



INSIGHT PA

CYBER CHARTER SCHOOL

Life ready learning experiences

350 Eagleview Boulevard | Suite #350 | Exton, PA 19341

Insight PA Cyber Charter School Request for Proposals (RFP)

Nursing Consultant

Release Date: September 9, 2026

Questions Deadline: September 25, 2026

Submittal Deadline: September 30, 2026 @ 12:00 p.m. EST

Submit Proposal Online via PennBid – www.PennBid.net

Any inquiry/questions concerning this RFP should be submitted through PennBid's platform.

From the issuance of this RFP until the conclusion of the selection process, prospective respondents, their lobbyists, and their agents are prohibited from communicating with any employee of Insight PA Cyber Charter School or its Board of Trustees regarding the RFP, except as directed within this document. Vendors who currently work with Insight PA on other projects may continue necessary communication related solely to those existing engagements. Under no circumstances may RFP-related topics be discussed outside the permitted channels. Any violation may result in disqualification from consideration.

Introduction

Insight PA Cyber Charter School seeks a qualified consultant to conduct a comprehensive review of its School Nursing Program and provide recommendations to strengthen regulatory compliance, organizational effectiveness, documentation practices, reporting, staffing structure, and operational performance within a cyber charter school environment.

Background

Insight serves approximately 3000 students throughout Pennsylvania through a virtual educational model. The consultant will review all aspects of nursing operations and administrative oversight and provide an implementation roadmap for continuous improvement that reflects the unique operational needs of a statewide cyber charter school.

Scope of Work

The consultant will conduct a comprehensive review of the organization's nursing operations, including existing procedures, forms, workflows, and documentation practices. The review will include an assessment of compliance with applicable federal, state, and local requirements, including Pennsylvania Department of Health regulations, Pennsylvania Department of Education requirements, FERPA, HIPAA-related practices, IDEA, Section 504 and other relevant standards.

The compliance review must address Pennsylvania health requirements applicable to a statewide cyber charter school, including mandated school health services, examinations and screenings; immunization compliance and exclusions; maintains, confidentiality, and transfer of student health records; medication administration and related procedures, where applicable; emergency care and emergency health procedures; communicable disease reporting and response; required health reporting; health-related services under IDEA and section 504; credentialing, scope and appropriate use of Certified School Nurses; physician or dentist requirements.

The consultant will evaluate the appropriate organizational and staffing model for nursing services within a statewide cyber charter environment. This review must address staffing levels, credentials, geographic coverage, roles and responsibilities, supervisory structure, caseload and workload considerations, and allocation of functions. Recommendations should distinguish functions that require a Certified School Nurse or other licensed nursing professional from functions that may appropriately be performed by other qualified personnel, centralized, contracted, or delivered through an alternative service model.

The consultant will evaluate health-service requirements and operational practices for students participating in in-person activities, including state testing, field trips, graduation, regional events, in-person instruction, and other school-sponsored activities. The review should address nursing coverage, access to student health information, medication administration, emergency action plans, emergency medications, delegation, and emergency response procedures, with clear distinction between legal requirements and recommended best practices.

The consultant will review the nursing program's role in health-related IEP and Section 504 services, Individualized Healthcare Plans and Emergency Action Plans, physician orders and medical documentation, and coordination with Special Education, Section 504 teams, attendance personnel, school leaders, and families. Recommendations should address implementation in both virtual and in-person settings.

The consultant will evaluate current health records management, reporting processes, and technology systems used to maintain student health records, track mandated health requirements, manage immunization compliance, document nursing services, generate required reports, and communicate health-related information. The consultant should identify system limitations, duplicative or manual processes, data-security risks, and opportunities for improved workflow, integration, automation, and accountability.

Through document review, data review, and stakeholder interviews, the consultant will identify compliance gaps, operational risks, unnecessary or duplicative practices, and opportunities to improve efficiency and effectiveness. Findings must distinguish legal or regulatory requirements from recommended practices and identify practices currently performed by Insight PA that are not required but may be retained, modified, or discontinued based on operational value and risk.

Based on the findings, the consultant will develop recommendations to strengthen nursing operations and support regulatory compliance. Recommendations may include improvements to workflows, staffing models, reporting practices, and internal controls. The consultant will also assist in the development and refinement of policies, procedures, templates, and compliance tools designed to support consistent and effective nursing operations. In addition, the consultant will provide guidance on quality assurance practices and ongoing compliance monitoring to ensure sustained adherence to applicable requirements.

At the conclusion of the engagement, the consultant will prepare and present a summary of findings, observations, and recommendations to organizational leadership, including a roadmap for implementation and continuous improvement.

Deliverables

- Initial assessment report summarizing current-state nursing operations and key observations.
- Compliance matrix identifying each applicable requirement, legal or regulatory authority, current practice, compliance status, risk level, recommended action, and responsible role.
- Gap analysis identifying compliance findings, operational risks, unnecessary or duplicative practices, and opportunities for improvement.
- Organizational and staffing model recommendations addressing credentials, staffing levels, supervision, geographic coverage, role delineation, and opportunities for centralized, contracted, or alternative service delivery.
- Implementation-ready policy and procedure toolkit, including revised or newly developed policies, procedures, forms, templates, checklists, workflows, and compliance tools.

Technology and health-records assessment with recommendations for systems, integrations, workflows, data security, reporting, and automation.

- Compliance monitoring and quality-assurance framework for ongoing oversight.
- Implementation roadmap with priorities, responsible roles, timelines, and findings categorized by risk and urgency.
- Executive presentation to organizational leadership.
- Knowledge-transfer session or training for designated school personnel on major findings, revised processes, and ongoing monitoring expectations.

Evaluation Criteria and Selection Process

Respondents must demonstrate substantial experience with Pennsylvania school health requirements and school nursing operations. Preference will be given to respondents with direct experience involving Pennsylvania public schools, charter or cyber charter schools, Pennsylvania Department of Health and Pennsylvania Department of Education requirements, and statewide or geographically dispersed service models.

<i>Criteria</i>	<i>Weight</i>
Relevant School Nursing Experience	30%
Compliance and Regulatory Expertise	25%
Approach and Methodology	20%
Cyber/Virtual School Experience	10%
References and Past Performance	5%
Cost Proposal	10%

Timeline

- RFP Issued – September 9, 2026
- Questions Due – September 25, 2026
- Proposal Due – September 30, 2026, at 12:00 PM EST
- Evaluation Period – October 9, 2026
- Selection Notice – October 16, 2026
- Contract Approval – October 27, 2026
- Project Kickoff – Immediately following approval

Information Required in Proposal

- Letter of Transmittal signed by authorized representative.
- Company background and qualifications.

- Relevant school nursing consulting experience.
- Resumes of key personnel.
- Three professional references.
- Detailed project work plan and timeline.
- Cost proposal with fee structure.
- Sample deliverables, if available.
- Data security protocols.
- Confidentiality standards.
- Protection of student information.
- Secure transmission and storage methods.
- Status reporting approach.
- Describe EEO policies and disclose any criminal, civil, regulatory, or compliance matters.

Thank you for your interest in providing nursing consultant services to our organization. We appreciate the time and effort invested in preparing your proposal and look forward to reviewing submissions. Our objective is to identify a qualified consultant whose expertise, experience, and approach best meet the needs of our organization.

Please note that issuance of this Request for Proposal does not obligate the organization to award a contract, to select any respondent, or to reimburse any costs incurred in the preparation or submission of proposals. The organization reserves the right to reject any or all proposals, waive informalities or irregularities, and discontinue or modify the procurement process at its sole discretion if deemed to be in its best interest.