



## Department of Purchasing

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April 1, 2021

To All Interested Parties:

**Subject: Addendum #1,  
Provide Medical Services for Suffolk Public Schools**

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

**ANSWER: This was determined years ago and several RFP cycles ago that the division didn't have the necessary staff to meet the needs set forth in the RFP.**

**QUESTION: Can the district please clarify the anticipated award date and anticipated start date?**

**ANSWER: Please review section E on page six of the RFP for the start date.**

**QUESTION: Will there be a pre-proposal conference for interested vendors to attend?**

**ANSWER: No; there is a question and answer process in place for this RFP. Historically, there have not been many questions and answers required.**

**QUESTION: Can the district please provide evaluation criteria, including points or percentages, used for determining award?**

**ANSWER: This is a required piece in any RFP. For this RFP, you can find the evaluation criteria on page 4, Section 4 of the RFP.**

**QUESTION: How many vendors is the district currently using to fill these needs?**

**ANSWER: Currently one; Get Real Healthcare, Dr. Michael Thompson**

**QUESTION: Is the district satisfied with their current provider/vendor(s)?**

**ANSWER: Yes; but that doesn't mean that we will not be happy in accepting other proposals**

**QUESTION: Can the district please provide incumbent information, and current bill rates, for contracts in place for similar services?**

**ANSWER: We currently pay a flat fee of \$2,350 per month**

**QUESTION: Can the district please clarify if this is a full-time position, or if the Medical Provider will only be working on an "as needed" basis?**

**How many FTE's are historically needed to provide this service?**

**How many are needed for this year?**

**ANSWER:** One position that is on call as the needs arise. Currently paid a flat rate. For this service requested in the RFP, we would need one.

**QUESTION:** Can the district please clarify the licensure/certification requirements for the Medical Provider requested?

**ANSWER:** The RFP spells out the required services. The vendor is to ensure that the person performing the services has the required licensure to perform the tasks.

**QUESTION:** Who will provide oversight of the Medical Provider?

**ANSWER:** The Supervisor of Health Services

**QUESTION:**

**Can the district please clarify if the Medical Provider or the Supervisor of Health Services will provide oversight, direction, or administration of influenza vaccination program?**

**Can the district please clarify if the Medical Provider or the Supervisor of Health Services is responsible for developing and implementing district-specific policies and procedures (P&P)?**

**Can the district please clarify if the Medical Provider or the Supervisor of Health Services is responsible for oversight/direction of districts health services program?**

**Can the district please clarify if the Medical Provider or the Supervisor of Health Services is responsible for directing professional duties of district-specific medical staff?**

**ANSWER:** The Supervisor of Health Services will be the lead; however, I will refer you to page 3, Section A, item 1 that asks for the provider to provide certain consultations.

**QUESTION:** Are candidate resumes required at the time of bid submission, or only upon award?

**ANSWER:** I'll refer you to page 4, Section 4, Subsection A. Resumes are a major part of the qualifications portion of our evaluation process.

**QUESTION:** Are candidate resumes required at the time of bid submission, or only upon award?

**ANSWER:** I'll refer you to page 4, Section 4, Subsection A. Resumes are a major part of the qualifications portion of our evaluation process. Without the resume at submission, it would be impossible to grade the provider.

**QUESTION:** Is Mileage and travel a separate line item or are they looking for an all-inclusive rate proposal?

**ANSWER:** The current provider charges a flat fee; however, Suffolk Public Schools will not restrict you from proposing an alternate pricing strategy during the negotiations.

**QUESTION: Is the district willing to consider multiple Medical Providers to cover these requested services in this solicitation?**

**ANSWER: I'll refer you to page 5, Selection of Offeror, Section C. This gives us the right to award to make multiple awards.**

**QUESTION: Section II references other public bodies that can utilize this service, who will be the financially responsible entity for invoicing purposes?**

**ANSWER: I'll refer you to the same section that states the jurisdiction using the contract would be responsible for placing orders, payment or discrepancies. It is impossible for me to give you an answer as it is under your purview to "extend to any jurisdiction" and "Contractor's responsibility to notify the jurisdictions of the availability of contract(s)". Our only role is offering this for you to offer to other Virginia jurisdictions at your choice.**

**QUESTION: In reference to Page 8, Section V regarding Workers compensation, 1099 contracted employees are exempt from this coverage. Is this a mandatory requirement?**

**ANSWER: Depending on your hiring and staffing model, this may not be required. Some potential proposers will have this requirement while others will not. A determination will be made during the evaluation process if this is required or not. If your model doesn't require it, then I would encourage you to simply state this isn't required in your submission.**

**QUESTION: Can the additional insured requirement be limited to the general liability only?**

**ANSWER: Based on the model that is chosen, Suffolk Public Schools will review as necessary. However, due to the nature of the services being requested, the insurances are important to both the provider and the school division. This may be requested during the proposal stage which will be evaluated by the evaluation committee and the School Board Attorney.**

**QUESTION: Is the district willing to accept mutual indemnification? Is the district willing to accept modifications to the terms and conditions listed in the RFP?**

**ANSWER: Suffolk Public School reserves the right to negotiate any and all aspects of the contract. Several terms are required by state law but will entertain the modifications at the time of proposal submission. The changes will be reviewed by the Purchasing Manage and the School Board Attorney. Regarding mutual indemnification, a proposer may propose additional indemnification language that will be reviewed by both the evaluation committee and the School Board Attorney.**

**QUESTION: Can the district clarify the in-service training requirements for school nurses, specifically who will direct, develop, and approve the trainings?**

**ANSWER: Historically, these professional development opportunities have been a result of both the contractor and the Supervisor of Nursing Services. They have collaborated on the trainings to direct and develop the trainings. The approval of the content has been approved by the Supervisor of Nursing Services with input and participation from the contractor.**

**CHANGE OF DUE DATE**

Due to the amount of information provided, Suffolk Public Schools will extend the deadline for this procurement. The new deadline will be April 20, 2021 on or before 2:00 PM. The deadline for questions will be the close of business on April 13, 2021.

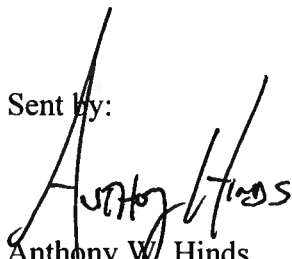
Please email Anthony Hinds at [anthonyhinds@spsk12.net](mailto:anthonyhinds@spsk12.net) if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal. As some have already prepared their proposal already, signature at the time of submission is not required and an acknowledgement may be signed at a later date.

Addendum 1 Acknowledged:

\_\_\_\_\_

Date \_\_\_\_\_

Sent by:

  
Anthony W. Hinds  
Purchasing Manager