Questions and Answers
Temporary Nursing Services

1. **Question:** I wanted to find out is there a guaranteed amount of hours and professional cases of people?

   **Answer:** There is no guaranteed amount of hours and professional cases of people.

2. **Question:** Meaning do you know going in, you may need 20 RN’s at 40 hours per week, 5 LPN’s at 60 hours per week and 3 Nurse Practitioners at 40 hours per week? Or is it all on an on call basis?

   **Answer:** There is no guaranteed amount of hours. Work assignments will be strictly on an as-needed basis.

3. **Question:** Estimated hours usage for fiscal year 2011 per discipline

   **Answer:** There were no hours of usage for each staffing level.

4. **Question:** Who is the current vendor that has this contract

   **Answer:** There is no current vendor. The prior vendors were Guillaume Group LLC dba Sunrise Staffing and Adil Business Systems Inc. The contracts expired on 6/30/12.

5. **Question:** What are the current bill rates for each discipline

   **Answer:** There are no current bill rates. The rates under contracts which expired on 6/30/12 were:
   - **Normal Hours:**
     - 1 hour of service/Advanced Registered Nurse Practitioners $44.98
     - 1 hour of service/Registered Nurses $25.00
     - 1 hour of service/Certified Nursing Assistants $11.00
     - 1 hour of service/Certified or Registered Respiratory Therapist $15.00
   - **Overtime or Holidays:**
     - 1 hour of service/Advanced Registered Nurse Practitioners $67.47
     - 1 hour of service/Registered Nurses $37.50
     - 1 hour of service/Certified Nursing Assistants $16.50
     - 1 hour of service/Certified or Registered Respiratory Therapist $22.50
6. **Question:** How will orders be distributed?

   **Answer:** The Department Representative will send the Service Order (Attachment III) to the successful bidder(s) via fax, e-mail or personal delivery, at the sole discretion of the Department.

7. **Question:** Can we obtain information on how much was spent on the previous contract and the positions that were utilized?

   **Answer:** There were no positions utilized and no funds expended under the contracts that expired on June 30, 2012.

8. **Question:** Section 6.12 requires a Bid Guarantee. This is a price per unit and is on an “as needed” basis, how would you like to calculate the annual contract value?

   **Answer:** The annual contract value is $35,000.00.

9. **Question:** We are not based in FL; however we service FL state currently from our office in Baton Rouge, LA. We have no problem servicing your requirement from our office in Baton Rouge. Is it possible to remove this requirement?

   **Answer:** It is not possible to remove this requirement. ITB DOH12-010, Section B, 3, c, of Attachment I – Specifications.

10. **Question:** How many hours of service are expected for each class of caregiver? How many were used previously?

    **Answer:** Work assignments will be strictly on an as-needed basis. The amount of hours is not guaranteed. There were no services utilized under the contract that expired on June 30, 2012.

11. **Question:** We are incorporated; therefore we do not have a business license. We can produce corporation documents; would that suffice?

    **Answer:** Corporations documents are fine. However, the successful bidder(s) shall comply with all applicable federal, state and local laws and in the event that any license is required, the successful bidder(s) shall provide a copy to the Department.
12. **Question:** On page 24 section C it states that "The provider **Must have an office located in Miami-Dade, Broward Or Monroe County, State of Florida". My company has a couple of offices in Florida, one of which is nearby in Del Ray. With an office in Del Ray do we/can we still qualify to bid?

**Answer:** You cannot qualify to bid, as per ITB DOH12-010, Section B, 3, c, of Attachment I – Specifications.

13. **Question:** Additionally, if we wish to partner with a MWBE will they be required to have an office located in Miami-Dade, Broward Or Monroe County? Or will a physical location in the State of Florida be sufficient?

**Answer:** The successful bidder(s) must have an office located in Miami-Dade, Broward or Monroe County, State of Florida. This office must be maintained during the life of the contract. The successful bidder will not subcontract any work under the contract, without the prior written consent of the Department. Subcontractors are not required to have an office in Florida. See ITB DOH12-010, Section B, 3, c, of Attachment I – Specifications. Also, see Section B, 2, d, of Attachment I – Specifications.

14. **Question:** I kindly request who are the current contracts for the temporary nursing services, and what is their hourly rate?

**Answer:** There are no current contractors and no current hourly rates.

15. **Question:** Are the Bid Guarantee and Performance Bond negotiable?

**Answer:** Bid Guarantee and performance bond are not negotiable; see ITB DOH12-010 Section 6.12 and 6.13.

16. **Question:** What is the annual contract value of the Temporary Nursing Services contract?

**Answer:** The annual contract value for temporary nursing services contract is $35,000.00, subject to the availability of funds.

17. **Question:** Who are the current vendors for the current contract?

**Answer:** There are no current vendors.
18. **Question:** What are the current vendor’s mark-ups?

   **Answer:** There are no current vendor’s mark-ups.

19. **Question:** What is the historical usage for 2011?

   **Answer:** There is no historical usage for 2011. Please see answer to question #3.

20. **Question:** Will the DOH allow for adjustment in pricing after January 2013 when the Affordable Health Care Act goes into effect?

   **Answer:** DOH will not allow for adjustment in pricing after January 2013. Also, the bidders shall provide the renewal one hourly rates.

21. **Question:** Is there a way that we can obtain the current incumbent’s fee schedule for each of the staffing categories that are delineated within the rfp?

   **Answer:** There are no current vendors. This is an Invitation to Bid and not a Request For Proposal.

22. **Question:** Is there an incumbent providing current services?

   **Answer:** There are no current vendors.

23. **Question:** What is the anticipated value of the contract annually?

   **Answer:** The anticipated value is $35,000.00, subject to the availability of funds.

24. **Question:** Is there a report that shows past / current usage (number of hours) on each skill set requested in the ITB?

   **Answer:** There is no report that shows past/current usage for contracts that expired on 6/30/12, as the Department did not have the need to use the services under such contracts.
25. **Question:** Are locations for this ITB in actual DOH buildings / clinics etc.:?

   **Answer:** Services may be provided in DOH building/clinics, but also at special needs shelters, Red Cross shelters, or at other locations depending on the needs of the Department.

26. **Question:** How far are the locations separated by county / city?

   **Answer:** Services will be provided in DOH building/clinics, but also at special needs shelters, Red Cross shelters, or at other locations depending on the needs of the Department. The locations will depend on the needs of the Department.

27. **Question:** For the requested skill sets of RN / ARNP and CRT/RRT: is ACLS / PALS required?

   **Answer:** Yes, Advanced Cardiac Life Support/Pediatric Advanced Life Support (ACLS/PALS), and/or Neonatal Resuscitation Program (NRP) are required for Caregivers working in trauma areas or Intensive Care Unit (ICU). For Certified Registered Nurse Anesthetists (CRNA’s) ACLS/PALS, or NRP (if providing anesthesia to pediatric patients) is required.

28. **Question:** After reviewing job descriptions: How feasibly is our per diem staff able and/or required to attend meetings / conferences / and assist with orientations working on a PRN basis?

   **Answer:** When trainings or meetings are required by the Department, the Department will pay to the vendor the hourly rate applicable to the caregiver in question for each hour the caregiver has attended.

29. **Question:** Who is the incumbent contractor and what are their bill rates?

   **Answer:** There is no incumbent contractor and there are no bill rates.

30. **Question:** What is the annual past usage for the various positions?

   **Answer:** There was no usage under contracts that expired on 6/30/12. Please see answer to question #3.
31. **Question:** Please specify the types of business licenses you are seeking within our submission.

**Answer:** Any business license(s) that may be required by federal, state or local laws, rules or regulations, if any. In the event that the laws do not require a business license, then, no business license should be submitted.

32. **Question:** Please specify any additional response items other than the Title Page, Attachment VIII, Attachment VI, Business Licenses, Bid Guarantee and Attachment II you are seeking with our response.

**Answer:** There are no additional items. Please see Section 4.4 and 4.5 of the Technical Specifications of this ITB.

33. **Question:** Please explain the reason for this opportunity going to bid. Is this contract open due to an expired contract, or is this during a renewable cycle?

**Answer:** Contracts expired and were not renewed. There are no current vendors.

34. **Question:** If this bid is due to an expiring contract, was the expiring contract held by one vendor, or multiple?

**Answer:** Contracts expired on 6/30/12 and was held by multiple vendors.

35. **Question:** What is the estimated value of the contract?

**Answer:** The estimated annual value of the contract is $35,000.00, subject to the availability of funds.
36. **Question:** What is the spend annually that is projected? Can you provide details of usage by dollar, headcount and % volume?

   **Answer:** The estimated annual value of the contract is $35,000.00, subject to the availability of funds. Work assignments will be strictly on an as-needed basis.

37. **Question:** What is the estimated volume for each specialty?

   **Answer:** There is no estimated volume. Work will be assigned strictly on an as-needed basis.

38. **Question:** How much daily usage is expected within the disciplines?

   **Answer:** There is no estimated daily usage. Work will be assigned strictly on an as-needed basis depending on the needs of the Department.

39. **Question:** Can we review the historical pricing?

   **Answer:**
   The rates under contracts that expired on 6/30/12 were:
   - **Normal Hours:**
     - 1 hour of service/Advanced Registered Nurse Practitioners $44.98
     - 1 hour of service/Registered Nurses $25.00
     - 1 hour of service/Certified Nursing Assistants $11.00
     - 1 hour of service/Certified or Registered Respiratory Therapist $15.00
   - **Overtime or Holidays:**
     - 1 hour of service/Advanced Registered Nurse Practitioners $67.47
     - 1 hour of service/Registered Nurses $37.50
     - 1 hour of service/Certified Nursing Assistants $16.50
     - 1 hour of service/Certified or Registered Respiratory Therapist $22.50
40. **Question:** Should overtime be "blended" into the hourly bid rate?

**Answer:** Overtime should not be blended into the regular hourly rate. During regular hours, the Department will pay the regular hourly rate. In the event that the Department is in need of overtime or services provided during Holidays, then, the Department will pay the corresponding overtime or holiday rate.

41. **Question:** Please provide bill rates for the incumbent suppliers.

**Answer:**

The rates under contracts that expired on 6/30/12 were:

- **Normal Hours:**
  - 1 hour of service/Advanced Registered Nurse Practitioners $44.98
  - 1 hour of service/Registered Nurses $25.00
  - 1 hour of service/Certified Nursing Assistants $11.00
  - 1 hour of service/Certified or Registered Respiratory Therapist $15.00

- **Overtime or Holidays:**
  - 1 hour of service/Advanced Registered Nurse Practitioners $67.47
  - 1 hour of service/Registered Nurses $37.50
  - 1 hour of service/Certified Nursing Assistants $16.50
  - 1 hour of service/Certified or Registered Respiratory Therapist $22.50

42. **Question:** What is the total amount of registry spend, broken down by vendor, over the last year? Over the duration of the contract period?

**Answer:** No funds were spent over the last year, nor over the duration of the contract period.

43. **Question:** How many agencies are you using today?

**Answer:** We are not using any agencies today.

44. **Question:** Who are the incumbent suppliers?

**Answer:** There are no incumbent suppliers.
45. **Question:** What is the current amount of contractor usage over the past year? Entire contract period?

   **Answer:** There was no usage over the past year nor during the entire contract period.

46. **Question:** Please list all service locations covered within this ITB.

   **Answer:** Services may be provided in DOH building/clinics, but also at special needs shelters, Red Cross shelters, or at other locations depending on the needs of the Department.

47. **Question:** What can we expect for the average lead time for requisitions?

   **Answer:** The average time is about a month. The timeline for this ITB is on page 3 and it comprises the ITB Advertisement, Submission of questions by bidders, answers to questions submitted by bidders, sealed bids replies due and opened, and posting of intent to award.

48. **Question:** What timekeeping process/system will be utilized?

   **Answer:** The Department will utilize Attachment IV-Weekly Timesheet.

49. **Question:** What is entailed in the current orientation process for clinicians?

   **Answer:** The Orientation process for caregivers includes DOH Information Security and Privacy Awareness training, MDCHD OSHA Bloodborne Pathogens Exposure Control Plan and the MDCHD Respiratory Protection Program, including individual fit testing.

50. **Question:** What scorecard criteria will be utilized to evaluate bidders?

   **Answer:** Bidders shall meet all the requirements of the ITB to be considered responsible, responsive bidders. Contract(s) will be awarded to the lowest regular hourly rate for the staffing level in question.
51. **Question:** What is the vendor selection criteria and overall process?

   **Answer:** Bidders shall meet all the requirements of the ITB to be considered responsible, responsive bidders. Contract(s) will be awarded to the lowest regular hourly rate for the staffing level in question.

52. **Question:** Will we have a chance to speak with the administrator before this ITB closes?

   **Answer:** No, there are no chances to speak to the DOH Administrative Lead before this ITB closes.

53. **Question:** What is considered non-compliant in regards to the “Performance Bond” requested in this RFP?

   **Answer:** The performance Bond requirements shall be met. Please see Section 6.13 of the Special Conditions of this ITB.

54. **Question:** Please further explain the Bid Guarantee. According to the ITB it is required with our bid submission in the amount of ten percent (10%) of the annual contract value. What is the annual contract value?

   **Answer:** The annual contract value is $35,000.00, subject to the availability of funds.

55. **Question:** Please provide the expected work hours (either monthly or weekly) for each discipline.

   **Answer:** Work assignments are strictly on an as-needed basis.

56. **Question:** Please provide whether there is a current vendor(s).

   **Answer:** There is no current vendor.
57. **Question:** Please provide the vendor(s) fees for each discipline per the executed contract.

**Answer:**

The rates under contracts that expired on 6/30/12 were:

- **Normal Hours:**
  - 1 hour of service/Advanced Registered Nurse Practitioners $44.98
  - 1 hour of service/Registered Nurses $25.00
  - 1 hour of service/Certified Nursing Assistants $11.00
  - 1 hour of service/Certified or Registered Respiratory Therapist $15.00

- **Overtime or Holidays:**
  - 1 hour of service/Advanced Registered Nurse Practitioners $67.47
  - 1 hour of service/Registered Nurses $37.50
  - 1 hour of service/Certified Nursing Assistants $16.50
  - 1 hour of service/Certified or Registered Respiratory Therapist $22.50

58. **Question:** Please provide the number of hours billed by the vendor(s) for FY2011 and FY2010 per discipline.

**Answer:** No hours were billed by vendors during FY 2011 and FY 2012.

59. **Question:** Please provide the number of contracts to be awarded by this RFP.

**Answer:** The Department may award up to six contracts, one for each staffing level. The Department may contract with the vendor(s) on a single or multiple award basis. See Attachment II – Price Page. This is an Invitation to Bid and not a Request for Proposal.

60. **Question:** Bid Guarantee: With reference to 6.12 requirements, is the applicant required to submit a surety bond or check in the amount of ten percent of the annual contract value under this contract?

**Answer:** The bidders are required to submit a surety bond in the amount of 10% of the annual contract value.
61. **Question:** Bid Guarantee: With reference to 6.12 requirements, is the applicant required to submit the surety bond or check in the amount of ten percent of the annual contract value in the submittal package?

**Answer:** A surety bond in the amount of 10% of the annual contract value.

62. **Question:** Performance Bond: With reference to 6.13 requirements, is the applicant required to submit a performance bond or check in the amount of ten percent of the annual contract value under this contract?

**Answer:** Performance bond in the amount of 100% of the annual contract value.

63. **Question:** Performance Bond: With reference to 6.13 requirements, what happens to the surety bond or check submitted with the initial application once the applicant is required to provide a performance bond or check in the amount of ten percent of the annual contract value under this contract?

**Answer:** The Department will hold the performance bond to guarantee performance during the contract term.

64. **Question:** Is the applicant required to submit the list of employees designated for this contract in the submittal package?

**Answer:** The bidders do not have to submit a list of employees with the bid package.

65. **Question:** We perform background screening, including fingerprinting, at the employee is initially hired. Is there an expiration timeline set to accept existing background screening checks?

**Answer:** The expiration of the background check is Five (5) years.
66. **Question:** According to this section, vendors must submit a surety bond worth 10% of the annual contract value with our proposal response. According to Addendum #1 from Sept 25, proposers are only required to submit an hourly rate. And according to Section 4.1 on Page 8, these services are on an as-needed basis only.

**Answer:** Vendors must submit a surety bond worth 10% of the annual contract value with the bid package. Successful bidders are required to submit regular hourly rates, overtime and holiday rates, for the original period (1st year of the contract) and renewals. Work assignments are strictly on an as-needed basis.

67. **Question:** Due to these requirements, please advise how we submit a 10% bond without hourly usage numbers and a total value of the year’s contract? Or will the Florida Department of Health waive this requirement in light of your required pricing?

**Answer:** The 10% surety bond is based on the contract amount of $35,000 and will not be waived.

68. **Question:** Please provide the previous 12-month spend on these temporary nursing services, including the additional Respiratory Therapist and Social Worker requirements.

**Answer:** No funds were expended during the previous 12 months.

69. **Question:** Please break down the hours staffed for each staffing level requirement over the recent contract year:

- Advance Registered Nurse Practitioner
- Registered Nurse
- Licensed Practical Nurse
- Registered Respiratory Therapist/Certified Respiratory Therapist
- Social Worker.

**Answer:** No hours of services were requested for the staffing levels listed.
70. **Question:** Who is the current incumbent provider of these temporary nursing services under this current contract? Please provide the current prices.

**Answer:** There is no incumbent provider nor current prices.

71. **Question:** Is the State of Florida Department of Health open to vendors submitting notes to contractual terms, regarding contractual issues like indemnification and insurance clarifications with our proposals?

**Answer:** The Department is not open to vendors submitting notes to any contractual terms with the bid packages.

72. **Question:** Please advise – will submittal of requested changes to be discussed during contract negotiation deem proposers non-responsive?

**Answer:** It may be the case, depending on the requested changes.

73. **Question:** Please advise - How many hours of orientation is required per staffed personnel?

**Answer:** Around two hours of orientation are required per staffed personnel.

74. **Question:** Will personnel be paid for orientation or is the Provider responsible for paying the personnel?

**Answer:** The Department will pay for orientation.
75. **Question:** Is this a new offer or a continuation of a previous contract? If it’s a contract presently in use who are the contractors and what where their bid amounts.

**Answer:** Contracts expired on 6/30/12. The prior vendors were Guillaume Group LLC dba Sunrise Staffing and Adil Business Systems Inc. The 2009 bid amounts were the following for regular hourly rates:

- 1 hour of service/Advanced Registered Nurse Practitioners $44.98
- 1 hour of service/Registered Nurses $25.00
- 1 hour of service/Certified Nursing Assistants $11.00
- 1 hour of service/License Practical Nurse $18.00
- 1 hour of service/Certified or Registered Respiratory Therapist $15.00

76. **Question:** The bid ask for a surety bond for 10% of the bid amount submitted with the bid and a performance bond within 10 days of award, how are we to acquire these bonds when the bid does not provide a contract amount?

**Answer:** Contract amount is $35,000.00.