



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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www.sedgwickcounty.org/finance/purchasing.asp

**ADDENDUM #2
RFP #21-0062
TEMP SERVICES – TRAVELING NURSES**

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. Please clarify if there is a pricing schedule to be completed.

Answer: Yes, we need a pricing schedule.

2. 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.

3. Is there any historical data on usage available?

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

4. 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 staff was \$82.00/hour, LPN staff was \$55.50/hour, and MA (Medical Specialist) was \$52.50/hour.

5. What is your vision for staffing? How long and how often do you anticipate using travel nurses?

Answer: Last time we hired staff for a 16-week period (will reduce to 12) and are expected to work a minimum of 44 hours per week with no time off for personal leave. This would be utilized in an emergency situation when the local agencies could not acquire staff fast enough for us.

6. What is the projected spend?

Answer: \$12,000.00 every week for 12 weeks.

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

Answer: Yes.

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

Answer:

RN	\$110	25% of hired employees first year salary	Prorated off 25% and accumulated hours
LPN	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours
MA	\$68	25% of hired employees first year salary	Prorated off 25% and accumulated hours
Techs	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours
CAN	\$50	25% of hired employees first year salary	Prorated off 25% and accumulated hours
EMT	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours

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

Answer: No.

10. 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.

11. Who are your current vendor(s)?

Answer: ProLink.

12. What were the billable hours for the past three (3) years?

Answer: \$110.00.

13. How much did you pay per hour for the past three (3) years?

Answer: \$110.00.

14. Have you used a placement firm in the past?

Answer: Yes.

15. What did the placement firm charge you?

Answer: \$110.00/Hour.

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

Answer: New.

17. 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: ProLink.

18. Could you please share the current suppliers' pricing and proposals?

Answer:

RN	\$110	25% of hired employees first year salary	Prorated off 25% and accumulated hours
LPN	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours
MA	\$68	25% of hired employees first year salary	Prorated off 25% and accumulated hours
Techs	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours
CAN	\$50	25% of hired employees first year salary	Prorated off 25% and accumulated hours
EMT	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours

19. Is there any issue with existing suppliers?

Answer: No.

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

Answer: kora-fio@sedgwick.gov

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

Answer: February 2021.

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

Answer: 16 RN as Vaccinators.

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

Answer: 16.

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

Answer: \$1.3 Million.

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

Answer: RN as Vaccinators.

26. What will be the estimated annual budget for this project?

Answer: \$3 Million.

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

Answer: 20 – 30 Staff.

28. 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 could be traveling and will be reimbursed mileage at federal mileage rate of \$0.56.

29. 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.

30. Is there any preference for local bidders?

Answer: No preference given to local bidders.

31. Please confirm, if travel nurses will be working on per-diem basis or weekly hourly assignment basis?

Answer: We paid weekly based off of an hourly rate.

32. Please share minimum guaranteed hours for nurses positions?

Answer: 44 hours minimum.

33. Would it be a 13-weeks assignment or 26 weeks assignment or longer? Please confirm.

Answer: 13 weeks.

34. Can you please share the job description/title, minimum experience, qualification and roles & responsibilities of different nurses to be provided in this contract?

Answer: No job description available.

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

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

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.

36. 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)

37. 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)**

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

Answer: Do not have a format.

39. Do we need to provide a crisis rate?

Answer: No.

40. Do we need to provide the hourly rate just for Travel Nurse Position? Please confirm.

Answer: Yes.

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

Answer: No.

42. What nursing labor categories does the county seek through this solicitation?

Answer: RN, LPN, Medical Assistants.

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

Answer: Primarily used RN.

44. Scoring criteria indicates the county seeks to convert travel nurses. Does the county wish to convert travel nurses? If so, what is the county's proposed timeline for conversion?

Answer: No.

45. How does the county define "surge capacity for staffing"? Do all staffing needs within this RFP fall within "surge capacity staffing"?

Answer: Yes. Travel nurses 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.

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

Answer: No specific format.

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

Answer: No, there should a separate response for each proposal.

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

Answer: Clinic setting.

49. Will there be guaranteed weekly hours?

Answer: 44 hours is guaranteed.

50. Will these be 13 weeks contractors per nurse? If not, what is the anticipated duration?

Answer: Yes.

51. Do you anticipate multiple worksites where these nurses will be utilized?

Answer: We will have multiple sites. Some at 223 clinic and others and mobile clinics throughout the community.

52. 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).

53. 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).

54. Is the county working with current vendors providing traveling nurses? If so, who are those vendors?

Answer: Yes.

55. What are the vendor's rates for traveling nurses?

Answer: \$110.00.

56. How much has the county spent on traveling nurses in 2018, 2019, and 2020?

Answer: 2020 = \$1.3 Million.

57. Can we see copies of current contracts the county has with vendors providing traveling nurses?

Answer: If requested in KORA, they can be provided.

58. When were the current contracts signed?

Answer: February 2021.

59. How much budget as the county allocated for this contract?

Answer: \$3 Million.

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

Answer: Yes.

61. Are your current staffing needs being met?

Answer: No.

62. Who are your current incumbent vendors for these services?

Answer: ProLink.

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

Answer: We just need an hourly rate per classification of staff they can provide.

RN	\$110
LPN	\$77
MA	\$68
Techs	\$77
CAN	\$50
EMT	\$77

64. 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.

65. 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.

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

Answer: Net 60 days. Not negotiable.

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

Answer: Temp agency will submit an invoice monthly.

68. What are your current hourly bill rates by classification?

Answer:

RN	\$110	25% of hired employees first year salary	Prorated off 25% and accumulated hours
LPN	\$77	25% of hired employees first year salary	Prorated off 25% and accumulated hours
MA	\$68	25% of hired employees first year salary	Prorated off 25% and accumulated hours
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69. What were your contingency staffing hours of usage by each classification for the last three (3) years?

Answer: RN, Medical Assistants, LPN.

70. Can you tell me, does the Response Form (Item IX) constitute the firm profile (Item 1 in VIII.) Required Response Content? Or do we create the firm profile separate from the Response Form?

Answer: Yes, create separately.

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