



**RFP TITLE: PROPOSAL FOR HEAD START & PRE-K NURSING SERVICES**

**RFP No: RFP031221FM-C**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

---

1. Can the district please clarify if this will be a single award bid, or multi award?

**Single award**

2. Can the district please explain how contract needs will be disseminated to awarded vendors post implementation?

**The vendor will be expected to provide screening services for the first 60 days of school and the nurses will be given caseloads based on the health needs/services of the preschool students enrolled.**

3. How many vendors does the district expect to award a contract to for the services requested in this solicitation? **One vendor**

4. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

**There is no incumbent**

5. Can the district please provide the total amount of full-time vendor supplied Head Start LPNs and RNs utilized during the 2019-20 SY, as well as how many are in place for the 2020-21 SY?

**The services were never contracted out in previous years. The 2021-22 school term will be the first year the services will be contracted out.**

6. What is the estimated budget moving forward?

**\$111,000**

7. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (Wi-Fi, computer access, testing material, office supplies, etc.)?

**Laptop/IPAD, lanyard, supply bag or backpack, pens, pads, watch, stethoscope, mask, face shield, blood pressure monitor, pulse oximeter, pen light, gloves, and drug reference guide.**



**RFP TITLE: PROPOSAL FOR HEAD START & PRE-K NURSING SERVICES**

**RFP No: RFP031221FM-C**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

- 
8. Would Shelby County Schools consider a higher bill rate than the bill rate mentioned for each modality in Appendix I- Compensation/Pricing Schedule?

The higher billing will be reviewed and taken in to inconsideration If higher billing explanation is provided.

9. If higher hourly bill rates are accepted, how should the vendors document that on the proposal?

The explanation must clearly outline why the billing rate is higher and how the rate is calculated.

10. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

None

11. Can the district please provide the total amount of FTE contract, vendor supplied Head Start LPNs and RNs utilized during the 2019-20 SY?

Total of 10 nurses for the first 60 days of school to provide health screenings and five nurses to support the 120 days left in school term.

12. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied Head Start LPNs and RNs utilized during the 2019-20 SY?

NA

13. If multiple vendors are awarded, how will the district disseminate the FTE to each vendor?

One vendor will be selected

14. Would the district consider supplying materials to the personnel for their required modality? Often times, district to district materials needed are different.

The supplies that will be needed to support the medical support or health needs will be supplied by the District.



**RFP TITLE: PROPOSAL FOR HEAD START & PRE-K NURSING SERVICES**

**RFP No: RFP031221FM-C**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

- 
15. Can the district please state the date the RFP would be awarded on and in what capacity (Email, Letter, Phone)?

The contract will be awarded in July, and will notified by email. The vendor will be contracted by phone to review the services and site locations.

16. What process or metrics are in place for SCS to determine when liquidated damages are to be imposed, as a multi-vendor award for staffing services creates a challenge in assessment?

A specific dollar amount for liquidated damages hasn't been determined. The intention is that in the case the District incurs in any additional expense, as a result of them having to correct any breach or non-performance from the vendor, the amount for those additional expenses will be deducted from the monies owed or monies that may become due the Vendor.

17. What is the total liquidated damage assessment, charged per incumbent provider, over the course of the current contract terms?

A specific dollar amount for liquidated damages hasn't been determined. The intention is that in the case the District incurs in any additional expense, as a result of them having to correct any breach or non-performance from the vendor, the amount for those additional expenses will be deducted from the monies owed or monies that may become due the Vendor.

18. What are the maximum allowable weekly hours for each position requested in this solicitation?

40 hours weekly

19. Would SCS be open to utilizing an electronic timecard system?

The staff will submit a paper timesheet, but will be required to electronically sign in and out of each school and center where they support the students.

20. What supplies are required of vendor supplied staff (e.g. laptops, cell phones, etc.)?

First-aid kit, supplies, Laptop and cellphone.  
Cellphones will only be given to nurses assigned caseloads

21. Would the district consider mutual indemnification? No. SCS as an LEA cannot agree to such a provision in a contract because we do not have any legal authority to do so, as a



**RFP TITLE: PROPOSAL FOR HEAD START & PRE-K NURSING SERVICES**

**RFP No: RFP031221FM-C**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

---

governmental entity. The Tennessee Attorney General's Office has issued a number of opinions holding that hold harmless / indemnification agreements that call for government entities to assume the risk of loss to another party is void and unenforceable.

21. Why is the district utilizing a solicitation for the services requested in this bid?

We are unable to hire full-time nurses due to the District compensation based for nurses is lower than the market's current rate.

22. Can the district please clarify how needs for contractors will be disseminated to vendors post award?

The nurses will be assigned to schools and centers to support a caseload.

23. When and how will the vendors be notified when awarded contracts are announced?

The intent to ward notification will be sent through email when the evaluation of the RFP is complete.

24. How many vendors does the district expect to award a contract to for the services requested in this solicitation? **One vendor**

25. What is the expected amount of Full Time Equivalent (FTE), vendor supplied RN's needed for this contract?

Total of: ten nurses for the first 60 days of school to provide health screenings and five nurses to support the 120 days left in school term.

26. Can the district please provide incumbent information and current bill rates for the contracts in place for similar services?

The Early Childhood Department has not contracted any agency we worked with the District to provide the services needed.

27. Can the district please provide the total number of FTE vendor supplied RN's utilized during the 2019/20 and 2020/21 SY?

Last two years we used a total of 15-20 nurses of Shelby County Schools nurses.



**RFP TITLE: PROPOSAL FOR HEAD START & PRE-K NURSING SERVICES**

**RFP No: RFP031221FM-C**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

---

28. Can the district please describe the supplies and materials that contracted therapists/teachers will have access to at the district? (Wi-Fi, computer access, testing materials, office supplies, iPad/laptop, etc.)?

Laptop/IPAD, lanyard, supply bag or backpack, pens, pads, watch, stethoscope, mask, face shield, blood pressure monitor, and drug reference guide.

29. Can the district please clarify the maximum weekly allowable hours approved the contracted FTE's from supplied vendors? **40 hours**

30. What is the caseload size for these providers?

The caseloads will be established based on the health needs of the newly enrolled Pre-K students.

31. What travel between schools is expected for these providers?

Nurses will be expected to travel in between the centers and schools assigned on their caseload. The number of schools and centers will vary.

32. How many different schools are these providers expected to travel to?

The average has been between 4 and 5 centers and schools.

33. If bidder uses references for similar services that are out-of-state, will the vendor have points deducted under "Evaluation Factors" for this solicitation?

Out of state references will be accepted and no deduction will be taken from the score.

34. Due to the detailed information requested in this solicitation, can the district please extend the due date of this RFP?

No, the deadline will not be extended.



**RFP TITLE: PROPOSAL FOR HEAD START & PRE-K NURSING SERVICES**

**RFP No: RFP031221FM-C**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

---

35. In the bid specifications, it indicates that eligibility is limited to local public or private non-profit and for-profit organizations. Our company is based out of Oldsmar, FL and we do not have an office in your area. However, all of our clinicians hired (LPN/RN) will be local candidates. Are we disqualified from consideration for this bid?

**The vendor does not have to be local to qualify for bidding on the RFP.**

36. The bid specifies "the contractor agrees to accept assignment to schools made by the Program staff. These assignments may be made on an as needed basis and are subject to change." Does SCBE then require that some of the staff members we onboard be available for on call work/same day assignments? The nurses will not be on call.

**The nurses will be given a caseload inside our centers and schools.**

37. The bid specifies that the "contractor will provide management and oversight in collaboration..." Can you clarify if this management is required to be onsite, or if a remote management/partnership will work?

**If management is not onsite how will immediate staffing concerns be addressed? Onsite management will work to determine and implement specific needs and priorities based on the support. The management will be responsible for maintaining the dynamic of the team to ensure efficiency and productivity are followed according to the contractual agreement.**

38. The bid specifies a bond requirement of 5%. Is this bond required to be submitted at time of bid in order to qualify for consideration? Or is only payable should a protest arise?

**This bond requirement is required during the submission of a protest.**

Pg. 30 (B)

**BOND REQUIREMENTS**

1. Neither a protest nor a stay of award shall proceed under this section unless the protesting party posts a protest bond. The protesting party shall post with the Procurement Director, at the time of filing a notice of protest, a bond payable to the Shelby County Board of Education in the amount of five percent (5%) of the lowest cost proposal evaluated or, if a protest is filed prior to the opening of cost proposals, the bond payable shall be five percent (5%) of the estimated maximum liability provided in the procurement document. The protest bond shall be in form and substance acceptable to the Shelby County Board of Education and shall be immediately payable to the Shelby County Board of Education