



# REQUEST FOR PROPOSAL No. 2024-01

**Early Childhood Development Centers Registered Nursing Services**

**Issued: March 15, 2024**

---

## TABLE OF CONTENTS

Section I RFP Announcement .....	2
Section II Scope of Services .....	3
Section III Provider Qualification, Certification and Insurance Requirements .....	5
Section IV General Proposal Requirements .....	6
Section V Contractor Response Instructions & Proposal Requirements .....	8
Attachment A Service Areas	
Attachment B Letter of Transmittal	

### Section I

Purpose/Background:



Inspire Development Centers (IDC) is a federal and state funded non-profit organization providing comprehensive early care, education, and family services to young children and their families. Our services are largely in more rural areas and support families of farm workers. IDC is requesting proposals for from Registered Nurse(s) to provide services to the agency's Migrant Seasonal Head Start and Migrant Early Head Start programs. The height of services required will be during the season that young children of migrant farmworker families are receiving services from our program, March to October. The role of the Registered Nurse(s) is to provide early childhood nursing services to support the infants (age's birth to 12 months) we serve as well as the Head Start classroom staff, center staff, and families of these children. The Registered Nurse(s) will provide a broad range of services, including direct services; screening, assessments, and referral services. The Registered Nurse(s) will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards, HIPPA, and state regulations.

IDC is seeking only qualified Registered Nurse(s). Services are needed for several IDC Child Development facilities in multiple counties throughout the state of Washington. Offerors may propose services to multiple locations. That said, IDC anticipates awarding to multiple providers. The service locations are identified in Attachment A.

All providers must be cleared through DCYF MERIT background check. Contract Service period is eight (8) months with an option, if both parties are agreeable, to renew for two (2) additional years. IDC reserves the right to award contracts to multiple providers should this be in the best interest of the agency.

#### Purpose/Background:

Contact for Inquiries: Purchasing Department  
Inspire Development Centers, 105 South 6<sup>th</sup> Street, Suite B, Sunnyside, WA 98944  
Telephone: (509) 837-2225 ext. 70826  
Email: [bidsubmission@inspirecenters.org](mailto:bidsubmission@inspirecenters.org)

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, **preferably** via email.

#### Proposal Deadline:

All proposals will be noted and stamped by time and date submission. All contractors responding to this solicitation shall have until **5:00 PM PACIFIC STANDARD TIME ON APRIL 12, 2024**, to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.

## **Section II**

### Scope of Services for Registered Nursing Services - Site & Individual Level



Nursing Services at the Site Level include classroom observations and referrals, staff training and orientations, and client staffing. All services are subject to verification of completion and quality. In addition, spot checks to be conducted, at random, to ensure services provided and quality of training (once per year or as needed).

- A. Conduct at least one on-site visit monthly, if an infant is enrolled, during which the registered nurse:
  1. Observes and assesses staff knowledge of infant health, development, and safety and offers support through consultation, or referral.
  2. Observes and assesses classroom health practices including, but not limited to, infection control, including cleaning, sanitizing, and disinfecting, and provides technical assistance to correct any practices of concern.
    - a. Handwashing practices
    - b. Diaper changing practices
    - c. Cleaning and sanitation policy
    - d. Infant care & feeding practices
    - e. Infant bottles
    - f. Breast milk & formula
    - g. Safe sleep practices
    - h. Quality health, safety, and wellness practices
  3. Observes and assesses behavior, development, and health status of individual infants in care and makes recommendations to staff or parents or guardians including if further assessment is recommended, as requested.
    - a. Developmental screenings & exams per age
    - b. Resources and referrals
    - c. Safety and injury prevention
    - d. Infant and child social and emotional wellbeing
    - e. Child abuse and neglect
    - f. Nutrition and physical activity
    - g. Oral Health
    - h. Environmental health, classroom safety
  4. Comply with Licensing Requirements
    - a. Inspire Development Centers policies and procedures.
    - b. Washington Immunization requirements for childcare centers per Washington Administration Codes (WAC) and Performance Standards.
    - c. WA Immunization System username, Lead Health Specialist will request access if Registered Nurse does not have an account.
  5. Provide a dated, signed written summary to the early learning provider for each visit that includes topics discussed with parents or staff, any areas of concern related to discussion, observation, assessment, or screening outcomes. Or otherwise determined appropriate.
  6. Report each visit to the Department of Children, Youth, and Families (DCYF)
    - a. Conduct the report for the monthly site visit to comply with Washington Administration Code (WAC) and Performance Standards.
    - b. Responsible to answer DCYF questions
    - c. <https://www.dcyf.wa.gov/services/early-learning-providers/cchc>
    - d. Copy of site visit will be provided to the IDC center.
    - e. Review findings during site visit with Center Manager or person in charge the same day of visit and assign time frame to correct findings.
  7. Conduct the report in the data management system and will be available for review by the Regional Director.



9. Complete 20 hours of the required IDC online course trainings on the following subjects.
  - a. Health & Nutrition systems
  - b. Special Service Staffing Process
  - c. Exams & Health Screenings
  - d. Immunization Requirements
  - e. New FA-Home Educator Immunization requirements for childcare
  - f. All staff bundle; Policies & Procedures, Child Allergies, Daily Health Checks, Hand Washing, Toy Sanitation, and Safe Sleep
  - g. Tooth Bruising
  - h. Sleeping Guidance
  - i. Diaper Changing
  - j. Infant & Toddler Care
  - k. USDA
  - l. Corporate and Program Office New Hires
  - m. Child Safety and Break the Cycle
  - n. Break the Cycle

### **Section III**

#### **Provider Qualification, Certification and Insurance Requirements**



Inspire Development Centers reserves the right to request any documentation listed above for proof of certification prior to award of contract.

- A. Education Staff Associates (ESA) in public schools in Washington State are required to hold a valid certificate or temporary permit for the specific role in order to be employed or utilized as a contractor. The certificate is an official document which attests to minimum prerequisites, which include the following:
- B. Must be able to legally practice in the state of Washington as a registered nurse.
- C. Must have earned a minimum of a Registered Nurse degree from a regionally accredited nursing program and hold a current license, limited services can be done; along with satisfying the mandated requirements for their field.
- D. Must have worked in pediatrics or public health in the past five years or has taken or taught classes in pediatric nursing at the college level in the past five years.
- E. Must have experience with state licensing and public health requirements. Knowledge and experience sufficient to provide service consistent with the registered nurse competencies.
- F. Must have a current CPR Certification
- G. Insurance Requirements
  - 1. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million (\$1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.
  - 2. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million (\$1,000,000.00) dollars per occurrence and TWO Million (\$2,000,000) Dollars in the aggregate. The aggregate must be applicable on a per project basis. Coverage must include the following perils:
    - a. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
    - b. Completed Operations/Products Liability.
    - c. Broad Form Property Damage
    - d. Personal and Advertising Injury Liability
    - e. Independent Contractors
    - f. Endorsements must be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, IDC, their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and noncontributing basis.
    - g. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, IDC and all other parties required to be named as additional insureds.
    - h. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of **Washington** or otherwise acceptable to the Contractor IDC.
    - i. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor IDC. Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.
  - 3. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million (\$1,000,000.00) Dollars.

## Section IV

### General Information/Requirements



This procurement will be conducted in accordance with the Inspire Development Center's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. IDC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of IDC to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

#### Proposal Documents

All proposal documents; including, proposal schedules, addenda, appendices, questions and owner responses may be accessed online at <https://inspirecenters.org/procurement/>

#### Proposal Solicitation Schedule

Posting of Proposal Announcement  
Pre-Bid Telephone Conference  
Deadline to Submit Questions  
Submission of Proposals  
Notice of Award

Friday, March 15, 2024  
Tuesday, March 26, 2024, 10:00 AM PST  
Monday, April 1, 2024, 5:00 PM PST  
Friday, April 12, 2024, 5:00 PM PST  
On or before April 30, 2024

#### Pre-Bid Conference

A pre-bid conference has been scheduled to allow an opportunity for potential contractors to ask questions related to this solicitation. **The Pre-Bid Conference is scheduled for Tuesday, March 26, 2024.** To join the conference please call 1-509-530-2310 at the start time indicated above. No access code is required; you will automatically be placed into the conference call.

#### Contract Period

The contract resulting from this request for proposals shall be for eight months (8) months, IDC reserves the right to cancel the contract at anytime upon providing a thirty (30) day written notice.

#### Proposal Schedule Form (Schedule of Costs)

Contractors may submit a proposal to provide services to one or more facilities, See Attachment A. The RFP document provides information specific to each service location and each type of service requested and must be used as the basis for contractor's proposals. Reference Attachment A, Contract Hours, and Location Schedule.

#### Required Certifications

IDC is soliciting proposals from contractors, which are in the business of providing the services listed in this RFP. **Contractors must provide documentation that clearly demonstrates experience, knowledge, and qualifications for proposed service(s).** See attached Appendices 1-6 for Scope of Contract Services, Education/Certification Requirements.

#### In-Kind Services (Non-Federal Match)

Head Start grantees, such as IDC, are required to generate, in-kind (donated goods/services), which benefit the program and which are contributed by non-federal sources without charge to the program. In-Kind (donated) services are not limited to, but may include; donated indirect or direct services such as; client file management and consultation time and travel time. Contractor's proposed In-Kind will be evaluated as part of the contractor's proposed pricing.

#### References

IDC is requiring a minimum of three (3) references (most recent) for contracts completed which are similar in scope, complexity, and dollar value. Reference information to be provided: Company Name, Address and Phone Number, Contact Person, and Title. References are to be submitted as part of the Contractor's Proposal.

#### Proposal Submission

Prospective contractors shall provide one (1) original proposal and supporting documentation. All proposals must be submitted on the prescribed forms.



All proposals must be placed in a sealed envelope marked “RFP#2024-01” on the front of the envelope and submitted to: Inspire Development Centers, Purchasing Department, 105 South 6<sup>th</sup> Street, Suite B, Sunnyside, WA 98944.

#### Proposal Deadline

All proposals will be noted and stamped by time and date submission. All contractors wishing to submit proposals on this project shall have until **5:00 PM PACIFIC STANDARD TIME ON FRIDAY, APRIL 12, 2024**, to submit a fully completed proposal package. **Proposals received after this deadline will not be accepted.**

#### Proposal Evaluation and Award

Proposals will be evaluated and selected based on the following evaluation criteria;

Qualifications and Background - Category Weight 30%

Relevant Pediatric Experience - Category Weight 30%

Proposed Fee Schedule - Category Weight 30%

Thoroughness and Organization of Proposal - Category Weight 10%

Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

#### Best and Final Offer

IDC reserves the right to return to Offeror(s) remaining in the competitive range to request a Best of Final Offer proposal based on one or more components of the initial proposal. The Best and Final Offer may warrant additional discussion. These criteria will be explained at the time best and final proposals are requested. Although discussions and Best and Final Offers may take place, Offerors are encouraged to provide their best offer/proposal initially and not anticipate discussions to make their best offer/proposal.

#### Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

#### Interpretation of Proposal Documents

Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to IDC a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the IDC website. IDC will not be responsible for any other explanation or interpretation of the proposal documents.

#### Rejection of Proposals

IDC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. IDC, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

#### Ownership of Proposals

All proposals and accompanying documentation become the property of IDC and will not be returned.

## **Section V**



## Contractor Response Instructions & Proposal Requirements

- A. Proposals **must** include a detailed response to each of the following items:
1. Statement of Qualifications:
    - b. Brief description of Professional Nursing Experience
    - c. Brief description of Pediatric Experience and/or experience working with Early Childhood Education Programs
    - d. Include copies of licenses and certification
- B. Statement of Work – Provide a detailed statement of work, which:
1. Encompasses the scope of proposed services.
  2. Specify if proposed contract services are available in both English and Spanish (not required).
  3. Identify locations proposing to service, see Attachment A, Service Area.
- C. Cost Schedule – identify hourly rate and/or fee for:
1. Direct Services
  2. Travel Time  
Note: mileage will be reimbursed based on the current federal mileage reimbursement rate of \$0.655 per mile.
  3. Three (3) Client References for Similar Projects, information must include:
    1. Company/Client Name, Address and Phone Number
    2. Description of Services Provided
  4. Mailing Instructions
    1. All proposals must be placed in a sealed envelope marked **“Proposal #2024-01”** on the front of the envelope and submitted to: Inspire Development Centers, Purchasing Department, 105 South 6<sup>th</sup> Street, Suite B, Sunnyside, WA 98944.

## **Attachment A – Service Area – IDC Child Development Facilities by County**



Select Locations Proposing	Center Locations	Service Period	Infants Served Previous Year
	<b>Benton County</b>		
<input type="checkbox"/>	Whitstran CDC - 101001 W. Foisy Road, Whitstran, WA 99350	April-October	6
<input type="checkbox"/>	Prosser CDC - 1300 Meade Avenue Prosser, WA 99350	April-October	8
	<b>Columbia County</b>		
<input type="checkbox"/>	Connell CDC - 600 E. Adams Street, Connell, WA 99326	April-October	4
	<b>Franklin County</b>		
<input type="checkbox"/>	Basin City CDC - 281 1 <sup>st</sup> Avenue, Basin City, WA 99343	April-October	16
<input type="checkbox"/>	Pasco I CDC - 315 W. Court, Pasco, WA 99301	April-October	13
<input type="checkbox"/>	Pasco II CDC - 1010 S. 6 <sup>th</sup> Street, Pasco, WA 99301	April-October	25
	<b>Walla Walla County</b>		
<input type="checkbox"/>	College Place CDC - 213 Farmland Rd, Walla Walla, WA 99362	April-October	8
	<b>Yakima County</b>		
<input type="checkbox"/>	Grandview CDC - 1005 Grandridge Grandview, WA 98930	April-October	8
<input type="checkbox"/>	Granger CDC - 300 E 1 <sup>st</sup> Street, Granger, WA 98932	April-October	10
<input type="checkbox"/>	Harrah CDC - 7871 West Branch Road, WA 98933	April-October	10
<input type="checkbox"/>	Mabton CDC - 207 North 3 <sup>rd</sup> , Mabton, WA 98935	April-October	7
<input type="checkbox"/>	Parker Heights CDC - 5420 Konnowac Pass, Wapato, WA 98951	April-October	21
<input type="checkbox"/>	Sunnyside I CDC - 1751 Washington Court, Sunnyside, WA 98944	April-October	17
<input type="checkbox"/>	Sunnyside II CDC - 605 North 16 <sup>th</sup> Ave, Sunnyside, WA 98944	April-October	8
<input type="checkbox"/>	Toppenish CDC - 1200 Jackson Street, Toppenish, WA 98948	April-October	8

## Attachment D – Letter of Transmittal



**Please complete and attach this page as the cover sheet to the proposal.**

Contractor or Contracting Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Primary contact - this person must be authorized by the proposing contractor or contracting agency to: contractually obligate the agency; negotiate on behalf of the agency, and to provide clarification to the proposal response.

Contact: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- By responding to this RFP, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Authorized Signature: \_\_\_\_\_

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

If applicable, provide certification of minority-owned or women-owned business: reference Proposal Information and Instructions, Page 9 - Preference.