



County of Fairfax, Virginia

ADDENDUM

DATE: June 1, 2023

ADDENDUM NO. 3

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.

ATTACHMENT 1

Questions and Answers:

1. What is the estimated budget for the project, and are there any constraints or limitations we should be aware of?

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 approximately \$825,000 annually.

2. The Cost Proposal rate chart lists only 1 Temporary Health RN position. Would you allow multiple rates for this, based off of where the services would be provided? The same would be applicable to the LPN and CNA positions as well.

Answer:

The Community Services Board allows multiple rates based on hours worked, such as Day, Evening, Night, Weekend.

Inclusion of all license level rates would be of interest to the Sheriff's Office.

The Health Department would allow for multiple rates as needed.

3. The requirement in the RFP – Special Provisions Section 6.1.e would impact access to new nurses. Is it supposed to read the OIG verification must be completed within the month prior to assignment?

Answer:

Yes, but this must be completed before the first day of employment.

4. What is the definition of COVID immunization per the RFP – Special Provisions Section 6.2, does this include boosters? Are there exemptions to this due to religious or health reasons?

Answer:

The Sheriff's Office follows all policies and exceptions set by Fairfax County as well as other regulatory mandates. Contractor shall provide verifications of COVID immunization as well as current boosters, following the policy guidelines for Fairfax County employees.

Boosters would be recommended for those providing services to the Health Department. Exemptions to vaccinations would be assessed and considered with MD recommendation. This would be dependent on the assignment – for example, nursing coverage in schools may differ.

5. In what situations would the situation described in the RFP – Special Provisions Section 22.3.c be applicable?

Answer:

This situation references out of town or out of area overnight coverage for students on a field trip. The second nurse is "on call" and would be paid 50% while on call.

6. The RFP – Special Provisions Section 7.5. indicates that the Statement of Qualifications must include a description of organizational and staff experience and resumes of proposed staff. Is this referring to the LPN and RN caregivers that will be working 1 on 1 with patients, or the internal staff of the vendor executing the contract?

Answer:

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This would pertain to nurses RN or LPN working 1:1 duty. Resumes should be available if requested.

7. What is a situation where the Care Transition price referenced in the RFP – Special Provisions Section 20.3.a. would come into play and be appropriate to bill for continuous duty nursing?

Answer:

Care Transition is no longer a part of this RFP.

8. If we wish to serve the county only in schools and public health, is a home health license required?

Answer:

No

9. For the resumes of the proposed personnel, would you prefer one sample resume of each job category?

Answer:

One resume sample for each job proposed. Additional job resumes should be available if requested for specific personnel.

10. Will temporary Healthcare Service clinicians only be scheduled on a same day/ on call basis? Or will there be options for schedules contracts and shifts?

Answer:

The Department of Family Services requires one RN as a home visiting nurse completing functional assessments for long term care screenings and Case Aides providing services for Children, Youth and Families. The work performed by an RN is not shift work, and would occur during traditional core business hours for the county: 8:00 – 4:30. The typical work day for Case Aides would be 8:00 – 4:30 with opportunities for overtime.

The Sheriff's Office requests contracted assignments of 14 weeks for each nurse with a 2-week optional extension. Shifts are 6:30 AM to 7:00 PM and 6:30 PM to 7:00 AM. This includes rotating weekends to include holidays. The Sheriff's Office would also include same day/on call requests when there are shift call outs.

The Health Department does not use temporary clinicians on a same day/on call basis. Continuous Duty will depend on the need for nursing and the duration of that need.

11. In the indemnification, a performance bond is mentioned. Does this bid submission require a bid bond or performance bond?

Answer:

No

12. Can the agency utilize Travels Nurses to fill the nursing needs of Fairfax County?

Answer:

Traveling nurses can be utilized for the Sheriff's Office, with all expenses paid by the hiring agency, NOT the county. Rates proposed should be the same cost as non-traveling nurses.

The Health Department will consider any candidates offered by the selected supplier at the negotiated hourly rates for temporary health care services. The vendor could subcontract for Continuous Duty nursing if no other option was available.

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13. How many Temporary Health care RN, Temporary Health care LPN AND Temporary Health care CNA needed?

Answer:

Positions for the Sheriff's Office are full-time positions for 87.5 hours bi-weekly.

The Health Department's needs for temporary services are unplanned, and recent history is not applicable given the transition back to regular operations after several years of COVID-19 response activities. Continuous Duty nurses are to be determined by incident need.

14. Are the positions anticipated to be full-time/40 hours per week for the duration of the contract?

Answer:

Services for the Department of Family Services are anticipated to be full time with opportunities for overtime.

The Health Department does not anticipate full time/40 hour per week usage for the duration of the contract for temporary health care services. The 1:1 Continuous Duty nursing staff would be in accordance with hours needed to meet school hours and schools schedules.

15. What is the minimum employee term?

Answer:

Services for the Department of Family Services are anticipated to be at least 6 months, with services for Children, Youth and Families preferably covering the school year from August through June.

Shifts for the Sheriff's Office are 6:30 AM to 7:00 PM and 6:30 PM to 7:00 AM, with rotating weekends to include holidays as well as same day/on call for call outs. With 14-week contracts, two-week notification prior to the end of the contract for renewal must be provided. If a nurse seeks to terminate the 14 week contract, a two week notice is necessary as well. Those assigned to provide services must work with an assigned squad rotation working holidays and weekends. All time off will need to be requested with the Sheriff's Office by the 15th of the month prior to the requested month. Leave requests can only be approved if the squad can be fully staffed for each shift requested.

The Health Department does not have a minimum employee term for temporary health care services.

16. What are the estimated number of hours per RN, LPN AND CNA needed for this contract?

Answer:

The Sheriff's Office estimates 8 RN, 8 LPN, and 4 CNA.

The Health Department's needs for temporary services are unplanned, and recent history is not applicable given the transition back to regular operations after several years of COVID-19 response activities. Estimated hours for Continuous Duty 1:1 nursing are 35-40 hours per week.

17. Under Special Provisions, Section 21, Reports: This section states that Contractors must submit nursing notes in accordance with Medicaid standards. As a staffing agency, we would violate HIPAA provisions if we receive nursing notes, since they would contain PHI. How can Vendors complete reports without including nursing notes?

Answer:

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The intent is that nursing notes for Continuous Duty nursing of each student will be submitted with monthly invoices as a quality assurance measure. Notes would need to be in accordance with Medicaid format.

18. Under Special Provisions, Section 21, Reports: The Nursing Supervisor is required to conduct quarterly site visits and provide notes – where will the Nursing Supervisor be visiting, and what needs to be included in the notes?

Answer:

The nursing supervisor will visit the school site to make observations of the student in the classroom which are to be included in the notes.

19. Under Appendix B, Letter K, #5: Regarding overnight trips, what are the ages of the students, and what services would be required?

Answer:

School age students attending field trips, summer week-long programs or spring break programs, for example. Nursing services would be in accordance with the MD orders provided for the students similar to MD orders for school. The nurse would need to be licensed in the state.

20. Would Fairfax County be open to using a vendor's mobile timekeeping app in order to track and approve temporary employee hours worked?

Answer:

The Department of Family Services would be open to a web-based system proposed by an offeror.

The Community Services Board would be open to using a vendor's mobile timekeeping app.

The Sheriff's Office would be open to a mobile timekeeping app to track and approve employee hours. Sheriff's Office management would require real-time access.

The Health Department will consider this.