

# Cumberland County Schools

IFB #173-23034  
Nursing Services

## Addendum #1

The purpose of this addendum is to provide answers and clarifications to the following questions presented in reference to this bid.

Q1: Is this a new initiative? If not, who are the current vendors?

Answer: Yes, this is a new initiative

Q2: What is the current pricing of your incumbent vendor/s?

Answer: We do not have a current vendor

Q3: What is the anticipated number of awards?

Answer: One

Q4: What are the historical annual spending volumes in the project?

Answer: Historical data does not exist.

Q5: What is the estimated budget for this project?

Answer: An estimated budget sheet is not available

Q6: Do you have a copy of your pricing sheet?

Answer: We do not have a pricing sheet to share at this time.

Q7: Kindly advise if the submission must include sample submission packets? (RN CV's) ?

Answer: No, that is not part of the requirement.

Q8: Why is this RFP being issued?

Answer: To hire school nurses to meet student health needs.

Q9: Does Cumberland County Schools have a current contract for nursing services?

Answer: We do not have a current contract for nursing.

Q10: Who are the current incumbent vendors?

Answer: There are no current incumbent vendors.

Q11: How many registered nurses are you looking to place?

Answer: 7

Q12: Is Cumberland County satisfied with the current vendors? If not, why not?

Answer: There are no current vendors.

Q13: Can you provide the previous 3 years budget spend?

Answer: Not applicable

Q14: Will any of the staff be required to bus to and from school with the students?

Answer: Staff will not be required to bus to and from school with the students.

Q15: Will you accept pricing for LPNS as well?

Answer: LPN pricing will not be accepted.

Q16: When do you anticipate the award to be made and services to start?

Answer: January 5, 2023

Q17: Do you plan to sole source or award more than one vendor?

Answer: Sole source

Q18: Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?

Answer: See 4(a) on page 2 of the RFP.

Q19: Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

Answer: Cumberland County Schools will award to the lowest, responsive bidder.

Q20: When is the estimated contract award date, and how will the district communicate award status to vendors?

Answer: Estimated contract award date is December 14, 2022. A Notice of Award will be emailed to all bidders that submitted a proposal.

Q21: What is the expected amount of full-time, vendor supplied RN's needed during the 2022-23 SY?

Answer: Seven

Q22: Can the district please provide the total amount of full-time, vendor supplied RN's utilized during the 2021-22 SY?

Answer: There was no contract for this service in 2021-2022 SY.

Q23: Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

Answer: Please refer to item 12 on page 4 of the RFP.

Q24: What travel between schools is expected for these providers?

Answer: Please refer to item 11 on page 4 of the RFP.

Q25: Will the district review other SPED service classifications if submitted with the vendor proposal?

Answer: Please see RFP for SPED expectations

Q26: Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?

Answer: 35 hours per week

Q27: Will the district accept contract exceptions?

Answer: See Instructions to Bidder, page 11, item #7

Q28: Should a vendor not have a supervisor available, could the district nurse and/or other agency supervisor be available for support?

Answer: That will be considered. See Instructions to Bidder, page 11, item #7

Q29: Will the district maintain clinical oversight and supervision with the agency as needed to support agency RN functions?

Answer: Yes

Q30: Does the monthly supervision mentioned in the RFP require on-site visits, or can this be done virtually?

Answer: Yes, on-site supervision is required.

Q31: Could the district please elaborate on the job duties and expectations of the agency supervisor and what they would need to do each time they held a visit?

Answer: See Performance Requirements/Specifications on pages 2 to 4 of the RFP. The supervisor will be expected to monitor all items listed under the RN responsibilities.

Q32: Could you clarify – “Agencies that provide the services of a Registered Nurse (RN) will provide appropriate monthly supervision by an agency Registered Nurse (RN) to the Health Services Lead assigned to schools.” if the county is looking for an RN Supervisor role or is that requirement within the normal scope of services for an RN?

Answer: All RN's assigned to a CCS school are expected to have a supervisor to monitor expectations and fulfillment of job assignments by the agency.

Q33: Could you clarify - "Agencies will provide substitute nurse within 2 hours of unplanned absence- Is the County stating a real person must be at a CCS location within two hours or must we provide a nurse profile within 2 hours? The reason I ask is because of the Orientation requirements (point #10) listed on page 4 of the RFP document stating Orientation must be attended.

Answer: Yes, the expectation is that a physical body is at the school within the specified time. Back up employees will be trained by CCS Health Services.

Q34: Could you clarify - “Monthly RN supervisor visits must be performed and documented by the agency’s RN supervisor. The cost for this supervision should be included in the approved RN hourly rate.” Are we allowed to provide different rates for an RN Supervisor?

Answer: No, the cost should be embedded in the RN hourly rate.

Q35: Could you clarify - 11. CCS will need seven (7) registered nurses? Is the county looking for staffing agencies 1 RN supervisor and 6 RNs or 7 RNs?

Answer: We are expecting 7 RN's to fulfill this RFP.

Q36: Are there any pain points you are experiencing with current vendors you would like fixed?

Answer: We do not have a current contract.

Q37: Is this a new requirement? If not, please provide a list of the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

Answer: We do not have a current vendor.

Q38: Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

Answer: We have no current vendor.

Q38: What are the most frequently used job categories in the subject matter RFP?

Answer: Registered Nurse

Q39: What is the average length of the assignment?

Answer: The initial assignment is expected to be January 5, 2023 - May 26, 2023. Subsequent assignments, if any, would be for the entire school year, approximately 36 weeks.

Q40: Is it mandatory to have a local office?

Answer: No, as long as you can meet the requirements of the RFP.

Q41: Is there any preference to the local vendor while evaluating the proposal?

Answer: No

Q42: Please clarify if we have to submit 2 original hard copies of the proposal as per Mailing Instructions?

Answer: Please see Mailing Instructions on page 2 of the RFP.

Q43: Is this contract only for 5 months? (January 5, 2023, through May 26, 2023)?

Answer: That is correct.

Q44: Is the requirement for 7 nurses or will there be any reduction or increase in quantities in future?

Answer: Requirement is for 7 RN's. See item 11 on page 4 of the RFP.

Q45: Will the CCS pay for travel between schools?

Answer: See item 11 on page 4 of the RFP.

Q46: Please provide evaluation criteria for the RFP.

Answer: Please see Proposal Evaluation on page 5 of the RFP.

Q47: Is it mandatory to provide 3 school references? Will there be any advantage in evaluation?

Answer: See References on page 6 of the RFP.

Q48: Please describe what is CCS looking from vendor under additional information?

Answer: See Required Content of Proposals on page 6 of the RFP. This information is determined by the bidder.

Q49: Please provide a list of forms to be submitted with the proposal so to avoid compliance issues.

Answer: No other forms are required with the proposal unless required by the RFP.

Q50: Please provide an exact format for the proposal so to avoid compliance issues.

Answer: Please see Proposal Form on page 10 of the RFP.

Q51: Do we need to provide equipment under this contract?

Answer: Please see item 12 on page 4 of the RFP.

Q52: If you ask for a substitute/backup nurse during an unplanned absence/call-out. How will our backup nurses be trained to go to the schools? Will they be registered before being sent to the schools with additional training, badges, backgrounds, etc.?

Answer: Yes, we will train your back up staff when daily staff is scheduled.

Q53: What is required of the agency's RN Supervisor while performing monthly supervisor visits? Will there be documentation provided by Cumberland County Schools that need to be completed?

Answer: Yes, a supervisory visit form will be provided.

Q54: The RFP states agency supervisors must attend an annual contract orientation. Would this be the RN supervisor, or would this be the staffing coordinator or others?

Answer: This orientation is appropriate for the RN supervisor and staffing coordinator.

Q55: 7 RNs will be needed and will cover multiple schools. On average, how many schools will they cover, and will they be placed geographically?

Answer: It is our hope to have nurses serve no more than 2 schools and they will be in close proximity to each other as the district's needs permit.

Q56: Do we need to provide them with badges, or will they have ones given to them from Cumberland County Schools?

Answer: We will provide them with badges.

Q57: Nightly Background Checks - we typically run background checks yearly and are unaware of a Nightly Background check service. What does the nightly background check consist of? (checking to see if any new charges or arrests have been made) We would like to gain as much information as possible about how these background checks are run as well as the cost associated.

Answer: Your current annual provider may offer this service for continuous monitoring.