



## DIVISION OF FINANCE – PURCHASING DEPARTMENT

100 N. Broadway St, Suite 610 Wichita, KS 67202 • Phone (316) 660-7255 • Fax (316) 660-1839  
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### REQUEST FOR PROPOSAL RFP #26-0004 TEMPORARY MEDICAL STAFFING SERVICES

January 9, 2026

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide **Temporary Medical Staffing Services** for various county departments. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45 pm CST, February 10, 2025.

**All contact concerning this solicitation shall be made through the Purchasing Department.** Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Tammy Culley  
Purchasing Agent

TC/ch

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## **I. About this Document**

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the county. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to one or more qualified vendor(s) submitting the best proposals. **Sedgwick County reserves the right to select, and subsequently recommends, for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

## **II. Background**

Sedgwick County, located in south-central Kansas, is the second most populous of Kansas' 105 counties. It is the sixteenth largest county in area, with 1,008 square miles and has a total population 525,525, according to 2022 U.S. Census estimates. A majority of this population (396,192) live in Wichita, the largest city in Kansas. Organizationally, the county is a Commission/Manager entity, employs about 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking to contract with one or more qualified temporary staffing agencies to provide temporary medical staff services in support of ongoing and emergent public health needs. The intent of this Request for Proposal (RFP) is not to procure services based solely on lowest price, but to identify the firm(s) offering the best overall value, considering qualifications, responsiveness, past performance, and ability to meet the county's staffing demands efficiently and consistently.

The primary intent of this RFP is to secure temporary medical personnel capable of supporting clinic and community-based operations, including but not limited to vaccination administration, specimen collection, data entry, and patient assessment education, and treatment in public health environments. Sedgwick County seeks to establish a contractual agreement with clear terms related to screening, training, compliance, and performance expectations to support public safety, quality of care, and operational continuity.

Sedgwick County's public health services are critical to the wellbeing of more than 500,000 residents. Timely and reliable staffing is essential for responding to public health emergencies and scheduled community health events. Temporary staffing helps Sedgwick County maintain continuity of care and essential medical services, especially during peak demand or employee absences and ensures compliance with HIPAA, OSHA, and local/state health regulations.

The county is seeking proposals from firms with a proven track record in delivering qualified, responsive, and compliant temporary medical staffing solutions for governmental or health-based organizations.

### III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Temporary Medical Staffing Services. The following objectives have been identified for this contract:

1. Acquire Temporary Services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with vendor(s) that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire Temporary Staffing Services with the most advantageous overall cost to the county.

### IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate with an electronic response, the RFP number must be entered in the subject line and email the entire document with supplementary materials to:

[Purchasing@sedgwick.gov](mailto:Purchasing@sedgwick.gov)

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

**Tammy Culley**  
Sedgwick County Purchasing Department  
100 N. Broadway, Suite 610  
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, February 10, 2026.** If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at [purchasing@sedgwick.gov](mailto:purchasing@sedgwick.gov) for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CST on the due date.** No information other than the respondent’s name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these proposals are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm.**

### V. Scope of Work

#### Medical Staff Temporary Agency (Temp Agency)

1. Provide copies of resume and any license/certification information to Sedgwick County for review prior to moving applicant to drug screen phase of hiring.
2. Provide copy of valid driver’s license and proof of automobile insurance for driving level positions.
3. Provide immunization records, TB screening test results, and respiratory mask fit testing results as defined in the job description prior to first day of employment.
4. Perform required background checks and provide copies to Sedgwick County. Background checks include a motor vehicle report (MVR) for driving level positions, and a criminal background check and 10 drug panel screen for all positions.
5. Provide proof of passing drug screen within the last two (2) months prior to starting temporary employment.
6. At least one (1) business day prior to start date, provide person name, cell phone number, and personal email contact information for all hired staff in case of emergency or not showing up at the designated time for work
7. Temporary agencies will ensure people hired meet minimum qualifications of the position.

8. For positions that require data entry, provide proof of typing / computer entry testing scores. Minimum score must be 45 words per minute or more.
9. Sedgwick County requires temp agency to be able to provide possible candidates within two (2) business days of staffing request.
10. Temp agencies will not charge Sedgwick County for the temporary employee who is terminated within the first three (3) days of working at Sedgwick County.
11. Temp agencies allow temp employees to work at various site locations depending upon staffing needs and may need to travel to a different location during the workday. Specific jobs descriptions will outline driving requirements.
12. Depending on the position, temp employees may need to work in a clinic setting sometimes working close to people being tested for illness or receiving vaccines.
13. Timecards for temp employees will be reviewed and approved in writing by the temp employee's assigned Sedgwick County Supervisor.
14. Temp agency will submit an invoice by the 20th of each month for work done the previous month. Sedgwick County Accounts Payable will pay all invoices within 60 days.
15. Temp agency and temp employees will comply with Sedgwick County policies and procedures and other standards related to information technology, HIPAA, performance, dress code, and documentation.
16. Temp agencies will meet with assigned Sedgwick County point of contact monthly or more frequently to review scope of work and temp agency performance, staffing needs, performance of temp employees, communication between temp agency and Sedgwick County, and other pertinent topics.
17. Temp agency must submit mileage to Sedgwick County supervisor for approved trip(s). Travel must be approved by Sedgwick County supervisor before mileage is incurred.
18. Provide summary of hours worked each week to Sedgwick County supervisor to approve hours worked. Temp agency to provide summary of currently hired staff.
19. Let Sedgwick County know if staff will be absent or late within one (1) hour of staff notification or by scheduled workday start.
20. Communicate personnel matters to Sedgwick County within one (1) business day of notification. Work with Sedgwick County to identify and investigate issues and determine what steps are to be taken.

### **Temporary Agency Employees (Temp Employees)**

1. Temp employees will comply with Sedgwick County policies and procedure and other standards related to information technology, HIPAA performance, dress code, and documentation.
2. Temp employees sign IT user agreements and agree to NOT share password or username with other staff.
3. Working from home and/or usage of Sedgwick County laptops must be approved by Sedgwick County supervisor.
4. Temp employees will receive a county badge on the first day. Sedgwick County requires staff to wear the badge for identification purposes.
5. Temp employees are expected to follow the Sedgwick County Reporting to Work policy, which includes signing in and being at their assigned workstation at the time their work is scheduled to begin.
6. If an employee is not able to report to work, the temp employee is required to communicate to their Sedgwick County supervisor and the temporary agency at least one (1) hour prior to expected start time. Temporary agency will confer with Sedgwick County to determine needs for Sedgwick County.
7. If a temp employee is going to be late to report to work at their designated time, the employee is required to communicate the tardiness to their Sedgwick County supervisor and temporary agency at a minimum of 15 minutes prior to the expected start time.
8. If a temp employee misses three (3) working days or is tardy for three (3) days in a 180 day rolling period without contacting their supervisor according to the Reporting for Work policy, the temp employee will be terminated.
9. Temp employees are not to use their personal cell phones, unless designated as job requirement or necessary function, during working hours at Sedgwick County.

10. Temp employees will be trained on job tasks by Sedgwick County employees. If after training the quality of work is not at proficient levels through objective audit, re-training will occur. If after re-training the quality of work is not at proficient levels, termination will occur. Sedgwick County will communicate all performance issues and need for re-training to temporary agency.
11. Temp employees are to attend Sedgwick County New Employee Orientation on the first day of work, or as assigned by an HR liaison, and any additional training pertaining to job functions.
12. General job requirements:
  - a. Performs medical procedures stated on the job description. These can include vaccination of children and adults and collection of respiratory samples and other specimens for laboratory testing.
  - b. Supports testing and other activities at specific locations or mobile locations as needed.
  - c. Performs data entry of patient information into electronic systems and applications. Double checks input for accuracy.
  - d. Responds to questions from clients, ensures patient confidentiality, follows HIPAA policies.
  - e. May be required to wear a respirator in emergency situations or for routine operations as requested.
  - f. Completes all assigned tasks on time with minimal supervision.
  - g. Complies with Federal HIPAA regulations for client privacy.

### **Sedgwick County**

1. Invoices received from temporary agency will be paid within 60 days of receipt of invoice.
2. Sedgwick County will provide job description or list of job duties, qualifications and pay range.
3. Provide substandard job performance information regarding temp agency staff within three (3) days of notification by Sedgwick County employee.
4. Provide New Employee Orientation on first day of hire.
5. Provide training and retraining in situations when needed.
6. Provide PPE, equipment, supplies, and workstation to do the job.

### **VI. Sedgwick County's Responsibilities**

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

### **VII. Proposal Terms**

#### **A. Questions and Contact Information**

Any questions regarding this document must be submitted via email to Tammy Culley at [Tamara.Culley@sedgwick.gov](mailto:Tamara.Culley@sedgwick.gov) by 5:00 pm CST, January 23, 2026. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/current-bids-and-proposals/> under the Documents column associated with this RFP number by 5:00 pm CST, January 30, 2026. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. [Minimum Firm Qualifications](#)

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response. Proposers shall:

1. Have a minimum of (2) years’ experience in providing services similar to those specified in this RFP.
2. Have processes to meet industry standards and best practices, including a pre-employment screening process.
3. Have experience in managing staffing of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired; however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.

C. [Evaluation Criteria](#)

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
A. Required responses and minimum firm qualifications (Appendix A)	15
B. Meeting Scope of Work (Appendix B)	25
C. Pre-employment screening process (Appendix D)	25
D. References	15
E. Pricing (Appendix C)*	20
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- |   |         |            |
|---|---------|------------|
| A. \$38,000.00 divided by \$50,000.00 =.76  | .76*10  | 7.6 points |
| B. \$38,000.00 divided by \$38,000.00 =1.00 | 1.00*10 | 10 points  |
| C. \$38,000.00 divided by \$49,000.00=.77   | .77*10  | 7.7 points |

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	January 9, 2026
Questions and clarifications submitted via email by 5:00 pm CST	January 23, 2026
Addendum Issued by 5:00 pm CST	January 30, 2026
Proposal due before 1:45 pm CST	February 10, 2026
Evaluation Period	February 11, 2026 - March 20, 2026
Board of Bids and Contracts Recommendation	March 26, 2026
Board of County Commission Award	April 1, 2026

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of one (1) year with three (3) one (1) year options to renew.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, contractor’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after county receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

**NOTE:** If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

<b>Workers’ Compensation:</b>	
Applicable coverage per State Statutes	
<b>Employer’s Liability Insurance:</b>	\$500,000.00
<b>Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):</b>	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
<b>Automobile Liability:</b>	
Combined single limit	\$500,000.00

<b>Umbrella Liability:</b> Following form for both the general liability and automobile <input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b> Each Claim Aggregate	  \$1,000,000.00 \$1,000,000.00
<b>Professional Liability/ Errors &amp; Omissions Insurance:</b> <input checked="" type="checkbox"/> <b>Required</b> / <input type="checkbox"/> <b>Not Required</b> Each Claim Aggregate	  \$1,000,000.00 \$1,000,000.00
<b>Pollution Liability Insurance:</b> <input type="checkbox"/> <b>Required</b> / <input checked="" type="checkbox"/> <b>Not Required</b> Each Claim Aggregate	  \$1,000,000.00 \$1,000,000.00

***Special Risks or Circumstances:***

*Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.*

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. Proposal Conditions

<https://www.sedgwickcounty.org/media/31338/proposal-tc.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/67402/sample-contract-kws-13024.pdf>

Contract Provisions for FEMA Projects (If Applicable)

<https://www.sedgwickcounty.org/media/67302/sedgwick-county-federal-grant-contract-provisions.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

Protest Procedure

Any protests and/or challenges to the bid process must be filed timely and pursuant to Sedgwick County's protest procedure.

[www.sedgwickcounty.org/media/68789/protest-procedure-rev-4225.pdf](http://www.sedgwickcounty.org/media/68789/protest-procedure-rev-4225.pdf)

**VIII. Required Response Content**

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The firm's relevant experience, notably experience working with government agencies.
3. 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.
4. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
5. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs and improve efficiency of this project.
6. Proof of insurance meeting minimum insurance requirements as designated herein.
7. Those responses that do not include all required forms/items may be deemed non-responsive.

**IX. Response Form**

**REQUEST FOR PROPOSAL  
RFP #26-0004  
TEMPORARY MEDICAL STAFFING SERVICES**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION \_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority-Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_\_ African American (05) \_\_\_\_\_ Asian Pacific (10) \_\_\_\_\_ Subcontinent Asian (15) \_\_\_\_\_ Hispanic (20)

\_\_\_\_ Native American (25) \_\_\_\_\_ Other (30) - Please specify \_\_\_\_\_

Not a Woman-Owned Business: \_\_\_\_\_ Woman-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_\_ Not Minority -Woman Owned (50) \_\_\_\_\_ African American-Woman Owned (55) \_\_\_\_\_ Asian Pacific-Woman Owned (60)

\_\_\_\_ Subcontinent Asian-Woman Owned (65) \_\_\_\_\_ Hispanic Woman Owned (70) \_\_\_\_\_ Native American-Woman Owned (75)

\_\_\_\_ Other – Woman Owned (80) – Please specify \_\_\_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes \_\_\_\_\_ No

UEI (UNIQUE ENTITY IDENTIFIER) NO. \_\_\_\_\_

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: \_\_\_\_\_ Yes \_\_\_\_\_ No

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFB/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to <https://www.sedgwickcounty.org/finance/purchasing/>.

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_

REQUEST FOR PROPOSAL  
RFP #26-0004  
TEMPORARY MEDICAL STAFFING SERVICES

Consistent with the guidance provided in Section 1 of this Request for Proposal, Sedgwick County is subject to the Kansas Open Records Act (K.S.A. 45-215 *et seq.*). As such, portions, and potentially all, of your proposal may become accessible to the public through records requests even if it is not awarded the contract.

If you are claiming some of the submitted documentation should not be disclosed, indicate the associated information and the basis for such claims of privilege in the spaces below. In the event records requests are submitted for information identified as privileged, proprietary or confidential, Sedgwick County may attempt to coordinate a response and would expect for you to be available to defend your claims in court. Failure to provide information in the spaces below shall constitute a waiver of any claims of violation of privileged, proprietary or confidential information resulting from the production of these records, regardless of other language or claims within your Response.

<b>PRIVILEGE LOG</b>		
<b>Page and/or Section of Information Not Subject to Disclosure</b>	<b>Description of Information that You Claim are Privileged or Confidential. Do not include specific details, but rather categories or general descriptions of the information in question.</b>	<b>Basis for the Claim of Privilege. Please include the Applicable Federal or State Law Cite and Rationale</b>

**Appendix A: Required Responses and Minimum Firm Qualifications**

Respond to each item on the list below.

Name of Temporary Staffing Agency: \_\_\_\_\_

<b>Required RFP Content</b>	<b>Provide Response in this Column</b> <i>If the information was provided elsewhere in the application, note "provided elsewhere."</i>
Company name:	
Year company established:	
Years of experience placing temporary medical staff	
Years of work with governmental agencies	
Three professional references where work has been completed in the last three years	
Disclosure of any personal or financial interest or conflicts of interest	
Proof of insurance meeting minimum insurance requirements of this RFP provided	
Briefly describe the type of assistance that will be sought from county staff, including assistance from the county to lessen the costs and improve efficiency of medical staffing	
<b>Minimum Firm Qualifications</b>	
Number of years of relevant experience placing temporary medical staff.	
Briefly describe your experience in managing placement of temporary medical staff like the needs outlined in the RFP.	
Briefly describe any work with municipal and county governments.	
Briefly describe your agency's understanding of industry standards and best practices for placing temporary medical staff in organizations	
Briefly describe your agency's knowledge of and compliance with all currently applicable federal, state and local laws, statutes, ordinances, rules and regulations.	
Does your agency have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP?	
Briefly describe your agency's project management for the staffing placement in this RFP.	
Briefly describe your agency's appropriate material, equipment, and labor to perform the services requested in the RFP.	

**Appendix B: Scope of Work**

Respond to each item on the list below.

Name of Temporary Staffing Agency: \_\_\_\_\_

<b>For each staffing request, indicate if your agency can provide the following:</b>	<b>Respond Yes or No. Add description, if needed. If the information was provided elsewhere in the application, note "provided elsewhere."</b>
Copies of resume and license/certification for review prior to moving to drug screen phase of hiring	
Copy of valid driver's license and proof of automobile insurance for driving positions prior to start date	
Immunization records, TB screening test results, and respiratory mask fit testing results as defined in the job description prior to start date	
Proof of passing drug screen within the last two months prior to starting temporary employment	
Contact information for the temporary staff at least one business day prior to start date	
Assurance that people hired will meet minimum qualifications of the position	
Proof of typing/computer entry testing scores (minimum is 45 words per minute) for positions that require data entry.	
<b>Indicate if your agency can do the following:</b>	
Perform background checks and provide copies to Sedgwick County.	
In emergency situations, fulfill surge capacity within 48 hours of staffing request by Sedgwick County.	
Not charge Sedgwick County if a temp agency employee is terminated within the first three days of work	
Allow temp agency employees to work at different site location depending on staffing needs	
Allow temp agency employees to travel to a different location during the workday	
Allow temp agency employees to work in a clinic setting sometimes working close to people being tested for an illness or receiving vaccines	
Get approval from Sedgwick County supervisor before finalizing timecard of temporary agency employee	
Submit invoice by the 20 <sup>th</sup> of each month for work done the previous month.	
Ensure temp agency employees comply with Sedgwick County policies and procedures and other standards, including those related to new employee orientation, information technology, HIPAA, performance, dress code, and documentation	
Meet with or email assigned Sedgwick County point of contact monthly or more frequently to review scope of work and temp agency employee performance, staffing needs, and other pertinent topics	
Get approval from Sedgwick County supervisor before finalizing mileage charges.	
Provide summary of hours worked each week and total number of temp agency staffing to supervisor and/or Sedgwick County point of contact	

Contact Sedwick County if temporary agency staff will be absent or late within one hour of staff notification or by scheduled workday start	
Communicate personnel matters to Sedgwick County within one business day of notification. Work with Sedgwick County to identify and investigate issues and determine next steps.	

**Appendix C: Pricing**

Indicate current fees for temporary medical staff	
Position	Hourly Rate

**Appendix D: Pre-employment Screening Process**

*Describe your agency's pre-employment screening process or provide a copy of your process.*