



BUNCOMBE COUNTY

Request for Proposal

School Nurse Program

Date of Issue: 11/06/2023

Proposal Submission Deadline: 01/31/2023

At 2:00 PM ET

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1.0 PURPOSE AND BACKGROUND

Buncombe County Health and Human Services invites qualified organizations to provide School Nurse Services for the Buncombe County School District, Asheville City Public School District, and participating Charter Schools for fiscal years 2025, 2026, and 2027.

Leading national education organizations recognize the close relationship between health and education, as well as the need to foster health and well-being within the educational environment for all students. School nurses play a vital role in promoting health and safety of young people.

The purpose of the School Nurse Program is to improve children's health and their readiness to learn inside the school systems, to continually explore and implement innovative initiatives to support broader access for student health, and to increase the capacity of the school nursing program. Both entities, in collaboration with school systems, will commit to a shared vision of innovation and creative service delivery methods and will collaborate intentionally to achieve this shared vision.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If the County determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The County may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the County rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	11/06/2023
Submit Written Questions	Vendor	11/21/2023
Provide Response to Questions	County	12/05/2023
Submit Proposals	Vendor	01/31/2023 by 2:00 PM
Contract Award	County	03/01/2024

Contract Effective Date	County	07/01/2024
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2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to nina.alexander@buncombecounty.org by the date and time specified above. Vendors should enter "RFP School Nurse Program Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any Buncombe County personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding.

2.5 PROPOSAL SUBMITTAL

Proposals will be received until 2:00 PM, 1/31/2023. All proposals may be submitted electronically submitted via email and properly identified with the title RFP School Nurse Program Proposal.

Proposals may be emailed to:
Nina Alexander

E-mail: nina.alexander@buncombecounty.org

The County's capacity for email attachments is 9mb. It is the bidder's responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County. It is the responsibility of the applicant that their proposal is received. Receipt of proposals can be verified by calling 828-250-4311.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative.
- c) Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work outlined in the RFP.
- d) Identify all subcontractors you intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate 1.) What products and/or services are to be supplied by that subcontractor and; 2.) What percentage of the overall scope of work that subcontractor will perform.
- e) List at least 3 client references, public and private, of similar size for whom you have provided services in the past three years. Provide telephone numbers and contact names for references.
- f) Provide a detailed budget, including specific costs for services by line item.
- g) Each Vendor 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.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the RFP requirements and best fits the needs of the County.

Buncombe County reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The County reserves the right to finalize a contract with one or more firms based on all factors involved in the written qualification submittal without further discussion or interviews.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff, and cost.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the County reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the County.

3.2 EVALUATION CRITERIA

Following the deadline for submittals, a selection committee will review the submitted proposals. The selection committee will review, analyze, and rank all submittals based on their response to the information requested. The selection process will include the following criteria in the evaluation of proposals. These criteria are not necessarily listed in order of importance.

- a) Must be of size and organizational structure to support and lead a large team of field-based personnel.
- b) Must be able to provide prior two years of financial statements.
- c) Must be an organization focused on health, education, or similar human services.
- d) Must be able to adequately provide Information Technology support and will need to implement and support an adequate electronic records system.
- e) Must be knowledgeable and demonstrate compliance with all Federal, State, and Local rules, laws and policy related to the provision of school health services.

State if your organization can provide the following:

- a) Inclusion of the provision of a “medical champion” who is either a physician, PA, FNP, NP or Advanced Practice RN whose role is to provide consultation services to the School Nurse Program, staff, and advisory council.
- b) BSN or higher RN leader whose role is to provide Board of Nursing and licensure support and oversight as a program supervisor.
- c) Administer a system that supports providing access to primary medical care to students without.

4.0 REQUIREMENTS

4.1 CONTRACT TERM

The Contract shall have an initial term of 3 years, beginning on the date of contract award (the “Effective Date”).

4.2 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP.

4.3 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to Buncombe County. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including citing experience with similar projects and the responsibilities to be assigned to each person.

4.4 VENDOR'S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the County under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the County. Names of any third party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

- a) Employ and supervise a team of professionally trained and certified School Nurses to serve both Buncombe County and Asheville City School Districts (and any local Charter School that chooses to participate), establishing an optimal nurse to student ratio (1:750), while not falling below the ratio of 1:1,050.
- b) Meet all requirements of the NC Division of Public Health's Local Health Department Agreement Addendums 803 and 351, which outlines the requirements for School Nurse Funding Initiative Program (See Addendum 1).
- c) Provide adequate orientation, training, and CEU support. Provide support for those nurses obtaining national certification.
- d) Provide meeting and training space for school nurses.
- e) Provide resources and tools to support school nurses in the day-to-day duties, such as, but not limited to cell phone (and service), laptop, printer, internet service and network access, and office space.

- f) Partner with Buncombe County Public Health to adapt program and strategies to changes in student and public health needs.
- g) Support school nurses in their role of prevention and response to communicable disease outbreaks, public health preparedness response, and participation on the BC Epi Team.
- h) Assure compliance with all contracts that BC HHS manages that are tied to School Nursing Services (to include but not limited to those attached; see Addendum 1).
- i) Convene and support advisory councils addressing the needs of the school nurse program with local stakeholders.
- j) Ability to support compliance with applicable rules, laws and policy related to privacy and security of protected information.
- k) Provide quarterly updates to BC Public Health regarding:
 - 1. Program metrics
 - 2. Budget and expenditures
 - 3. Staffing and student levels

6.0 GENERAL TERMS AND CONDITIONS

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor'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 Vendors or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure the timely submission of proposals.
3. **ACCEPTANCE AND REJECTION:** Buncombe County reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal.
4. **INFORMATION AND DESCRIPTIVE LITERATURE:** If required elsewhere in this proposal, each Vendor shall submit with its proposal any sketches, descriptive literature and/or complete specifications covering the products and Services offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Failure to comply with these requirements shall constitute sufficient cause to reject a proposal without further consideration.
5. **SUSTAINABILITY:** To support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort. Pursuant to Executive Order 156 (1999), it is desirable that all print responses submitted meet the following:
 - All copies of the proposal are printed double sided.
 - All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.
 - Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
 - Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.
6. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Buncombe County is committed to retaining Vendors from diverse backgrounds, and it invites and encourages participation in the procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. In particular, the County encourages participation by Vendors certified by the State Office of Historically

Underutilized Businesses, as well as the use of HUB-certified vendors as subcontractors on County contracts.

7. **INELIGIBLE VENDORS:** As provided in G.S. 147-86.59 and G.S. 147-86.82, the following companies are ineligible to contract with the State of North Carolina or any political subdivision of the State: a) any company identified as engaging in investment activities in Iran, as determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, and b) any company identified as engaged in a boycott of Israel as determined by appearing on the List of restricted companies created by the State Treasurer pursuant to G.S. 147-86.81. A contract with the Buncombe County by any company identified in a) or b) above shall be void *ab initio*.
8. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the County will maintain as confidential trade secrets in its proposal that the Vendor 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 Vendor, with specific trade secret information enclosed in boxes, marked in a distinctive color or by similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor 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 Vendor 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. Vendors are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible. If a legal action is brought to require the disclosure of any material so marked as confidential, the County will notify Vendor of such action and allow Vendor to defend the confidential status of its information.
9. **MISCELLANEOUS:** Any gender-specific pronouns used herein, whether masculine or feminine, shall be read and construed as gender neutral, and the singular of any word or phrase shall be read to include the plural and vice versa.
10. **INFORMAL COMMENTS:** Buncombe County shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the County during the competitive process or after award. The County is bound only by information provided in writing in this RFP and in formal Addenda issued through IPS.
11. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Vendor in preparing or submitting offers are the Vendor's sole responsibility; Buncombe County will not reimburse any Vendor for any costs incurred or associated with the preparation of proposals.
12. **AVAILABILITY OF FUNDS:** Any and all payments to the Vendor shall be dependent upon and subject to the availability of funds to the agency for the purpose set forth in The Contract.
13. **SITUS AND GOVERNING LAWS:** This Contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined.
14. **PAYMENT TERMS:** If a payment schedule is not part of The Contract then payment terms will be Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later.
15. **NON-DISCRIMINATION:** The Vendor will take necessary action to comply with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination on the basis of any prohibited grounds as defined by Federal and State law.
16. **ADVERTISING:** Vendor agrees not to use the existence of The Contract or the name of Buncombe County as part of any commercial advertising or marketing of products or Services. A Vendor may inquire whether the County is willing to act as a reference by providing factual information directly to other prospective customers.
17. **INSURANCE:**

COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a

minimum, the Vendor shall provide and maintain the following coverage and limits:

Commercial General Liability insurance in an amount not less than \$1,000,000 each occurrence/\$2,000,000 annual aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations or Contractual Liability.

Business Automobile Liability insurance covering all owned, non-owned, and hired vehicles with a minimum combined single limit of \$1,000,000 each occurrence and shall include uninsured/underinsured motorist coverage per NC General Statute 20-279-21.

Workers Compensation coverage at the statutory limits in compliance with applicable State and Federal laws. Supplier shall ensure that any subcontractors also have workers compensation coverage at the statutory limits.

Employer's Liability coverage with minimum limits of \$500,000 each accident and \$500,000 each employee disease.

Vendor shall agree these General Conditions constitute an insured contract and shall name Buncombe County as an additional insured under the Commercial General Liability policy. Before commencing work and for any subsequent renewals, Vendor shall furnish the County with certificates of insurance evidencing the above coverages and amounts on an approved form. Vendor hereby grants the County a waiver of any right of subrogation which any insurer of said Vendor may acquire against the County by virtue of payment of any loss under such insurance. Vendor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. Each insurance policy required above shall state that coverage shall not be canceled, except with written notice to the County and delivered in accordance with the policy provisions. All insurance shall be procured from reputable insurers authorized and qualified to do business in North Carolina and in a form acceptable to the County. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Supplier's liability and obligations. Nothing in this section is intended to affect or abrogate Buncombe County's governmental immunity.

18. **GENERAL INDEMNITY:** The Vendor shall hold and save Buncombe County, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of The Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of The Contract and that are attributable to the negligence or intentionally tortious acts of the Vendor provided that the Vendor is notified in writing within 30 days from the date that the County has knowledge of such claims. The Vendor represents and warrants that it shall make no claim of any kind or nature against the County's agents who are involved in the delivery or processing of Vendor deliverables or Services to the County. The representation and warranty in the preceding sentence shall survive the termination or expiration of The Contract.

19. **CONFLICT OF INTEREST:** Per N.C. General Statute 14-234, no public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract. The statute defines "public officer" as an individual who is elected or appointed to serve or represent a public agency, other than an employee or independent contractor of a public agency. A public officer or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to make decisions regarding the contract or to interpret the contract; or if he or she participates in the development of specifications or terms or in the preparation or award of the contract. A public officer is also involved in making a contract if the board, commission, or other body of which he or she is a member takes action on the contract, whether or not the public officer actually participates in that action, unless the contract is approved under an exception to this section under which the public officer is allowed to benefit and is prohibited from voting. There is a conflict of interest when a public officer or employee derives a direct benefit from a contract if the person or his or her spouse: (i) has more than a ten percent (10%) ownership or other interest in an entity that is a party to the contract; (ii) derives any income or commission directly from the contract; or (iii) acquires property under the contract.

20. **CONFIDENTIALITY:** Any County information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Vendor under The Contract shall be kept as confidential, used only for the purpose(s) required to perform The Contract and not divulged or made available to any individual or organization without the prior written approval by Buncombe County.

- 21. COMPLIANCE WITH LAWS:** Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with The Contract, including those of federal, state, and local agencies having jurisdiction and/or authority.
- 22. ENTIRE AGREEMENT:** This RFP and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFP, any addenda hereto, and the Vendor's proposal are incorporated herein by reference as though set forth verbatim.
- All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
- 23. AMENDMENTS:** This Contract may be amended only by a written amendment duly executed by the County and the Vendor.
- 24. NO WAIVER:** Notwithstanding any other language or provision in The Contract, nothing herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to the County under applicable law. The waiver by the County of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
- 25. FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
- 26. SOVEREIGN IMMUNITY:** Notwithstanding any other term or provision in The Contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or state or federal constitutional provision or principle that otherwise would be available to the County under applicable law.

Attachment:

- Division of Child and Family Well-Being Agreement Addendum FY23-24 (803 School Nursing Funding Initiative)

Division of Child and Family Well-Being

Agreement Addendum

FY 23-24

Buncombe County Health and Human Services,
Department of Health

Local Health Department Legal Name

Whole Child Health/School, Adolescent and
Child Health

DCFW Section / Unit Name

803 School Nurse Funding Initiative

Activity Number and Description

Jenifer Simone (919) 218-1095
Jenifer.Simone@dhhs.nc.gov

DCFW Program Contact
(name, phone number, and email)

06/01/2023 – 05/31/2024

Service Period

DCFW Program Signature

Date

(only required for a negotiable Agreement Addendum)

07/01/2023 – 06/30/2024

Payment Period

- Original Agreement Addendum
 Agreement Addendum Revision # _____

I. Background:

The mission of the North Carolina Division of Child and Family Well-Being includes the development and promotion of programs and services that protect and enhance the health of children. According to the Centers for Disease Control and Prevention (CDC), the academic success of America’s youth is strongly linked with their health. Health-related factors such as hunger, physical and emotional abuse, chronic illness, and deficits in vision and hearing can lead to poor school performance. Health-risk behaviors such as early sexual initiation, violence, and physical inactivity also are consistently linked to poor grades and test scores, and lower educational attainment. In turn, academic success is an excellent indicator for the overall well-being of youth and a primary predictor and determinant of adult health outcomes. Leading national education organizations recognize the close relationship between health and education, as well as the need to foster health and well-being within the educational environment for all students. Scientific reviews have documented that school health programs can have positive effects on educational outcomes, as well as health-risk behaviors and health outcomes.

School nurses play a critical role in promoting the health and safety of young people and helping them to establish lifelong healthy behaviors which can result in minimizing the effects of chronic health conditions including obesity, diabetes and other chronic health conditions that impact readiness to learn. School nurses are often the initial care providers for many student health issues. Access to school nursing services can be limited by the number of local school nurses serving the student population (school nurse to student ratio).

Eileen Matheson, DNP, RN

Health Director Signature (use blue ink or verifiable digital signature)

08/09/2023

Date

LHD to complete:

LHD program contact name:

Amparo Acosta

[For DCFW to contact in case follow-up information is needed.]

Phone and email address:

878-250-5236 amparo.acosta@buncombecounty.us

Signature on this page signifies you have read and accepted all pages of this document.

II. Purpose:

This Agreement Addendum improves the school nurse to student ratio in the school district to increase access to school nursing services and have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ one or more nationally certified school nurses or registered nurses working toward national certification, to work full time in local schools and enhance the local capacity to provide basic health services to students.

The long-term program outcome is for Buncombe County Schools to decrease the nurse to student ratio from 1: 969 (at most) to 1: 890 and Asheville City Schools to decrease the nurse to student ratio from 1: 1,161 (at most) to 1: 905 to have a positive impact on improving children's health and their readiness to learn. The short-term and/or interim outcomes are to reduce the nurse to student ratio in Buncombe County Schools from 1: 969 to 1: 890 and Asheville City Schools from 1: 1,161 to 1: 905 and to improve access to basic health services for 100% of students served.

III. Scope of Work and Deliverables:

The Local Health Department shall:

1. Engage in the work defined under this Agreement Addendum for approximately 2,685 students (per local educational agency [LEA] ratio).
2. **Employ or assure the employment of nationally certified school nurses** or registered nurses working toward national certification, in the quantity listed in the table below, to work full time as school nurses consistent with the requirements of the School Nurse Funding Initiative (SNFI):

School Nurse Assignment	# SNFI Nurses
Buncombe County Schools	2
Asheville City Schools	1

- a. Notify the DCFW Regional School Health Nurse Consultant (RSHNC) within four working days if a SNFI nurse position becomes vacant, by means of the School Nurse Staff Change Notification Form supplied by DCFW.
- b. Submit to the RSHNC, within 30 days of a position being made vacant, a recruitment plan for any SNFI nurse position that is vacated during the service period of this Agreement Addendum.
- c. Notify the RSHNC within four working days after initial hire or replacement hire for any SNFI nurse position, on a form that is supplied by the DCFW RSHNC during the service period of the Agreement Addendum. This notification must include all items listed on the form, including information about nursing education and certification.
- d. Upon hiring, assure that those nurses hired into SNFI school nurse positions are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
- e. Assure that SNFI nurses employed through this Agreement Addendum will be supported at the same level as other school nurses in the LEA, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.
- f. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI nurse, contract program administrator, and contract fiscal officer.
- g. Provide notification to the RSHNC, within four working days, should a change in local school nurse full-time equivalencies or assignment be expected to reduce access by students to basic

health services provided by the SNFI nurse through changing the local school nurse to student ratio.

3. Assure implementation of an **annual work plan for each SNFI nurse**, consistent with the Scope of Work requirements.
 - a. The work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:
 1. Preventing and responding to communicable disease outbreaks.
 2. Developing and implementing plans for emergency medical assistance for students and staff.
 3. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs.
 4. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service.
 5. Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals.
 6. Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: Health Assessments, Immunization Status Reports, blood-borne pathogen control plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education Act, Healthy Active Children (GCS-S-000) requirements for School Health Advisory Councils, and other mandated laws, rules and regulations pertaining to school health.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b), assure that school nurses funded by the School Nurse Funding Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all the following with respect to school health programs:

7. Serve as coordinator of the health services program in their assigned schools and provide nursing care.
 8. Provide health education to students, staff, and parents.
 9. Identify health and safety concerns in the school environment and promote a nurturing school environment.
 10. Support healthy food services programs.
 11. Promote healthy physical education, sports policies, and practices.
 12. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.
 13. Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee.
 14. Provide health education and counseling and promote healthy activities and a healthy environment for school staff.
 15. Be available to assist the county health department during a public health emergency.
- b. The work plan shall also outline the certification plan the SNFI nurses will use toward completing degree and certification requirements, if not already certified. It shall describe the plan to achieve certification, including timelines for achieving education and certification goals. This certification plan must be updated at least twice annually and show progress towards the

goals. The SNFI nurses must be certified no later than three years from the date of employment as a school nurse in North Carolina.

4. Assure that every newly hired SNFI nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in **continuing education**, at the same level of cost reimbursement provided to other professional school employees. Up to \$750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The SNFI nurses must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the next available offering, unless previously attended within five years. If any SNFI nurse has previously attended that workshop, assure that the SNFI nurse will be allowed to participate in other related training such as a School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference
5. Assure that the **Memorandum of Agreement that exists between all health departments and LEAs** clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurses is an allowable use of their time and states the way SNFI nurses are to be made available to assist the Local Health Department during a public health emergency. The following should be addressed for emergency and disaster preparedness and response:
 - a. Areas of responsibility and oversight
 - b. Liability issues
 - c. Training for specific roles in emergencies
 - d. Periodic assessment and evaluation of emergency plans
 - e. School nurses' roles and responsibilities during emergency and disaster response
6. Collaborate with the School Health Nurse Consultants on DCFW initiatives to help implementation at the local level (e.g., school nurse care management, immunization initiatives).

IV. Performance Measures / Reporting Requirements:

1. Performance Measures:
 - a. Employ or assure the employment of nationally certified school nurses or registered nurses to work full time as school nurses consistent with the requirements of the SNFI in the assigned LEA.
 - b. Assure completion of an annual work plan consistent with program requirements for each SNFI Nurse which will be reviewed with the RSHNC during monitoring activities throughout the year.
2. Reporting Requirements:
 - a. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of Public-School Health Services. The data must be provided to the LEA in time for the LEA to include that data in its report submitted to the RSHNC prior to the end of the academic year.

V. Performance Monitoring and Quality Assurance:

1. The DCFW Regional School Health Nurse Consultant (RSHNC) will monitor the Local Health Department's performance by:
 - a. Conducting annual site visits to monitor work plan progress for each SNFI nurse.
 - b. Reviewing expenditures quarterly to assure that funds are spent according to the funding restrictions indicated in Section VI, Paragraph 2.

Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. The Local Health Department shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.
3. The Local Health Department shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
4. Vacancies that exist longer than six months may cause a Corrective Action Plan to be issued and may result in loss of funding.
5. Funds shall be drawn down each month to support the SNFI nurse salary, fringe benefits, and continuing education. If SNFI funds are used when subcontracting with other employers (such as an LEA or hospital), the draw down shall be consistent with the amount billed to the Local Health Department for expenses incurred.
6. The priority of the allocation during a full year supports salary and fringe benefits for the SNFI nurses. Where the allocation exceeds the amount needed to fully fund the SNFI nurses' salary and fringe benefits, lapsed salary and fringe benefits may be used to support training as described in Paragraph III.3 above. No other expenditures are allowable using this allocation.
7. If salaries and fringe benefits exceed the state allocation, local funds must be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualify one nurse for more than \$50,000 and another for less than \$50,000.

DPH-Aid-To-Counties

For Fiscal Year: 23/24

Budgetary Estimate Number : 0

Activity 803		1271 5358 AP	Total Allocated	1332 5358 00	Total Allocated	Proposed Total	New Total
Service Period	AA	06/01-05/31		06/01-05/31			
Payment Period		07/01-06/30		07/01-06/30			
01 Alamance	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
D1 Albemarle	* 0	102,880	\$0.00	347,120	\$0.00	450,000	450,000
02 Alexander	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
04 Anson		0	\$0.00	0	\$0.00	0	0
D2 Appalachian	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
07 Beaufort	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
09 Bladen	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
10 Brunswick	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
11 Buncombe	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
12 Burke	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
13 Cabarrus	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
14 Caldwell	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
16 Carteret	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
17 Caswell	* 0	0	\$0.00	200,000	\$0.00	200,000	200,000
18 Catawba	* 0	0	\$0.00	200,000	\$0.00	200,000	200,000
19 Chatham	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
20 Cherokee	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
22 Clay	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
23 Cleveland	* 0	0	\$0.00	200,000	\$0.00	200,000	200,000
24 Columbus	* 0	0	\$0.00	400,000	\$0.00	400,000	400,000
25 Craven		0	\$0.00	0	\$0.00	0	0
26 Cumberland	* 0	0	\$0.00	189,406	\$0.00	189,406	189,406
28 Dare		0	\$0.00	0	\$0.00	0	0
29 Davidson	* 0	0	\$0.00	400,000	\$0.00	400,000	400,000
30 Davie	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
31 Duplin		0	\$0.00	0	\$0.00	0	0
32 Durham	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
33 Edgecombe	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
D7 Foothills	* 0	0	\$0.00	400,000	\$0.00	400,000	400,000
34 Forsyth	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
35 Franklin	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
36 Gaston	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
38 Graham	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000

D3 Gran-Vance	* 0	0	\$0.00	200,000	\$0.00	200,000	200,000
40 Greene		0	\$0.00	0	\$0.00	0	0
41 Guilford	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
42 Halifax	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
43 Harnett	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
44 Haywood	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
45 Henderson	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
47 Hoke	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
48 Hyde		0	\$0.00	0	\$0.00	0	0
49 Iredell	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
50 Jackson	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
51 Johnston	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
52 Jones	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
53 Lee	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
54 Lenoir	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
55 Lincoln	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
56 Macon	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
57 Madison	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
D4 M-T-W	* 0	0	\$0.00	200,000	\$0.00	200,000	200,000
60 Mecklenburg	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
62 Montgomery	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
63 Moore	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
64 Nash	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
65 New Hanover		0	\$0.00	0	\$0.00	0	0
66 Northampton	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
67 Onslow	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
68 Orange		0	\$0.00	0	\$0.00	0	0
69 Pamlico		0	\$0.00	0	\$0.00	0	0
71 Pender	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
73 Person	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
74 Pitt	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
75 Polk	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
76 Randolph	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
77 Richmond	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
78 Robeson	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
79 Rockingham	* 0	0	\$0.00	200,000	\$0.00	200,000	200,000
80 Rowan	* 0	0	\$0.00	100,000	\$0.00	100,000	100,000
82 Sampson	* 0	0	\$0.00	400,000	\$0.00	400,000	400,000
83 Scotland		0	\$0.00	0	\$0.00	0	0
84 Stanly	* 0	50,000	\$0.00	50,000	\$0.00	100,000	100,000
85 Stokes	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000

86 Surry	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
87 Swain		0	\$0.00	0	\$0.00	0	0
D6 Toe River	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
88 Transylvania	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
90 Union	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
92 Wake	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
93 Warren	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
96 Wayne	* 0	0	\$0.00	250,000	\$0.00	250,000	250,000
97 Wilkes	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
98 Wilson	* 0	0	\$0.00	150,000	\$0.00	150,000	150,000
99 Yadkin	* 0	0	\$0.00	50,000	\$0.00	50,000	50,000
00 Yancey		0	\$0.00	0	\$0.00	0	0
Totals		152,880	0	11,636,526	0	11,789,406	11,789,406

Sign and Date - Entered by DCFW Program Staff
 DocuSigned by:
Marilyn Suitt 03/07/23 | 2:13 PM EST

Sign and Date - Approved by DCFW Program Admin
 DocuSigned by:
Marcia Fort 03/07/23 | 4:31 PM EST

Sign and Date - Approved by DCFW Budget Admin
 DocuSigned by:
Lisa Rogers 03/07/23 | 5:17 PM EST

Sign and Date - Approved by DCFW Budget Sup
 DocuSigned by:
Alexia Forte 03/07/23 | 5:49 PM EST

FY24 - FAS Activity Nbr + Name: **803 School Nurse Funding Initiative**
 federal award supplement FAS Number + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.
 Assistance Listing Nbr + Name: **93.994 Maternal and Child Health Block Grant**
 Is award R&D?: **NO** FAIN: **B0447436** IDC rate: **n/a** Fed awd total amt: **\$9,312,791**

Fed award project description: **Maternal and Child Health Services Block Grant to the States**

Fed awd date + awarding agency: **02-07-23 HHS, Health Resources and Services Administration**

Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity	Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	F5VHYUU13NC5			Jackson	X7YWWY6ZP574		
Albemarle	WAAV551PNMK3	\$ 102,880	\$ 102,880	Johnston	SYGAGEFDHYR7		
Alexander	XVEEJSNY7UX9			Jones	HE3NNNUE27M7		
Anson	PK8UYTSNJCC3			Lee	F6A8UC99JWJ5		
Appalachian	CD7BFHB8W539			Lenoir	QKUF37VP6H6		
Beaufort	RN1SXF4DLXN6			Lincoln	UGGQGS5KBGJ5		
Bladen	TLCTJWDJH1H9			Macon	LLPJBC6N2LL3		
Brunswick	MJBMXLN9NJT5			Madison	YQ96F8BJYTJ9		
Buncombe	W5TCDKMLHE69			MTW	ZKK5GNRNBBY6		
Burke	G855APCNL591			Mecklenburg	EZ15XL6BMM68		
Cabarrus	RXDXNEJKJFU7			Montgomery	E78ZAJM3BFL3		
Caldwell	HL4FGNJNGE97			Moore	HFNSK95FS7Z8		
Carteret	UC6WJ2MQMJS8			Nash	NF58K566HQM7		
Caswell	JDJ7Y7CGYC86			New Hanover	F7TLT2GMEJE1		
Catawba	GYUNA9W1NFM1			Northampton	CRA2KCAL8BA4		
Chatham	KE57QE2GV5F1			Onslow	EGE7NBXW5JS6		
Cherokee	DCEGK6HA11M5			Orange	GFFMCW9XDA53		
Clay	HYKLQVNWXLK7			Pamlico	FT59QFEAU344		
Cleveland	UWMUYMPVL483			Pender	T11BE678U9P5		
Columbus	V1UAJ4L87WQ7			Person	FQ8LFJGMABJ4		
Craven	LTZ2U8LZQ214			Pitt	VZNPMLFT5R6		
Cumberland	HALND8WJ3GW4			Polk	QZ6BZPGLX4Y9		
Dare	ELV6JGB11QK6			Randolph	T3BUM1CVS9N5		
Davidson	C9P5MDJC7KY7			Richmond	Q63FZNTJM3M4		
Davie	L8WBGLHZV239			Robeson	LKBEJQFLAAK5		
Duplin	KZN4GK5262K3			Rockingham	KGCCCHJJZZ43		
Durham	LJ5BA6U2HLM7			Rowan	GCB7UCV96NW6		
Edgecombe	MAN4LX44AD17			Sampson	WRT9CSK1KJY5		
Foothills	NGTEF2MQ8LL4			Scotland	FNVTCUQGCHM5		
Forsyth	V6BGVQ67YPY5			Stanly	U86MZUYPL7C5	\$ 50,000	\$ 50,000
Franklin	FFKTRQCNN143			Stokes	W41TRA3NUNS1		
Gaston	QKY9R8A8D5J6			Surry	FMWCTM24C9J8		
Graham	L8MAVKQJTYN7			Swain	TAE3M92L4QR4		
Granv-Vance	MGQJJK22EJB3			Toe River	JUA6GAUQ9UM1		
Greene	VCU5LD71N9U3			Transylvania	W51VGHGM8945		
Guilford	YBEQWGFJPMJ3			Union	LHMKBD4AGRJ5		
Halifax	MRL8MYNJ3Y5			Wake	FTJ2WJPLWMJ3		
Harnett	JBDCD9V418X7			Warren	TLNAU5CNHSU5		
Haywood	DQHZEVAV95G5			Wayne	DACFHCLQKMS1		
Henderson	TG5AR81JLQF5			Wilkes	M14KKHY2NNR3		
Hoke	C1GWSADARX51			Wilson	ME2DJHMYWG55		
Hyde	T2RSYN36NN64			Yadkin	PLCDT7JFA8B1		
Iredell	XTNRLKJLA4S9			Yancey	L98MCUHKC2J8		

UEI = Unique Entity Identifier

Federal Award Reporting Requirements for Pass-Through Agencies, 2 CFR § 200.331 DPH v3 2-10-23 [ag]

Subtotals: \$ 102,880 \$ 102,880 Subtotals: \$ 50,000 \$ 50,000

Totals for all columns: \$ 152,880 \$ 152,880