



Department of Procurement Services

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

QUESTIONS AND ANSWERS

RFP 041626JKG Supplemental RN and LPN Staffing Services

1. Could you please provide the incumbent vendor's name, along with their previous response and associated pricing for a similar contract?
TBD
2. Could you please confirm whether this solicitation is intended to receive responses from individual professionals or staffing firms or Clinical Service Providers?
Staffing Firms and/or Clinical Service Providers
3. What will be the job location for the requested nurses (e.g., home settings or other facilities)?
Memphis-Shelby County Schools
4. Is there any performance bond or payment bond required for this RFP/contract?
There is no bond required.
5. Could you please confirm whether the rates provided in Appendix I – Pricing Schedule are bill rates? Additionally, can vendors propose their own rates for RN and LPN roles?
The rates provided are the rates that will be paid per hour.
6. Could you please share the annual spending details for similar contracts over the past three years?
The contract was awarded to several vendors and the total spending details were dependent on the vendor's ability to provide a nurse.
7. Are there any additional services required apart from staffing services?
No
8. Do responding firms need to submit resumes of potential nurses with the proposal? If yes, should these be sample resumes or actual candidate resumes?
Yes; Candidates resume
9. Does this RFP require any management or program oversight capabilities from the vendor?
You will manage your own nurses.

10. Could you please confirm whether a protest bond is required, and to which vendors it would apply? Additionally, please confirm if our understanding is correct that the bond requirement applies only in case a vendor files a protest?
There is no bond required.
11. Can vendors provide MSP and commercial clients as references?
The vendor should provide references who can speak to their work performance.
12. Please confirm whether the awarded vendor is required to hold an active Medicaid billing number or if Medicaid billing will be handled directly by the agency or another entity?
Memphis-Shelby County Schools will handle the Medicaid billing.
13. Are all vendors required to submit a bid at the price provided in the RFP, LPN \$36, and RN \$48?
Yes
14. How were the bill rates determined?
They were determined from previous rates.
15. What were the bill rates for the 2025 and 2026 school year?
LPN- \$34.00 RN- \$46.50
16. How many RNs do you anticipate needing for the 2026 and 2027 school year?
Two PRN Registered Nurses; One will be assigned to cover Shrine School.
17. How many LPNs do you anticipate needing for the 2026 and 2027 school year?
Between 5-6 (PRN)
18. Who will be supervising and overseeing the contracted RNs and LPNs?
MSCS Lead Nurse will manage the nurses under MSCS nursing guidelines and policies. The agency will be responsible for managing time, time sheets, replacing when absent, etc.
19. Is there any additional clinical support from the contracted agency needed, outside of hiring and staffing contracted RNs and LPNs?
Making sure the nurse(s) have the skill that align with the student's needs.
20. How many RNs and LPNs did Memphis and Shelby County Schools hire over the past years?
This is a PRN position; nurses are hired according to the need. We use several different vendors and ask for at least 1-2 nurses per week.
21. What is the intended budget for this contract?
TBD

22. Is this a new requirement? If not, please provide list of the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

This will be a new contract.

23. Please provide the total number of temporary staffs on current assignment? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

The positions are PRN hourly staff, MSCS staff will assign the nurses to school sites.

24. Will this be a single award or multiple award?

Multiple award

25. Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

You can view the vendor's response(s) by way of an open records request.

26. What is the average length of the assignment?

The anticipated assignment will be from August 3, 2026- June 30, 2027

27. Is it mandatory to have a local office?

Yes

28. Is there any preference to the local vendor while evaluating the proposal?

Please refer to page 34 of the proposal.

29. Do we need to submit the Certificate of Insurance and Business License with the proposal?

Yes

30. Kindly provide specific list of attachments and documentation required to be submitted with the proposal so to avoid compliance issues.

Please refer to page 10 of the proposal.

31. If a vendor does not qualify as a Small Business Enterprise (SBE) and/or Local Vendor, should the corresponding checkboxes on the cover page be left unchecked, or marked as "N/A"?

Either would suffice

32. Please confirm whether subcontracting is mandatory under this solicitation.

Additionally, are there any subcontracting goals, that vendors should be aware of?

Subcontracting is not mandatory and there was no goal placed on this project.

33. If a vendor is based in the State of Tennessee but does not have a physical office located within Shelby County, will this impact the evaluation of the proposal beyond the Local Preference Policy considerations?

Yes

34. As per Page 7, Section 18.0 Bonding, please confirm whether any bonding requirements apply to this contract. If bonding is required, please specify the type of bond (e.g., bid bond, performance bond) and the required dollar amount?

No bond required

35. As per Page 28, Appendix C – References, which states “Please provide reference testimonials from the above references,” please confirm whether this refers to Past Performance Questionnaires (PPQs). If so, are vendors required to submit three (3) completed PPQs along with Appendix C? Additionally, please confirm the required format for PPQs and whether they should be attached as part of the proposal submission.

Past and/or present references are acceptable.

36. As per page 8, PART III: PROPOSAL FORMAT, 1.0 GENERAL FORMAT, kindly confirm if our understanding is correct we have to provide One (1) original (labeled), four (4) copies, and 1 (one) USB in a sealed envelope.

This is correct

37. As per Page 8, Part III: Proposal Format, Section 1.0 General Format, please confirm whether the electronic version of the proposal submitted on USB is required to include digital signatures?

A scanned copy of the original proposal with signatures onto the USB is acceptable.

38. As per Page 9, Tab C: Experience and Capabilities, Item 2, please confirm whether vendors are required to include only the organizational chart, or if a narrative describing the account management team structure and roles should also be provided.

Please provide requested information as it is listed in proposal.

39. As per Page 9, Tab C: Experience and Capabilities, the RFP requests references capable of documenting (a) the Vendor’s ability to manage similar contracts and (b) the quality and breadth of services provided. However, Appendix C only includes fields for basic reference information (e.g., client name, services provided, contact details). Please confirm whether vendors are required to provide additional narrative or testimonials addressing items (a) and (b), or if completion of Appendix C alone is sufficient?

Please provide requested information as it is listed in proposal.

40. As per Page 9, Tab D: Fiscal Integrity/Financial Statements, please confirm whether submission of audited financial statements for the last three (3) years will satisfy all requirements under this section. Additionally, please clarify whether vendors are still required to provide separate information for items (a) through (f), or if these elements are considered covered within the audited financial statements.

Please provide requested information as it is listed in proposal.

41. As per Page 9, Tab D: Fiscal Integrity/Financial Statements, vendors are required to identify any claims or pending litigation within the past five (5) years. If a vendor has no claims or litigation to report, is it acceptable to state “N/A” or “None” in response to this requirement?

Either will suffice

42. As per Page 10, Tab E: Technical Response to RFP Scope of Work, please confirm whether vendors may provide a narrative technical response organized with subheadings addressing each requirement of Part V (Scope of Work).

Please provide requested information as it is listed in proposal.

43. As per Page 10, Tab E: Technical Response to RFP Scope of Work, please clarify whether vendors are required to provide resumes for proposed RN and LPN personnel. If so, should these resumes be live or sample resumes? Additionally, how many resumes per job classification are required?

Yes; Traditional sample resume(s)

44. As per Page 10, Tab E: Technical Response to RFP Scope of Work, vendors are required to address Part V (Scope of Work). Please confirm whether providing a detailed technical approach, including experience and work plan, will suffice, or if vendors are also required to submit resumes of proposed RN and LPN personnel as part of the technical response?

Please provide requested information as it is listed in proposal.

45. As per Appendix A: Special Terms & Conditions and Appendix H: Local Preference Purchasing Policy, we do not see a designated signature section. Please confirm whether these documents are provided for informational purposes only, or if vendors are required to sign and submit an acknowledgment under Tab F: Forms.

For informational purposes only

46. As per Page 28, Appendix C – References, after completing the required reference details in the form, may vendors include the corresponding reference testimonial/description directly below each reference entry within the same document?

Yes

47. As per Page 29 and subsequent appendices, including Appendix D – Non-Collusion Certificate, Appendix E – Debarment Affidavit, Appendix F – Anti-Bribery Affidavit, and Appendix G – Certificate of Insurance Coverage, it is noted “To Be Submitted with Technical Proposal.” Please clarify whether these documents should be included under Tab E: Technical Response or Tab F: Forms as part of the proposal submission?

Please provide requested information as it is listed in proposal.

48. As per Page 30, Appendix E – Debarment Affidavit, please confirm that if the respondent is a corporation, the form should be executed by an authorized corporate officer, and the signature lines for individual or partnership respondents may be left blank.

Please provide requested information as it is listed in proposal.

49. As per Appendix F – Anti-Bribery Affidavit, for the section requiring disclosure of any violations, if the vendor has no such matters to report, is it acceptable to state “N/A” or “None” in the provided space?

Either will suffice

50. As per Appendix G – Certificate of Insurance Coverage, please confirm whether vendors are required to complete and submit the provided form only, or if a separate Certificate of Insurance (COI) issued by the insurance carrier must also be included with the proposal?

Please provide requested information as it is listed in proposal.

51. As per Appendix H – Local Preference Purchasing Policy, please confirm whether the Local Preference requirement can be waived under any circumstances for this solicitation.

No

52. As per Appendix I – Pricing Schedule, please confirm that the listed hourly rates for RN (\$48.00) and LPN (\$36.00) are fixed and must be accepted as stated, with overtime billed at one and one-half times the hourly rate, and that these rates will remain unchanged throughout all option renewal periods.

Rates must be accepted as stated and will remain unchanged.

53. Please confirm the current number of FTEs (RN and LPN) supporting this contract.

Please submit an open records request for this information

54. As this is a supplemental staffing requirement, please confirm the number of RN and LPN positions currently required and any anticipated staffing needs for the upcoming contract term.

Please refer to questions 16 & 17

55. Under Shelby County Board of Education (SCBE), please confirm the total number of schools that will require RN and LPN staffing services under this contract.

The positions are according to the students' need(s)

56. As per Page 10, Tab H: Electronic Media (Include with Submission), please confirm whether vendors may include a simple statement under Tab H indicating that the bidder has provided the USB containing the electronic version of the proposal within the sealed envelope.

Please provide USB in the manner that is noted in the proposal.

57. Please confirm whether Small Business Enterprise (SBE) firms are given any evaluation preference under this solicitation. Additionally, will vendors certified as Minority Business Enterprises (MBE) in the State of Tennessee receive any consideration or preference during evaluation?

There is no SBE goal for this project

58. As per Page 19, Section 6: Proposal Submission, please confirm whether the optional letter of explanation is mandatory, or if vendors may omit this letter if all required information is already clearly addressed within the proposal response.

Please provide requested information as it is listed in proposal.

59. As per Page 19, Appendix A – Special Terms and Conditions for RFPs, Section g. Certificates and Affidavits references documents such as Sales Tax Certification, Minority Business Enterprise (MBE) Affidavit, and Asbestos Free Certification. Please confirm whether these documents are required to be submitted with the proposal, or if they are only applicable post-award or when specifically requested.

Please refer to question #57

60. Please confirm whether references must be from local (Shelby County or Tennessee-based) clients, or if vendors may provide references from any state, provided the services are similar in scope and job classifications.

The vendor should provide any references that can speak to their work performance.

61. If there is an existing contract, could you please share the names of the current vendors and their pricing.

You can view the vendor's response(s) by way of an open records request.

62. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

The number of hours depends on the students' services for procedures. A school day is usually 7.5 hours, but not necessarily the timeframe for the nurse.

63. Can the District provide the current hourly bill rates being paid for each staffing category listed in the solicitation (RN and LPN)?

RN= \$46.50 LPN=\$34.00

64. When is the anticipated award date, and how will vendors be formally notified?

Procurement will notify all respondents at once.

65. Is this contract intended to cover both in-school nursing services and medically fragile supplemental (e.g., 1:1 or high-acuity) staffing?
In school services, not 1:1.
66. Can the District provide estimated volumes for nursing services, including the number of RN and LPN positions for standard in-school coverage and medically fragile/1:1 cases?
The positions are prn supplemental staffing to fill in gaps for MSCS nurses
67. What is the anticipated start date for services following Award?
August 3, 2026
68. Will multiple vendors be awarded under this non-exclusive contract?
Yes
69. How will vendors be notified of Award?
Please refer to question # 72 for answer.
70. What is the intended number of awards (approximate number)?
4-5
71. What is the work location of the proposed candidates?
Nurses are placed where the students' needs are
72. If Memphis-Shelby County Schools (MSCS) is a current or past client, may the vendor include MSCS as one of the required three (3) references, with the remaining references from other clients, or should all references be from different organizations?
MSCS can be included
73. Please confirm whether references must be from local (Shelby County or Tennessee-based) clients, or if vendors may provide references from any state, provided the services are similar in scope and job classifications.
Yes
74. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?
The contract is for both RNs and LPNs, RN will be paid at RN rate with students with high acuity service level.
75. What is the estimated budget for this contract?
TBD
76. Is it mandatory to subcontract?
No

77. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?
The number of hours depends on the students' services for procedures. A school day is usually 7.5 hours, but not necessarily the timeframe for the nurse.
78. Is this a rebid? If so, who are the current incumbent vendor(s) providing these services?
No
79. Can the District provide the current hourly bill rates being paid for each staffing category listed in the solicitation (RN and LPN)?
RN= \$46.50 LPN=\$34.00
80. When is the anticipated award date, and how will vendors be formally notified?
Procurement will notify all respondents at once.
81. Is this contract intended to cover both in-school nursing services and medically fragile supplemental (e.g., 1:1 or high-acuity) staffing?
In school services, not 1:1.
82. Can the District provide estimated volumes for nursing services, including the number of RN and LPN positions for standard in-school coverage and medically fragile/1:1 cases?
The positions are prn supplemental staffing to fill in gaps for MSCS nurses