



NORTHSHORE SCHOOL DISTRICT No. 417  
3330 Monte Villa Parkway  
Bothell, Washington 98021

**AMENDMENT #1**

**REQUEST FOR PROPOSALS  
RFP# 2022-07-19 NURSING SERVICES  
for Northshore School District**

**AMENDMENT #1 includes questions received and District responses specifically regarding RFP# 2022-07-19 Nursing Services to consider when creating proposal. There are 51 questions with responses beginning on page 2.**

**Please review and confirm receipt of Amendment #1 by signing below and including page 1 with your proposal.**

Confirmation Amendment #1 has been received and reviewed by:

COMPANY/ORGANIZATION: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*The signed Amendment Document MUST accompany proposal.**

**AMENDMENT #1 cont.**

**REQUEST FOR PROPOSALS  
RFP# 2022-07-19 NURSING SERVICES  
for Northshore School District**

**QUESTIONS/RESPONSES as of JUNE 28, 2022**

1. Who are the current vendors providing services?  
**ANSWER:** Maxim (\$65/\$55 Hr), Supplemental Health (\$70/Hr)
2. Are your current vendors meeting your needs?  
**ANSWER:** It seems increasingly difficult to fill positions needed due to smaller candidate pools.
3. How will vendors be notified of award?  
**ANSWER:** Apparent Successful Bidder notice will be posted through WEBS, on the District website, and through emails to those who submitted responses.
4. What are the current hourly bill rates by vendor?  
**ANSWER:** Maxim (\$65/\$55 Hr), Supplemental Health (\$70/Hr)
5. If we provide per eval rates, does the district require vendors to provide all of the assessments? **ANSWER:** Unknown
6. How many billable hours are in a school day? **ANSWER:** 7.5 Hours per school day
7. What is the anticipated # of full-time or # of part-time positions?  
**ANSWER:** Currently (5) Five Full-Time 1:1
8. Is the vendor expected to have a clinic or local office?  
**ANSWER:** The vendor must be registered to do business in WA State and have an active UBI number
9. Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?  
**ANSWER:** Nursing Services such as RN are on-site only
10. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?  
**ANSWER:** Yes, RN's will have access to email, the online medical charting system, and nursing protocols.
11. Will assigned candidates have access to computers/laptops and printers provided by your schools?  
**ANSWER:** The RN may be issued a laptop computer with access to on site printers.
12. Do you require resumes of potential contracted candidates to be included in our submission? **ANSWER:** No

13. Do you require the candidates license verification to be included in our submission?  
**ANSWER:** No
14. Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?  
**ANSWER:** The District does not intend to direct-hire candidates. Awarded contracts are between Staffing Agency and District. Agency shall work with District staff for coordination of matching candidate to student need(s). Please review sample Contract G included in this proposal.
15. How many candidates/resumes will you need per discipline? **ANSWER:** None at this time
16. Can pricing increase during the term of the contract? **ANSWER:** The purpose of the contract is to lock in pricing for the fiscal school year for budgeting constraints. Awarded contracts may be reviewed annually for requested increases an upcoming school year.
17. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?  
**ANSWER:** RN may need to ride the bus from students home to the school and will be paid for the time they are riding with the student.
18. Does the school district reimburse for mileage? **ANSWER:** Possibly, if candidate is requested to travel between school locations in one day.
19. Does the District plan to issue RFPs for other related services? **ANSWER:** Not at this time
20. Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc? **ANSWER:** Hard copy responses are expected to be bound by soft cover (not 3 ring binder) or binder clip. All responses must also include a thumb drive/USB to download for review.
21. Will this be a single or multi-award?  
**ANSWER:** The District anticipates making multiple awards to Nursing Services providers
22. What is the annual spend that is projected for 2022-2023 school year?  
**ANSWER:** Annual projections is estimated at \$400,00, however, the District cannot guarantee or predict the full needs for future school years
23. What is the current number of FTEs for RN's, LPN's, and CNA's being utilized presently to service this contract? **ANSWER:** Five (5)
24. How many children currently require 1:1 care? **ANSWER:** Five (5)
25. What is the breakdown with regards to level of care, i.e. trach, vents, tube feeds, diabetics etc.? **ANSWER:** Trach- 1, we anticipate on vented student starting this fall, tube feeds-5
26. What is the District's total spending for Nursing Services RFP since last 3 years?  
**ANSWER 26 School Years:**  
2020-2021 = \$ 92,599.00

2019-2020 = \$512,933.00  
2018-2019 = \$829,870.00

27. Is this a new requirement? **ANSWER: NO**

**ANSWER (a, b, c):**

- a. If not, please provide list of the current vendor(s) providing the service (see Answer 1)
  - i. and how are the current services being procured? **ANSWER:** Competitive solicitation from 2016, contracts expire 8/31/2022
- b. Apart from end of tenure, is there any other reason to release this solicitation? **NO**
- c. Are there any pain points? **NO**

28. Please provide the total number of temporary staffs on current assignment.

- a. Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

**ANSWER:** Health room RN-3, 1:1 RN-5.

29. Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

**ANSWER:** Please submit a Public Records Request PRR from District website for previous bids and responses.  
[https://northshoresd.mycusthelp.com/WEBAPP/\\_rs/\(S\(nf2qpvfqpq55nn33ke0kjhi3\)\)/supporhome.aspx](https://northshoresd.mycusthelp.com/WEBAPP/_rs/(S(nf2qpvfqpq55nn33ke0kjhi3))/supporhome.aspx)

30. What are the most frequently used job categories in the subject matter RFP? **ANSWER:** RN, LPN

31. What is the average length of the assignment? **ANSWER:** 180 SCHOOL DAYS

32. Is it mandatory to have a local office? **ANSWER:** See response to Question 8

33. Is there any preference to the local vendor while evaluating the proposal? **ANSWER:** NO

34. Do we need to submit Certificate of Insurance and Business License with the proposal?

**ANSWER:** Please provide Proof of insurance along with Business License. The District will ask for COI naming District as additional insured at time of contract award.

35. Can we provide rate range in the Price Proposal?

**ANSWER:** Preference is no, please provide hourly rates per position/title

36. Is it mandatory to utilize Small Businesses and Minority and Women- Owned Businesses as a sub-contractor? **NO** Will there be any advantage in proposal evaluation?

**ANSWER:** It is not currently part of the weighted criteria, but may have a bearing on the selection process

37. Can we submit technical and cost proposal in one file?

**ANSWER:** Please follow the RFP Bid Submittal instructions

38. Please provide specific format of the proposal, so to avoid compliance issues.

**ANSWER:** Please follow RFP Bid Submittal instructions

39. Please specify the cost format. Do we need to provide hourly rates for RN or LPN?  
**ANSWER:** Please follow RFP Bid Submittal instructions
40. Is it mandatory to provide three school references?  
**ANSWER:** It is the preference to demonstrate school experience and may be a factor during evaluation process.
41. Does the District mean resume of account management team for query “Brief resume of the Bidder”?  
**ANSWER:** The District would like a brief resume regarding the company overall and key stakeholders, but does not anticipate resumes of individual potential candidates at this time.
42. What does District mean by WA Department of Revenue UBI provided?  
**ANSWER:** The vendor must be registered with the WA Department of Revenue and issued UBI – Unified Business Identifier per DOR requirements found at <https://dor.wa.gov/>
43. Please define specific format for the cost proposal? **ANSWER:** Please provide hourly rates for RN, LPN
44. Please provide list of job titles under this contract in which we have to provide services.  
**ANSWER:** District has historically used Registered Nurse RN, and Licensed Practical Nurse LPN
45. Can we provide rate range or markup only or is there any specific district cost proposal format? **ANSWER:** There is not a specific cost proposal format, requesting hourly rates
46. What is/are the vendor name(s) that currently/previously provide these nursing services as described in this RFP? **ANSWER:** See answer to question 1
47. What are the established bill rates of said vendors for nursing services currently or previously supplied to Northshore School District for the 2019-20 & 21-22 school year?  
**ANSWER:** See answer to question 1
48. What is the historical spend amount? **ANSWER:** See response to Question 26
49. What is the total number of Full-Time Employees (FTE's) currently/historically utilized for these services in the (21-22) school year? **ANSWER:** Health room RN-3, 1:1 RN-5.
50. Are the positions on as-needed basis? **ANSWER:** YES
51. Will these positions be considered Full-Time Employees or Part-Time Employees?  
**ANSWER:** Nursing Staff are not considered employees of Northshore School District, and do not receive District benefits. They are candidates from the Agency to fill needed positions, dependent on student(s) needs. District will work with Nursing Agency to find candidates to meet student(s) needs.