

## Questions and Answers for RFP#04262023TJ 30 RN School Nurses & 2 RN Field Liaisons

1. What is the estimated budget for this RFP? **Answer: The estimated budget is \$2,000,081.25.** If unknown, please specify previous spending.
2. Is this a new requirement? **Answer: No.** If not, please provide the current vendor(s) providing the service and how are the current services being procured? **Answer: Current service being provided by RCM Healthcare Services.** Apart from end of tenure, is there any other reason to release this solicitation? **Answer: No.** Are there any pain points? **Answer: No.**
3. Is there any preference to the local vendor while evaluating the proposal? **Answer: The final scorecard will reflect any respondents that meet the criteria per board policy#2011.**
4. Please provide the list of all the certifications/licensure which is necessary to attach in the proposal. **Answer: All nurses must have licensure as an RN and be current in CPR and AED training.**
5. Kindly confirm what Attachments/Forms are required to be submitted with the proposal so to avoid compliance issues. **Answers: Please reference Tab F, found on page 12 in the RFP.**
6. Is this multi or single award? **Answer: One vendor will be awarded.**
7. Kindly specify total number of FTE's working and current \$ value spent. **Answer: Currently, the total FTE's is 30. And the current spend is \$691,459.67.**
8. Please provide previous 3 years spending. **Answer: The previous budget for the last three years 2019- \$1,315,540.00, 2020-\$808,868.24 and 2021-\$104,481.25.**
9. Is it mandatory to utilize sub-contractor? If yes, please specify goal? **Answer: No**
10. Please clarify if we are not MSCS registered minority vendor, will it affect evaluation? **Answer: No.** Do we need to utilize subcontract that is MSCS minority? **Answer: No**
11. Please clarify the work location where RN School Nurses & RN Field Liaisons will perform the services? **Answer: The schools will be the work location.** Do we need to provide services in one school or more than one school? **Answer: More than one (1) school.**
12. As mentioned in the solicitation "The anticipated term of this contract is for one (1) year with the option to renew for two (2) additional one (1) year terms." And requested workdays are 183, please clarify is it 1-year contract or 6 months contract? **Answer: The contract is for one (1) year.**
13. Do we need to provide E-Verify statement along with the response? **Answer: If awarded the E-Verify Statement will be needed at that time.**
14. Is it mandatory to provide 3 school references only? Can we provide other client references where we have provided similar services. **Answer: Please reference Tab C Experience and Capabilities #4 on page 11 in the RFP.**
15. Do we need to provide everything mentioned under TAB D. FISCAL INTEGRITY/FINANCIAL STATEMENTS or will only audited financial statements will suffice the requirement. **Answer: Please reference Tab D Fiscal Integrity/Financial Statements. The Vendor shall include in its proposal, completed audited financial statements including the auditor's notes, for its last three years. If the Vendor has not had its financial statements audited by an independent accounting firm, the Vendor must submit such un-audited financial statements as it has.**

16. Is bid bond mandatory? **Answer: Bid bond is not required for this project.**
17. Can you please provide a list of incumbent vendors and their bill rates. **Answer: RCM Healthcare Services is the current vendor. Their hourly billing rate is \$46.50.**
18. Where can we find previous bid award information for the requested services? **Answer: Request for Open Records.**
19. What is the total budget/expenditure allotted for this RFP? **Answer: Is to be determined.**
20. Can we provide pricing ranges? **Answer: No.**
21. Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number? **Answer: No.** Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid? **Answer: No.**
22. Are orientation and meetings billable? **Answer: Yes.**
23. How long have the incumbent suppliers held this contract? **Answer: For three (3) years.**
24. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with? **Answer: Yes.**
25. What is the main cause or reason to send this project to bid? **Answer: The old RFP contract has expired, and this will be a new RFP solicitation.**
26. What is the current amount of contractor usage over the past year? **Answer: The current amount is \$691,459.67.** Entire contract period? **Answer: Fiscal Year 2022-2023.**
27. What is the expectation and frequency for on-call needs? **Answer: There are no on call needs.**
28. What is expectation and frequency for replacing a candidate that is ill/calls off? **Answer: The Nursing Field Liaison's should be utilized as replacements when candidate call off.**
29. Once confirmed, how long does the process take for the clinician to start? **Answer: The clinician will start as soon as the district's orientation, fingerprinting and background check is completed.**
30. Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (vaccination, screening, new programs, grants, ESSRlll positions, etc.)? **Answer: No.**
31. Please clarify the reporting structure for Supervision of contract staff within the district? What position provides clinical supervision within the district? **Answer: Nurse Manager, Clinical Lead and District Charge nurses.**
32. Are IEP and 504 documents, plan documents, and students records kept in an online system or hard copy at the district? What system? **Answer: The documents are kept electronic and hard copy.**
33. Are the medical personnel's license, CPR card, resume and proof of references/background checks required upon submission of bid or upon award? **No, however it is the responsibility of the vendor to provide if needed.** If required on bid is an excel document acceptable? **Answer: No.**
34. Please clarify if the district or vendor provides materials (i.e. assessments, testing kits, protocols/scoring sheets, etc.). **Answer: The vendor provides supplies for their candidates.** In unexpected situations, would this differ for teletherapy/remote services? **Answer: No.**
35. Will you accept an electronic submission of the proposal in lieu of hard copy submission? **Answer: No.**

36. Staffing---Page 15 states “RN will work in collaboration with MSCS Health Services Administration or designee to determine all nursing assignments during the school year.” Will these be random assignments? Will nurses be assigned certain schools or areas to cover? What is your plan for how staffing should work? **Answer: Nurses will be assigned by the district staff to schools to be covered. Each nurse will have five (5) schools.**
37. Schedule---What dates will nurses be required to start working? **Answer: July 31, 2023.**
38. Overtime---Can you give examples of when overtime might be needed? It is mentioned on page 15. **Answer: There is no expected overtime. Any additional time i.e. parent meetings, school events and afterhours activity must be approved.**
39. Field Trips---Will field trips that extend past the school hours be part of the nurse assignment? **Answer: Occasionally.**
40. Riding Bus---Are contracted School Nurses required to ride the bus with a student? **Answer: No.**
41. Training---Are school nurses REQUIRED to be CPR and First Aid Instructors? If so, by what date? **Answer: No.**
42. Training---Page 16 states “all nurses must be proficient in ventilator knowledge”. Our policies require ventilator students to have a nurse assigned just for that student. What is the policy for MSCS? **Answer: Ventilator students much have a nurse assigned to that student.** Would the assigned nurse have time allotted for ventilator training, as this is NOT a common skill in a LEA? **Answer: The nurse assigned must be trained prior to being assigned to the student.**
43. Job Tasks--Page 16 lists multiple requirements of the school nurse each day---if nurses are covering more than 5 schools/week, what is your system for ensuring that these tasks are completed to your satisfaction? **Answer: By providing Nursing orientation.**
44. Vacancies---Page 17 states “the contractor must agree to assign and replace vacant positions within 30 days of the reported vacancies---with the current healthcare shortage, what is the consequence if this is not possible? Page 18 says, “Contractor must agree to 80% of positions being filled at all times---what is consequence if not? **Answer: The vendor would be compensated for the hourly nursing services provided.**
45. Schools--How many schools in the district or each type (regular I Zone, or Empowerment) would each of the 30 nurses cover? **Answer: Each nurse will be assigned to five (5) schools. Nurses are not assigned by school type.**
46. Would SCBE be open to considering a hybrid approach that partners on-site nursing staff with centralized remote RNs through the use of telemedicine technology? **Answer: No.** This model has proved effective in addressing the current national shortage of RNs and well as the significant increases in nursing labor costs.
47. In Section V (Scope of Services), could you expand on the requirement for “appropriate electronic documentation” on every student. **Answer: Training will be provided before the usage of the electronic documentation.** Is there a current EMR or tool that is currently in use? **Answer: Yes.**

48. Can MSCS provide any specifics on the nature of the Oral Presentation, such as the number of presenters allowed, and the nature of the questions asked? Also, how long will the Oral Presentation be should MSCS require one? **Answer: At this point, the RFP Committee Team cannot give any specifics until the RFP Committee Team has reviewed each respondent's proposal. The presentation will be approximately 45 minutes.**
49. Will MSCS provide the summary document on the procurement website and in newspaper format? **Answer: The document will consist of a list of the respondents' company names that responded to this project.**
50. Confirm that the key personnel described here are members of the Vendor's corporate team who will be managing and conducting operations on the contract. **Answer: Yes.**
51. Is there a maximum number of references Vendors can submit to MSCS for evaluation? **Answer: Please reference Tab C, Experience and Capabilities, #4 on page 11.**
52. How should Vendors present their proposal submissions on the USB? Should they include folders labeled by Tab or does MSCS want the proposal response as one file? **Answer: Please provide one scan file on the USB Drive.**
53. Does MSCS have a job description including a list of key skills and attributes for the RN Field Liaison Role? **Answer: Yes.**
54. "School nurses will attend nursing orientation and back to school professional development and in-service training as established by MSCS nursing management team and Health Services Administration." Will Vendors incur the costs of the orientation, professional development, and training, or does MSCS cover them? **Answer: The orientation is billable.**
55. "School nurses will be present and remain on the assigned school campuses for the duration of the school day unless approved by Health Services for the purposes of accompanying assigned students on field trips, acting as a designated participant in specified home visits or other health related services. RN School nurses will be available if needed to provide and perform required procedures and prescribed medical services to students during school hours including but not limited to blood glucose checks, urinary catheterization, oral /tracheal suctioning, and tube feedings in assigned schools to address the health needs of students who require procedures or other medical procedures." Do any MSCS students require 1:1 services? **Answer: Yes.**
56. "School nurses will conduct and assist Health Services, nursing management team with the reporting and the control of communicable diseases, immunization audits and compliance in assigned schools." Will MSCS provide PPE for nursing personnel as they support the report and control of communicable diseases (e.g. COVID-19, influenza, RSV), or will the contractor be responsible for providing PPE? **Answer: The contractor will be responsible for providing PPE.**
57. "All nursing staff must be flexible for assignment changes." How often are assignment changes made throughout the school year? **Answer: Assignment changes are made based on school needs.**

58. "All nursing staff must attend the annual mandatory nursing orientation for school nurses as determined by Health Services." Will Vendors incur the costs of the annual mandatory orientation, or does MSCS cover them? **Answer: Nursing orientation for school nurses is billable.**
59. "The contractor must be capable of providing proof of auto liability insurance upon request for any vehicle used in the implementation of this contract." Does this proof of auto liability insurance also apply to the 32 FTEs under the contract? **Answer: Yes.**
60. Define the term "partnerships." Does this include Subcontractors? **Answer: Please reference Appendix A Special Terms and Conditions for RFP's Section 8 Proposal Submission letter e on page 26 in the RFP. No, it does not include subcontractors.**
61. Should MSCS issue more than four (4) amendments, are Vendors allowed to include additional lines to acknowledge those subsequent amendments? **Answer: Yes**
62. Are Vendors allowed to submit more than one copy of Appendix C – References if they have more than three (3) relevant references to present to MSCS? **Answer: Yes**
63. Are the 3 days for SCS training billable? **Answer: Yes.**
64. Will the nurses be assigned to a different school each day? **Answer: Yes.**
65. Will the nurses travel between schools for procedures on the same day? **Answer: No.**
66. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award? **Answer: No.**
67. When is the estimated contract award date, and how will the district communicate award status to vendors? **Answer: The contract award date is to be determined. An Intent to Award Notification will be emailed to each respondent stating who the awardee who's the awardee vendor.**
68. How many vendors does the district expect to award a contract to for the services requested in this solicitation? **Answer: Please see answer #6.**
69. Can the district please provide incumbent information and current bill rates for contracts in place for similar services? **Answer: No.**
70. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (RN's) utilized during the 2022-23 SY? **Answer: No.**
71. 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: The contractor will provide supplies and materials for the nurses. Wi-Fi will be available in the district.**
72. What travel between schools is expected for these providers? **Answer: travel between schools is limited. However, the nurse may be asked to provide an assessment for a student who may be at another school included in the nurse's assignment.**
73. Will the district review other SPED service classifications if submitted with the vendor proposal? **Answer: The RFP Committee Team will review all respondent's proposals.**

74. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services? **Answer: Creation of the Individualized Health Plan (IHP) for documentation.**
75. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation? **Answer: 7.5 hours per day.**
76. Will the district accept contract exceptions? **Answer: No.**
77. Who is the district Clinical Support for the vendor's nurses? **Answer: The clinical support will be provided by MSCS Nursing Management Team.**
78. Will the district provide direction and oversight for all District staff? **Answer: Yes.**
79. Would the district consider providing education specific to trach and vent learning for the contracted staff? **Answer: Yes.**
80. Would there be an option for supplemental compensation for the management of the outlined monitoring and oversight as described in the RFP? **Answer: No.**
81. Would the monitoring and oversight on compliance reporting mentioned in the RFP be in conjunction with and under the direction of Shelby County nursing staff? **Answer: Yes.**
82. What are the necessary tasks that need to be provided by the school nurses mentioned in the RFP? **Answer: Please Reference Part V-The Scope of Services on page 15 in the RFP.**