

CENTRAL REGION EDUCATIONAL COOPERATIVE
PROCUREMENT DEPARTMENT
ADDENDUM #1 FOR RFP NO. CREC-RS-2024-0924-02
RELATED SERVICES FOR SPECIAL EDUCATION - SUPPLEMENTAL
FEBRUARY 19, 2025 – 3:00 PM LOCAL TIME

February 7, 2025

Please note the RFP information following:

- Questions with responses.

ACKNOWLEDGE ADDENDUM WITH RFP:

Addendums not returned and signed as part of the proposal will be considered non-responsive and rejected.

Company/Firm/Independent Contractor Name

Signature

Date

Questions with Responses

1. If my company awarded a contract through RFP CREC-RS-2023-1123 for Related Services for Special Education in January of 2024, do we have to re-bid for this new RFP or is our current award still valid?

No. You do not need to respond to this RFP.

2. Can you elaborate more on what nursing services will be needed? School/Building Nurse, Classroom Nurse, or 1:1 Nurses for Special Needs Students for example?

If a member district need arises for a nurse, it is for a school/district-wide nurse. The New Mexico Administrative competencies for school nurses are pasted at the end of this document.

3. If 1:1 nurses are included in the scope of work:

- a. Will the school district or CREC create and manage the IHP?

In New Mexico, the licensed school nurse creates the Individualized Health Care Plan (IHP) for students who need nursing services. The IHP is a formal document that outlines a student's health care needs while in school. This document is typically based on information shared by the child's physician. There could also be input from the IEP team/504 team.

- b. Will the school district or CREC provide clinical supervision for our nurses?

The school district would provide the on-site supervision. This supervision would be in-line with basic administrative supervision. There would not be other employed health care providers and the nurse would be expected to follow the state guidance/regulations below in their practice. A contracting agency would be expected to provide their own clinical supervision for their nurse if it was needed.

- c. Will the school district or CREC provide documentation for charting or will the vendor provide this?

CREC has a documentation/charting system that can be used. However, some districts use their own. This would be determined on a case-by-case basis depending on which district was needing the nursing services. If the vendor has a charting system that a nurse is familiar with and the district approves, the vendor charting system could be used.

4. Do you know the number of nurses that will be needed for this RFP?

Currently, the districts are fully staffed with nurses. This category is in the RFP to have a possible pool of providers who could be available if needed.

Primary and Secondary Education: School Personnel-Licensure Requirements for Ancillary and Support Personnel: Licensure for School Nurses, Grades PreK-12

6.63.2.8 REQUIREMENTS:

A. Persons seeking an associate school nurse license pursuant to the provisions of this rule shall meet the following requirements:

(1) associate's degree in nursing from a regionally accredited college or university or from an institution accredited by the national league of nursing or a diploma program in nursing accredited by the national league of nursing; and

(2) a valid New Mexico registered nurse license issued by the New Mexico board of nursing or any successor licensing board for nurses or license from another state based on current compact state license according to New Mexico nursing board rule, 16.12.2 NMAC.

B. Persons seeking a professional school nurse license pursuant to the provisions of this rule shall meet the following requirements:

(1) bachelor's degree in nursing or in a health related field from a regionally accredited college or university or from an institution accredited by the national league of nursing; and

(2) a valid New Mexico registered nurse license issued by the New Mexico board of nursing or any successor licensing board for nurses or license from another state based on current compact state license according to New Mexico nursing board rule, 16.12.2 NMAC.

C. Persons seeking a supervisory school nurse license pursuant to the provisions of this rule shall meet the following requirements:

(1) master's degree in nursing or in a health related field from a regionally accredited college or university or from an institution accredited by the national league of nursing; and

(2) a valid New Mexico registered nurse license issued by the New Mexico board of nursing or any successor licensing board for nurses or license from another state based on current compact state license according to New Mexico nursing board rule, 16.12.2 NMAC.

[07-31-97; 6.63.2.8 NMAC - Rn, 6 NMAC 4.2.3.1.8, 10-31-01; A, 9/30/03; A, 06-15-06; A, 07-01-08]

6.63.16.7 DEFINITIONS:

I. "Professional registered nursing" as defined in Subsection M of Section 61-3-3, NMSA 1978, means the practice of the full scope of nursing requiring substantial knowledge of the biological, physical, social and behavioral sciences, and of nursing theory and may include advanced practice pursuant to the Nursing Practice Act. This practice includes:

(1) assessing the health status of individuals, families, and communities;

(2) establishing a nursing diagnosis;

- (3) establishing goals to meet identified health care needs;
- (4) developing a plan of care;
- (5) determining nursing interventions to implement the plan of care;
- (6) implementing the plan of care commensurate with education and verified competence;
- (7) evaluating responses to interventions;
- (8) teaching based on the theory and practice of nursing;
- (9) managing and supervising the practice of nursing;
- (10) collaborating with other health care professionals in the management of health care; and
- (11) conducting nursing research.

6.63.2.9 IMPLEMENTATION:

A. All persons holding a valid New Mexico license for school nurses on the day that this rule is effective and who meet the provisions of Subsection A, Paragraphs (1) and (2) of 6.63.2.8 NMAC shall be entitled to licensure as an associate school nurse.

B. All persons holding a valid New Mexico license for school nurses on the day that this rule is effective and who meet the provisions of Subsection B, Paragraphs (1) and (2) of 6.63.2.8 NMAC shall be entitled to licensure as a professional school nurse.

C. All persons holding a valid New Mexico license for school nurses on the day that this rule is effective and who meet the provisions of Subsection C, Paragraphs (1) and (2) of 6.63.2.8 NMAC shall be entitled to licensure as a supervisory school nurse.

[07-31-97; 6.63.2.9 NMAC - Rn, 6 NMAC 4.2.3.1.9, 10-31-01]

6.63.2.10 CONTINUING SCHOOL NURSE LICENSURE: Persons holding a valid level 1 associate, professional, or supervisory school nurse license and seeking a level 2 associate or professional school nurse license or a level 3 supervisory school nurse license; persons holding a valid level 2 associate or professional school nurse license and seeking continuation of the level 2 license; and persons holding a level 3 supervisory license and seeking continuation of the level 3 license shall meet the following requirements:

A. a completed application for continuing New Mexico licensure shall be submitted to the director of professional licensure;

B. a copy of a valid registered nurse license shall be submitted with the application for continuing New Mexico licensure; and

C. the superintendent of the local school district or the governing authority of the state institution or private school by which the applicant has been most recently employed as of the date of application for

continuing licensure must submit verification that the applicant has satisfactorily demonstrated the competencies for school nurses for the level and type of school nurse license sought.

[07-31-97; 6.63.2.10 NMAC - Rn, 6 NMAC 4.2.3.1.10, 10-31-01]

6.63.2.11 REFERENCED MATERIAL:

A. Competencies for associate school nurses

(1) In collaboration with educational staff and others, the associate school nurse establishes and manages a coordinated school health program under the direction of a nurse supervisor consistent with New Mexico guidelines, regulations, and statutes governing nursing and school health, as well as local school district policy by:

(a) consulting with the school administrators, physicians and others to establish, review and revise policies, procedures and specific programs for coordinated school health education and services; performance of this task requires clinical supervision;

(b) assisting in the development of a needs assessment procedure and data collection procedure, as well as a plan to evaluate health services; also prepares regular written reports for school officials and state agencies; performance of this task requires clinical supervision;

(c) implementing state mandated programs such as immunization surveillance and health screening programs;

(d) facilitating the orientation, training, supervision, and evaluation of health assistant personnel as needed to provide a safe level of health services and to comply with the N.M. Nurse Practice Act and other relevant statutes and regulations;

(e) developing effective methods of documentation and a coordinated school health record system;

(f) assisting in the prevention of communicable diseases in the school by providing necessary school-based education and interventions in collaboration with and under the direction of the local health authority and the professional school nurse;

(g) promoting positive safety practices both within and outside of school buildings, and participating in the development of an emergency plan which is communicated to personnel and students;

(h) interpreting school health service needs and the role of the school nurse to the school and community; also serves on school health advisory committees as appropriate;

(i) participating in the planning for health in-service programs for school personnel;

(2) Using the nursing process, the associate school nurse plans and implements health care in collaboration with educational staff, families, and students by:

(a) collecting information about the health and developmental status of students, staff, and families in a continuous and systematic manner, including health and social histories, screening results, physical assessments, emotional status, performance levels and health goals;

(b) developing and implementing student health management plans;

(c) providing for medically prescribed interventions, including medication administration and medical/nursing treatments and/or arranging for the standard care of ill and injured students and staff members as needed;

(d) responding to health issues, providing preliminary counseling and crisis intervention, and providing reference services in areas such as teen pregnancy, substance abuse, death of family members, suicide, and child neglect or abuse when required;

(e) managing communicable disease issues in the school by providing school-based education and interventions in collaboration with and under the direction of the local health authority, and pursuant to appropriate federal regulations and guidelines;

(f) assessing student response to nursing actions in order to revise the database as needed, nursing diagnoses and nursing care plans and to determine the progress made toward goal achievement.

(3) The associate school nurse collaborates with other professionals, team members, and community providers in assessing, planning, implementing, and evaluating programs and other school health activities in order to maximize and coordinate services and prevent duplication by:

(a) establishing a process to identify students at risk for physical and psychosocial problems, communicating health needs to other school personnel as appropriate and establishing a referral system using both internal and community resources;

(b) participating as a team member and, with parental consent when indicated, sharing information with other team members about student health problems and needs; also acting as an advocate for students and families when appropriate;

(c) including students and families in team conferences whenever possible and appropriate;

(d) identifying health-related needs for inclusion in the student's individual education plan and developing the health management plan if appropriate;

(e) serving as a member of pertinent committees and teams such as the school district's long-range strategic planning committee, special education committee, intervention committee, crisis intervention team, and support groups for students;

(f) participating in the planning, implementation, evaluation, and acting as the leader in the ongoing operation of school-based health centers if appropriate. Performance of this task requires clinical supervision;

(g) participating in the planning and implementation of staff and student health promotion and wellness programs;

(h) working with community agencies addressing school/community health care needs.

(4) The associate school nurse applies nursing theory as the basis for decision-making in the school setting while expanding knowledge and skills in response to student health needs by:

(a) demonstrating current knowledge in such areas as:

(i) professional issues in school nursing;

(ii) school and community health;

(iii) communicable disease control;

(iv) growth and development;

(v) health assessment;

(vi) acute and chronic health conditions;

(vii) injury prevention and emergency care;

(viii) student issues;

(ix) legal/ethical health policy;

(b) participating, where appropriate, in pilot projects/research projects related to school health;

(c) collaborating with local schools of nursing to provide student practice in community health as well as to obtain nursing education resources;

(d) assuming responsibility for continuing her/his own education and obtaining expert consultation, supervision and peer review as needed.

B. Competencies for professional school nurses

(1) In collaboration with educational staff and others, the professional school nurse establishes and manages a coordinated school health program consistent with New Mexico guidelines, regulations and statutes governing nursing and school health, as well as local school district policy by:

(a) consulting with the school administrators, physicians and others to establish, review and revise policies, procedures and specific programs for coordinated school health education and services;

(b) developing a needs assessment procedure and data collection procedure, as well as a plan to evaluate health services; also preparing regular written reports for school officials and state agencies;

(c) organizing and implementing state-mandated programs such as immunization surveillance and health screening programs;

(d) facilitating the orientation, training, supervision, and evaluation of health assistant personnel as needed to provide a safe level of health services and to comply with the NM Nurse Practice Act and other relevant statutes and regulations;

(e) developing effective methods of documentation and a coordinated school health record system;

(f) developing programs for communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood borne pathogens exposure and hazardous medical waste disposal;

(g) promoting positive safety practices both within and outside of school buildings and participating in the development of an emergency plan which is communicated to personnel and students;

(h) interpreting school health service needs and the role of the school nurse to the school and community; also serving on school health advisory committees as appropriate.

(2) Using the nursing process, the professional school nurse plans and implements health care in collaboration with educational staff, families, and students by:

(a) collecting and analyzing information about the health and developmental status of students, staff, and families in a continuous and systematic manner, including health and social histories, screening results, physical assessments, emotional status, performance levels and health goals;

(b) developing a nursing diagnosis and student health management plan with specific goals and interventions delineating school nursing actions specific to student needs and coordinated with the efforts of other providers and school personnel; also implementing this plan in a manner aimed at improving health and educational status;

(c) providing for medically prescribed interventions, including medication administration and medical/nursing treatments and arranging for the standard care of ill and injured students and staff members as needed;

(d) responding to health issues, providing counseling and crisis intervention when required in areas such as teen pregnancy, substance abuse, death of family members, suicide, and child neglect or abuse;

(e) managing communicable disease issues in the school by providing school-based education and interventions in collaboration with and under the direction of the local health authority, and pursuant to appropriate federal regulations and guidelines;

(f) assessing student response to nursing actions in order to revise the database as needed, nursing diagnoses and nursing care plan and to determine the progress made toward goal achievement.

(3) The professional school nurse collaborates with other professionals, team members, and community providers in assessing, planning, implementing and evaluating programs and other school health activities in order to maximize and coordinate services and prevent duplication by:

(a) establishing a process to identify students at risk for physical and psychosocial problems, communicating health needs to other school personnel as appropriate and establishing a referral system using both internal and community resources;

(b) participating as a team member and, with parental consent when indicated, sharing information with other team members about student health problems and needs; also acting as an advocate for students and families when appropriate;

(c) including students and families in team conferences whenever possible and appropriate;

(d) identifying health-related needs for inclusion in the student's individual education plan and developing the health management plan if appropriate;

(e) serving as a member of pertinent committees and teams such as the school district's long range strategic planning committee, special education committee, intervention committee, crisis intervention team, and support groups for students;

(f) participating in the planning, implementation and evaluation of school-based health centers, and acting as the leader of these centers if appropriate;

(g) participating in the planning and implementation of staff and student health promotion and wellness programs;

(h) working with community agencies addressing school/community health care needs.

(4) The professional school nurse assists students, families, and staff to achieve optimal levels of wellness through health education and promotion by:

(a) identifying needs for health education and teaching the basic principles of health promotion and disease prevention to students and staff, using principles of learning and appropriate teaching methods;

(b) participating in the planning of health in-service programs for school personnel;

(c) acting as a resource person to health education programs and classes and to the curriculum committee for health education.

(5) The professional school nurse participates with other members of the community in assessing, planning, implementing, and evaluating school health services and community services which include the broad continuum of primary, secondary, and tertiary prevention programs by:

(a) serving as a member of the school team which assesses the health/social aspects of the school district's long-range strategic plan;

(b) using community and population-based data;

(c) understanding and applying core public health functions of assessment, policy development, evaluation, and assurance;

(d) using community resources for referral of students with unmet health needs, including the need for a primary care provider; participating in the planning and implementation of new services;

(e) working with the community to convey health information and acting as an advocate for the role of the school health program in promoting the health of the student population.

(6) The professional school nurse applies nursing theory as the basis for decision-making in the school setting while expanding knowledge and skills in response to student health needs by:

(a) demonstrating current knowledge in such areas as:

(i) professional issues in school nursing

(ii) school and community health

(iii) communicable disease control

(iv) growth and development

(v) health assessment

(vi) acute and chronic health conditions

(vii) injury prevention and emergency care

(viii) student issues

(ix) legal/ethical health policy

(b) participating, where appropriate, in pilot projects/research projects related to school health;

(c) collaborating with local schools of nursing to provide student practice in community health as well as to obtain nursing education resources;

(d) assuming responsibility for continuing her/his own education and obtaining expert consultation, supervision and peer review as needed.

C. Competencies for supervisory school nurses

(1) In collaboration with educational staff and others, the supervisory school nurse provides

leadership in the establishment and management of a coordinated school health program consistent with New Mexico guidelines, regulations and statutes governing nursing and school health, as well as local school district policy by:

(a) using available demographic, health and school system data, to identify health needs of the student population;

(b) developing surveys, questionnaires and other tools for obtaining information;

(c) developing program goals, objectives and action steps based on needs assessment;

(d) assuming leadership in the establishment of a school health service advisory committee with representation from such groups as school administration, faculty, students, parents, and community providers;

(e) coordinates planning with interdisciplinary colleagues at the national, state, and local levels, in the coordinated school health education and human services program;

(f) preparing and administering the health services budget; seeking opportunities to apply for outside sources of funding for the school health service program.

(2) Using the nursing process, the supervisory school nurse provides leadership in the planning and implementation of health care in collaboration with educational staff, families and students by:

(a) employing, orienting and assigning qualified personnel to implement the school health program as appropriate;

(b) implementing communication systems which promote participatory management;

(c) participating in the development of an interdisciplinary plan for each building to ensure that students in need of services are identified in a timely manner and that appropriate intervention is initiated;

(d) developing and implementing written policies and procedures for the clinical services and programs addressing health issues such as immunizations, medication administration, services for children with special health care needs, school-wide injury prevention programs, special programs such as groups addressing eating disorders, smoking cessation and violence prevention;

(e) developing and implementing documentation systems at both the individual student level and programmatic level;

(f) providing clinical consultation to the health education staff, physical educators, and other administrative and teaching staff;

(g) participating in interdisciplinary teams such as the crisis team and child abuse team, to ensure that integrated systems are in place which address the coordinated health needs of the student population;

(h) carrying out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood borne pathogens exposure and hazardous medical waste disposal;

(i) assisting in the development of a district emergency care plan;

(j) collaborating with other school administrators and teachers to promote a physically and psychologically healthy school environment;

(k) promoting positive linkages and referral mechanisms to community providers for a range of services related to student health;

(1) seeking opportunities to interpret the health needs of school-age children and adolescents, the goals of the health service program, and the importance of health education to administrators, school committee members, faculty, families, and the general community through special reports, the media, health fairs and other special events.

(3) The supervisory school nurse participates with other members of the community in assessing, planning, implementing and evaluating school health services and community health services which include the broad continuum of primary, secondary and tertiary prevention programs by:

- (a) compiling statistical reports as required by the school system and state agencies;
- (b) evaluating nursing and other health service staff;
- (c) evaluating and making recommendations with regard to changing trends in health service staffing;
- (d) evaluating and making recommendations with regard to changing trends in health needs and program outcomes to determine need for revision of goals and objectives;
- (e) assessing liability issues.

(4) The supervisory school nurse collaborates with other professionals, team members and community providers in assessing, planning, implementing and evaluating programs and other school health activities in order to maximize and coordinate services and prevent duplication by:

- (a) implementing an ongoing continuing education program for all staff;
- (b) encouraging staff to participate in pertinent conferences and workshops addressing a range of school health issues;
- (c) providing ongoing formal and informal feedback to staff about their progress in achieving goals of the program and encouraging their continued educational and professional development;
- (d) understanding and applying core public health functions of assessment, policy development, evaluation, and assurance.

(5) The supervisory school nurse applies nursing theory and core public health theory as the basis for decision-making in the school setting while expanding knowledge and skills in response to student health needs by:

- (a) demonstrating current knowledge in such areas as:
 - (i) professional issues in school nursing;
 - (ii) school and community health;
 - (iii) communicable disease control;
 - (iv) growth and development;

- (v) health assessment;
- (vi) acute and chronic health conditions;
- (vii) injury prevention and emergency care;
- (viii) student issues;
- (ix) legal/ethical health policy;
- (b) participating, where appropriate, in pilot projects/research projects related to school health;
- (c) collaborating with local schools of nursing to provide student practice in community health as well as to obtain nursing education resources;
- (d) assuming responsibility for continuing her/his own education and obtaining expert consultation, supervision and peer review as needed;
- (e) collaborating with local nursing education institutions in providing student practice in the school health programs, guest lecturers and the opportunity to participate in nursing research; seeking opportunities to give consultation on the specific issues of school-age children and adolescents; publishing when possible.

[07-31-97; 6.63.2.11 NMAC - Rn, 6 NMAC 4.2.3.1.11, 10-31-01]