and Financial Statements**

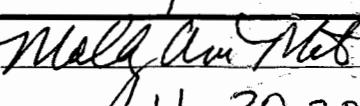
The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

### **Iran Economic Sanctions Act**

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:	
Date:	2-22-22



Notary	
State of	Michigan
County of	Wayne
Sworn to and subscribed before me, a notary public in	
and for the above state and county, on this 22 <sup>nd</sup>	
day of	February, 20 22
Notary Public	
My commission expires: July 30, 2023	

**2.4 CONSTRUCTION BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP**

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board of Education or the Huron Valley Schools District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board of Education include: Thomas Wiseman, Denise Pistana, Sean Carlson, Denise Forrest, Lindsey Cotter, Laura Dodd.

Dr. Paul Salah is Huron Valley Schools' Superintendent.

The Following are the familial relationships:

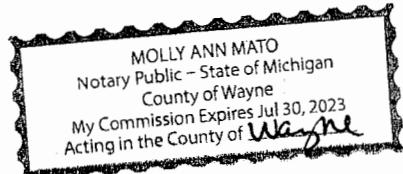
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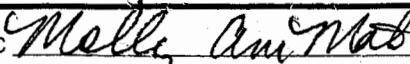
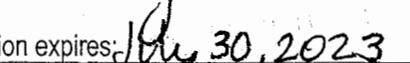
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There are none.

Vendor Signature:	
Date:	2-22-22



Notary	
State of	Michigan
County of	Wayne
Sworn to and subscribed before me, a notary public in	
and for the above state and county, on this 22 <sup>nd</sup>	
day of	February, 20 22
Notary Public 	
My commission expires: 	



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**NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale. 41

Briarwood HHC Inc d/b/a

Term of Oakland County  
Bidder (Firm)

Bidder (Firm)

*Chet*

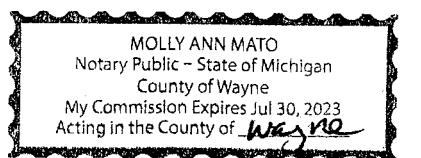
Signature of Bidder or Agent

Subscribed and sworn to before me this 22<sup>nd</sup> day of February, 2022

My commission expires: July 30, 2023

County of residence: Wayne

Molly Ann Mathis  
Notary Public Signature



(Return this completed form with bid package)

## **SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS**

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

<b>TIMETABLE</b>	
Release of RFQu:	January 28, 2022
Question & Answer Due Date:	February 4, 2022
Questions and Answers Responses Posted:	February 11, 2022
Proposals Due by (11:00 AM/ EST) *:	February 25, 2022
Notice to Award:	March 2022
Master Agreement Award Date:	March 2022

\*Responses received later than the specified deadline will be disqualified.

### **3.1 Huron Valley Schools Responsibility**

Huron Valley Schools is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

### **3.2 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Huron Valley Schools Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

### **3.3 Proposers Questions**

Proposers may submit written questions regarding this RFQu by e-mail to the address identified below. All questions must be received by 10:00 am EST (Eastern Standard Time) no later than Friday, February 4, 2022. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQu.

When submitting questions please specify the RFQu section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFQu. Huron Valley Schools reserves the right to group similar questions when providing answers. Questions should be addressed to:

**Email address: schubel@macservcorp.com**



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Huron Valley Schools may modify the RFQu at any time during the bid process. All changes to the RFQu will be posted under the bid number and each posting officially revises the RFQu.

### 3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFQu. The proposal must remain valid for at least 120 days from the due date for responses to this RFQu.

The Proposer will be responsible for completing and submitting the following sections of this RFQu:

**Section 1.0 – Bid Responses to Scope of Work and Pricing** - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the number of words for these responses.

**Section 2.0 – Bidder Information and Acceptance** – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

### 3.5 Bid Submission Deadline

**The Deadline for receipt of Bids is: Friday, February 25, 2022, 11:00 AM EST (the "Due Date"). Any bids received after this time will not be opened.**

Send or deliver one (1) copy of the bid, clearly marked **Nursing Services Bid HV-94886-121321** along with one electronic copy on a USB Flash Drive to:

**Geoffrey VanGoethem – Assistant Superintendent, Business & Operations  
Huron Valley Schools - Administrative Building  
2390 South Milford Road  
Highland, Michigan 48357**

In the event, the Administration Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Administration Building is open. Administration Building is open to accept bids 8:00 am – 4:30 pm EST.

Due to COVID 19 our Bid Opening will be virtual. Below is the Zoom invite if you are interested in attending.

Topic: Nursing Services Bid Opening – Zoom Invite  
Time: February 25, 2022, 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81122918102?pwd=VXNkdytpaXhDM0JoWGJLZ2JIUWh6QT09>



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Meeting ID: 811 2291 8102

Passcode: 442203

One tap mobile

+13126266799,,81122918102#,,,\*442203# US (Chicago)

+19292056099,,81122918102#,,,\*442203# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 811 2291 8102

Passcode: 442203

Find your local number: <https://us06web.zoom.us/u/ktpLLs1Jl>

### **3.6 Adherence to Mandatory Requirements (Pass/Fail)**

Huron Valley Schools Administrator or designee shall review Section 2.0 Bidder Information and determine if the Proposer meets the minimum requirements as outlined in this RFQu.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

### **3.7 Evaluation Process**

All bids will be reviewed for compliance with the mandatory requirements stated within this RFQu. Bids not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Huron Valley Schools may contact the proposer for clarification of the proposer's bid.
- B. Huron Valley Schools may use other sources of information to perform the evaluation.
- C. Huron Valley Schools may require the proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFQu. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Huron Valley Schools and the prospective supplier(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Huron Valley Schools may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal. It is anticipated that pre-qualified contract awards will be made to multiple vendors.

A solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is in the best interest of Huron Valley Schools in accordance with regulations.

### **3.8 Evaluation Criteria**

1. Evaluation Factors for Statement of Work (Section 1) – 40 points
2. Company Profile (Section 2.1) - 10 points
3. References (Section 2.2) – 20 points
4. Pricing (Section 1.14) – 30 points

### **3.9 Optional Tools to Enhance Evaluation Process**

Huron Valley Schools during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Huron Valley Schools:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

### **3.10 Huron Valley Schools Option to Reject Proposals**

Huron Valley Schools may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFQu. Huron Valley Schools shall not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. Huron Valley Schools reserves the right to waive inconsequential disparities in a submitted proposal.

### **3.11 Freedom of Information Act**

This contract and all information submitted to Huron Valley Schools by the contractor and proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Huron Valley Schools shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFQu, the Proposer shall be deemed to have agreed to indemnify and hold harmless Huron Valley Schools for any liability arising from or in connection with Huron



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Valley Schools failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

### **3.12 Contacts with Huron Valley Schools Personnel**

All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be e-mailed as follows:

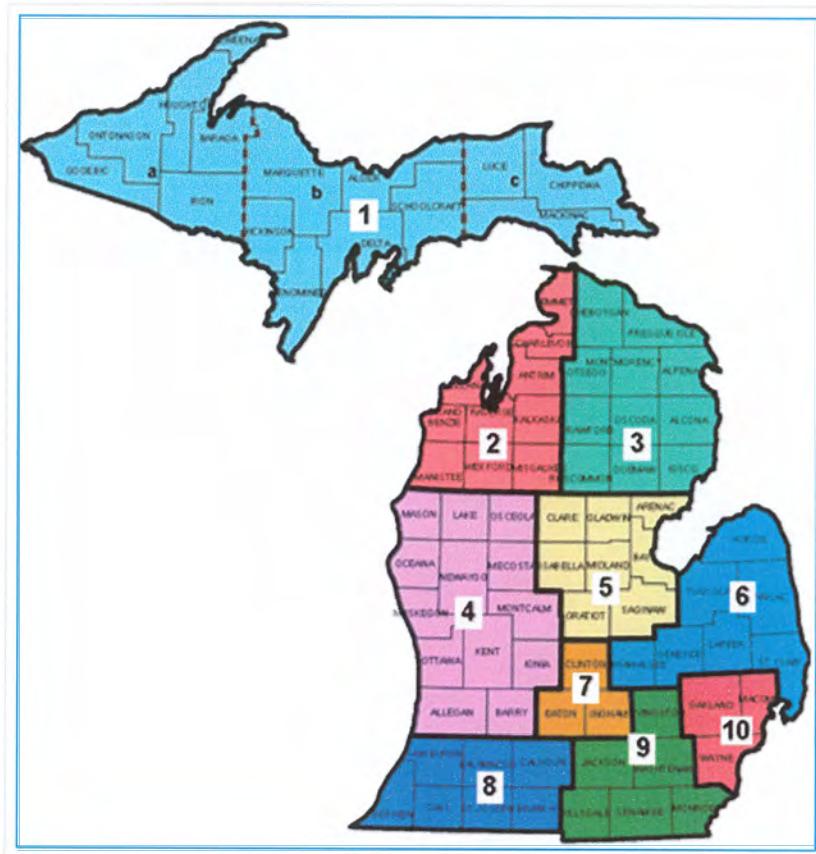
**Email address:** [schubel@macservcorp.com](mailto:schubel@macservcorp.com)

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Huron Valley Schools personnel other than the Procurement Contact, Huron Valley Schools, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Huron Valley Schools in writing will be binding with respect to this RFQu.

### **3.13 Final Agreement Award Determination**

Huron Valley Schools reserves the right to make one total award, one award for each category/section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Huron Valley Schools.

## APPENDIX A -Regional Delivery Map



1. Upper Peninsula
2. Northwest
3. Northeast
4. West
5. East Central
6. East
7. South Central
8. Southwest
9. Southeast
10. Detroit Metro

**Please indicate areas of the State where you provide service.**