



Date of Issuance: 5/22/20

Solicitation No. 1310004339

Requisition No. 1310020176

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☐ No ☒ Yes, to: 6/22/20 3:00 PM CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date in the subject line of the email.

ISSUED FROM:

Richard Williams
Contracting Officer

N/A
Phone Number

Richard.Williams@omes.ok.gov
E-Mail Address

RETURN TO: OMESCPeBID@omes.ok.gov

Description of Amendment:

a. This is to incorporate the following:

Below are the answers to all questions received:

Q.1. Is there a set aside for WBE Subcontractors in RFP 1310004339 ODOC Temporary Medical Staffing Services?

A.1. No.

Q.2. As specified in A.3.4 a flat hourly rate will be the only considered option for bid. In Appendix D is outlines the number of hours utilized per licensure from 7/1/18 to 6/30/19. Is there a way to separate that in to hours worked during the week and hours during the weekend?

A.2. No.

Q.3. The bid only includes options to bid on RNs, LPNs, and PCAs but in Appendix D it shows there were CMAs utilized. Is there a separate bid for CMAs or would you consider including that as well?

A.3. ODOC uses CMA and PCA interchangeably and views them as the same.

Q.4. If you are adding CMAs to the bid would they need to be advanced CMAs?

A.4. CMAs are considered PCAs for this bid and would require the necessary licensures to work in Oklahoma.

Q.5. Do you have shift schedules – start and end times?

A.5. This varies by facility as some operate 24 hour infirmaries and each facility chooses if they use an 8 hour or 12 hour shift schedule.

Q.6.1. Are inmates in pods or would they be alone with the medical staff?

A.6.1. Inmates are in cells, pods and/or open bay areas. If nursing staff are going to areas where inmates are not locked in cells there would be an officer present in the area. Most interactions with nursing staff occur in medical where there would either be an officer or other medical staff present.

Q.6.2. Will a guard always be with them?

A.6.2. There are times nursing staff would be around inmates without an officer with them, but there would be an officer in the area.

Q.7. If a facility wants to hire a vendor employee that is working at the facility what are the terms for that facility to do so?

A.7. This RFP is for staffing to be provided on an as needed basis to ODOC and is not for the vendor to locate providers with the intention of them transitioning to ODOC for full time employment. Providers that wish to transition to ODOC employment may apply for positions that are posted to the state's website. ODOC will not pay recruitment fees for providers that are hired and will not actively recruit vendor employees.

Q.8. What type of agencies/vendors are allowed to bid?

A.8. Those that can provide the services requested.

Q.9. What are you ultimately looking for in a new locum tenens staffing agency?

A.9. ODOC is looking to lower costs for temporary staff.

Q.10. Who are the current incumbents / Vendors already contracted with?

A.10. Cell Staff LLC, Cross Country Staffing Inc., Guardian Healthcare Providers, Infojini Inc., Robison Medical Resource Group LLC and Supplemental Health Care

Q.11. How long have these current vendor contracts been in place?

A.11. 2 years.

Q.12. During this RFP process are you looking to add new vendors? Or are you looking to replace the current vendors?

A.12. Depending on the bids received, ODOC will award to new vendors and may replace current vendors.

Q.13. For the current vendors contracted, are they required to re bid during this process?

A.13. They are not required to, but their current contracts will close soon.

Q.14. What is your current rate range for physicians, nurse practitioners, and physician assistant positions?

A.14. Physicians - \$90.89/hour - \$170.00/hour; APNs - \$63.71/hour - \$128.75/hour; PAs - \$61.73/hour - \$128.75/hour

Q.15. Who are the hiring managers for each of these positions?

A.15. The hiring managers would be either the Correctional Health Services Administrator or the facility Nurse Manager.

Q.16. How much did ODOC spend on locum tenens in 2019?

A.16. FY2019 (7/1/2018 – 6/30/2019) \$1,928,246.13 for all temporary staffing.

Q.17. Our insurance meets the Professional Liability limit requirements, but you are requesting \$5MM limits for General Liability, Employment Practices Liability & Cyber Liability. We currently have \$1MM/\$3MM limits for General Liability, \$1MM/\$2MM Limits for the Employment Practices Liability & \$1MM limits for the Cyber Liability. Will you accept our current limits?

A.17. At this time this cannot be answered. You will have to take exception to the terms. This will have to be approved by the State Purchasing Director as stated in Section 8.1.

Q.18. How many vendors does the OKDOC expect to award a contract?

A.18. This will be determined by the bids received.

Q.19. Please clarify how needs for contractors will be distributed to vendors post-award?

A.19. All awarded vendors will be notified of needed positions (that they bid on) for scheduling. Schedules will be filled on a first come first serve basis.

Q.20. How will vendors be scored against the evaluation criteria?

A.20. Mandatory items (listed in Appendix H) will be scored as pass/fail and pricing will be scored based on average rates.

Q.21. Please explain how points are allocated for pricing? (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)?

A.21. Lowest average bill rate will receive the maximum points for pricing and each vendor after that shall receive prorated points based on their pricing.

Q.22. Please provide name of all incumbent providers and their pricing for the services outlined in the RFP.

A.22. Cell Staff LLC, Cross Country Staffing Inc., Guardian Healthcare Providers, Infojini Inc., Robison Medical Resource Group LLC and Supplemental Health Care. These vary by vendor and region, but these are the per hour ranges: LPNs - \$36.00 - \$43.00; RNs - \$48.00 - \$60.00; PCAs - \$24.00 - \$29.00.

Q.23. Historical usage by labor category

A.23. Fiscal year 2019 (7/1/18 – 6/30/19); LPNs: 44,196.06 hours; RNs: 0 hours; PCAs: 962.59 hours

Q.24. Contracted staff hours by year

A.24. Fiscal year 2019 (7/1/18 – 6/30/19); LPNs: 44,196.06 hours; RNs: 0 hours; PCAs: 962.59 hours

Q.25. Total spend by year

A.25. Fiscal year 2019 (7/1/18 – 6/30/19) \$1,772,301.13

Q.26. Current budget for this program

A.26. This is for services as they are needed by ODOC.

Q.27. Anticipated volume of contract staff

A.27. This is for services as they are needed by ODOC.

Q.28. Typical workday hours for each labor category

A.28. Typically are 8 or 12 hour shifts per day.

Q.29. Average length of assignment

A.29. This RFP is for as needed services and the providers may only be needed for one (1) day or multiple weeks.

Q.30. Why is the OKDOC going out to bid at this time?

A.30. ODOC has put it out to bid in an effort to lower rates and increase the number of vendors available.

Q.31. How many locations will the provider be servicing?

A.31. Through telehealth they could be providing services at multiple locations. If they are on-site, then just that location.

Q.32. Will the OKDOC pay for travel between sites?

A.32. No. All travel and lodging should be inclusive in the hourly rate.

Q.33. Should vendor propose separate bill rates for travel and local assignments?

A.33. No.

Q.34. Should the hourly rates be inclusive of mileage and lodging?

A.34. Yes.

Q.35. How can the new vendor enhance customer satisfaction?

A.35. Better adherence to the invoice guidelines and improved monitoring by the vendors of their applicants' licenses.

Q.36. May we submit exceptions to contract terms and conditions?

A.36. See Section 8.2.D in the Bidder Instructions.

Q.37. What is the orientation process like for new agency staff?

A.37. Agency staff shadows ODOC staff for two shifts. If at that time the agency staff feels as if they need additional orientation they would let the CHSA know. Additional training is then provided. While shadowing, the agency staff will be shown the Electronic Health Record, and provide a sign on and password. They will become familiarized with the facility, and medial unit.

Q.38. Are there any additional trainings that agency staff must complete (e.g PREA) and are these trainings provided on site?

A.38. Training manuals are provided to vendors once they accept the award.

Q.39. What value added positions have agencies provided for the OKDOC in the past (e.g. Administrative Staff, Dental Assistants, Dental Hygienists, Lab Professionals, etc.)?

A.39. ODOC has had contracts in place for medical providers, physicians, PAs, APNs, dentists, optometrists, psychologists, psychiatrists, LPNs, RNs and PCA/CMAs, but has not sought other services for the medical units.

Q.40. Regarding Attachment B, Section 8.1, Section B (page 8 of 28) for Commercial General Liability Insurance. Most, if not all healthcare facilities in the state require \$1,000,000 per occurrence, \$3,000,000 General Aggregate. If a company had \$1,000,000 per occurrence, \$1,000,000 Personal & Adv Injury, \$3,000,000 General Aggregate could they add an umbrella policy would that sufficiently cover state coverage requirements?

A.40. At this time this cannot be answered. You will have to take exception to the terms. This will have to be approved by the State Purchasing Director as stated in Section 8.1.

Q.41. Regarding Attachment B, Section 8.1, Section C (page 9 of 28) for Automobile Liability Insurance, typically this type of coverage is only for temporary employees that will be driving client/ OMES vehicles. Will temporary employees be in a position or asked to drive/ utilize state vehicles?

A.41. No.

Q.42. Regarding Attachment B, Section 8.1, Section C (page 9 of 28) for Automobile Liability Insurance it reads "Automobile Liability Insurance with limits of liability of not less than \$5,000,000 combined single limit each accident;" If \$5,000,000 is required it is more coverage than required for most if not all healthcare facilities across the state. If a company had \$1,000,000 Combined Single Limit per accident currently, could they add an additional umbrella policy to sufficiently cover state coverage requirements?

A.42. At this time this cannot be answered. You will have to take exception to the terms. This will have to be approved by the State Purchasing Director as stated in Section 8.1.

Q.43. Regarding the Directors and Officers Insurance requirements in Attachment B, Section 8.1, Section D (page 9 of 28) which state, "Directors and Officers Insurance which shall include Employment Practices Liability as well as Consultant's Computer Errors and Omissions Coverage, if information technology services are provided under the Contract, with limits not less than \$5,000,000 per occurrence. " Because this is a vastly expensive insurance requirement not commonly seen in state, county, city or public utility RFPs, is D&O insurance required for a supplier of medical staffing for the Dept of Corrections?

A.43. This solicitation does not contain information technology services and will not be required.

Q.44. Regarding Attachment B, Section 8.1, Section E (page 9 of 28) for Security and Privacy Liability Insurance it reads "Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Supplier's computer systems that results in unauthorized access to Customer data with limits \$5,000,000 per occurrence; and". Would this apply to temporary medical employees? We have not seen coverage requirements over \$1,000,000 for this.

A.44. No.

Q.45. Regarding Attachment B, Section 8.1 regarding coverage start date of each subsection. Given the time of the bid submittal, approval date (to be determined), and start date of the contract - once a vendor is awarded the bid, how much time would they be given to bind the new coverage amounts that the state requires?

A.45. A contract will not be awarded until all coverage is met.

Q.46. Reference Form, Appendix G. What does the "Population Size Served" mean? Is it the maximum number of beds/ census a facility has?

A.46. It is asking for the average population that was served by the contractor.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature