

**MOUNT VERNON CITY SCHOOL DISTRICT
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FROM: Board of Education of the Mount Vernon City School District

DATE: September 30, 2025

PROJECT: RFP #25/26-06 Nursing Services

ADDENDUM # 1

Attached please find Addendum No. 1

Questions/ Statements

PLEASE FAX THIS COVER SHEET/S TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE AS CONFIRMATION OF RECEIPT.

Addendum No. 1-RFP 25/26-06 Nursing Services

ADDENDUM NO. 1

This Addendum contains clarifications and/or changes to the requirements of the contract and/or rfp specifications. Such clarifications/changes shall be incorporated into the contract/ rfp documents and shall apply with the same meaning and force as if they had been included in the original documents.

The conditions of the contract shall govern all work and services described in this Addendum. Wherever the conditions of the work and the quality or quantity of materials/services are not fully described in this Addendum, the conditions of the work, etc. included in the original contract and/or rfp specifications for similar items of work shall apply to the work described in this Addendum.

The conditions of the contract, as enumerated in the contract documents and/or the bid specifications apply to all work described in this Addendum.

The following changes shall be and are hereby made:

Cost/Billing/Invoicing

1. Can you please provide a list of incumbent vendors and their bill rates.
2. What is the total budget/expenditure allotted for this RFP?
3. Can we provide pricing ranges on select disciplines?
4. Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number, if applicable? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid, if applicable?
5. Can the vendor bill separately for Clinical supervision if required?

Prior Vendors

6. How long have the incumbent suppliers held this contract?
7. Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

Shifts/Scheduling

8. What is the expectation and frequency for on-call needs?
9. What is expectation and frequency for replacing a candidate that is ill/calls off?
10. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start?

Current Program Synopsis

11. Please clarify the reporting structure for Supervision of contract staff within the district?
12. What position provides clinical supervision within the district?
13. Does the district provide student logs, documentation forms, etc?

Additional Questions

14. Would you accept bids from a Staffing Agency?
15. Please clarify if the district or vendor provides any materials (i.e. medical supplies, assessments, protocols/scoring sheets, computers, printers, PPE, etc.).
16. Can you provide insight into why this RFP has been released for bid? Specifically, what are the key drivers or needs prompting this solicitation?
17. What are your insurance requirements?

Response

All questions pertaining to previous vendors/ suppliers are available to public inspection through a Freedom of Information Law request, subject to any continuing prohibition under disclosure of confidential information, which is designated as such in a bid proposal, unless that information may be otherwise disclosed under applicable laws, rules or regulations

All questions pertaining to the request for proposals for nursing services please refer to the bid specifications and proposal forms for the scope of this contract.

Scope of Services

18. Can the District confirm whether this RFP is strictly limited to Nursing Services, or if additional Special Education and Related Services are also expected to be included?
- **Please refer to RFP requirements**
19. Will the District consider proposals for other nursing categories such as LPNs, CNAs, or Health Aides if offered, or is the scope limited to RNs only? - **Please refer to RFP requirements**
20. Can the District clarify whether nurses will primarily be assigned for 1:1 student support or general health office coverage? – **varies, Nursing staffing will be subject to district needs.**

Staffing Volumes & Operations

21. The RFP references 1,000+ students in-district and variable needs out-of-district and during summer. Can the District provide a breakdown of anticipated caseloads or average staffing needs per role? **No- refer to RFP**
22. For out-of-district and summer assignments, should vendors include travel costs in their hourly rates, or will reimbursement be allowed separately? **refer to RFP**
23. What is the expected turnaround time between a request for services and provider placement? **24hrs**

Proposal & Evaluation

24. Appendix B requests rates per "Type of Nursing Service." Should these be submitted strictly as hourly rates, or are per diem/session-based structures acceptable? **Yes, based on RFP**
25. Will out-of-state school district experience be considered equally, or is New York State experience strongly preferred? **Yes**
26. Does the District anticipate awarding contracts to multiple vendors or selecting a single provider? **Yes**

Incumbent & Financial Information

27. Is this a new initiative? If not, could the District confirm the names of the current incumbents and the contract budget? **No, FOIL for Incumbents**
28. What is the total budget allocated to this contract? **Varies**
29. What has the District's previous spending been on similar nursing services contracts? **FOIL**
30. Are there any known **challenges** or pain points with the current vendor(s) that the District would like addressed under this new contract? **No**
31. Does the District have a stated preference for local vendors? **Yes**
32. Could you please confirm if this replaces the RFP that was submitted on May 13, 2025, for the same services? **Please refer to current RFP Scope**
33. Additionally, I received an agreement on September 9, 2025, requesting my signature, which I returned the same day for BOE approval. I believe this agreement corresponds to the RFP submitted on May 13, 2025.- **No**
34. I also received an extension letter for Nursing Services in May; however, the letter does not specify where the services will be rendered (e.g., 1:1 nursing, health office nursing). Could you kindly provide clarification? **No**
35. The most recently awarded contract value (annual or total) for the previous procurement of these services. **FOIL**
36. The name of the current or previous vendor providing these nursing services to the district **FOIL**
37. What is the estimated value of this contract? **Varies**
38. Please advise what type of Nursing Services you are looking for so I can include them in my proposal. **Refer to RFP**
39. What specific specialties (if any) are required? **Refer to RFP**
40. Which facilities will utilize this contract, and are there primary or high-volume sites? **Refer to RFP**
41. Who are the current incumbent/s? **FOIL**
42. How are no-shows addressed under the contract? **Refer to RFP**

43. What is the process for resolving performance issues with placed staff? – direct communication – refer to RFP
44. **Page 3, Section 1.3, Scope of Nursing Services:** Can the District please provide clarification on what types of “Out of District” services may be requested?- Schools where district students attend that are not within local district
45. **General Question:** Are there any supplier diversity requirements or goals for this RFP? - **No**
46. **General Question:** For full-time needs, is District looking for temporary hires, direct/permanent hires, or both? **Both**
47. **General Question:** Is the District looking for primarily RNs, or would other classifications be included (i.e. LPN, CNA, etc.)? If other classes may be needed, can the District specify the additional classifications anticipated? **Refer to RFP**
48. **Page 3, last paragraph:** Will the District consider vendors that are not licensed home health agencies and/or are not able to fill in-home service needs ? **No**
49. **Page 4, Section 1.4, Responsiveness and Time Requirements:** What type of regular or periodic on-site consultation will be needed? Will this be provided by the temporary nurses? **Refer to RFP**
50. **Page 4, Section 1.4, Responsiveness and Time Requirements:** Is vendor attendance at Board of Education meetings required to be in-person?- **No**
51. **Page 4, Section 1.4, Responsiveness and Time Requirements:** Can the District confirm the invoice/pay terms are 30 days? **Refer to RFP**
52. **Page 10, i:** Please detail what type of insurance evidence must be submitted with the RFP response. Will an ACORD form be accepted with our response? **Refer to RFP**
53. **General Question:** Why is the contract out for bid? Is it required to be put out for bid? **Yes**
54. **General Question:** Will the RFP be awarded to a single vendor or multiple vendors? **Multiple**
55. **General Question:** Do all signatures need to be original (wet) signatures? **Yes**
56. **General Question:** Who are your current incumbent vendors for these services? **FOIL**
57. **General Question:** Are your current vendors meeting your staffing needs? If not, what are the main issues? **Need additional vendors**
58. **General Question:** What are your current hourly bill rates by classification? **FOIL**
59. **General Question:** What were your hours of usage by each classification for the last 12 months? **Varies**
60. **General Question:** Does District pay 1.5x the hourly bill rate for overtime and holidays? **No**
61. **General Question:** What was the annual spend for this contract over the last 24 months? **FOIL**
62. **General Question:** Do vendors need to provide any supplies? **Yes**
63. **General Question:** Do vendors need to store or transport any supplies? If yes, what needs to be transported and what supplies are needed? **No**
64. **General Question:** How will vendors be notified of award? **Board Resolution**
65. **General Question:** Will the District allow exceptions to any terms or requirements? **No**

66. **General Question:** If contract changes or exceptions are made, will they impact our score or possibility of being awarded? **Yes**
67. **General Question:** Will vendors be required to transmit or store Personally Identifiable Information on their own technology platform? **No**
68. **General Question:** Will the vendor be expected to use their own technology platform or the District's? **No**
69. Will this be a single vendor award or multiple vendor award? If multiple, is there a max/limited number of anticipated awards? **Multiple**
70. What is the estimated total spend/budget of the resulting contract?
71. How many RNs do you anticipate needing for the 2025-2026 school year? **Varies**
72. May we provide a rate range or are you seeking a flat rate? **Refer to RFP**
73. Are vendors required to bid on both per diem and full-time needs or may vendors bid on full-time needs only? **Refer to RFP**
74. Is there a penalty (financial or otherwise) for not being able to fill an open need or provide a nurse for a single-day absence? **Refer to RFP**
75. If there are incumbents, can you please provide a list of their names and corresponding bill rates? **FOIL**
76. How long have the incumbents held this contract? **FOIL**
77. Have the incumbents been able to fill all your needs? **Varies**
78. Are there any setbacks with the incumbents? (i.e. lack of on-time starts, credentialing issues, fill rate. etc.) **No**
79. Will you accept non-school references? **Refer to RFP**
80. Do you permit redlines to the Hold Harmless Agreement? **No**
81. There is a discrepancy in package label p. 2 & 8 – how should the proposal envelope be labeled? **Paragraph 4.2 “Submission of Proposal” RFP number 25/26-06 Nursing Services. See page 8**
82. Will this contract cover nursing services for all students in K-12 or special education only? **All Students**
83. Will this include 1:1 care for medically fragile students? If so, what are some levels of care that will be needed? **Yes , varies**
84. Does this include classroom RNs? **Yes**
85. Does this RFP include RNs only, or any other skillsets? **Refer to RFP**
86. Will talent need to ride the bus with students? **Nurses may need to ride bus for those who require 1:1**
87. What is the estimated number of FTEs that will be hired under this contract? **varies**
88. On Page 3, (Section 1.3), the solicitation specifies per diem RN nursing services and full-time nursing services. Could you clarify which provider categories are required for the full-time nursing services (e.g., RN, LPN)? **RN**
89. On Page 2, (Section 1.2) the RFP notes that services may be required at multiple sites. Will per diem and full-time nurses be assigned to a single school, or will they be expected to rotate among multiple schools across the District? **Varies**
90. If rotation among schools is required, will the District cover travel costs, or should providers include these costs in their proposals? **Refer to RFP**
91. Could you provide the estimated total value or budget range for the nursing services contract? **Varies**

92. Adelphi currently meets all insurance requirements except for Excess Insurance. Will the District allow us to obtain the Excess Insurance coverage after contract award but prior to the commencement of services? **Yes**
93. Does the District require bidders to submit resumes of the nursing service providers (per diem and/or full-time) as part of the bid submission? **Yes. Refer to RFP**

Addendum No. 1- **Nursing Services**