



REQUEST FOR PROPOSALS RFP# 2425-06

GREGORY-PORTLAND ISD

NURSING SERVICES

1200 BROADWAY BLVD.

PORTLAND, TEXAS 78374

Issue date: May 29, 2025

Proposal Submission to:

Gregory-Portland ISD
Attention: Chris Casarez
1200 Broadway Ave.
Portland, TX 78374

Deadline for Proposals and Technical Assistance:

Thursday, 2:00 PM, June 12, 2025

The District is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply.

**REQUEST FOR PROPOSALS (RFP)
FOR
NURSING SERVICES**

BACKGROUND INFORMATION

Gregory-Portland Independent School District herein referred to as 'the District' is a tax-exempt educational organization which is a public school district located in Portland, Texas. The District has approximately 5,000 students and operates five elementary schools, a middle school, and a high school. The school's board is composed of seven active members, including board members with private sector experience. The District is responsible for the planning, evaluation and oversight of educational programs in this area. The District receives funding from the Texas Education Agency (TEA), the Department of Education (DOE), and the Department of Agriculture.

PURPOSE

The District is seeking qualified vendor (“Vendor” or “Consultant”) to provide Nursing Services for Gregory-Portland ISD, on an independent contractor basis.

GENERAL INFORMATION

RFP Requestor: Gregory-Portland ISD
Contact Person: Chris Casarez
Issue Date: May 29, 2025
Deadline for Receipt of Proposals: Thursday, June 12, 2025 @ 2:00 PM

Submission of Proposals: An ORIGINAL signed proposal and two (2) copies should be delivered or mailed in a sealed envelope (labeled “RFP# 2425-06 Nursing Services”) to: Gregory-Portland ISD, Attention: Chris Casarez, 1200 Broadway Ave., Portland TX, 78374.

When submitting a proposal, it is required that proposers have the necessary professional experience, prior training and applicable professional judgment to perform the activities proposed to supply the services requested by this RFP.

Proposals received will become part of the District’s official files without further obligation to the proposer.

The District reserves the right to:

- accept or reject any and all proposals,
- request additional information from proposers,
- extend the deadline for submission,
- reissue the Request for Proposals,
- waive any defect, irregularity, for informality in any proposal or bidding procedure,
- retain negotiation right to clarify, or verify any aspect of a submitted proposal in response to the RFP,
- negotiate a resulting non-exclusive contract for services with one or more of the qualified proposers responding to this RFP,
- require the submission of any price, technical, or other revisions to the proposal which result from negotiations conducted.

The District is under no legal obligation to execute a contract resulting from this RFP and intends the materials provided herein only as a means of identifying and considering various contractor alternatives and the general cost of services derived.

The District reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract. This RFP does not commit the District to pay for any costs incurred prior to the execution of the contract.

The District reserves the right to negotiate the final terms of any and all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of activities, implementation schedule, and cost. Contracts negotiated as a result of this RFP may be extended, modified, or de-obligated in the manner set forth in the contract in order to attain the objectives of the District. The negotiated contract shall be a non-exclusive contract for an initial term of one (1) year, which may be extended for up to two additional one-year terms, upon mutual written agreement of the parties prior to expiration of the initial or renewal term. Gregory-Portland ISD reserves the right to rescind the contract at the end of the fiscal year pending the availability of funds.

For consideration, proposals must be submitted according to format requirements.

Vendors certify that:

1. Continuing non-performance of the services by the proposer in accordance with the specifications and requirements of the District, or applicable requirements of State or federal laws and regulations relating to such services, shall be a basis for the termination of the contract by the school district. Cancellation by Gregory-Portland ISD may be made upon (30) days' written notice to the successful vendor. Gregory-Portland ISD shall not pay for services, work, supplies, or equipment that are unsatisfactory. Vendors shall be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

2. All prices, fees, and Labor Rates must be guaranteed through completion of the contract.

3. The proposal award shall be based on the following factors:

Price: The monetary proposal amount- 50 points

Ability to Meet the District's Needs: Past experience and reputation of the vendor with school Districts- 20 points

Reputation of Vendors Services: Overall experience and reputation of the vendor with similar size customers- 20 points

Quality of Vendor's Response: Response to the Proposer Certification questionnaire (Attachment A)- 10 points

4. Proposals that do not meet or exceed the specifications and submittal requirements of the RFP may be rejected as non-conforming to the RFP specifications/requirements.

5. It is understood and agreed that the school district reserves the right to modify conditions and specifications by mutual agreement with the selected vendor both at the time of acceptance of this proposal offer as modified, and subsequent thereto by 25% or less of the total value of the award.

7. All contracts, agreements, and purchases between a vendor and Gregory-Portland ISD shall strictly adhere to the laws set forth in the Texas School Law Bulletin and other applicable laws and regulations.

8. Proposals will be opened and evaluated after the proposal submittal deadline, with follow-up on references, proposal tabulation, and thereafter, possible interview and negotiation of final contract terms with selected vendors.

9. During the performance of this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, or disability.

10. All contracts and agreements between vendors and Gregory-Portland ISD shall strictly adhere to applicable laws.

SCOPE OF THE REQUESTED SERVICES

To meet the special needs of a segment of the student population at Gregory-Portland ISD, it will be necessary for the District to retain Nursing services, on an independent contractor basis. These services will be provided to those students in need of additional support to enhance their educational experience.

The District is seeking qualified vendors to provide Nursing services to designated GPISD students by licensed, registered, and/or certified nurses. The qualifications and services requested will include but not be limited to:

Qualifications:

- Licensure by Texas Board of Nursing as a Licensed RN or LVN
- School-based experience preferred

Responsibilities:

1. In service training for nursing personnel regarding district/campus policies and procedures;
2. Nursing notes on students, receiving services;
3. Comply with District billing requirements for detailed itemized billing for services, and completing any SHARS billings as requested or required;'
4. Maintain records documenting provision of services outlined in IEP;
5. Maintain confidentiality according to FERPA guidelines;
6. Comply with privacy rules and confidentiality requirements of HIPPA;
7. Other duties as assigned by the LEA.

Contractor will comply with all rules and regulations of the District relating to the provision of services to students, as well as with all State and federal requirements and regulations applicable to the provision of nursing services. This includes written evaluations, progress reports and other required documentation.

PROPOSAL FORMAT AND PREPARATION

Each proposer must submit one (1) ORIGINAL and two (2) copies of their proposal (for a total of three (3)). One of the copies must be marked "ORIGINAL" and contain original signatures. Proposal packages should be organized in the manner specified below:

Proposals should be prepared in a concise manner. Clarity of content and completeness are essential. All proposals must be typed and completed on 8-1/2 x 11 paper.

Use the Certification by Proposer form (Attachment A) of this RFP as the cover sheet.

Each proposal must include a written narrative which reflects the proposer's planned schedule or Statement of Work response (Attachment B) of this RFP.

ATTACHMENTS TO BE COMPLETED AND RETURNED WITH EACH PROPOSAL

Important Note: Please submit the Original and two (2) copies of the proposal (a total of 3)

Attachment A.	Certification by Proposer
Attachment B.	Statement of Work Proposal
Attachment C.	State Assessment Certificate (License)
Attachment D.	Disclosure of Interest (Form 1295) (Vendor must complete on-line at www.ethics.state.tx.us)
Attachment E.	References
Attachment F.	Certificate of Liability Insurance
Attachment G.	W-9
Attachment H.	Form CIQ: Conflict of Interest Questionnaire
Attachment I.	Felony Conviction Notice
Attachment J.	Contractor Criminal Background Certification

ATTACHMENT A

**CERTIFICATION BY PROPOSER
for
NURSING SERVICES**

I. IDENTIFICATION OF RESPONDENT

Name of Individual Responding: _____

Name of Firm (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

How many years has your firm been providing similar services. _____

What are your qualifications, and experience providing these services?

How many years of experience do you have working with non-profits. _____

Is your firm registered with the state General Services Commission as a HUB? _____

Provide copy of your State Certificate.

Provide a brief description of your organizations, legal status, size, and whether it is local regional, or national in operation. _____

ATTACHMENT A
CERTIFICATION BY PROPOSER

II. DESCRIPTION OF SERVICES PROVIDED

Gregory-Portland ISD is seeking qualified vendors to deliver Nursing Services.

Provide scope of work or proposal which your firm would make available to the District.

Within _____ days of notice to proceed you will be able to begin the delivery of services.

What capacity or expertise does your organization have in the delivery of these services?
(Attach any documentation deemed necessary).

III. SIGNATURE

Signature of Respondent: _____

Date Proposal Form Submitted: _____

Incomplete responses received after the deadline will not be considered.

Responses should be mailed or delivered to:

Gregory-Portland Independent School District
Attention: Chris Casarez
1200 Broadway Ave.
Portland, TX, 78374

Phone# (361) 777-1091x-1039

ATTACHMENT B

Services Proposal Form

We propose to enter into contract with Gregory-Portland ISD for the delivery of requested Nursing Services at designated District facilities in accordance with the specifications in this proposal, for the prices set forth below.

We have carefully reviewed, and understand, the terms, conditions, and specifications, of the requested services. We understand that Gregory-Portland ISD reserves the right to reject any or all proposals and to waive any informalities in the proposal, and to award the contract in the best interests of Gregory-Portland ISD.

Indicate any additional services your organization is able to provide to the District. _____

PRINT NAME: _____

Company: _____

By: _____
(signature) (Title) (date)

Attach any other documents required detailing the proposed Scope of Work or your service offerings. Please feel free to attach any brochures or literature which you feel best represents the capacities and capabilities of your organization to the deliver the requested services.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity Date</p>	

FELONY CONVICTION NOTICE

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a School District must give **advance notice** to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school District may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The District must compensate the person or business entity for services performed before the termination of the contact.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name _____

Authorized Company
Official's Name (please print) _____

A. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official _____ Date: _____

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Company Official _____ Date: _____

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____ Date: _____

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (_36)

Vendor Name _____

Authorized Company Official's Name _____

Signature of Company Official _____ Date _____

Vendor E-mail Address _____

Vendor Telephone Number _____