



## DIVISION OF FINANCE – PURCHASING DEPARTMENT

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### ADDENDUM #1 RFP #26-0020 TEMPORARY MEDICAL STAFFING SERVICES

March 30, 2026

The following is to ensure that vendors have complete information prior to submitting a *Request for Proposal*. Here are some clarifications regarding the Temporary Medical Staffing Services:

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

- 1. Can the county provide historical or estimated utilization data such as average number of temp staff engaged or average hours per month to support capacity planning and pricing?**

*See Section II. Background Table A. of the RFP.*

- 2. Are there any specific temp roles or positions proposers must staff at minimum?**

*No minimum, contract nursing positions would be requested on an as-needed basis.*

- 3. Does the county intend to award a single contract or multiple vendors?**

*There could be multiple awards.*

- 4. Can the county provide clarification on the anticipated geographic distribution of the work sites that may need coverage?**

*For COMCARE only- geographic location limited to Community Crisis Center/patient care unit(s) unless otherwise specified in job posting.*

*For Health – See Section II. Background page 3 RFP*

- 5. Is the awardee required to have a physical office in Kansas?**

*No.*

6. **The RFP notes that COMCARE has not previously utilized temporary agency staff but may do so moving forward. Could the County share any historical or situational use of temporary or contract healthcare personnel at COMCARE to help inform baseline expectations?**

*No recent use of temporary agency staff use by COMCARE available- unable to provide historical data. Projected situational use limited to nursing staff in sufficient numbers to staff a 13 bed psychiatric unit, estimated 5-10 total full time temporary nursing staff positions needed to support core staffing needs.*

7. **Beyond Registered Nurses referenced in the Behavioral Health section, can the county identify which clinical roles COMCARE anticipates needing most frequently (e.g., LPNs, Medical Assistants, Behavioral Health Technicians)?**

*Anticipated most frequently needed/requested positions to be limited to nursing only- Registered Nurses (RN) and Licensed Practical Nurses (LPN) in combination to fill an estimated 5-10 positions with potential to increase if community need expands. No anticipated need/no intent to request medical assistants, behavioral health technicians, etc.*

8. **Does COMCARE have an estimated number of full-time-equivalent (FTE) hours or projected staffing volume it anticipates requesting in the first year of the contract?**

*N/A- no current plan for COMCARE to utilize temporary agency staff in first year of executed contract.*

9. **What is the county's preferred candidate submission format (resume, license verification, screening documents, etc.) and preferred method of delivery (secure email, portal, other)?**

*COMCARE - PDF files via encrypted email.*

10. **Can the county outline the full candidate review and selection process, including who evaluates submitted candidates and expected turnaround times for interviews and offers?**

*COMCARE temporary agency staff nursing candidates to be reviewed/interviewed by COMCARE nursing leadership prior to offer. Unknown turnaround time.*

11. **Are initial interviews allowed to be conducted virtually, with in-person interviews used as needed?**

*For COMCARE- initial interviews may be conducted virtually with in-person follow-up interviews requested on an as-needed basis.*

12. **How will vendors receive staffing requests—via direct email from county supervisors, a centralized broadcast list, or another method?**

*COMCARE will utilize same position request process utilized by Sedgwick County Health Department. If additional positions are needed, request may be made via direct email from county supervisors.*

13. **If multiple vendors are awarded, how will the County allocate requisitions among them?**

*That would be up to the department based on availability and cost.*

14. **Are temp-to-hire conversions permitted under this contract, and if so, will the county provide a conversion fee policy or guidelines?**

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

15. Please confirm if this is a new initiative or a re-bid of an existing contract?

*New Contract*

16. Please confirm the budget allocated for this project.

*N/A*

17. If it is a re-bid, please share the names of the current service providers/incumbent vendors? Additionally, how many active resources are working under the previous contract?

Interim Health Care of Wichita, Inc.	
Positions	Hourly Rates
RN	\$75.00
LPN	\$52.50
MA	\$52.50
Certified Medication Aides	\$35.00
Certified Nurse Aides	\$30.00
Conversion Fees	
Waived	

Cross Country Staffing, Inc. dba Cross Country Healthcare Services	
Positions	Hourly Rates
RN	\$61.00 \$71.00 (Lead)
LPN	\$45.00 \$55.00 (Lead)
MA	\$35.00 \$43.00 (Lead)
CNA	\$31.00
Conversion Fees	Flat fee of \$500.00 after completion of 1,040 hours of work (and for up to six (6) months from last date of service)

18. Please provide the historical spending associated with this contract.

*There is no data for COMCARE.  
See Table A. page 4 of the RFP for the Health Department.*

19. Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?

*No.*

20. Please clarify the anticipated number of awards expected under this RFP.

*There could be multiple awards.*

21. Is there a local preference in connection with this RFP?

*No.*

**22. Please confirm the evaluation criteria and weighting (e.g., technical vs. cost).**

*See Section VII. Proposal Terms Item C. Evaluation Criteria.*

**23. Will there be an opportunity for a virtual/on-presentation or negotiation meeting during the evaluation process?**

*That will be up to the evaluation committee.*

**24. What is the expected timeline for award notification and contract execution?**

*Fully executed contract estimated 6-8 weeks after BoCC approval.*

**25. What is the anticipated volume of staffing requests (e.g., estimated number of requisitions per year)?**

*COMCARE- Estimated 5-10 staffing requisitions active at one time. Positions requested upon development of anticipated program, no target start date for needed positions.*

**26. Could you please provide details on the job categories, labor classifications or skill sets most requested?**

*COMCARE: RN/LPN, day/night/rotating shifts that include weekdays, weekends, and holidays. Psychiatric nursing experience preferred, CPI de-escalation training, medication management and care coordination, strong decision-making skills, crisis/restraint management.*

**27. Is there an employee conversion policy (i.e., can the department directly hire contractor staff after a defined period)?**

*If there are conversion fees applicable, include them in your response.*

**28. Will timekeeping be handled through the department's system or will vendors be required to provide a platform?**

*See Section V. Scope of Work. Page. 6.*

**29. In the event of a contract award, please clarify whether awarded vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system?**

*The awarded vendor will be contacted by the department with all staffing requests.*

**30. How many vendors are expected to be awarded under this RFP?**

*There could be multiple awards.*

**31. Is there an estimated budget allocated for this contract?**

*No.*

**32. Who are the current providers? Additionally, if possible, could you please share the incumbents previously submitted response documents?**

*COMCARE- no current providers, no incumbents.  
See question 17.*

**33. Are we permitted to attach additional Word documents to provide detailed responses to the Appendix questions?**

*Yes.*

**34. What are the most commonly requested roles or positions that have been filled previously?**

*See Table A. page 4 of the RFP.*

**35. Are there any specific preferences or requirements for local candidates?**

*No.*

**36. Are there any MBE/WBE participation goals associated with this RFP?**

*No.*

**37. Is it mandatory for vendors to have a business registration in Kansas (KS) to participate?**

*Yes.*

**38. Can the county provide historical and projected staffing utilization (by role, hours, and facility) to support accurate capacity planning and cost modeling?**

*COMCARE- no historical data available.  
Projected staffing utilization:  
-RN: 12hr shifts, 3 shifts/week, psychiatric acute care unit  
-LPN: 12hr shifts, 3 shifts/week, psychiatric acute care unit*

**39. What specific clinical roles, specialties, and certifications are required, and which positions represent the highest demand?**

*COMCARE - Anticipated most frequently needed/requested positions to be limited to nursing only- Registered Nurses (RN) and Licensed Practical Nurses (LPN) in combination to fill an estimated 5-10 positions with potential to increase if community need expands. No anticipated need/no intent to request medical assistants, behavioral health technicians, etc.*

**40. What are the required response times for shift requests, and are there defined SLAs for fill rates and time-to-fill expectations?**

*Response times are urgency based: emergent shifts expected response time 30-60 minutes. Same day and future shifts within 2-24 hours. Target 85-90% fill rate (>90% for priority shifts). Would also consider contract based 12-week assignments/extensions in addition to individual shift requests.*

**41. How are staffing requests submitted and managed, and what systems or processes are used for scheduling, confirmations, and cancellations?**

*Will utilize same staff scheduling tool as Sedgwick County Health Dept. TBD with future program development.*

**42. What are the exact credentialing, background check and onboarding requirements and what is the expected timeline for clearance prior to placement?**

*COMCARE Requirements*

- *Active, unencumbered Kansas RN or LPN license*
- *Ability to successfully pass the following background checks initiated by COMCARE:*
  - *Kansas Bureau of Investigation (KBI) Criminal History Check*
  - *Adult Protective Services (APS) Central Registry*
  - *Child Protective Services (CPS) Central Registry*
  - *Kansas Nurse Aide Registry and Criminal History Check*
  - *National Sex Offender Registry*
  - *Office of Inspector General (OIG) Exclusion Database*

*Timeline*

*Clearance is contingent upon receipt of satisfactory results from all required background checks. The typical turnaround time is approximately 5–7 business days.*

**43. Should pricing be submitted as bill rates, markups, or fully loaded rates, and how will pricing (including overtime and differentials) be evaluated?**

*Hourly Rates. See Appendix C: Pricing.*

*Overtime: 1.5 times the normal hourly rate.*

**44. How should overtime, holiday, and shift differential pay be structured, and are there any rate caps or restrictions?**

*Page 6. RFP*

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.*

**45. Is this intended to be a single-award or multiple-award contract, and does the County anticipate any minimum or guaranteed volume?**

*Page 4. RFP*

*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.*

**46. What key performance indicators (KPIs) will be used to evaluate vendor performance, and how frequently will performance be reviewed?**

*Time-to-fill rate Contract worker (Responses for contract worker within 5 business days).*

- *Time-to-fill rate Shift Requests (emergent shifts 30-60minutes; same day/future shifts 2-24hours)*
  - *Fill Rate: Target 85-90% fill rate (>90% for priority shifts)*
  - *Compliance requirements- applicants ability to meet background check requirements, etc.*
  - *Candidate quality standards- skills, experience, screening requirements*
  - *Interview Turnaround time- how quickly offer is accepted/denied and feedback provided following interview.*
- \*Reviewed upon contract renewal and on an as needed basis*

**47. What are the required reporting deliverables, including frequency, format, and key data points?**

*Following key data points to be reported out quarterly and/or as needed via email to COMCARE leadership:*

- *Staffing level (time-to-fill rate, position fill rate, open shifts)*
- *Time to fill and response times*
- *staff credentials and compliance status (licensure, certification, background checks, etc.)*
- *Overtime and agency utilization*
- *Incident reports: safety events, agency staff no-shows, performance concerns*
- *Interview Turnaround time*

**48. What are the county's expectations for emergency or surge staffing, including response time and scalability requirements?**

*See above answer to Q40 and Q46 for response times/emergent requests.*

**49. Are there any requirements or preferences regarding local workforce presence, and how does geographic proximity factor into evaluation?**

*No preference.*

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

*New contract*

**51. If there is an existing contract, could you please share the names of the current vendors and their pricing?**

*See question 17.*

**52. To be considered responsive for this solicitation, is it mandatory to bid on all positions?**

*No.*

**53. What is the estimated budget for this contract?**

*N/A. The contract will be based on need at the time. See Page 4 of the RFP.*

**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.

**54. Is it mandatory to subcontract?**

*No.*

**55. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?**

*12-hour shifts (0700-1900; 1900-0700) Optional swing shift (1300-0100) may be available on as needed basis.*

**56. Staffing Commitment**

Will contracted providers be expected to work on a full-time (1.0 FTE) basis, part-time (0.5 FTE), or as-needed/per-diem according to demand?

*COMCARE: Both contracted FTE (0.9 full-time and 0.6 part time), and on an as-needed/per-diem according to demand basis. Preference of contracted FTE providers.*

**57. Contract Status**

**Is this RFP intended to establish a new contract or to continue/replace an existing agreement for temp medical staffing services?**

*Both.*

**58. Incumbent Information**

**If this is a renewal or continuation, please identify the current contractor(s) providing temp medical staffing coverage under the existing agreement and indicate their current hourly bill rates.**

*See question 17.*

**59. Historical Pricing and Awards**

**Are previous bid results, awarded contracts, or pricing schedules for similar staffing services available?**

*See question 17.*

**60. Performance or Operational Challenges**

**Are there any known challenges or performance issues associated with prior vendors or service delivery under this contract?**

*No.*

**61. Vendor Preference or Local Considerations**

**Does KS or Sedgewick County apply any local vendor, in-state business, or small business preference applicable to this IFB?**

*No.*

**62. Projected Utilization and Annual Spend**

**What is the estimated annual spend for temporary or relief staffing services under this solicitation?**

*See question 53.*

**63. Position Quantities**

**Approximately how many positions does Sedgewick County anticipate filling under this IFB?**

*COMCARE- 5-10 total contracted positions. Date: TBD upon future program development*

**64. Current Staffing Levels**

**How many temp providers are currently active incumbent or prior temporary staffing contracts?**

*COMCARE: 0, N/A*

*See question 17.*

**65. Budget Projections**

**What is the projected annual budget allocation for temp staffing relief services during the term of this new contract?**

*See question 53.*

**66. Historical Staffing Levels**

**How many temporary or relief temp staffing positions were filled in prior fiscal years, and what were the corresponding utilization hours?**

*COMCARE- N/A, no historical data.*

*See question 53.*

**67. Historical Expenditure Summary**

**Please provide total annual expenditures for FY 2021, FY 2022, and FY 2023 for comparable therapy staffing services at Kansas Sedgwick.**

*See question 53.*

**68. Tier Pay Rate Structure**

**The IFB references a Tier Pay Rate System. Could the Department clarify whether each Tier corresponds to:**  
**(a) a specific facility or region,**  
**(b) a provider's experience level or licensure classification, or**  
**(c) the acuity or level of care provided within specific treatment units?**

*This does not apply to this RFP. See RFP 26-0020.*

Firms interested in submitting a *Request for Proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, April 7, 2026**. Late responses will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RFI RESPONSE PAGE.”**



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Tammy Culley  
Purchasing Agent

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