



County of Fairfax, Virginia

ADDENDUM

DATE: May 11, 2023

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000003489

TITLE: Continuous Duty Nursing and Temporary Health Care Services

DUE DATE/TIME: June 2, 2023, on or before 10:00 AM through Bonfire

The referenced Request for Proposal is amended as follows:

1. Refer to ATTACHMENT 1 of this Addendum for the answers to questions received.

All other terms and conditions remain the same.

Vincenza Githens
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Department of Procurement and Material Management

12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: <http://www.fairfaxcounty.gov/procurement>

Phone 703-324-3201, **TTY:** 711, **Fax:** 703-324-3228

ATTACHMENT 1

Questions and Answers:

1. What are the supervision requirements for vendors providing skilled nursing services?

Answer:

A quarterly school site visit will be required for Continuous Duty Nursing. Local supervisory responsibilities will be required for assigned staff with daily accessibility and Pro Re Nata (PRN) for emergencies and unexpected issues.

2. For background checks will the district be conducting them or the agency? If the agency is to complete them would a Basic Background check be suffice or is a fingerprint necessary?

Answer:

The agency will be required to conduct all background checks, immunizations, licensure compliance and insurance coverage in compliance with Fairfax County requirements. This is addressed in the Special Provisions of the RFP.

3. What are the current hourly rates by vendor?

Answer:

Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view current rates for each vendor.

4. Is the County of Fairfax of Health seeking per diem, local or travel staff to fill their needs?

Answer:

Services sought include a local daily assignment for long-term continuous services over a school year and a local temporary assignment for specific time frames and situations.

5. How many vendors received this RFP?

Answer:

A Public Notice of this RFP was posted on eVA – Virginia’s eProcurement Marketplace, with 5,339 eVA-registered suppliers invited to view the opportunity. Direct email notice of this RFP was sent to ten vendors.

6. Why is the contract out for bid? Is it required to be put out for bid?

Answer:

The Request for Proposals has been issued to establish a contract or contracts for the provision of Continuous Duty Nursing Services and Temporary Health Care Services as described in the RFP - Special Provisions Section 1.1. The County’s requirement for these services is described in detail in the RFP – Special Provisions Section 3.

7. Is the County of Fairfax satisfied with the current provider (s) of services?

Answer:

Yes, the County is satisfied with the current providers.

8. Are we required to submit pricing for all titles included in the RFP?

Answer:

Offerors are only expected to submit pricing for those services they plan to offer.

9. How many vendors is the County of Fairfax planning on awarding?

Answer:

The number of vendors to be awarded a contract is dependent upon the services offered by each vendor.

10. What was the spend on this contract in 2019, 2020 and 2021?

Answer:

The total cumulative amount spent across all six contracts in fiscal year 2019 was \$2,637,345. In fiscal year 2020 the total was \$2,245,588. In fiscal year 2021 the total was \$1,595,722.

11. Has the County of Fairfax contracted for temporary medical services in the past?

Answer:

Yes

12. If yes, what the County of Fairfax charged per hour per title?

Answer:

Reference Contract number 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view current rates for each title.

13. Who were/are the previous incumbent (s)?

Answer:

Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view the incumbent vendors.

14. How many vendors does the County of Fairfax currently work with for temporary medical staffing?

Answer:

Fairfax County departments have the ability to work with vendors currently contracted by the Commonwealth of Virginia in addition to those contracted directly with the County for needed services. As a result, determining the total number of vendors utilized for this service is not possible.

15. Is this RFP seeking new firms to add on to the current vendor panel or bring in completely new vendors?

Answer:

All firms, both new and existing, are encouraged to submit a proposal.

16. How many estimated nurses are expected to be utilized for this RFP?

Answer:

The number of nurses to be utilized is to be determined.

17. What is the total spend budgeted for temporary staff?

Answer:

The Health Department utilizes temporary staff services to meet unforeseen needs and therefore does not maintain a specific budget. The Sheriff's Office's budget for temporary staff changes annually depending on the availability of funds. The Department of Family Services has budgeted \$1,933,684 for temporary staff. The Community Services Board's budget for temporary staff is to be determined.

18. When submitting a proposal for Fairfax County and if awarded will the awarded Vendor be required to service all facilities in the County of Fairfax?

Answer:

Continuous Duty Nurses will be required to service all schools within Fairfax County Public Schools. Temporary Health Care Services for the Health Department will be required to service Health Department sites.

The awarded vendor will be required to service all facilities for the Sheriff's Office.

Temporary staff are needed in both divisions of the Department of Family Services across the County, so the awarded vendor will need to be prepared to hire individuals who can serve any region in Fairfax County including the cities of Fairfax and Falls Church.

19. What is the estimated budget for this RFP? If unknown, please specify previous spending.

Answer:

The Health Department utilizes temporary staff services to meet unforeseen needs and therefore does not maintain a specific budget. The Sheriff's Office's budget for temporary staff changes annually depending on the availability of funds. The Department of Family Services has budgeted \$1,933,684 for temporary staff. The Community Services Board's budget for temporary staff is to be determined.

The total cumulative amount spent across all six contracts in fiscal year 2019 was \$2,637,345. In fiscal year 2020 the total spent was \$2,245,588. In fiscal year 2021 the total spent was \$1,595,722.

20. Is this a new requirement? If not, please provide 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:

This is not a new requirement. Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view the incumbent vendors. The County's requirement for these services is described in detail in the RFP – Special Provisions Section 3. The County is satisfied with the current providers

21. Please provide the list of all the attachments & forms which is necessary to attach in the proposal.

Answer:

The required attachments and forms are described in detail in the RFP – Special Provisions Sections 7 and 9.

22. Do we need to submit Certificate of Insurance and Business License with the proposal?

Answer:

A Certificate of Insurance will be requested to contract awardees as described in the RFP – Special Provisions Section 18. If you currently have a Fairfax County business license, please submit a copy with your proposal as instructed within Attachment A-6.

23. What is the average length of the assignment?

Answer:

The assignment for Continuous Duty Nursing is a full school year. The average length of the assignment for Temporary Health Care Services is not able to be determined due to the nature of these services.

24. Is there any preference to the local vendor while evaluating the proposal?

Answer:

No preference will be made for local vendors for purposes of proposal evaluation.

25. Please provide no. of FTE's required per job title at each location where the services are required?

Answer:

Fairfax County departments have the ability to work with vendors currently contracted by the Commonwealth of Virginia in addition to those contracted directly with the County for needed services. As a result, determining the total number of Full-Time Equivalent hours required per job title at each location is not possible.

26. Please provide a copy of the proposal of all current vendors providing staffing services, including rate/cost sheets.

Answer:

Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view the incumbent contracts. Rates are listed first on the Notice of Award and any increases are listed by contract amendment.

27. Is it mandatory to provide sub-contractor? If yes, please specify the goal?

Answer:

It is not mandatory to provide a sub-contractor.

28. Do we need to provide references of County and School only or can we provide different environment/client references where we have provided similar services?

Answer:

References are not required to come from Fairfax County Government or Fairfax County Public Schools.

29. Do we need to provide live or sample resumes for each job category mentioned in the RFP?

Answer:

Resumes of staff and proposed consultants are required as described in the RFP – Special Provisions Section 7.5.

30. Please provide exact cost proposal format?

Answer:

Cost Proposal Instructions are described in the RFP – Special Provisions Section 9.

31. Please provide list of locations where our staff will perform the required services.

Answer:

Locations for both Continuous Duty Nursing services and Temporary Health Care Services can be found in the RFP – Special Provisions Section 1.

32. Please provide the checklist of all the attachments required to submit with the response to avoid compliance issue.

Answer:

Please utilize the Requested Information section within Bonfire which lists the documents and information needed to complete a proposal submission. Bonfire will not allow a proposal to be submitted without uploading a file to each of the required document types.

33. Please confirm the mode of submission (Hard Copy or Portal) submission?

Answer:

Offerors must register in the Bonfire portal to submit a response to this RFP. Submitting proposals via the Bonfire portal is mandatory.

34. Please clarify how many students require one-on-one continuous nursing services?

Answer:

The number of students requiring Continuous Duty Nursing services varies and has historically been divided among several vendors providing these services.

35. Kindly confirm/elaborate what we need to provide under this subsection 7.2. a.) Statement and discussion of the requirements as they are analyzed by the offeror.

Answer:

This information is addressed in the RFP – Special Provisions Section 1.

36. Kindly confirm/elaborate what is county seeking under this section 7.2. a.) Offeror should provide their policy for corrective action and the company's code of conduct.

Answer:

Please describe how issues that may arise during the service provided by the offeror's personnel will be addressed and/or corrected by the offeror to continue services. These issues may be identified by the school system and/or parents and brought to the attention of the Fairfax County Health Department to work with the offeror for an acceptable resolution.

37. Do we need provide Appendix D with bid response or is this after award requirement?

Answer:

Appendix D is not required to be submitted as part of a proposal. Appendix D will be used by contract awardee(s) as described in Appendix B, Section k.

38. Please provide no. of FTE's required per job title with work locations?

Answer:

Fairfax County departments have the ability to work with vendors currently contracted by the Commonwealth of Virginia in addition to those contracted directly with the County for needed services. As a result, determining the total number of Full-Time Equivalent hours required per job title at each location is not possible.

39. Must the RFP include rates for all disciplines? For example, may pharmacists not be included.

Answer:

Offerors are only expected to submit pricing for those services they plan to offer.

40. What is the difference between the Technical Proposal and the Cost Proposal?

Answer:

A Technical Proposal provides a response to the RFP – Special Provisions Section 7. A Cost Proposal provides a response to the RFP – Special Provisions Section 9.

41. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer:

This is not a new requirement. Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County

Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view the incumbent vendors.

42. Can you please let us know the previous spending of this contract?

Answer:

The total cumulative amount spent across all six contracts in fiscal year 2019 was \$2,637,345. In fiscal year 2020 the total spent was \$2,245,588. In fiscal year 2021 the total spent was \$1,595,722.

43. Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer:

Reference Contract numbers 4400008084, 4400008085, 4400008086, 4400008087, 4400008088, and 4400010901 using the Fairfax County Contract Register at <https://www.fairfaxcounty.gov/cregister/> to view the incumbent contracts. Rates are listed first on the Notice of Award and any increases are listed by contract amendment.

44. Are there any pain points or issues with the current vendor(s)?

Answer:

The County is satisfied with the current vendors.

45. Please confirm the anticipated number of awards.

Answer:

The number of vendors to be awarded a contract is dependent upon the services offered by each vendor.

46. Would an awardee be required to supply services to sheriff's offices and clinics if they excel in continuous duty nursing for institutions such as schools or public health arenas?

Answer:

Offerors are only expected to submit pricing for those services they plan to offer.

47. How would a company that excels in continuous duty nursing for institutions such as schools or public health but not areas such as detention centers be evaluated when submitting this proposal?

Answer:

Proposals will be evaluated using evaluation criteria as set forth in the Special Provisions of the RFP. Offerors are only expected to submit pricing for those services they plan to offer.

48. Is there going to be a Pre-Proposal Conference before the submission due date?

Answer:

There will not be a Pre-Proposal Conference offered for this RFP.