



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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www.sedgwickcounty.org/finance/purchasing.asp

**ADDENDUM #2
RFP #21-0063
TEMP SERVICES – DISEASE INVESTIGATORS**

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

Answer: This is not a new initiative. We are not having issue with the current vendor but due to federal procurement requirements, we have to go out for bid.

2. Can you please let us know the previous spending of this contract?

Answer: \$1,500,000.00.

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

Answer: We are currently paying staff \$85.00 per hour for Disease Investigators and \$90.00 per hour for Senior Disease Investigators.

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

Answer: See answer to question no.1.

5. 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.

6. What is the annual spend for temporary services?

Answer: \$7 Million.

7. What is the number of temp staff you anticipate for these positions?

Answer: 45-50.

8. What is the pay range for these positions?

Answer: \$85.00 - \$90.00.

9. Do you have updated job descriptions?

Answer: Yes.

10. Will we have direct contact with hiring managers?

Answer: We utilize a HR coordinator to work between the hiring manager and the agency for the COVID response. Other departments will most likely have direct response between hiring manager and agencies.

11. Can the county provide a job description for Disease Investigators?

Answer: Primary Job Functions are:

- 1. Conduct disease investigations*
 - a. Perform timely investigations of individual reports of disease. This includes making phone calls and visiting homes and businesses.*
 - b. Perform contact tracing.*
 - c. Accurately and thoroughly complete notifiable disease investigations.*
 - d. Accurately record documentation of disease investigation work.*
- 2. Participate in Incident Command System and document work*
 - a. Accurately complete appropriate paperwork to document work*
 - b. Complete paperwork on time.*
- 3. Work with partners to monitor and protect the health of the community*
 - a. Work with health partners to improve disease reporting.*
 - b. Work with internal SCHD staff during a public health emergency.*

12. Can the county please share the anticipated usage? How many Disease Investigators will the county require and for what time frame?

Answer: At the peak of the pandemic, we had 71 Disease Investigators and 7 Senior Disease Investigators. We are currently done to 37 and 2.

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

Answer: Currently the county is not looking at converting these staff due to competitive wage issues. If staff is hired at the county, they would be paid \$25.00 an hour and the agency is charging \$85.00 - \$90.00 an hour for staff. We cannot compete with this salary and had lost all county staff to the agency due to wages.

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

Answer: Yes. Disease Investigators 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.

15. Does the typing/computer entry testing requirement apply to Disease Investigators?

Answer: Need to have basic computer skills and type at least 40 words per minute.

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

Answer: No specific format.

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

Answer: No, please submit one response per each RFP.

18. How many reported COVID cases per day can Sedgwick County currently manage without the support of any vendors?

Answer: 30 -40 cases a day without temp agency staff and assuming no other outbreaks occur.

19. Worst case scenario...How many Disease Investigators does Sedgwick County feel they will need?

Answer: 100.

20. How many Disease Investors does Sedgwick County currently have working?

Answer: 37 Disease Investigators.

21. Does Sedgwick County currently have a vendor in place helping with Disease Investigating?

Answer: Yes. We are currently utilizing two (2) agencies, Interim & Cross Country.

22. Will this RFP be awarded to one (1) vendor or multiple vendors?

Answer: There is no way at this stage of the process to know how many vendors will be awarded.

23. Is Sedgwick County open to a remote workforce for Disease Investigating? Or is all staff required to be on-site?

Answer: Yes. Disease Investigators are allowed to work from home if needed and on-site.

24. Will the selected vendor need to provide any equipment? Or will all necessary equipment needed to perform the job duties be provided by Sedgwick County?

Answer: Sedgwick County will provide the necessary equipment.

25. What is Sedgwick County's budget for this project?

Answer: \$8 Million.

26. How many phone calls is a Diseases Investigator expected to make in a work day or work week? What are the county's expectations?

Answer: 10 cases a day so on average 10 – 15 calls a day.

27. On average how many COVID cases does a current Sedgwick County Disease Investigator get through in one (1) day or in a work week? What are the county's expectations?

Answer: 10 cases are assigned a day. This is the average expectation. Some do more and some do less.

28. Please explain why a Disease Investigator will need to travel to different site locations?

Answer: It should not be necessary to travel from site to site for normal job duties. However, if travel is deemed necessary, staff will be reimbursed at the Federal reimbursement rate \$0.56.

29. 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).

30. 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).

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