

## **ADDENDUM #1- Responses to Requests for Information**

Posting Date 04/12/2024

### Request for Proposals #1860-24 Staffing Agency for Registered Nurses (RN) and Licensed Practical Nurses (LPN)

*Note: If similar questions were received by multiple parties, questions were combined to form one question representing intent and answered below. In most instances, questions retain wording verbatim, so grammatical and other errors are not on behalf of EHPS.*

1. Does the school district prefer to hire their RN and LPN directly, and use this RFP to supplement their regular nurse staff?
  - a. Yes – EHPS currently employs RNs and LPNs, and would use this RFP to fill substitute services only.
2. Are the assignments generally for the whole school year or would it be fair to say this RFP is generally used to have RN or LPN fill in when there is a callout?
  - a. This RFP would be used for substitute services.
3. What is the projected spend for this RFP?  
What is the total spend per incumbent for the duration of the previous contract?  
What is the total spend per incumbent for the past 12 months of this contract?
  - a. We have incurred \$107,656.34 of services for the fiscal year 7/1/23-4/12/24.
4. How are needs distributed among awarded vendors? Do all vendors receive an email at once - and - is lowest rate the determining factor when distributing an assignment?
  - a. EHPS has historically obtained services from a few vendors, obtained yearly rates and obtained services on an as-needed bases.
5. Will there be any 1:1 nurse assignment and/or 504 or IEP plans?
  - a. Yes.
6. What is the budget for this RFP? What is the estimated budget of the contract? If unknown, please provide previous spending.
  - a. Budget is currently \$200,000, however actual spending depends on the need per fiscal year.
7. How many RN's and LPN's are needed?
  - a. On-call basis depending on our needs per day.
8. What is the intended award date?
  - a. Project date - July 1, 2024.
9. Is communication allowed for following up after companies are awarded?
  - a. EHPS will conduct a formal review of each proposal, there could be a potential interview process, once awarded EHPS will obtain formal approvals in accordance with our RFP policies. EHPS will notify all vendors' once awarded vendor has been declared.

10. Is there a preference for local bidders?
- a. The vendor has to be registered to do business in Connecticut.
11. How many active contractors are working on this contract currently?
- a. Currently 3 vendors are being used.
12. Do you intend to move the candidates to new vendors, if the incumbents are not awarded again?
- a. Firm(s) will be selected based on overall quality of the firm’s RFP response and applicability to the needs of EHPS, relevance of experience, strength of references, and pricing. EHPS may select firms to attend in-person interviews to determine the best fit between the firm and the needs of the East Hartford Public Schools.
13. Please provide the names of the incumbent vendors for this contract?
- a. Favorite Healthcare Staffing
  - b. Harborside Rehabilitation Limited Partnership
  - c. Pediatric Services of America, Inc.
14. Can you give the hourly rates for each of the roles requested from the incumbents?  
 What are the current rates for an RN and LPN with your district?  
 Please provide the total number of temporary staff on the current assignment. Provide the job classification of each worker, the vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.
- a. Pediatric Services of America, Inc. – EHPS does not have set prices.
  - b. Harborside Rehabilitation Limited Partnership (Career Staffing)
    - i. CNA: \$65
    - ii. LPN: \$55
    - iii. RN: \$65
  - c. Favorite Healthcare:

<b>Classifications</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
RN	78.75	86.63	102.38	126.00
LPN/LVN	71.50	78.65	92.95	114.40
CMT/CMA	52.80	58.08	68.64	84.48
CNA	52.80	58.08	68.64	84.48
Medical Assistant/NCMA	48.00	52.80	62.40	76.80
Behavioral / Mental Health Tech	48.00	52.80	62.40	76.80
OT/PT/Speech	90.20	99.22	117.26	144.32
COTA/PTA	74.80	82.28	97.24	119.68
Social Worker	95.25	104.78	123.83	152.40
Dietary	48.00	52.80	62.40	76.80
Environmental Services	48.00	52.80	62.40	76.80
All Classifications - On Call	8.00	8.00	8.00	8.00

- 15.** What are any challenges or pain points with the present contract vendors?  
Are there any pain points that EHPS has with the previous incumbents?  
Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?
- a.** Vendors do not always have availability to meet our District's needs.
- 16.** Will the awarded vendor take over any payroll of incumbent candidates?
- a.** No.
- 17.** To Clarify is this RFP is looking for Substitute RN and LPNs for short Term per Diem coverage only?
- a.** We are requesting services for substitute nurses, on an as-needed bases.
- 18.** How many RN's and LPNs are needed for the 24-25 school year?  
How many nurses does the district anticipate needing annually?
- a.** We are requesting services for substitute nurses, on an as-needed bases.
- 19.** Will any redlines/deviations be accepted to the terms?
- a.** Please provide proposal on your interpretation, if we have questions in our review process we will reach out or conduct an interview session.
- 20.** Are you open to negotiations after the award?
- a.** East Hartford Public Schools reserves the right to negotiate with and enter into contracts with multiple firms selected through this RFP process.
- 21.** Will there be an addendum or a way to receive answers to questions submitted by other vendors?
- a.** All questions received by the deadline listed in the RFP are being answered in this addendum, further questions can be asked during interview process.
- 22.** Is this a new requirement? If not, please provide a list of the current vendor(s) providing the service and how the current services are being procured. Apart from the end of tenure, are there any other reasons to release this solicitation? Are there any pain points?
- a.** No this is not a new requirement. Please see question #13.
- 23.** Will this be a single award or multiple awards?
- a.** Please review RFP package Request for Proposal Instructions and Requirements, which states, "If this RFP is for on-call services or solicits pricing for multiple years, the terms of this RFP or any resultant award or contract shall apply for at least Three (3) full fiscal years (7/1 to 6/30) unless otherwise specified in this RFP. If mutually agreed between East Hartford Public Schools and the respondent, the term may be extended under the same terms and conditions for two (2) additional twelve- month periods."
- 24.** If multiple awards are planned, will the number of awarded vendors increase, decrease, or remain the same?
- a.** East Hartford Public Schools reserves the right to negotiate with and enter into contracts with multiple firms selected through this RFP process.
- 25.** Please provide a copy of the proposal from all current vendors providing temporary staffing, including rate/cost sheet?  
Please provide incumbents response documents that they have submitted previously.
- a.** Please review question # 14. If further information on current vendors is needed, please send us a formal FOIA request, signed.

- 26.** What is the average length of the assignment?
- a.** Length of the assignment varies on the needs; average is one day.
- 27.** Could you specify the locations where the nurses will be conducting their work?  
Do you have a list of locations that the RN's and LPNs would be working at?
- a.** EHPS has 15 sites, nurses will be located in the nurse office while LPNs would be assigned as 1:1 with a student.
- 28.** Please provide the frequency of required staff (i.e., RN and LPN) for each location covered by this assignment.
- a.** We are requesting services for substitute nurses, on an as-needed bases. Frequency depends on the needs per site.
- 29.** Please confirm, whether is it accurate that only one original is required for submission.
- a.** Correct - one original is required.
- 30.** Is subcontracting mandatory? If so, could you provide the exact % goals?  
Is it mandatory to subcontract?
- a.** Not mandatory however due to nurse absences there is a need for our district. The district aims to be 100% staffed for nursing services.
- 31.** Does the awarded vendor need to provide any equipment for the nurses?
- a.** No.
- 32.** Are the services restricted solely to on-school premises? If not, could you outline all roles?
- a.** RNs are usually in the school nurse office; LPN's may need to travel for field trips.
- 33.** Is travel for nurses reimbursable?
- a.** No.
- 34.** Are resumes and corresponding licenses required to be included with the bid? If so, how many per job title?
- a.** No - resumes and licenses are not needed for the submission of the proposal however all nurses must have a current CT RN or LPN license.
- 35.** Is it mandatory to have a Good Standing/Business License to bid on this solicitation?
- a.** Yes.
- 36.** Do the vendors have to provide references only from schools? Is it mandatory?
- a.** Please refer to the requirements listed in the RFP for professional references.
- 37.** Can the vendor specify a rate range within the cost sheet?  
Can you clarify whether you are open to receiving rate ranges (to allow for variance in candidate experience, etc.) or if you require a single fixed rate for the requested disciplines?
- a.** Fixed rates are required, if additional rates please add to letters C-F on Appendix A. If you need additional room, please add a new page and reference to Appendix A.
- 38.** On page 10, under "Other Consideration," Does the requirement for industry experience in PK-12 public education apply only to vendors? And please confirm if it is mandatory or not?
- a.** The vendor must have industry experience in the PK-12 public education.
- 39.** Please provide detailed evaluation criteria.
- a.** Please review the RFP Selection Process which states, "Firm(s) will be selected based on overall quality of the firm's RFP response and applicability to the needs of EHPS, relevance of experience, strength of references, and pricing. EHPS may select firms to attend in-person interviews to determine the best fit between the firm and the needs of the East Hartford Public Schools."

40. On page 13, Appendix A – Pricing, what is required under Tax Collector verification? Is it acceptable to indicate N/A if not applicable?
- a. This verification is to confirm that the bidder does not have delinquent taxes owed to the Town of East Hartford.
41. How many billable hours were accrued by contracted nursing staff in 2022 and 2023?
- a. There were over 366 billable hours.
42. Do you accept DocuSign for original signatures?
- a. Yes- DocuSign is acceptable.
43. Will the district be responsible for supervising contracted staff?  
Will the agency or district be responsible for supervising contract staff?  
Current Program Synopsis - Please clarify the reporting structure for Supervision of contracts staff within the district? What position provides clinical supervision within the district?
- a. The RNs and LPNs that work in the District’s buildings will be supervised appropriate administrators. The agency is responsible for addressing any disciplinary issues for substitutes.
44. Is the district satisfied with the current incumbents? A) How many vendors requested openings remained vacant for the 23-24 school year?
- a. The District is satisfied with the current incumbents. EHPS does not have the number of unfilled requests.
45. What is the current number of FTE professionals, if any, that are being utilized presently to service this contract? A) RN B) LPN
- a. Currently three different RNs are utilized to service the schools. An LPN is not obtainable at this time.
46. 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.)?
- a. The RN will have access to all supplies in the nurse office, including first aid supplies, office supplies, computers, and anything needed to complete the job.
47. Can the vendor incur any penalties or be liable for any damages for not having a contracted provider available upon your school’s request in a timely manner OR would your school terminate the RFP contract with the vendor?
- a. For on-call services or solicits pricing for multiple years, the terms of this RFP or any resultant award or contract shall apply for at least Three (3) full fiscal years (7/1 to 6/30) unless otherwise specified in this RFP. If mutually agreed between East Hartford Public Schools and the respondent, the term may be extended under the same terms and conditions for two (2) additional twelve- month periods. If the vendor cannot provide service, the district has the right to use other awarded vendors or go back out to RFP.
48. Will the district pay for mileage traveling between school campuses on the same day? If so, is it the IRS standard rate, or is it dictated by the district?
- a. There is no travel between sites.
49. Is the district or contracted agency responsible for training staff (i.e. CPI training/QBS training)? If the contracted agency is responsible, is the billable to the district?
- a. The agency is responsible for training their staff. East Hartford Public Schools is not responsible and will not incur/reimburse cost.
50. Is this a new contract or renewal of an existing contract?
- a. All RFP are brand new contracts.

- 51.** In order to be considered responsive for this RFP, is it mandatory to bid on all positions?
- a.** No.
- 52.** Could you please provide information on the daily duration of shifts required for the necessary professional? For example, the number of hours per day?
- a.** RN's that work in the school office will work a 7 hours and 20 minutes a day and the LPN depending on the duty may work from 4-8 hours a day.
- 53.** About how many students will need to be serviced?
- a.** The number of students would depend on the school that the RN is working in. The LPN will service one student if it is a 1:1 position, a field trip, or up to 12 students in a classroom.
- 54.** The RFP calls for Auto Insurance. This seems to be out of place considering the nurses will not drive students. Can this requirement be removed or re-evaluated?
- a.** The successful respondent will be required to provide proof of insurance as outlined in the "Indemnification and Insurance Requirements for Construction, Professional, or Labor Services" form included with the Request for Proposals and submit a signed and notarized copy of the Indemnification section on of the form. No modifications may be made to the Indemnification form.
- 55.** Can we provide items such as "project references" as part of the proposal content rather than on specific form?
- a.** Please provide all the information requested on the form, the information does not have to be presented in that layout.
- 56.** Do you have an estimated volume of how many RN's and LPN's you would need to staff your facilities on an annual basis?
- a.** We are requesting services for substitute nurses, on an as-needed bases, volume would depend on district need.
- 57.** Do you plan to award multiple vendors this solicitation, or will there be a single award given?
- a.** East Hartford Public Schools reserves the right to negotiate with and enter into contracts with multiple firms selected through this RFP process.
- 58.** Can we submit our response via email?
- a.** Per the RFP requirements, proposals must be received in the Lobby of the 1110 Main Street, east Hartford, CT 06108 no later than 12:00pm on Monday, April 29, 2024.
- 59.** Does EHPS have an estimated number of people required to complete the requirements per the RFP?
- a.** No.
- 60.** Will EHPS share the evaluation scorecard each vendor receives?
- a.** EHPS will issue the respondents on our district site, any other information will need a formal FOIA request.
- 61.** Can we submit financials separately due to confidentiality?
- a.** All requirements listed in the package will be needed to properly evaluate.
- 62.** Will awarded companies be able to speak with EHPS employees directly when gathering information on open positions and upcoming positions?
- a.** Yes.
- 63.** What was the previous year's spend on this project?
- a.** EHPS expensed \$128,352.43 in FY23.

- 64.** What were the previous year's hours allocated to temporary employees?  
**a.** There were over 366 billable.
- 65.** What is the expectation and frequency for on-call needs?  
Can the district provide how many full-time employees will be requested?  
What is the average length of service of requested nurses?  
**a.** We are requesting services for substitute nurses, on an as-needed bases, volume/frequency would depend on district need.
- 66.** Will the district provide student ICPHs/Plans of Care?  
**a.** Yes.
- 67.** What clearances does the district require?  
**a.** Standard clearance is required.
- 68.** Will the nurse be required to implement any physical interventions or would they just be monitoring the student?  
**a.** The 1:1 LPN will be required to perform interventions depending on the needs of the student, this includes but not limited to; gtube feedings, suctioning, med administration, toileting and proper positioning. The RN would be required to also perform physical interventions depending on the needs of the students at that school.
- 69.** Does the nurse need CPI training?  
**a.** Yes, this is required.
- 70.** Can the district please confirm what specific forms are required for submission?  
**a.** Please review RFP package for all forms required.
- 71.** Can the district please confirm if a Certificate of insurance is needed at the time of submission?  
**a.** Yes, please provide all required documents at time of RFP submission.
- 72.** Can the district please identify if there is a page limit for vendor responses?  
**a.** There is not a page limit for responses.
- 73.** Can the district provide the scope of service for the requested positions?  
**a.** Please refer to RFP details.
- 74.** Who is the clinical point of contact?  
**a.** The Nursing Supervisor is the point of contact.
- 75.** For 1:1 case – what is the highest skill that would be required of nurses?  
**a.** The highest level of skill will be working with a student with a ventilator.
- 76.** Will our nurses need to ride the bus with students?  
**a.** LPN's that work 1:1 with a student would be required to ride the bus with their student. No other nurses will ride a bus.
- 77.** Are delegation services from RN to UAP (unlicensed assistive personnel) being requested?  
**a.** All services will be established prior to the arrival of the requested RN.
- 78.** What are the documentation requirements?  
**a.** Documentation requirements will include charting students that enter the office, SOAP note on the computer, chart any medications given/treatments performed, parent communication/documentation, student accident reports, staff accident reports, and any other documentation that is required by the school. There will be instructions on this process that substitutes can follow.
- 79.** Can the district clarify how much notice will be given for details on a field trip?  
**a.** In most instances, at least a two-week notice will be given.

- 80.** Can the district clarify what if needed for on-call services?
- a.** EHPS will need to contact the agency and communicate needs by either phone call or email. There are times that EHPS will need to contact the agency at night or early mornings depending on need.
- 81.** Can the district clarify if they are looking for day to day substitute for full time assignments?
- a.** EHPS is seeking day-to-day substitutes, depending on District needs we may need long-term substitutes.
- 82.** Will the district review other modalities with this RFP?
- a.** No, not at this time.
- 83.** Will the district allow for contract edits upon award?
- a.** East Hartford Public Schools reserves the right to negotiate with the vendor.
- 84.** Can the district please provide a sample agreement or identify what part of the solicitation is considered the terms and conditions?
- a.** The RFP states all requirements that are needed for this proposal.
- 85.** For the following descriptions, who is expected to be engaging in said restraint? “Accurate record keeping and monitoring of student well-being during restraints, seclusions, or other health-related matters.”
- a.** All RNs in each school could be called upon to monitor student’s well-being during restraints, RN will assess all restraints.  
RN’s in the school are responsible for all health-related matters.
- 86.** Can you please define “seclusions” in the following context:  
“Accurate record keeping and monitoring of student well-being during restraints, seclusions, or other health-related matters.”
- a.** The district follows State guidance, and expects that agency has the same standards.  
Please reference to policy #5144.1  
East Hartford Public Schools site path: Document Container -> Series 5000 -> Students 5144.1 -> Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out
- 87.** Can the vendor bill separately for Clinical supervision if required?
- a.** Please add rate to Appendix A. All rates that are provided by the agency will need to be reviewed and agreed upon with the district and agency.
- 88.** Prior Vendors - How long have the incumbent suppliers held this contract?
- a.** Favorite Healthcare Staffing - 04/10/2019
  - b.** Harborside Rehabilitation Limited Partnership - 07/17/2015
    - i.** Currently Career Staff Unlimited - 03/19/2024
  - c.** Pediatric Services of America, Inc. - 01/09/2015
- 89.** Shifts/Scheduling - Dose the district fingerprint and badge? How long once confirmed does the process take for the clinician to start?
- a.** Agency will need to provide all employee standards to assure our districts needs have been met. Additional terms outside of the requirements listed on the RFP documents will be arranged during the review/interview sessions.
- 90.** Do you accept new graduates if the vendor provided mentorship?
- a.** Experienced nurses are required.

**91.** On page 1 of the RFP, “proposals must be plainly marked in the lower left-hand corner of the envelope.” However, on page 2, it states to “submit Proposal package in a sealed envelope marked with the respondent’s name and address in the upper left-hand corner.” Can you please confirm which is correct?

**a.** Lower left-hand corner:

PROPOSAL NUMBER: 1860-24

PROPOSAL NAME: Substitute Registered Nurses (RN) and  
Licensed Practical Nurses (LPN)

OPENING DATE: April 29, 2024

OPENING TIME: 12:00pm

**b.** Upper left-hand corner:

Respondent’s Name

Respondent’s address