



NEBO SCHOOL DISTRICT

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

Solicitation Title: Medical Professional – School Nursing Support & Clinical Consultation

Solicitation Number: NSDSOQ26-1003

Issuing Agency: Nebo School District

Procurement Method: Small Purchases of Professional Services (Utah Code § 63G-6a-506 & Utah Admin. Code R33-5-108)

Posting Platform: Utah Public Procurement Place (U3P) / Bonfire

Submittal Deadline: RFSQ Due Date is Tuesday, October 20, 2027 by 2 PM.

Target Contract Start Date: November 1, 2027

Contract Term: Initial One (1) Year Term with Four (4) Annual Renewal Options (Up to 5 Years Total). Any contract documents resulting from this RFSQ will include, but may not be limited to, the "District's Contractor Agreement for Services 2026-07" (see Attachment B in included documents).

SECTION 1: PURPOSE AND GENERAL INFORMATION

1.1 Purpose

Nebo School District is issuing this Request for Statement of Qualifications (RFSQ) to contract with a qualified, licensed medical professional—either an Advanced Practice Registered Nurse (APRN / Nurse Practitioner) or a Medical Doctor (MD / DO)—to serve as the District Medical Professional. The selected provider will deliver medical authorization, standing orders/prescriptions, clinical advice, and nursing support to the district's lead school nurse and health services staff.

1.2 Role Boundaries & Remote Delivery Model

- **Remote Service Delivery:** All services under this agreement will be delivered 100% remotely/virtually. The District Medical Professional will not be required to attend in-person meetings, school site visits, or on-site training sessions.
- **Primary Interface:** The District Medical Professional will interface primarily with the Nebo School District Lead School Nurse (or designated district health administrative lead), who will coordinate inquiries and clinical consultation requests.
- **Role Boundaries:** Nebo School District school nurses remain the primary school-based health professionals responsible for day-to-day nursing care and student health

management. The District Medical Professional provides medical authorization, clinical consultation, protocol review, and expert guidance. This role does not replace the school nurse or the student's primary healthcare provider.

1.3 Statutory Authority & Procurement Code Compliance

This procurement is conducted under the Utah Procurement Code (Utah Code § 63G-6a) and Utah Administrative Code R33-5-108 (Small Purchases of Professional Service Providers). Submissions will be evaluated by a district evaluation committee based on qualifications, experience, availability, and responsiveness.

SECTION 2: SCOPE OF WORK & RESPONSIBILITIES

The District Medical Professional shall provide services in the following primary areas within their legal and professional scope of practice:

1. Medication & Standing Orders (Prescription Services):

- Establish, sign, and maintain annual district-wide standing orders and prescriptions within the medical professional's legal scope.
- Provide required medical authorization for district-stock epinephrine auto-injectors.
- Establish or review standing orders for other emergency stock medications permitted by Utah law (e.g., stock albuterol, glucagon, naloxone).
- Review and update protocols for medication administration, storage, documentation, expiration, replacement, and disposal.

2. Clinical Consultation:

- Provide remote/telephonic medical advice and clinical consultation to the Lead School Nurse regarding complex or high-risk student health conditions.
- Assist with interpreting healthcare provider treatment plans and complex medical information.
- Provide guidance regarding nursing interventions, referrals, and when emergency medical services (EMS) utilization is appropriate.

3. Complex Medical Needs:

- Consult on Individualized Healthcare Plans (IHPs) and Emergency Action Plans (EAPs).
- Support planning for students with significant medical conditions, specialized procedures, or complex needs following hospitalization.
- Collaborate remotely with nurses, families, healthcare providers, and school multidisciplinary teams as needed.

4. School Nurse Support & Communication:

- Serve as a remote clinical resource for difficult, unusual, or urgent cases.
- Assist with healthcare provider communication and support consistent nursing practices district-wide.
- Provide prompt responses to phone calls, text messages, and emails regarding time-sensitive medical consults during school hours.
- Review or provide clinical training materials and professional development guidance

for nursing staff as requested.

5. Emergency & Program Support:

- Provide virtual consultation during significant or complex student medical events.
- Support emergency health procedures and district-wide health protocols.
- Collaborate with district leadership and nursing administrative leads on health policies, procedures, equipment, and resources.

SECTION 3: MINIMUM MANDATORY REQUIREMENTS

Offerors must demonstrate in their submission that they meet the following mandatory criteria:

1. **Utah Professional License:** Unrestricted active license to practice as an MD, DO, or APRN/NP in Utah.
2. **Utah Physical Medical Office:** Must maintain an active, physical medical office or practice location within the State Of Utah.
3. **Prescriptive Authority:** Active prescribing authority in Utah and active DEA registration (if applicable).
4. **Malpractice Insurance:** Professional Liability coverage of \$1,000,000 per occurrence / \$3,000,000 aggregate minimums.
5. **Good Standing:** No active restrictions, sanctions, or disciplinary actions by DOPL or licensing boards.

SECTION 4: STATEMENT OF QUALIFICATIONS (RFSQ) SUBMISSION QUESTIONS

Applicants must provide written responses within the U3P/Bonfire portal to the following questions:

Part A: Professional Experience & Background

1. **Current Utah Medical Practice Location(s):** List all current medical practice, clinic, or health system location(s) where you actively practice in Utah. Include practice name and physical facility address(es).
2. **Practitioner Qualifications & Experience:** State your professional designation (MD, DO, or APRN/NP) and summarize your clinical practice history. (*Preferred qualification: At least 3 years of experience as a practicing NP or Physician*).
3. **Pediatric Experience:** Describe your clinical experience working with pediatric populations, specifically school-aged children and adolescents.
4. **Public & School Health Background:** Describe any experience or background you have in public health, community health, school health, or pediatric public health protocols.
5. **Advisory & Consulting Roles:** Have you previously served in a medical consultant, medical director, or advisory role (for school districts, public health agencies, or healthcare organizations)? If so, detail your responsibilities and the types of consultation provided.

Part B: Remote Availability & Communication Protocols

5. **School Workday Responsiveness:** School nursing consultation requires timely communication when urgent health questions arise. Describe your typical availability to respond to phone calls, text messages, or emails during regular school hours (7:30 AM – 4:00 PM).
6. **Urgent Interruption Management:** If an urgent school medical question arises while you are treating patients or working at another primary facility, how do you manage stepping away briefly to take a call or respond to a time-sensitive text?
7. **Unavailable Windows & Backup Plan:** Are there routine, specific times during the workday when you are completely unavailable? How do you recommend the district handle urgent clinical questions during those windows?

Part C: Clinical Comfort & Protocol Oversight

8. **Clinical Scope Comfort:** Rate and describe your comfort level providing guidance on:
 - Complex student health conditions and chronic disease management
 - Emergency care plans and standing medication protocols (EpiPens, albuterol, naloxone, glucagon, etc.)
 - Specialized nursing procedures
 - Communicable disease protocols and public health guidance

Part D: References & Disclosures

9. **Professional References:** Provide contact information (including working email addresses) for three (3) professional references who can speak to your clinical expertise, professional standing, and responsiveness.
10. **Conflict of Interest:** Disclose any current or potential conflicts of interest with Nebo School District or its employees.

SECTION 5: EVALUATION & SELECTION PROCESS

Submissions will be evaluated by a district selection committee using a 100-point scoring model based on qualifications and responsiveness:

- **Professional Experience & Qualifications (35 Points):** Years of practice as MD/DO/APRN (3+ years preferred), pediatric expertise, public/school health experience, and advisory background.
- **Availability & Communication Plan (30 Points):** Workday responsiveness, process for managing urgent calls/texts while working, and backup coverage strategy for unavailable blocks.
- **Clinical Scope Comfort & Protocol Expertise (25 Points):** Experience with standing orders, emergency stock medications, student IHPs/EAPs, complex procedures, and communicable disease guidance.
- **References & Submission Completeness (10 Points):** Strength of professional references and overall submittal quality.

Qualification-Based Fee Negotiation: In accordance with Utah Procurement Rules for professional services (Utah Admin. Code R33-5-108), applicants are ranked based on qualifications first. Once ranked, NSD may select the top 2-5 Firms and have them present in more detail their school plan and/or do a site visit. NSD reserves the right to make a selection and begin negotiations without a presentation / site visit if deemed in their best interest. Once this stage is complete a final Firm ranking will be concluded.

The firm with the highest rank based on the highest score will enter negotiations for fees per Utah Code 63G-6a-1503.5(4).

Fee: The fee will be negotiated with the highest scoring firm(s). If the procurement officer is unable to agree to a reasonable and fair price with the highest scoring firm, then discussions will move to the second highest scoring firm. Per Utah Code 63-G-6a-Part 15, no fees shall be submitted at the time of this RFSQ.

SECTION 6: INSTRUCTIONS TO OFFERORS & U3P/BONFIRE SUBMISSION

1. **Submission Portal:** Submit all response materials electronically through the Utah Public Procurement Place (U3P) / Bonfire portal prior to the published submission deadline.
2. **Required Submittal Items:**
 - Written Responses to Section 4 Questions (Parts A–D)
 - Current Curriculum Vitae (CV) or Professional Resume
 - Copy of Active Utah MD, DO, or APRN License
 - Certificate of Insurance (COI) reflecting \$1M / \$3M Professional Liability coverage.
 - Completed Schedule 'A' - Certification of Statement of Qualifications Form (included in solicitation documents)
3. **Contract Term:** Initial one (1) year term starting approximately November 1, 2027, with four (4) optional one-year renewals (up to five years total).
4. **Public Records (GRAMA):** All materials submitted become public records under Utah's Government Records Access and Management Act (GRAMA) unless protected status is formally requested and approved.