



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

March 31, 2026

Addendum #III 35 Full Time Equivalent Registered Nurse and 2 Full Time Equivalent Liaison Nurses

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated March 13, 2025. The Respondent shall acknowledge receipt of this Addendum on the RFP Form. Failure to do so may subject the Respondent to disqualification.

Item #1 Bid Submission Extension:

Bid Due Date:

April 10, 2026 @ 10:00am CST

Item #2 Questions and Answers (Additional)

See Pages 2-3



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QUESTIONS AND ANSWERS

35 Full Time Equivalent Registered Nurse and 2 Full Time Equivalent Liaison Nurses

1. Is the contracted agency responsible for providing orientation to the skilled nurse staff, or will the school/district orient new nurse staff?

The agency nurses will be providing three-day orientation during MSCS first week orientation. Nurses coming in after the first week will be oriented by the liaison Nurse and MSCS lead Nurses.

2. Will the skilled nurse staff document care for the student on forms provided by the school/district?

We have a database they will be trained to document in.

3. Is there any expectation for the contracted agency to provide supervision of the contracted school staff? If yes, how often?

Their liaison will be their direct supervisor to manage time, days off, reported to school site, during routine site visits. MSCS will provide guidance regarding MSCS policies and procedures and collaborate with the liaison nurse.

4. Will the contracted RNs and LPNs report to a school district nurse at MSCS?

This contract is only for RN. They will report to their Liaison Nurse and Collaborate with MSCS Lead Nurse.

5. What is your projected spend on nursing services in the 2026 and 2027 school year?

TBD

6. Do you anticipate any of the RNs or LPNs working in a 1:1 capacity with students for the 2026 and 2027 school year? And if so, how many?

No

7. Is this your first time submitting a request for a proposal for nursing services?

No

8. Do you anticipate nursing needs for field trips, after-school activities, and extended school year?

The contract is for days during the regular school year. If a field trip is during the day the nurse assigned to that school, maybe asked to attend. No extended school days.

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

We must have a fully executed contract and Board approval prior to the start of these services. The legal department will send the contract through DocuSign for signature prior to services beginning.

10. How many vendors does the district expect to award a contract to for the services requested in this solicitation?

One

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

The vendor is responsible for supplying the staff with laptops. We will provide credentials for the staff accessing the internet. Basic supplies will be at the school site to be used.

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

laptops

13. Can the district please provide a Job Description and qualifications for the solicited positions?

The scope of practice

14. What is the scheduled award date?

The vendor will be notified of the award by the end of April.

Thank you,
Procurement Services