

## Questions and Answers for RFP#031121TJ Supplemental Registered Nurses & Licensed Practical Nursing Staff

1. In the scope of services, it does not specify approximately how many LPN or RN positions you may need filled. Could you provide an approximate number that may be needed? **Answer: No, the nursing assignment we currently have are on an as needed basis, no long-term assignments.**
2. The scope of services states that these assignments are made on an as needed basis. Does this mean that these nurses are utilized more as substitutes and per diem nurses, or are they utilized for more long-term assignments, such as maternity leaves, medical leaves, or full school year assignments? **Answer: Correct, when nurse calls in for today, a new student shows up at a school site, or covering during field trip, etc...**
3. Are these services new? **Answer: No, SCS has always used substitute nurses to have fill the gap for students' services.**
4. If not, what are the current pay rates for these services and who are your current vendors? **Answer: The current pay rates are listed in the RFP. We utilize several different vendors.**
5. Are you happy with the services of your current vendors? **Answer: The current vendors we have used for several years and they have been able to provide nurses that have met our needs.**
6. How many nurses do you anticipate needing on a daily/weekly basis? How many of each? **Answer: It is on an as needed basis, one day we may not use one nurse and other days we may need 2-6 nurse... However, if we know in advance a nurse needs time off we are able to schedule that a head of time and that particular nurse maybe utilized for that time period. We use nurses to provide continuity of care, so we may request a certain nurse to provide services for that particular student.**
7. Will working hours be 8-4:30pm daily, M-F? **Answer: Currently, workdays are Monday - Friday, time depends on school time (7:15-2:15, 8:15-3:15, 9:15-4:15), 7.5 hrs, work day.**
8. Are RNs preferred over LPNs or is there a combination requested? **Answer: We utilizes LPNs over RNs due the level of skills needed for our students. However, those LPNs work under either a RN, District Nurse or Clinical Lead Nurse.**
9. Are there any incumbents? **Yes.**
10. How many vendors do you intend to award this contract to? **Answer: SCS reserves the right to award one or more awards.**
11. What has been the past spend on this contract? **Answer: The spend for this contract varies from year to year.**

12. What is the estimated budget moving forward?

Answer: This answer cannot be provided at this time.

13. Can you please confirm if this is re-compete of older RFP or a new RFP? Answer: This

is a new RFP for the school year 2021-22.

14. Can you please share current Suppliers pricing and Proposals? Please submit an Open Records Request.

15. Can you please share the no. of positions served in previous years under this contract? The number of assignments varies on an as needed basis. Previously our average is ~2-5 nurses/day for up to 8 hours/day.

16. Would you be accepting references from public as well as commercial entities? Answer: Yes.

17. How many RNs and LPNs we can expect to be utilized under this contract throughout the given term? Answer: Currently, we are utilizing LPNs to fill these positions due to scope of skills needed to provide nursing services for out level of students needs.

18. Can you please confirm the most commonly filled position of this contract? Answer: We provide nursing services for a number of students with different diseases and uses the substitute nurses to assist with care, diabetics, seizures, g-tube feeding, trachs, bus riders.

19. How many vendors agency is planning to select? Answer: SCS reserves the right to award one or more awards.

20. We are not SCB registered minority vendor nor local vendor, please confirm if are eligible to bid on this RFP? Answer: Yes, you can bid on this RFP.

21. Please confirm if Shelby county business license is mandatory requirement to bid on this RFP? Answer: It is not mandatory to have a Shelby County Business to bid on this RFP.

22. Please confirm the shift timings for RNs and LPNs? Answer: Currently, workdays are Monday -Friday, time depends on school time (7:15-2:15, 8:15-3:15, 9:15-4:15), 7.5hrs, work day.

23. What would be working hours for the working positions? Answer: 7.5hrs workday with a couple of our school are 8hr workday.

24. Minimum guaranteed hours per week for these positions? Answer: It is accordingly to the need and we cannot guarantee a certain number of work hours per week, unless the nurse takes a planned leave of absence.

25. Can the district please clarify if this will be a single award bid, or multi award? Answer: SCS serves the right to award one or more awards.

26. Can the district please explain how contract needs will be disseminated to awarded vendors post implementation? **Answer: Previously emails for projected needs are sent to approved vendors Thursday before the start of the next week. Vendors are expected to contact us with nurses who accept assignment. Vendor Calls are made after hours in the event of call-ins.**
27. How many vendors does the district expect to award a contract to for the services requested in this solicitation? **Answer: SCS reserves the right to award one or more awards.**
28. Can the district please provide incumbent information and current bill rates for contracts in place for similar services? **Answer: Current bill rates for LPN=34.00/HR; RN= 46.50/HR; Vendors include: Real Nurses, Suwanee, Consolidated Staffing, Medical Edge, Certified Medical, Worldwide Staffing.**
29. Can the district please provide the total amount of full-time vendor supplied LPNs and RNs utilized during the 2019-20 SY, as well as how many are in place for the 2020-21 SY? **Answer: Nurses on an as needed basis. There are no FTE supplied nurses for supplemental staffing.**
30. 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.)? **Answer: Contract providers will have access to student supplies, forms and documentation according to district process.**
31. Would Shelby County Schools consider a higher bill rate than the bill rate mentioned for each modality in Appendix I- Compensation/Pricing Schedule? **Answer: At this time approved SCS rates are published in the RFP.**
32. If the District will allow a proposal of a higher Hourly rate for RN and LPN, how would they like the vendor to notate that on their proposal? Should this be a markup percentage from the asked Rate by SCS, or rather a mention of the rate the vendor would propose? **Answer: At this time approved SCS rates are published in the RFP.**
33. Can the district please provide the total amount of FTE contract, vendor supplied LPNs and RNs utilized during the 2019-20 SY? **Answer: FTE contracted staff for 19-20 = 36 school nurses.**
34. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied LPNs and RNs utilized during the 2019-20 SY? **Answer: Not at this time.**
35. If multiple vendors are awarded, how will the district disseminate the FTE to each vendor? **Answer: This RFP is only for as needed staff.**
36. Would the district consider supplying materials to the personnel for their required modality? Often times, district to district materials needed are different. **Answer: Answer: The district will supply basic materials i.e. gloves, hand sanitizer, disposable gowns and equipment for students who have health procedures that require nursing services in the IEP or 504 plan.**

37. Can the district please state the date the RFP would be awarded on and in what capacity (Email, Letter, Phone)? **Answer: At this time, the District cannot provide a specific date that the RFP will be awarded for this project. An Intent to Award will be email to all respondents that submitted a proposal for this RFP.**
38. 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? **Answer: A specific dollar amount for liquidated damages hasn't been determined, however, 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.**
39. What is the total liquidated damage assessment, charged per incumbent provider, over the course of the current contract terms? **Answer: Please reference #38 above.**
40. What are the maximum allowable weekly hours for each position requested in this solicitation? **Answer: 40 hours for individuals assigned to provide health services during school hours at Shelby County Schools.**
41. Would SCS be open to utilizing an electronic timecard system? **Answer: Utilizing only if all vendors follow the same process.**
42. What supplies are required of vendor supplied staff (e.g. laptops, cell phones, etc.)? **Answer: Cell phones or opportunities to provide two-way communication.**
43. Will the district consider Mutual Indemnification? **Answer: No SCS will not consider a Mutual Indemnification.**