List of questions for RFP-Nursing Services-42 Registered Nurses 2014-2015

1. What agency is currently providing services to the school district? Well Child, Inc. provided nurses to meet the BEP mandate of 1 RN (School Nurse-General Education): 3000 Students

2. What rates are being charged? Rates are noted in the RFP by range $23.00-$26.00/hr

3. If no agency is being used then how are the positions being filled at the moment? A contractor is currently being used to meet this need. Nurses are internally hired in the district; however, serve in a different capacity.

4. How many contracts are you likely to award? One

5. If it is a multi-award how will the needs be distributed amongst the agencies? Not applicable

6. What is the likelihood that an award will be made? An award will be made, as soon as feasibly possible. The goal is to have a contractor in place for school start at the latest, but by July 1, 2014 at the earliest

7. What will the RN’s primarily be covering, health rooms or 1:1 cases? General education needs no 1:1 coverage; however, each nurse will be serving students in school located health rooms/clinics. Multiple schools will be covered by each nurse (up to 5 schools)

8. What is the hourly rate for those RN’s directly employed by the school district? Nurses in the district are LPN and RN. The typical range for hourly rates is in the RFP as 23.00/hr—26/hr for district hired RNs. The annual figure is given though this works out to be $12.50 per hour if they are employed throughout the year. Is this correct? This is not correct. A correction will be posted.

9. Will the school district be lowering its cost to background check employees, i.e. nurses for the next school year or at the very least can the employer supply its nurses with their own ID badge and help save $30 per employee? No. All vendors must have a district run background screening and wear a district issued vendor badge in addition to any badge that you may provide as their employer. The current rate is extremely high.

10. Page 32 of the RFP. Can you please elaborate on point 5? Typically, leadership for the school nurse program can provide resume’ to highlight school nurse or nurse management experience. Competency criteria used to screen staff for nurse roles, specifically for school nurse discipline. Do you want us to enclose samples of our testing / screening procedures? Yes

11. What is the annual spending for this contract during the current school year? Approximately $2, 375,000

12. Who is the current vendor(s)? see answer to question #1
13. How long has the incumbent held the contract? Approximately 5 years

14. Does the school district have any issues with the current vendor? No

15. Is this a single or multiple awards? Single award. If multiple, how many? NA

16. When will the contract be awarded? July 1, 2014

17. Why is another RN RFP being posted when the first RN/LPN RFP from December hasn’t been awarded yet? There are different scopes of service requested. What are the differences in the two needs? The RN RFP is specific to meeting BEP mandate 1:3000. Whereas, the RN/LPN RFP is to meet temporary coverage needs for 1:1, IEP or 504 nursing needs, bus nurses, etc.

18. Does the awarded agency require a Medicaid billing number or will Shelby bill Medicaid direct? No

19. Can we make a presentation regarding our academic services model? If required, presentations may be requested by the panel of evaluators. At that time, linkages to the academic services model can be referenced in the presentation.

20. Page 1, Section II F - RNs & LPNs must be willing to travel from school to school with no mileage reimbursement. If a nurse is assigned to more than 1 facility during the course of a day can we bill for the time it takes to get from point A to point B? No. Typically, the nurses requested for services in this RFP will be at one school per day.

21. Page 11, Section II L - states RNs & LPNs must have a permanent TN License. Memphis / Shelby County boarders both the AR and the MS’s state lines. Since TN, AR and MS are all compact states, are nurses from AR and MS eligible to provided nursing services under this contract? Reciprocal licenses are acceptable; however, TN licenses are preferred to meet the State Board requirements for Tennessee.

22. Vendor Application – does this form have to be filled out with our response or post award? Yes, it has to be filled out and submitted with your response.

23. Second Tier Purchasing - can we put N/A on the form if we don’t plan on subcontracting? Yes

24. How long is the orientation period and is it billable? The orientation is 3 days and should be included in the number of days that school nurses will work. Registration date should also be included. Additionally, there are two embedded professional development dates throughout the year that nurses will be requested to participate in. Therefore, you would schedule and propose rates for 186 days. If you host your own orientation, you will need to account for those days on your own and not bill the district. Ideally, the week before school would be good for employer based orientation to reinforce district orientation.

25. What are your payment terms? Invoice monthly, payment after the previous month’s service has been rendered after receiving work statistics report for all staff assigned to a school nurse position with the district. Specific detail will be outline more in the contract with the awarded vendor.
26. Is a certificate of insurance required with our response or post award? Proof of a certificate of insurance is required with your response; a certificate with the rider for Shelby County Schools as an additional insured will be required post award with the executable contract.

27. In regard to section IV.-H) is compensation to contractor a set monthly amount with adjustments for fill rates or is compensation only for amount of hours worked as section IV.B reads? Specific details will be outlined in the contract. The contract amount will be divided monthly; however, adjustments for fill rates will be made and may be based on hours worked for staff present.

28. Per section I, are there provisions for a school nurse supervisor? No. The nurse supervisor role is a district role as is the Nurse Manager. The district will coordinate with the two nurse field liaisons and the employer designee on nurse placement; call ins, school coverage, etc.

29. Per section II.B, are transport services provided by the district? Are transport hours before and after school? What would be the frequency for this? This is outside the Scope of Services for this RFP.

30. Are these positions guaranteed and has Shelby County decided to outsource their nursing positions to a company or entity instead of managing it themselves? This question is two-fold. The first answer is yes, these positions are guaranteed for the provision of general education nursing services to meet the BEP requirement for 1 RN (School Nurse): 3000 Students. Therefore, each nurse could cover up to 5 schools. As to the second part of the question, No; Shelby County Schools is not giving up the management of nurses in the district. The district employees over 100 nurses to serve students with special education and other medically fragile as well as chronic health needs of students. Therefore, Shelby County Schools will continue to manage all school nursing activities, including the scope of work within this RFP.