

October 4, 2019

ADDENDUM #1

**Bid #19-48 Nurse Agency Utilization
Due October 17, 2019 by 2:00PM (CST)**

Additions & Clarifications to BID

- Question #1:** We are a temporary staffing firm and can provide nurses as needed to supplement existing staff. Our assignments usually last from a few weeks or longer and would require a week or more to initiate the placement. Is this the kind of thing you're looking for here or would it be more for a firm to be able to send people over within a few hours notice?
- Response: We are looking for short-term staff coverage for open shifts. Open shifts are known once the schedule has been developed up until the shift begins, depending on the situation.
- Question #2:** What number of hours are guaranteed for the monthly shift contract CNA/LPN/RN positions – 36-40hr per week?
- Response: There is no guarantee of hours per week.
- Question #3:** For the non-contract shift coverage, would you consider block booking contracts to ensure continuity of care?
- Response: We prefer to have consistent assignment to ensure that continuity and would consider looking at a block booking format; however in-house staff would always have first choice of available shifts.
- Question #4:** What are the estimated annual hours (or actual previous years hours/spend) needed for monthly contract staff for each position – CNA, LPN, RN?
- Response: Unable to determine, facility utilization fluctuates based on available staff
- Question #5:** What is the current bill rate per hour you are paying each position specified?
- Response: Not available. Current contracts are expiring, along with the rates. Please provide best possible rate for consideration.
- Question #6:** How many providers will be awarded?
- Response: There is no predetermined number. The number of providers awarded will be based on the responses; including availability of staff and rates.
- Question #7:** How many temporary staff are currently employed in each position specified and how many do you forecast as needed next year?
- Response: Valley Hi does not currently have any long term staffing contracts. It is difficult to forecast staffing needs as the facility's priority is to recruit and retain its own in-house staff over having contract employees.
- Question #8:** How many positions are currently open?
- Response: To be reviewed with awardees.

All Other Terms and Conditions of the Bid Remain the Same

- Question #9:** **Who is your current provider(s) and can they re-bid?**
Response: Cell Staff, Management Registry, Maxim, Nurses PRN and Worldwide Travel Staffing. Yes, current providers may bid. This is a public bid and open to all qualified firms.
- Question #10:** **How do you handle overtime, holiday, on-call, call back charge, and other non-standard pay? What holidays do you observe?**
Response: To be reviewed with awardees.
- Question #11:** **Is staffing subcontracting allowed?**
Response: All staff sent to facility must meet all applicable background check, licensing, and current training requirements for long term care. If bidder elects to subcontract, bidder maintains all liability to ensure proper placement and quality of care.
- Question #12:** **Are responses held confidential?**
Response: This is a public bid and subject to the Freedom of Information Act.
- Question #13:** **Is there a performance clause/non-performance penalty?**
Response: No
- Question #14:** **I am unable to find a prevailing wage for RNs, LPNs, or CNAs on the state website. Can you provide any specific prevailing or minimum wages for these positions?**
Response: Prevailing wage applies to public works projects; not this bid.
- Question #15:** **Why is the contract out for bid? Is it required to be put out for bid?**
Response: Yes; the County is required to bid these services. Existing contracts will expire 11/20/19.
- Question #16:** **Who are your current incumbent vendors for these services?**
Response: Refer to response #9.
- Question #17:** **Are you satisfied with your current vendors?**
Response: Current contracts are expiring, along with the rates. Please provide best possible rate for consideration.
- Question #18:** **Are your needs being met?**
Response: Current contracts are expiring, along with the rates. Please provide best possible rate for consideration.
- Question #19:** **Can you provide last year's usage for these services in either number of hours filled and/or total cost in dollar amount used for these services broken down by the positions solicited in this Bid?**
Response: Facility spent \$82,779 in nurse agency staffing in the past 12 months with a bulk of the expenses incurred in the most recent quarter. Facility spent \$129,177 on CNA agency staffing in the past 12 months with a bulk of the expenses being incurred in the most recent quarter as well.
- Question #20:** **What are your current hourly bill rates by classification?**
Response: Current contracts are expiring, along with the rates. Please provide best possible rate for consideration.
- Question #21:** **Are we able to take exceptions and propose language to any of the terms and/or requirements if necessary?**
Response: Refer to mandatory bid page, #10, where exceptions may be listed.

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- Question #22:** Does this project fall under the Labor Acts surrounding prevailing wage? If so, where does a contractor find information for healthcare workers?
Response: Refer to response to Question #14.
- Question #23:** Are certified payroll reports required to be issued by an independent accounting firm?
Response: This is not a public project and therefor certified payroll reports are unnecessary.
- Question #24:** Is the minimum/prevailing hourly pay rate an all-inclusive rate (or just hourly pay)?
Response: Prevailing wage applies to public works projects; not this bid.
- Question #25:** Will McHenry County consider mutual indemnification?
Response: To be reviewed with awardees.
- Question #26:** Will the final award be on the County's agreement form, or can the bidder submit its own agreement?
Response: Bidders may submit their own agreement, but the County makes no guarantee it will be used as the final agreement.