



DIVISION OF FINANCE – PURCHASING DEPARTMENT

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PURCHASING@SEDGWICK.GOV • SEDGWICKCOUNTY.ORG

REQUEST FOR PROPOSAL RFP #26-0020 TEMPORARY MEDICAL STAFFING SERVICES

March 6, 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 CDT, April 7, 2026.

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,

A handwritten signature in blue ink that reads "Tammy Culley".

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 recommend 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 16th largest county in area, with 1,008 square miles and has a total population of 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.

The Sedgwick County Health Department has more than 110,000 patient encounters each year, including in the following Wichita locations: Tuberculosis (TB) Clinic - 1900 E. 9th (ZIP Code 67214); West Central clinic - 2716 W. Central (67203); and two (2) Women, Infants, and Children (WIC) locations – 1900 E. 9th (67214) and 1131 S. Clifton (67218). Medical services are provided in person. During normal operations, most positions are not driving positions; TB Control and Immunizations mobile clinic are exceptions. Driving is within Sedgwick County. Some Medical Assistant roles require extensive data entry. In general, the Sedgwick County Health Department uses temporary agency employees to fill critical medical positions that are vacant for an extended period and may use temporary agency employees during a public health emergency such as a disease outbreak or pandemic that requires work beyond the capacity of the current Sedgwick County staffing levels. The latter is rare.

COMCARE of Sedgwick County is a licensed community mental health center and licensed alcohol and drug treatment provider serving Sedgwick County, Kansas. Each year, COMCARE provides services to approximately 12,000 individuals experiencing a wide range of mental health and behavioral health needs.

While COMCARE does not currently utilize temporary agency staff, the organization may contract with medical professionals in the future to fill critical clinical roles within its 24-hour facility.

Sedgwick County's public health and behavioral health services are critical to the wellbeing of more than 525,000 residents. Regular timely and reliable staffing is essential for responding to public health emergencies, scheduled community health events, and ensuring crisis support and medical services. 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.

To fulfill staffing needs, in 2024 and 2025, Sedgwick County Health Department successfully utilized two (2) contracted vendors to hire medical personnel (Table A). That multi-year contract is expiring. Sedgwick County Health Department anticipates a similar spend in the future. COMCARE may hire contracted medical staff in the future.

**Table A. Temporary Agency Work for Sedgwick County Health Department and COMCARE of Sedgwick County
Years: 2024 through 2025**

Department	Average Annual Spend	Average Hours of Temp Agency Staffing	Types of Positions Hired
Health	About \$150,000	Registered Nurse (RN): About 1,650 hrs. Licensed Practical Nurse (LPN): About 130 hrs. Medical Assistant (MA): About 650 hrs.	2 full-time RN positions (2024 & 2025) 1 part-time LPN position (2024) 1 full-time MA position (2025)

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 and behavioral 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 firm 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:

- 1) 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.
- 2) Care of individuals experiencing acute and chronic mental health conditions to include serving on an interdisciplinary treatment team to assess, monitor and support patients, including crisis intervention, medication administration and care planning.

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.

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. County purchases under contracts from this RFP are on an “as needed” basis. County is not obligated to purchase any specific minimum amount of services.

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

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 CDT, TUESDAY, April 7, 2026**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at 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 CDT 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 prior to temporary employee assignment. Background checks include a motor vehicle report (MVR) for driving level positions, and a criminal background check and 10 panel drug 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. Temp agencies will ensure people hired meet minimum qualifications of the position.
8. For medical-related positions in which the job description requires 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. For some temp positions, travel to different locations in Sedgwick County during work hours is required. A travel requirement will be noted in the Sedgwick County job description provided to the temp agency when a position is requested. For driving positions, temp agencies must allow temp employees to drive their personal vehicles during work hours. Sedgwick County policy does not allow non-County employees to drive County vehicles. Sedgwick County will pay mileage for pre-approved travel during work hours at the standard federal mileage reimbursement rate. Travel must be approved by Sedgwick County supervisor before mileage is incurred. The temp position will track mileage and submit to Sedgwick County program and temp agency at the time the timecard is submitted.
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. The invoice will be itemized by temp employee hours worked and mileage. 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. At that meeting, temp agency will provide a summary of hours worked by temp positions and a summary of currently hired staff.
17. Temp employee will provide a timecard of hours worked each week to Sedgwick County supervisor to approve hours worked.
18. Temp agency will contact Sedgwick County if staff will be absent or late within one (1) hour of staff notification or by scheduled workday start.
19. Temp agency will communicate personnel matters to Sedgwick County within one (1) business day of notification. The temp agency will work with Sedgwick County to identify and investigate issues and determine what steps to be taken.

Temporary Agency Employees (Public Health)

1. Temp employees will comply with Sedgwick County policies and procedures and other standards related to information technology, HIPAA performance, dress code, and documentation.
2. Temp employees shall provide proof of vaccination or immunity for the following diseases: measles, mumps, and rubella (MMR vaccine); varicella; tetanus and pertussis (Tdap vaccine); hepatitis B; and influenza. Records must be vaccination or laboratory evidence of immunity (i.e., antibody titers). Temp employees may submit a signed, informed declination for one or more vaccines. If the temp employee does not have proof of vaccination or immunity for a disease in which the Sedgwick County Health Department is requesting work, the Health Department can decline the applicant.
3. Temp employees must provide TB screening test results that are within one year of the hire at Sedgwick County Health Department.
4. Temp employees may undergo respirator fit testing at Sedgwick County.
5. Temp employees sign IT user agreements and agree to NOT share password or username with other staff.
6. Positions are in person (not remote). Only on rare occasions, such as large public health emergencies, could work be done from a remote location and pre-approval and documentation of daily work would be required.
7. Most positions do not require driving to different locations during work hours. Exceptions include Tuberculosis (TB) Control and some Immunizations nurse positions.
8. During normal operations, overtime and work on holidays and weekends are rare. During a public health emergency, some work on holidays and weekends could occur, and this would be known upon hire. If overtime occurs, the rate would be 1.5 times the normal hourly rate and would happen if the temp agency employee works more than 40 hours during a workweek. There are no holiday or weekend differentials.
9. Temp employees will receive a county badge on the first day. Sedgwick County requires staff to wear the badge for identification purposes.

10. Equipment and supplies will be checked out to temp employees, including a laptop and access to electronic applications pertinent to their work. The equipment must be returned on the last day of the temp employee's work.
11. 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.
12. 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.
13. 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.
14. 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.
15. Temp employees are not to use their personal cell phones, unless designated as job requirement or necessary function, during working hours at Sedgwick County.
16. 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.
17. On the first day of work, temp employees are to attend Sedgwick County Health Department New Employee Orientation and any additional training pertaining to job functions such as training on computer applications for client documentation.
18. General job requirements:
 - a. Performs medical procedures stated on the job description. These can include providing WIC services, vaccination of children and adults, and collection of blood and respiratory samples for laboratory testing.
 - b. Performs data entry of patient information into electronic systems and applications. Double checks input for accuracy.
 - c. Responds to questions from clients, ensures patient confidentiality, follows HIPAA regulations and policies for client privacy.
 - d. May be required to wear a respirator in emergency situations or for routine operations.
 - e. Completes all assigned tasks on time with minimal supervision.

Temporary Agency Employees (Behavioral Health)

1. Temp employees will comply with Sedgwick County policies and procedures 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. Temp employees will receive a county badge on the first day. Sedgwick County requires staff to wear the badge for identification purposes.
4. Temp employees are expected to follow their COMCARE supervisors approved call-in procedure, which includes signing in and being at their assigned workstation at the time their work is scheduled to begin.
5. If an employee is not able to report to work, the temp employee is required to communicate to their Sedgwick County supervisor or designee and the temporary agency at least two (2) hours prior to expected start time. Temporary agency will confer with Sedgwick County to determine needs for Sedgwick County.
6. 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 30 minutes prior to the expected start time.
7. 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, the temp employee will be terminated.
8. Temp employees are not to use their personal cell phones, unless designated as job requirement or necessary function, during working hours at Sedgwick County.

9. Temp employees will be trained on job tasks by Sedgwick County employees or currently contracted staff. 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.
10. Temp employees are to attend COMCARE New Employee Orientation on the first day of work, or as assigned by a HR liaison, and any additional training pertaining to job functions.
11. Temp employees are to complete web-based training prior to beginning assignment, to include:
 - a. Basic Life Support/CPR Certification – via American Heart Association or American Red Cross
 - b. Crisis Prevention Institute (CPI blue card certification)
12. Temp employees are expected to complete and pass all COMCARE CMHC and CCBHC background check requirements.
13. General job requirements:
 - a. Registered Nurse with active and unincumbered license in the state of Kansas (KSBN).
 - b. Perform triage and clinical assessment of patients for psychiatric and physical health status.
 - c. Promote and monitor medication adherence. Administer prescribed medication and injections.
 - d. Provide therapeutic interventions and deescalation during psychiatric crisis.
 - e. Facilitate restraint management in accordance with applicable policy, regulation, and statute.
 - f. Documentation, including records of medication administration, behavioral observation, record verbal orders, and communicate changes in care coordination.
 - g. Collaboration with other medical staff and case managers to ensure comprehensive care delivery. Participate in multidisciplinary treatment team meetings.
 - h. Provide support to licensed practical nurses and staff, appropriately delegating tasks applicable to their scope of practice.
 - i. Complies with Federal HIPAA regulations for client privacy.
 - j. Must meet documented medical clearance by an authorized medical professional confirming that no physical or mental impairment, with or without reasonable accommodation, would prevent the employee from performing essential duties or would compromise the health, safety, or welfare of others.
 - k. Provide direct patient care to behavioral health patients in a unit based setting.

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.
7. Provide respirator (N95 mask) fit testing.

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 by 5:00 pm CDT, March 20, 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 CDT, March 27, 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)	20
B. Meeting Scope of Work (Appendix B)	25
C. Pre-employment screening process (Appendix D)	25
D. References	15
E. Pricing and Positions (Appendix C)*	15
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	March 6, 2026
Questions and clarifications submitted via email by 5:00 pm CDT	March 20, 2026
Addendum Issued by 5:00 pm CDT	March 27, 2026
Proposal due before 1:45 pm CST	April 7, 2026
Evaluation Period	April 8, 2026 - May 1, 2026
Board of Bids and Contracts Recommendation	May 7, 2026
Board of County Commission Award	May 13, 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.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
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
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$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

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 business license and 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. Completed Appendices A, B, C and D.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #26-0020
TEMPORARY MEDICAL STAFFING SERVICE**

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 #26-0020
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.

PRIVILEGE LOG		
Page and/or Section of Information Not Subject to Disclosure	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.	Basis for the Claim of Privilege. Please include the Applicable Federal or State Law Cite and Rationale

Appendix A: Required Responses and Minimum Firm Qualifications

Respond to each item on the list below.

Name of Temporary Staffing Agency: _____

Required RFP Content	Provide Response in this Column <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	
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	
Minimum Firm Qualifications	
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: _____

For each staffing request, indicate if your agency can provide the following:	Respond Yes or No. Add description, if needed. If the information was provided elsewhere in the application, note "provided elsewhere."
1. Copies of resume and license/certification for review prior to moving to drug screen phase of hiring	
2. Copy of valid driver's license and proof of automobile insurance for driving positions prior to start date	
3. Immunization records, TB screening test results, and respiratory mask fit testing results as defined in the job description prior to start date	
4. Proof of passing drug screen within the last two months prior to starting temporary employment	
5. Contact information for the temporary staff at least one business day prior to start date	
6. Assurance that people hired will meet minimum qualifications of the position	
7. Proof of typing/computer entry testing scores (minimum is 45 words per minute) for positions that require data entry (such as some Medical Assistant positions).	
Indicate if your agency can do the following:	
8. Perform background checks and provide copies to Sedgwick County.	
9. In emergency situations, fulfill surge capacity within 48 hours of staffing request by Sedgwick County.	
10. Not charge Sedgwick County if a temp agency employee is terminated within the first three days of work	
11. Allow temp agency employees to work at different site location depending on staffing needs	
12. Allow temp agency employees to travel to a different location during the workday	
13. Allow temp agency employees to work in a clinic setting sometimes working close to people being tested for an illness or receiving vaccines	
14. Get approval from Sedgwick County supervisor before finalizing timecard of temporary agency employee	
15. Submit invoice by the 20 th of each month for work done the previous month.	
16. 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	
17. 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	
18. Get approval from Sedgwick County supervisor before finalizing mileage charges.	

19. Provide summary of hours worked each week and total number of temp agency staffing to supervisor and/or Sedgwick County point of contact	
20. Contact Sedgwick County if temporary agency staff will be absent or late within one hour of staff notification or by scheduled workday start	
21. 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	
Note: Add all medical positions that your agency can place people in.	
Position	Hourly Rate

Appendix D: Pre-employment Screening Process

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