



NEW HANOVER COUNTY SCHOOLS

RFP: 218-8-27

TITLE: NURSING SERVICES

USING AGENCY: SPECIAL EDUCATION AND RELATED SERVICES

ISSUE DATE: August 27, 2026

ISSUING AGENCY: New Hanover County Schools
Brad Lackey, CLGPO
Purchasing Officer
2814 Carolina Beach Road
Wilmington North Carolina 28412

Sealed Proposals subject to the conditions made a part hereof will be received until 2:00 p.m., September 17th, 2026 for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE ISSUING AGENCY ADDRESS SHOWN ABOVE.
COST PROPOSALS SHALL BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. SUBMIT TWO
SEALED ENVELOPES. ONE ENVELOPE CONTAINING TECHNICAL REQUIREMENTS AND ONE
SEALED ENVELOPE CONTAINING COST PROPOSALS.

IMPORTANT NOTE: Indicate firm name, "Technical Proposal" or "Cost Proposal", and RFP number on the front of each sealed proposal envelope or package. Submit (5) copies and (1) original of the Technical Proposal and (1) original Cost Proposal. Technical Proposals and Cost Proposals must be submitted in separate envelopes.

Direct all inquiries concerning this RFP to: New Hanover County Schools
Brad Lackey, CLGPO
Purchasing Officer
2814 Carolina Beach Road
Wilmington North Carolina 28412

All questions shall be submitted in writing and e-mailed to brad.lackey@nhcs.net. Questions will be received until 1:00 p.m., September 3rd, 2026.

INTRODUCTION

New Hanover County Schools is soliciting proposals from firms to provide special education and related services to students with disabilities in New Hanover County Schools during the 2026-2027 school year (date of award through June 30, 2027), with an option to renew an additional two years, in one-year increments. New Hanover County Schools intends to award contracts to entities utilizing a qualification-based selection process. This request is for services in the area of registered nurse, licensed practical nurse, certified nursing assistant for one-on-one pediatric services.

BACKGROUND

As of April 1, 2026, New Hanover County Schools serves approximately 3,600 students with disabilities through special education and related services. There are 45 public (three pre-kindergarten, twenty-four elementary, seven traditional middle, four traditional high, three early colleges, two alternatives and two specialty) schools in New Hanover County Schools serving students ages 3 through 22 years old. During 2026-2027, New Hanover County Schools will continue their approach to a unified system of services by providing as many services as possible at each of our district schools.

As a result of this, services to students with disabilities are delivered in a greater variety of settings, in collaboration with a variety of personnel, and in support of the educational future of the student. Assisting practitioners in the educational setting to attain these outcomes requires beliefs, roles, and practices that differ from other settings (e.g. clinics, homes). Participation in professional development activities, strong communication practices, and strong partnerships are essential to the delivery of services in an educational setting.

SCOPE OF SERVICES – School Health Personnel: Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, and Personal Care Assistants

Proposals for registered and licensed practical nurses (one-to-one) to provide direct services in a school setting with students age 3 through 21 years old. Services will be provided to individual children or young adults, in a smoke-free educational settings, during school employee hours, on school calendar dates and in accordance with Individualized Education Programs (IEP) for each student and/or federal, state or new Hanover County schools regulations and procedures. Specifically, nursing services are identified as coordinating and providing the in-school health care of the student as specified by a health care plan and the IEP. Supervisors for nursing services must be local and accessible as needed.

The district is also seeking CNA to assist students within the school environment with basic daily hygiene needs or other health related accommodations as identified in the student's IEP.

This scope defines the expected responsibilities and minimum qualifications for supplemental school health personnel. All assigned personnel shall perform only those duties permitted by applicable North Carolina law, professional licensure or certification, district policy, student-specific plans, and the direction of authorized clinical and administrative personnel.

Purpose and Use Position Overview

RN	Professional nursing and care coordination	Assessment, clinical judgment, individualized healthcare planning, delegation, complex care, and supervision as authorized.
LPN	Direct nursing care	Routine nursing services and student monitoring under appropriate supervision and within the LPN scope of practice.
CNA	Basic health and personal care assistance	Activities of daily living, observation, mobility assistance, and support under direction of licensed personnel.
PCA	Non-medical personal and functional support	Assistance with daily functioning, access, mobility, participation, and implementation of established support plans.

1. Registered Nurse (RN)

POSITION SUMMARY

The Registered Nurse provides professional nursing services, manages complex student health needs, develops and coordinates health plans, and serves as a clinical resource to school staff.

Scope of Services

- Assess, monitor, and evaluate student health conditions.
- Develop and maintain individualized healthcare plans (IHPs) for students with chronic or complex health conditions.
- Administer medications and treatments as prescribed or otherwise properly authorized.
- Perform nursing procedures requiring professional clinical judgment.
- Respond to medical emergencies and coordinate appropriate emergency care.
- Conduct health screenings and nursing assessments.
- Communicate with parents or guardians, healthcare providers, school administrators, and community agencies regarding student health concerns, as authorized.
- Train and supervise school personnel, as appropriate, regarding medication administration and health-related procedures.
- Monitor compliance with applicable state and federal health requirements.
- Maintain accurate, timely, and confidential health records and nursing documentation.
- Participate in Individualized Education Program (IEP) and Section 504 meetings when health services or accommodations are relevant.
- Delegate nursing tasks only when permitted and in accordance with applicable North Carolina requirements.

Minimum Qualifications

- Current, unrestricted license to practice as a Registered Nurse in North Carolina.
- Current CPR certification.
- Pediatric, public health, school nursing, emergency care, or related experience preferred.

2. Licensed Practical Nurse (LPN)

POSITION SUMMARY

The Licensed Practical Nurse provides direct nursing care under the supervision of an RN or other authorized healthcare provider and assists with routine student health services.

Scope of Services

- Administer medications and treatments as properly authorized.
- Provide routine nursing care and monitor student health status.
- Document services provided and promptly report health concerns or changes in condition to the supervising RN or other authorized healthcare provider.
- Assist with implementation of individualized healthcare plans.
- Perform nursing procedures within the LPN scope of practice and assigned level of supervision.

- Monitor students with chronic health conditions.
- Assist in responding to medical emergencies.
- Maintain accurate health records, treatment records, and medication logs.
- Communicate health-related information to parents or guardians and school personnel as directed and authorized.
- Follow infection-control, safety, and emergency procedures.

Minimum Qualifications

- Current, unrestricted license to practice as a Licensed Practical Nurse in North Carolina.
- Current CPR certification.
- Experience working with children or adolescents preferred.

3. Certified Nursing Assistant (CNA)

POSITION SUMMARY

The Certified Nursing Assistant provides basic health assistance and personal care services to students under the direction of licensed nursing personnel and school administration.

Scope of Services

- Assist students with activities of daily living, including toileting, mobility, personal hygiene, and feeding.
- Observe students and promptly report changes in condition to the supervising nurse or designated school official.
- Assist with safe positioning, lifting, and transferring of students.
- Provide assigned one-to-one health or personal care support consistent with established plans.
- Maintain a clean, orderly, and safe care environment.
- Follow infection-prevention procedures and universal precautions.
- Document assigned activities and services as required.
- Accompany students during school activities when assigned health or personal care support is required.
- Follow established healthcare plans, emergency action plans, and district procedures.

Minimum Qualifications

- Current listing or certification as a North Carolina Nurse Aide, as required for the assignment.
- Current CPR certification.
- Experience working with pediatric populations or students with disabilities preferred.

4. Personal Care Assistant (PCA)

POSITION SUMMARY

The Personal Care Assistant provides non-medical support to students who require assistance with daily functioning, mobility, safety, and participation in educational activities.

Scope of Services

- Assist students with personal care needs and activities of daily living.
- Provide mobility, positioning, and transfer assistance using approved methods and equipment.
- Assist with feeding and hydration when assigned and appropriately trained.
- Escort students throughout the school campus and to school-related activities.
- Support student access to and participation in classroom and school activities.
- Monitor students for safety concerns and promptly notify appropriate school or nursing personnel of concerns or changes in condition.
- Assist with the use of adaptive equipment as trained and directed.
- Implement assigned supports identified in IEPs, Section 504 Plans, behavior plans, or healthcare plans.
- Maintain required service documentation.
- Provide behavioral and functional support consistent with established plans and staff direction.
- Maintain student privacy and confidentiality.

Position Limitations

- Shall not administer medications unless separately authorized, trained, and permitted by applicable law and district policy.

- Shall not perform nursing procedures outside the individual's authorized role.
- Shall not independently conduct medical assessments or make clinical judgments.

Minimum Qualifications

- High school diploma or equivalent.
- CPR certification preferred or required by the district based on the assignment.
- Experience supporting children with disabilities, special needs, or medical conditions preferred.

5. General Requirements Applicable to All Positions

- Successfully complete all required criminal background checks and employment screening.
- Comply with all district policies, procedures, site rules, and supervisory directions.
- Comply with FERPA, HIPAA when applicable, and all other confidentiality and records requirements.
- Maintain required licenses, certifications, registry status, and credentials throughout the assignment.
- Complete district orientation and all assignment-specific training before providing services.
- Follow applicable OSHA, CDC, state, local, and district health and safety requirements.
- Immediately report suspected abuse or neglect, safety concerns, injuries, medication errors, and medical emergencies in accordance with law and district protocols.
- Maintain professional conduct, appropriate boundaries, and respectful communication with students, families, staff, and the public.
- Report to work on time, remain at the assigned location, and provide reliable coverage for the scheduled service period.
- Perform only those duties for which the individual is properly licensed, certified, trained, competent, and authorized.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. Technical Requirement proposals in **one original** and **five copies** will be received from each firm in one sealed envelope. Each original shall be signed and dated by an official authorized to bind the firm. Cost proposals, original copy, shall be submitted in a separate sealed envelope. Unsigned proposals will not be considered. **NOTE:** No technical information shall be contained in the cost proposal. No cost information shall be contained in the technical proposal. If any cost information is included in the technical proposal and/or if any technical information is included in the cost proposal, the firm's entire proposal shall be rejected.
3. All proposals are subject to the requirements outlined in the RFP and the terms and conditions included in Appendix A (New Hanover County Board of Education Contract for Services). All responses shall be controlled by the terms and conditions in Appendix A. Responses are subject to rejection if submitted with terms and conditions that differ from those contained in the New Hanover County Board of Education Contract for Services. The New Hanover County Board of Education Contract for Services will be executed between New Hanover County Schools and the selected vendor(s) once the contract(s) is awarded.
3. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
4. Upon completion of the technical evaluation, the cost proposals of those firms whose technical proposals have been deemed acceptable will be evaluated
5. At their option, the evaluators may request oral presentations or discussion with any or all firms for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, firms are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the firm.
6. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the firm and its staff, and cost. Each submission will be evaluated by a multi-representative reader panel according to the criteria set forth below: Award of a contract to one firm does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the New Hanover County Schools. New Hanover County Schools will make an award based on the proposal determined to constitute its best interest and also recognizes the solicitation may result in an award other than the lowest price or highest technically qualified offer.

<u>TECHNICAL CRITERIA</u>	<u>POINTS</u>
SCOPE OF SERVICES	30
SERVICES APPROACH	15
QUALITY OF PERSONNEL	20
BACKGROUND, EXPERIENCE AND CAPACITY	20
REFERENCES	10
ADDITIONAL CAPABILITIES	5
TOTAL	100

7. Firms are cautioned that this is a request for offers, not a request to contract, and New Hanover County Schools reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the Schools.

8. Firms responding to this request for proposal should respond in accordance with the following format, in the order identified. The proposal should be concise and succinct and not include unnecessary material. Additional material may be submitted but will not be considered in evaluating the specific elements of the proposal.

8.1 Letter of Interest

8.2 Firm Overview

- a. The proposal should include firm name, firm address, firm telephone number, firm fax number, firm e-mail address, principal firm contact person, type of service typically performed by the firm, personnel resources available by discipline, insurance information and incorporation information.

8.3 Scope of Services (described on page 2)

- a. Specify procedures for assessing student(s) at the beginning and ending of service delivery.

8.4 Services Approach

- a. The proposal should describe the firm's approach to the services offered and the relationship of these services to the information specified under Introduction and Background, page two.
- b. Provide a description of staff supervision, speaking to school-specific services.

8.5 Quality of Personnel

- a. List all key personnel the firm will commit to these services. Identify all credentials that qualify each individual to provide the services offered.
- b. Submit a one-page resume for each individual listed.

8.6 Background, Experience and Capacity

- a. Describe the firm's background and experience in providing the services offered to student's age 3 through 21 years old.
- b. Describe the firm's capacity to provide the services including administrative supports to manage the service including bookkeeping, accounting, clerical supports and electronic medical documentation capacity.
- c. Describe methods for providing staff orientation, staff substitutes when primary staff are unavailable, and methods for maintaining consistency of staff.

8.7 References

- a. List at least three (3) references with full name, addresses and phone numbers of past clients for whom similar services have been provided.

8.8 Additional Capabilities

- a. Describe the firm's unique capabilities to provide special education and related services to students with disabilities within a unified, transdisciplinary setting.

9. DEFINITIONS

Pediatric One-on-One Nursing Services (PRN) means private duty skilled nursing as needed.

Collaborative practices means services provided by a group of providers working as a team toward common educational objectives.

Consultative services means services provided to parents, teachers, other service providers and administrators regarding interventions, methodologies, information and practices directed toward improved student performance.

Direct services means group or individual services provided directly to students intended to improve student performance.

COST PROPOSAL

COST PROPOSAL

1. Cost Proposals must be submitted in a separate sealed envelope. Indicate the Proposal Number, Cost Proposal, and Name of Firm on the envelope.
2. Cost proposal should provide cost per hour for each service area, to include, but not limited to, tasks within each service area, collaborative practices, and staff development support.
3. By submitting this proposal, the potential contractor certifies the following.
 - a. This proposal is signed by an authorized representative of the firm.
 - b. It can obtain insurance certificates as required within 10 calendar days after notice of award.
 - c. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
 - d. All labor and travel costs, direct and indirect, have been determined and included in the proposed cost.
 - e. The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within forty-five (45) days from the date of the opening, to furnish the subject services as indicated:

PRN Services

	FY 2026-2027	FY 2027-2028	FY 2028-2029	
RN	\$ _____	\$ _____	\$ _____	PER HOUR
LPN	\$ _____	\$ _____	\$ _____	PER HOUR
CNA	\$ _____	\$ _____	\$ _____	PER HOUR
PCA	\$ _____	\$ _____	\$ _____	PER HOUR

FIRM: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

BY: _____ TITLE: _____
(Signature)

(Typed or Print Name) DATE: _____

THIS PAGE MUST BE SIGNED AND SUBMITTED IN A SEPARATE SEALED ENVELOPE. DO NOT INCLUDE THIS FORM OF PROPOSAL WITH THE TECHNICAL REQUIREMENT PROPOSAL.

Unsigned proposals will not be considered.

INSTRUCTIONS TO FIRMS

1. **READ, REVIEW AND COMPLY:** It shall be the Firm's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Firms or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Firm's sole responsibility to ensure delivery at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** New Hanover County Schools reserves the right to reject any and all proposals, to waive any informality in proposals and to accept any item in the proposal. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
4. **EXECUTION:** Failure to sign the Cost Proposal in the indicated space will render proposal non-responsive, and it shall be rejected.
5. **INFORMATION AND DESCRIPTIVE LITERATURE:** Firm shall furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this proposal, each Firm must submit with their proposal sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Proposals that do not comply with these requirements shall be subject to rejection.
6. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute §143-48 and Executive Order #150 (1999), New Hanover County Schools invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
7. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, New Hanover County Schools will maintain confidential trade secrets that the Firm does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Firm, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Firm may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. §132-1.2. Any material labeled as confidential constitutes a representation by the Firm that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. §132-1.2. Firms are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.
8. **PROTEST PROCEDURES:** When a Firm wishes to protest a Contract resulting from this solicitation with an awarded amount of at least \$25,000, a Firm shall submit a written request addressed to the Purchasing Director 2814 Carolina Beach Road, Wilmington, North Carolina 28412. The protest request must be received in the proper office within thirty (30) consecutive calendar days from the date of the Contract award. Protest letters **shall** contain specific grounds and reasons for the protest, how the protesting party was harmed by the award made and any documentation providing support for the protesting party's claims. **Note:** Contract award notices are sent only to the Firm actually awarded the Contract, and not to every person or firm responding to a solicitation. Proposal status and Award notices can be obtained by calling (910) 254-4417.

9. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.
10. **COMMUNICATIONS BY VENDORS:** In submitting its proposal, the Firm agrees not to discuss or otherwise reveal the contents of its proposal to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this RFP. All Firms shall not have any communication with the using or issuing agency, or any other representative of New Hanover County Schools concerning the solicitation, during the evaluation of the proposals (i.e., after receipt of the proposals and before the award of the Contract), unless New Hanover County Schools directly contacts the Firm(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Firm shall not: (a) transmit to New Hanover County Schools any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Firm's proposal and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation and/or award of the Contract that is the subject of this RFP. Firms not in compliance with this provision may be disqualified, at the option of New Hanover County Schools, from the Contract award. Only those communications with New Hanover County Schools are authorized by this RFP are permitted.
11. **WITHDRAWAL OF PROPOSAL:** A Proposal may be withdrawn only in writing and actually received by New Hanover County Schools prior to the date and time proposals are due. A withdrawal request must be on Firm's letterhead and signed by an official of the Firm authorized to make such request. Any withdrawal request made after the date and time proposals are due shall be allowed only for good cause shown and in the sole discretion of New Hanover County Schools.
12. **INFORMAL COMMENTS:** New Hanover County Schools shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of New Hanover County Schools during the competitive process or after award. New Hanover County Schools is bound only by information provided in this RFP and in formal Addenda issued.
13. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Firm in preparing or submitting offers are the Firm's sole responsibility; New Hanover County Schools will not reimburse any Firm for any costs incurred prior to award.
14. **FIRM'S REPRESENTATIVE:** Each Firm shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
15. **SUBCONTRACTING:** Unless expressly prohibited, a Firm may propose to subcontract portions of the work to identified subcontractor(s), provided that its proposal clearly describe what work it plans to subcontract and that Firm includes in its proposal all information regarding employees, business experience, etc. for each proposed subcontractor that is required to be provided for Firm itself.
16. **INSPECTION AT FIRM'S SITE:** New Hanover County Schools reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective Firm prior to Contract award, and during the Contract term as necessary for New Hanover County School's determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.
17. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the Firm shall become the property of New Hanover County Schools when received.

