



## Frequently Asked Questions

### Request for Qualifications to School Districts Keeping the Pests Out: The Economics of Integrated Pest Management in Schools

A project of Health Resources in Action, funded by the Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention

Wednesday, April 27<sup>th</sup>, 2016 (Highlighted text updated September 16, 2016)

### Frequently Asked Questions (FAQs)

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#### What is the criteria for selecting school districts?

Any school district in the United States that has adopted and implemented an IPM program, with an external IPM contractor, and can provide required records is eligible to apply. Districts with IPM conducted by internal custodial or facilities management staff are also encouraged to apply (please contact Carissa Sera-Josef with questions [csera-josef@hria.org](mailto:csera-josef@hria.org) or 617-391-9469). We will review applications and select school districts based on answers/compliance with the below criteria:

- Letters of Commitment from Superintendent and Director of Facilities.
- Evidence of an existing district and/or school level IPM Coordinator(s) who will serve as a primary point of contact, and have the capacity to provide the necessary data. The IPM Coordinator may be someone on the Facilities Department, or if at the school level, custodians.
- Contract with a licensed IPM company – copy of contract submitted.
- Evidence that the district's IPM program is in compliance with the respective state/tribal pesticide and IPM regulations.
- Adopted and implemented IPM.
- Availability of records for at least 24 consecutive months of a traditional exterminator model, and at least 24 consecutive months of IPM model. Required records for both pre-post is at the school level and will include, at a minimum: pest management contractor invoices, work orders, IPM logs (pest sightings), IPM work plan, IPM contract reports, IPM materials (if purchased by the district), custodian annual cost per square foot, training cost for staff training on IPM, custodian overtime (for addressing pests if they are doing additional IPM work), energy cost, Average Daily Attendance and annual Occupational Safety and Health Act reports. We may also collect stories from school personnel regarding changes in pest problems in the schools. Since some of these records may be held by the pest contractor, we assume that each school will request the specific data elements directly.
- Preference will be given to districts that have a system for recording absences and urgent visits due to asthma to the school nurse, school based health center, or other school personnel responsible for addressing children's health needs in the absence of a nurse.

We are also committed to choosing a set of three school districts that are diverse in terms of size, setting and location; our plan is to include one rural, suburban and urban district from across the country. As well as a school district in the north and south of the U.S.

#### **What is the criteria for selecting the schools within the chosen districts?**

HRiA plans to conduct the analysis on two-four schools per district. We will work with the school district to obtain the necessary information to make informed decisions regarding the chosen schools. For example, we want to make sure schools that had major renovations during the analysis period are not included. We also would like to have a mix of schools (elementary, middle and high) if possible.

#### **What is the timeline for the selection process?**

- We will notify the final school districts by **November 30, 2016**.

#### **What is the timeline for the selection process?**

- All applications will be reviewed by a national committee.
- Selected semi-finalists will be requested to provide further written, but brief, information with more details about their schools district.
- Semi-finalists will be asked to participate in a phone interview/discussion. The interview will be conducted with at least the district IPM Coordinator or the Facilities Management department.

#### **What is the timeline for the project?**

The project will take place from **November 2016 - August 2018**. During that period school districts will need to:

- Provide necessary information and records to HRiA on a quarterly basis.
- Serve as contact with pest contractor to request any necessary data elements.
- Participate and cooperate with two site visits by HRiA to your school district for in-person meetings and school site visits. These visits will likely be two to three days each – with towards the beginning of the project, and one in the second year.

#### **When will results from the analysis be ready?**

Results from the project should be ready for public release in **August 2018**. Preliminary findings will be shared and discussed with individual school districts throughout the project period.

#### **Will you share best practices?**

The primary purpose of this project is to conduct an economic assessment of the implementation of IPM, the evaluation may help to identify best practices for IPM implementation, enhancements/improvements and/or cost savings measures. If any of those best practices can be ascertained in the evaluation of the school districts they will be shared in the case studies presented. Since this evaluation is comparing each school district to themselves overarching best practices are not anticipated to be identified.

#### **How long does your school have to have been doing IPM?**

In order to be eligible, school districts need to have transitioned from a “traditional exterminator model” (pre-IPM) to a rigorous IPM program. Applicants will be required to share cost related records from at least two consecutive years of a traditional exterminator model and two years of a rigorous IPM program. At a minimum your school needs to have been doing IPM for 24 consecutive months by **October 2017**. At a maximum we need complete records from at least 24 months of traditional

exterminator model records, so this depends on how long your school district keeps that level of records.

#### [Are schools that are required by law to set up an IPM program eligible to apply?](#)

Schools that are required to have an IPM program are eligible to apply as long as they can produce the required records.

#### [What are the requirements for records?](#)

Required records for both pre-post is at the school level and will include, at a minimum:

- Pest management contractor invoices
- Work orders
- IPM logs (pest sightings)
- IPM work plan
- IPM contract reports
- IPM materials (if purchased by the district)
- Custodian annual cost per square foot
- Training cost for staff training on IPM
- Custodian overtime (for addressing pests if they are doing additional IPM work)
- Energy cost
- Average Daily Attendance/Average Daily Membership
- Annual Occupational Safety and Health Act reports

We may also collect stories from school personnel regarding changes in pest problems in the schools. Since some of these records may be held by the pest contractor, we assume that each school will request the specific data elements directly.

Preference will be given to districts that have a system for recording absences and urgent visits due to asthma to the school nurse, school based health center, or other school personnel responsible for addressing children's health needs in the absence of a nurse.

#### [What does "contract with a licensed IPM provider" mean?](#)

IPM needs to be done by an external contractor that is qualified to conduct IPM through training, certification or can show that what they are doing qualifies as IPM.

**APPLICATION DEADLINE:** Applications accepted through October 2016, or until study needs are met. Submit on-line or by e-mail.

**MORE QUESTIONS:** Please send any questions regarding the RFQ to Carissa Sera-Josef – csera-josef@hria.org or 617-391-9469.