



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

www.sedgwickcounty.org/finance/purchasing.asp

**ADDENDUM #2
RFP #21-0061
TEMP SERVICES – MEDICAL STAFF**

October 1, 2021

The following is to ensure that proposers have complete information prior to submitting a proposal response. Here are clarifications regarding our request.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. What specific job titles/positions are you looking for as medical staff under this RFP?

Answer: We utilized RN, MA, LPN, and CNAs for our response.

2. What are the labor categories in medical staffing, for example, RN, LPN, CAN, Physician ancillary, etc.?

Answer: RN, LPN, Medical Assistant.

3. What are the zip codes in which you are interested in working?

Answer: 67201, 67202, 67203, 67204, 67205, 67206, 67207, 67208, 67209, 67210, 67211, 67212, 67213, 67214, 67215, 67216, 67217, 67218, 67219, 67220, 67221, 67223, 67226, 67227, 67228, 67230, 67232, 67235, 67260, 67275, 67276, 67277, 67278, 67052 and surrounding area.

4. How do we know what positions are going to be needed and how many of each?

Answer: We utilized RN, MA, LPN, and CNAs for our response. We could need up to 150 staff. It will depend on the demand.

5. Is there any historical data on usage available?

Answer: At our highest, we had 150 medical staff on hand for COVID sampling and vaccination. Staff were primarily full time but we did have some part time and PRN staff to fill in gaps.

6. Do you currently have a contract for these medical staff and travel nurse RFPs? If so, what is the pricing you have today and who are the current suppliers?

Answer: Travel staff was \$110.00/hour, RN was \$82.00/hour, LPN was \$55.50/hour, and MA (Medical Specialist) was \$52.50/hour.

7. Do you require a local vendor?

Answer: The solicitation is open to all vendors meeting the minimum firm qualifications as listed on page 6 of the RFP.

8. Do you require a special business license/permit for that state?

Answer: No.

9. Any documents requiring notarizing?

Answer: No.

10. Any mandatory forms to be submitted before the deadline?

Answer: Please see VIII. Required Response Content on page 10.

11. How many hours are required for the said position?

Answer: Minimum 40-44 hours a week depending on the assignment.

12. What is the last two (2) years' annual spending?

Answer: One year was \$1.5 million.

13. Is this a single award or multiple award contract?

Answer: There could be multiple awards to this contract.

14. What is the anticipated date of award and contract execution?

Answer: It is estimated that contract execution will be by November 15, 2021.

15. Is this a new project or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

Answer: This is a new project.

16. Could you please share the previous spending done on this contract, if any?

Answer: \$1.5 million.

17. What are job titles that are needed as a medical staff to fulfill the scope of work as mentioned in the RFP? Please provide some examples of the job titles.

Answer: Medical Specialist, Vaccinators, and COVID swabbers.

18. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

Answer: 350 staff at \$85.00/hour.

19. Do we need to provide actual resumes of proposed candidates or can we provide sample resumes of proposed candidates?

Answer: Resumes will be needed for candidates for placement once the contract is awarded.

20. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

Answer: Yes.

21. What is the place of performance of the candidates?

Answer: The location is 223 N. Main, Wichita, KS and testing is moving to the Wichita Mall.

22. Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Answer: On-site.

23. How many people are currently working onsite and offsite?

Answer: 100.

24. Could you please provide the list of holidays observed by Sedgwick County?

Answer: Sedgwick County observes the U.S. Federal holiday schedule.

25. Are there any mandated Paid Time Off, Vacation, etc.?

Answer: No.

26. Any documents requiring notarizing?

Answer: No.

27. Any mandatory forms to be submitted before the deadline?

Answer: No.

28. How many hours are required for the said position?

Answer: Minimum 44 hours a week. Most staff work close to 50 hours a week right now.

29. What job descriptions may require travel to different locations?

Answer: All job descriptions and classifications may require travel. It will depend on the needs for the day.

30. Will the temp agency be responsible for temp employee travel costs? If so, can travel and mileage be reimbursed?

Answer: If staff had to travel between locations for some reason, we do reimburse at the federal mileage rate.

31. Will there be parking fees?

Answer: They are currently being paid by the county. Staff are not required to pay.

32. Will the temp still be on the clock if they are traveling between locations on the same day?

Answer: Yes.

33. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer: Yes.

34. Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer: This can be requested through KORA if needed.

35. Are there any pain points or issues with the current vendor(s)?

Answer: No.

36. Please confirm the anticipated number of awards.

Answer: There is no way to know at this stage of the process the anticipated number of awards.

37. Is this a new contract or renewal of an existing contract?

Answer: New contract.

38. If there is an existing contract, could you please share the name of the current suppliers (who are currently providing services to the agency)?

Answer: Interim and Cross Country.

39. Could you please share the current Suppliers' pricing and Proposals?

Answer:

Position	Weekday - Morn	Weekday - Aft	Weekday - Eves	Weekend - Morn	Weekend - Aft	Weekend - Eves
RN SPECIALTY	\$82.00	\$82.00	\$82.00	\$86.00	\$86.00	\$86.00
LPN SPECIALTY	\$55.50	\$55.50	\$55.50	\$60.00	\$60.00	\$60.00

40. Is there any issue with existing suppliers?

Answer: No.

41. Can you please share the email id/details where we can raise the public record request for Sedgwick County?

Answer: Jessica Ostmeier at jessica.ostmeier@sedgwick.gov

42. When was the existing contract started and what is the annual monetary spent value of the current contract since inception?

Answer: June 2020. Estimated \$6 Million.

43. How many resources are currently engaged in the current contract? Please share titles and count.

Answer: 200. CNA (10), RN (143), MA (7), and LPN (37).

44. Can you please share the number of positions served in previous years under this contract?

Answer: 350.

45. Can you please share the amount of business each vendor did under this contract in previous years?

Answer: Provided medical services for COVID response. Staff vaccinated and sampled at our test site. Services were not utilized prior to 2020.

46. Can you please confirm the most commonly filled positions of this contract in the past?

Answer: RN, LPN, Medical Specialist, MA, CAN, and BSN.

47. How many positions can we expect under this contract throughout the given term?

Answer: 150 – 200.

48. Please confirm the total number of vendors to be awarded this contract?

Answer: There is no way to know at this stage of the process the anticipated number of awards.

49. Please confirm if our resources will be travelling from one location to another to perform the services under this contract. If yes, how will those travel expenses be reimbursed?

Answer: Yes, they will travel and can be reimbursed for mileage.

50. Do we need to submit the Business Registration Certificate along with the proposal?

Answer: All required licensure must be provided by awarded vendors prior to contract issuance.

51. Is there any preference for local bidders?

Answer: No preference given to local bidders.

52. Can you please share the job description/title, minimum experience, qualifications and roles & responsibilities of different Medical Staff to be provided in this contract?

Answer: RN and LPN will be required to vaccinate staff according to county procedure and follow the FDA guidelines for vaccine schedules.

53. Do we need to submit a Certificate of Insurance with the proposal response?

Answer: A copy of your current Certificate of Insurance is acceptable. The document will be used to verify if insurance coverage matches required coverage.

54. Do we need to provide a fully burdened hourly rate?

Answer: Yes.

Item VIII. Required Response Content

At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three (3) years.

55. Does Sedgwick County need references particularly from counties or any government agency or commercial clients or any agencies with similar work will be equally evaluated? Please confirm.

Answer: Please provide three (3) professional references. We also request firm's relevant experience, notably experience working with government agencies.

Item VII. Proposal Terms, C. Evaluation Criteria

B. Competitive conversion fees (25 Points)

56. Please define this conversion fee in detail?

Answer: If agency is going to charge a fee for staff to be hired as permanent county staff, we need to know what the conversion rate will be.

**Item VII. Proposal Terms, C. Evaluation Criteria
E. Pricing (15 Points)**

57. Can you please share the cost/pricing format?

Answer: Do not have a format.

58. If we need to quote hourly rates then please confirm for which positions county is looking for the rates?

Answer: RN, CAN, LPN, Medical Assistants, and BSN.

59. We request you to please share the job titles along with job descriptions so that we can provide competitive pricing to the county.

Answer: We could utilize swabbers, vaccinators, and other medical staff.

60. Do we need to provide separate proposals for technical and cost or combined proposal? Please confirm.

Answer: A combined proposal is preferred.

61. How many temporary resources are currently engaged in the current contract?

Answer: 145.

62. When did the existing contract begin and what has been the annual monetary spend value of the current contract since inception?

Answer: June 2020.

63. Is there any defined Not-To-Exceed (NTE) budget for this bid?

Answer: No.

64. What labor categories does the county seek to fill through this solicitation?

Answer: RN, CAN, Medical Assistant, LPN.

65. Can the county please share the anticipated usage by labor category?

Answer: We use all categories for testing and vaccinating. (CNA – 10, RN – 143, MA – 7, and LPN – 37)

66. Scoring criteria indicates that the county seeks to convert temporary staff. What is the county's proposed timeline for conversion?

Answer: The county will not convert nursing staff for county employee due to restrictions to non-competitive wages at the county. Nurses are not paid as much as at temp agency.

67. How does the county define “surge capacity for staffing”? Do all staffing needs within this RFP fall within “surge capacity staffing”?

Answer: Yes. Medical staff would fall under the Surge Capacity category meaning staffing agencies are not able to find qualified staff in the local area to meet the increase demand for staff and Health Department cannot provide enough staff to full staffing needs.

68. Is there a format the county would prefer to receive cost proposal information?

Answer: No specific format.

69. If a bidder intends to submit a response to more than one (1) solicitation for the county, can they combine their response into one (1) response?

Answer: No, we prefer a separate response for each request.

70. Is the type or work setting these caregivers will be working in strictly COVID testing and COVID vaccinating or are there other setting in addition to that?

Answer: It will primarily be COVID related but other county departments could utilize this contract for COMCARE or Detention staff.

71. Will there be guaranteed weekly hours?

Answer: 44 hours minimum.

72. Will these be 13 weeks contractors per caregiver? If not then what is the anticipated duration?

Answer: Yes. It will be a minimum of 13 weeks.

73. Do you anticipate multiple worksites where these caregivers will be utilized?

Answer: Yes, in a clinic setting.

74. Sample Contract, Sec. 7.A: Would the county consider a provision to allow the vendor a thirty (30) day period to cure any default or material breach, upon notice by the county of such default/breach? Proposer suggests the following as a starting point for the county’s consideration:

“If contractor commits a breach of its obligations under this Agreement, the county may terminate this agreement by giving the contractor at least thirty (30) days’ prior written notice, except that any such written notice will not result in termination if the contractor cures the breach before the thirty (30) day period elapses.”

Answer: Any legal considerations will be discussed with the awarded vendor(s).

75. Sample Contract, Sec. 8: Would the county consider a cross-indemnification provision whereby the county will indemnify and hold harmless the contractor for third-party claims arising from negligent acts of the county? Proposer suggests the following as a starting point for the county’s consideration:

“To the fullest extent permitted by law, county agrees to indemnify and hold harmless the contractor, its directors, officers, shareholders, employees and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of county, its elected and appointed officials, officers, employees and agents under this agreement.”

Answer: Any legal considerations will be discussed with the awarded vendor(s).

76. What medical specialties are you seeking? Physician? Advanced Practice?

Answer: RN, CNA, Medical Assistants, and LPN.

77. Are locum tenens agencies (temporary medical staffing) eligible to submit?

Answer: Not sure what this is.

78. Are potential candidate profiles required at the time of proposal submission?

Answer: No.

79. Can you supply a sample contract for us to look at?

Answer: Refer to the link on page 10 of the RFP.

80. Since the duties of the contractor and the provider are separate and distinct, especially as contractor does not itself provide medical services, it is important that providers not be incorporated into the definition of contractor—can this be negotiated in a potential contract?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

81. Our locums staffing services contracts are “best efforts” and it is company policy not to enter into any contracts in which the vendor is subject to damages for failure to deliver the service. Would you be willing to negotiate this in a potential contract?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

82. Can language changes be made? (indemnification, insurance, venue, etc.)?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

83. Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

84. If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages.

Answer: Any legal considerations will be discussed with the awarded vendor(s).

85. By submitting a response are we automatically agreeing to a contract and its terms? Or if there are terms & conditions we cannot agree to; can we decline the contract if awarded?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

86. If we have exceptions to the Terms and Conditions on the RFP, should we include in our proposal?

Answer: Yes.

87. The agreement doesn't include any locum-specific language; may we propose an addendum to the agreement where we could incorporate some locum-specific terms?

Answer: Not sure what this is.

88. For the last year, can you break down the utilization history (total staffing hours) for each position identified in this RFP?

Answer: Only have one (1) history but we do not have cost break downs by specific categories. That is not how we processed the PO.

89. As a locum tenens agency, our providers are considered independent contractors and not employees, can this wording be incorporated?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

90. What are the current challenges/obstacles in meeting its staffing and recruitment goals for these positions? If a contract for the proposed services is in place, what areas of improvement over the existing contract would you like to see?

Answer: No issues currently exist. If contract was awarded, agency would need to be able to acquire staff at a very fast rate to meet increase in staffing demands.

91. Are there penalties incurred if unable to fill any of the openings?

Answer: No.

92. What is the estimated time frame of notice before a need becomes available?

Answer: 2 – 3 weeks lead-time.

93. Will you allow multiple physicians to fill the need or are you requiring that one (1) physician fulfill the need?

Answer: We will not need physicians.

94. What is the expected process and timeline for notifying vendor of needs, reviewing candidates, scheduling providers, etc.?

Answer: We try to notify 2-3 weeks before actual need. However, some decisions are made by the State and CDC that require us to ramp up sooner than 2-3 weeks.

95. Is there a specific pricing/rate form to include?

Answer: No.

96. May we add a locums to perm conversion fee to our pricing?

Answer: Not sure what this is.

97. Do you want an all-inclusive rate?

Answer: Yes.

98. Locum tenens physicians are independent contractors and as such are not employees. Therefore, Worker's Compensation insurance would not be applicable. Will you waive these requirements for physicians?

Answer: Any legal considerations will be discussed with the awarded vendor(s).

99. Will you consider \$1M per occurrence/\$3M aggregate insurance limits?

Answer: Any insurance considerations will be discussed with the awarded vendor(s).

100. What is the expected time for the completion of credentialing for an accepted candidate?

Answer: 2 weeks.

101. Are background screenings required? Will the facility be handling this requirement or are you expecting the vendor to complete?

Answer: Yes. The agency will hire these requirements.

102. Is this a new requirement? If not, please provide the current vendor(s) providing the service to the county and how are the current services being procured?

Answer: No.

103. Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

Answer: Provided above.

104. Is there any preference to the local vendors?

Answer: No, there is not.

105. What is the estimated budget for this RFP? If unknown, please specify the previous spending?

Answer: \$8 Million.

106. What is the average length of the assignment?

Answer: 13 weeks.

107. It is mandatory to maintain the local office?

Answer: No.

108. Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?

Answer: For non- Covid staff this could be a challenge. We currently split our requests for staffing among the agencies we have on hand to assure that all agencies are given a fair share of staffing needs.

109. List of benefits current employees receiving from the incumbent.

Answer: Benefits are not provided by the county. They would come from the temp agency.

110. List of client mandates holidays.

Answer: No mandates.

111. List of vacation and holidays current employees receiving from the incumbent.

Answer: Sedgwick County observes all Federal holidays.

112. What is Mandate Living wage and Supplemental benefits?

Answer: Not sure what this is.

113. Details on benefits package current incumbent providing to temp staff.

Answer: Benefits are not provided by the County they would come from the temp agency.

114. Is there any benefit for local vendor?

Answer: There are logistical benefits to being a local vendor.

115. Is it mandate to utilize the subcontractor for this contract?

Answer: No mandate.

116. Is it mandate to provide to do business License/ certification of the State of KS?

Answer: Yes, when applicable.

117. Please confirm which format we follow to prepare the proposal?

Answer: All requirements for responses are found on page 10, VIII. Required Response Content.

118. Please confirm, which attachments we need to submit with our proposal?

Answer: See answer to previous question.

119. Please provide the pricing format for this RFP. We need submit mark up or hourly rate.

Answer: The pricing format is up to each proposer. Please be sure it is clearly defined.

120. Please confirm which forms we need to submit with our proposal.

Answer: Please read the RFP for details.

121. Is this contract required to be put out for bid?

Answer: Due to federal procurement requirements, we are required to put these services out for bid.

122. Are your current staffing needs being met?

Answer: No.

123. Will you be awarding a single vendor or multiple vendors?

Answer: There is no way to know at this stage of the process the anticipated number of awards.

124. We are unsure how to provide our pricing. Please provide an explanation or pricing sheet with parameters or requested job classifications.

Answer: Answered up above.

125. If we respond to both RFP 21-0061 (Temp Services-Medical Staff) and RFP 21-0062 (Temp Services-Traveling Nurses), may we include the separate proposals in the same mailing box if they are clearly labeled?

Answer: Yes.

126. Please confirm if a Certificate of Insurance must be included in our bid response.

Answer: All required licensure and documents must be provided by awarded vendors prior to contract issuance.

127. Are the pay terms 30-day or 60-day? Are these terms negotiable?

Answer: Net 60 days. Not negotiable.

128. We send invoices on a weekly basis – is this acceptable?

Answer: Temp agency will submit an invoice monthly.

129. What were your contingency staffing hours of usage by each classification for the last three (3) years?

Answer: Monday – Friday, 8:00 am – 7:00 pm and Saturdays 8:00 am – 5:00 pm.

Submittals are due **NO LATER THAN 1:45 pm, CDT, Tuesday, October 12, 2021**. Late proposals will not be accepted and will not be considered for award recommendation.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.

Joseph Thomas

Joseph Thomas, CPSM, C.P.M.
Purchasing Director

JT/ch