

Rockford Public Schools

ADDENDUM ONE

DATE: August 11, 2017

RE: IFB No. 18-02 Nurse Staffing Coverage Services

Question 1:

Can you please provide the current incumbent vendors providing Nurse Staffing Coverage Services?

Response 1: RCM Healthcare

Question 2:

Can you please provide the current incumbent hourly bill rates for RN and LPN Services?

Response 2:

**\$36.00 per hour of registered nurse service up to 40 hours per week
\$54.00 per hour for every hour in excess of 40 hours in each week
\$26.00 per hour of licensed practical nurse services up to 40 hours per week
\$39.00 per hour for every hour in excess of 40 hours in a week**

Question 3:

What was the total annual expenditure of the current contract for School years 2015-2016 and 2016-2017?

Response 3: The School District is not able to provide that data at this time.

Question 4:

Would the District be open to communicating/calling our Nurses directly for short notices due to illness and/or other personal absences?

Response 4:

No, the District would not communicate directly with the agency nurses.

Question 5:

Per page 7 on the "Bid Offer Form," is the district open to changing the staffing coverage notice to two hours instead of one hour?

Response 5:

No, School coverage is needed to be there as early as 7:30 AM, and the District start calls around 6:00 AM.

Question 6:

Why is the district utilizing a solicitation for the services requested in this bid?

Response 6: The current contract expired, and this allows for competitive pricing

Question 7:

Why is the district utilizing a solicitation for the services requested in this bid?

Response 7: See question 6

Question 8:

Can the district please provide points and/or percentages attached to each section of the evaluation criteria for this solicitation?

Response 8: The District will utilized the competitive bid process based on Illinois School code.

Question 9:

Can the district please clarify how needs for contractors will be disseminated to vendors post award?

Response 9: The Health Service Supervisor will contact the vendor regarding the nursing needs as early as possible. Needs for the same day are communicated to the vendor as early as 6:00 AM

Question 10:

Can the district please explain how points will be awarded for the "price" section of this solicitation?

Response 10: The District will utilize the competitive bid process based on Illinois School code.

Question 11:

How many references does the district require?

Response 11: Three references are required.

Question 12:

How many vendors does the district expect to award a contract to for the services requested in this solicitation?

**Response 12:
The District plans on accepting one vendor.**

Question 13:

Can the district please provide incumbent information and bill rates for contracts in place for similar services?

Response 13: Refer to question 1 and 2

Question 14:

Can the district please provide the total amount of FTE contract RN's and LPN's utilized during the 2016-17 SY?

Response 14: Two FTE's, but it is not a guarantee that the same need would exist this year.

Question 15:

Can the district please clarify if a performance bond is required for this solicitation, and if so to what amount?

Response 15: The Performance Bond is not required.

Question 16:

Is a performance bond a requirement from the vendor in order to be considered for award? If so, can you confirm the amount of the bond that is required?

Response 16: The Performance Bond is not required.

Question 17:

We are currently doing business with your school and have the **attached Certificate of Insurance** in place. **Is our insurance acceptable for this IFB?**

Response 17: A new COI would have to be submitted for this IFB.

Question 18:

Could you please let me know the projected weekly hours of service for the RN and LPN who will perform one-on-one nursing care?

Response 18: Weekly hours equal the same as the school hours plus travel time to and from school.

Question 19:

To fill in shortages/absences, can you please let me know the number of weekly hours that the RN and LPN's worked during the 2016-17 academic year to help in calculating our cost proposal for Rockford Public School District No. 205?

Response 19: The School District is still closing out the 2016-2017 School Year and does not have accurate information to provide at this time.

Question 20:

How many working days will the RN and LPN work during the school year (For Example: 180 days or less)?

Response 20: The amount of working days would fluctuate depending on if you are a 1:1 nurse, or providing coverage for absences.

Question 21:

Are the RN and LPN required to have Illinois Professional Educator Licenses (PEL) and/or Type 73 Certifications to be qualified to work at Rockford Public School District No. 205?

Response 21: No

Question 22:

Are resumes required at the time of proposal submission **OR** only upon award?

Response 22: Upon award of the contract.

Question 23:

Per pg. 5, can we incur any penalties if we cannot provide an RN/LPN within one (1) hour notice of the district's staffing shortages/absences?

Response 23: No

Question 24:

Can we incur in any penalties or be liable for any damages for not having an RN/LPN available upon your school's request in a timely manner **OR** would your school terminate the IFB contract with our company?

Response 24: No, you will not incur a penalty for not having RN/LPN coverage; termination / early termination is possible in the event of a breach or failure to comply with the IFB contract.

Question 25:

Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?

Response 25: No, vendors are not required to guarantee the provision of therapy services.

Question 26:

Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment?

Response 26: Laptops are provided to the 1:1 nurses. Computers are provided to sub nurses. All nurses are provided an email address for the district.

Question 27:

Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Rockford Public School District No. 205?

Response 27: Yes

Question 28:

Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Nursing Services provided by Rockford Public School District No. 205 **OR** the Vendor?

Response 28: The vendor is required

Question 29:

Who will be the representative from Rockford Public School District No. 205 regarding Nursing Services **and** to determine which materials/equipment are required?

Response 29:

- **Denise Niner (A.P. of Health Service) is the representative for RPS 205;**
- **Medical providers are responsible for determining the material / equipment that is required for daily use.**

Question 30:

To clarify, would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

Response 30: No

Question 31:

Will Rockford Public School District No. 205 consider a Price Range depending on the candidates' level of experience **OR** does the district only want a fixed flat rate?

Response 31: Fixed Flat Rate

Question 32:

We are a current vendor. Can you provide other agency rates and names that you work with? Have those other vendor(s) been able to satisfy your service needs?

Response 32: There are no other vendors currently.

Question 33:

Can you clarify the "Not to Exceed _ Hours" section? Is there a set number of hours per day or week that we should be focusing on? Are these the total hours per nurse or for the entire IFB for the year? Is RPS providing these actual/estimated numbers?

Response 33:

- ... “not to exceed _” refers to the number of hours including travel to and from school that the 1:1 contractor may work during any day.
- Total hours are per nurse
- Refer to question 3 for district expenditures

Question 34:

Can you also clarify the question “Are you able to meet the requirements of providing staffing coverage within a one-hour notice?” Are you looking start a nurse candidate within one-hour of notice of the staffing need on that day? Or are you looking for the agency to provide candidates to review within an hour of the stated staffing need?

Response 34: The expectation is that the nurse would be able to report to the assigned school by the school start time.

Question 35:

For what grades will the RN and LPN provide services and what will be the caseload?

Response 35:

- Pre-k thru 13th grade (3 year olds – the day before their 22nd birthday)
- Case load - depends on the school requiring coverage.

Question 36:

Besides for the information listed on the required form check list in the IBF, would you like us to submit a narrative about our staffing experience and recruitment team, services, program plan, etc.? I did not read a direct request for specific information about our services, and I wanted to make sure we did not need to include it and just the information listed in the check list?

Response 36: No additional information is required