

**ALBUQUERQUE PUBLIC SCHOOLS
PROCUREMENT DEPARTMENT
ADDENDUM #2 FOR BID NO. 12-017SS-MC
NURSING SERVICES
SEPTEMBER 21, 2011 – 11:00 AM**

September 30, 2011

Please note the following changes/corrections:

- See answers to response to technical questions on the following page.
- Proposal submission date change from October 5, 2011 – 11:00 am to October 14, 2011 – 11:00 am.

Thank you for your interest in Albuquerque Public Schools

ACKNOWLEDGE ADDENDUM WITH BID:

COMPANY/FIRM NAME

SIGNATURE

DATE


Sandra Sanchez, Procurement Manager



REQUEST FOR PROPOSAL
RFP #11-017SS-MC
NURSING SERVICES

RESPONSE TO TECHNICAL AND PROCUREMENT QUESTIONS SUBMITTED

(Similar questions are grouped together)

TECHNICAL QUESTIONS

1. **Questions regarding resumes, licenses, and certifications**

- Do we need to submit resumes, licensure and Certs for all the RN's, LPN's, and Certified Nursing Assistants?
- Do you require resumes and references for all these positions?
- Are you requiring resumes, licenses and certifications of all potential nursing candidates to be submitted with the proposal?

Offerers should include, in their proposals, resumes and proof of licensure for agency employees who will provide clinical supervision of RNs, LPNs and CNAs assigned to APS. Contractors should be prepared to produce proof of licensure or certification, upon request, for RNs, LPNs and CNAs assigned to APS.

2. **Questions regarding staffing**

- How many 1:1 cases will need covering this school year?
- Will our agency also be covering per diem shifts in addition to 1:1 cases?
- How many for 1:1 nursing services?
- When a nurse is assigned to a school, transportation route or 1:1 with a student, will they remain in those positions for the entire year?

We are currently providing 1:1 nursing services to four students. Contractors may also be asked to provide nurses for per diem shifts, on an as-needed basis. In most cases, when a nurse is assigned to provide 1:1 care for a student, he/she will remain in that assignment for the balance of the school year. However, the nurse's assignment may change if there are changes in the student's medical needs or if the student disenrolls from APS

- What specialty is used the most: RN, LPN or C.N.A.?

RN

- How many positions do you anticipate for each "area" – RN, LPN, and CNA?
- How many RN, LPN and CNAs do you currently need?
- How many for: a) transportation, b) In-school coverage?

APS is currently using 10 contracted RNs, one contracted LPN, and three contracted CNAs. Two of these contracted providers provide coverage during transportation time, in addition to school hours. The total number of contracted RNs, LPNs and CNAs during this school year is indeterminate and will be based on student needs.

- How many positions were filled with contract staff?
- How many positions were not filled?
- How many openings are full time?
- How many openings are part-time?
- Do you have projections for what the volume of temp usage is going to be under this contract?
- How many vendors do you expect to select?

APS currently has fourteen positions filled by Contractors. All district nursing positions are currently filled by APS employees or contracted providers. We anticipate the need for contracted providers will remain somewhat comparable throughout the school year, though openings can arise with changes in student needs and staffing patterns. We expect to select three to five vendors, based on this RFP.

3. **Budget**

- What is the total estimated budget for this contract?

Due to tight budgets this year we are not able to use past years as a guide. We are looking to meet our needs with the lowest cost providers that are able to deliver appropriate services to our students with IEPs.

4. **Special Nursing Skills**

- Do you have students that require nurses that have vent experience?

Yes

- Are there any other special nursing skills required in accordance with services required by the student's IEP?

General care of students who are medically fragile, including tube feeding, diabetes care, trach care and suctioning.

5. **Questions regarding current Contractor**

- Is this a new requirement or do you currently have an incumbent providing the services?
- Who is the incumbent?
- Who is your current vendor?
- Has your current vendor been able to fill all of your openings?
- How many vendors actually provided staff under the existing contract?
- Are you satisfied with your current vendor?
- What have been the main issues or challenges with your current vendors?

We currently have contracts with Nursefinders and MGA. To date, these agencies have been able to fill our need for contracted nursing providers and provide satisfactory services. The primary challenge with any vendor is recruiting nurses who have experience in the school setting.

6. Medicaid Question

- Are you currently capturing Medicaid dollars for nursing services provided?

Yes, in most instances

7. Contractor Responsibilities

- Section 1.4.7, Page 2, Definition of Terminology, “Contractor” is defined as a “successful Offeror who enters into a binding contract.” Therefore, under Section 4.4.1.1, when is a list of approved nurse and/or certified nursing assistants to be provided to APS?
- Section 4.4.1.1, page 18. Can you explain this section? What are you looking for in regards to “include the number of hours per week each provider is allowed to bill?”

Contractors will provide to APS names of nurses or CNAs assigned to APS by the first day of the current school year. Contractors will provide updated lists to APS throughout the school year, as additional nurses/CNAs are added. APS will indicate the number of hours per week that each provider is allowed to bill, based on the specific needs and school schedule of the student to which that provider is assigned. The total number of billable hours will not exceed the length of the student's school week, except in cases where the nurse or CNA is providing services during transportation times.

8. Registered Nurse

- Section 4.4.3.8, Page 19. Please clarify what is meant by “goal writing”. Is this part of the IEP or something separate?

This refers to writing proposed health-related goals for the student's IEP.

9. Cost

- What are their current rates?
- What are the current hourly bill rates for the requested services?
- What are your current bill rates for RN, LPN, and CNAs?
- Please provide current pricing by the vendor(s).

Nursefinders:

RN: \$48 per hour

LPN: \$35 per hour

CNA: \$24 per hour

MGA:

RN: \$48.84 per hour

LPN: \$37.84 per hour

CNA: \$22.84 per hour

PROCUREMENT QUESTIONS

10. Proposal Submission

- Will the RFP opening be open to the public? If so, where will the bid opening be held?

RFPs are not open to the public. RFP response information is confidential until board approval and final award.

- Would you consider pushing back the due date for the RFP?

The proposal submission date has been rescheduled to October 14, 2011 – 11:00 am.

11. Confidentiality

- Section 2.3.26 Confidentiality, Page 13-14. Please confirm that “By confidential information, we mean the software and related materials, including enhancements, which are designated as proprietary and confidential trade secrets of the licensor and licensee of the software. Contractor(s) will not remove any copyright, trademark, or other proprietary rights notice from the licensed software or related materials”, should be deleted.

This is standard General Requirements verbiage and will not be deleted.

12. Questions regarding New Mexico Health Plan

- Section 2.3.28, Page 14. New Mexico Health Coverage. Please clarify this entire section. Does this section pertain to just the employees working under this contract or to all employees working for the company in New Mexico.

*New Mexico Employees Health coverage is mandated by New Mexico State Law. See paragraph 3, page 34 of the RFP. Website link for additional information:
<http://insurenemexico.state.nm.us/>.*

This section pertains to all employees working under this contract.

- In an effort to make sure the Company’s Insurance benefits meet the requirements of APS for purposes of this bid, we would appreciate the opportunity to discuss those benefits with the appropriate APS Administrator.

This is not an APS requirement; this is a state of New Mexico Statute/Rule/Regulation.

- Do we need to use the New Mexico Health Plan in the RFP?

No. You may use your company insurance Health Plan or purchase a health plan from another company.

13. Organization and Indexing

- Section 3.4.1 (c), Page 15. Response to Specifications, are you looking for a response to each section listed in IV – Specifications or are there certain sections that we should respond to?

Yes, respond to the Mandatory and Desirable Specifications as listed on Page 23 and 24.

14. Information

- Section 4.1, Page 17. Information. Please clarify what is meant by, “Please explain how you would interact with other Contractors to ensure the seamless provision of nursing services.”

If you should have to work with a current Contractor whose contract is expiring.

15. Business License/Automobile Insurance

- Section 4.4.1.2, page 18. Should the business license issued by the City of Albuquerque be included with the proposal or after the award date? What is meant by “proof of automobile insurance for Contractor(s) or Contractor’s therapists? Why is automobile insurance required?

The business license must be included with the proposal.

Proof of automobile insurance is the form provided by your insurance carrier or a copy of the policy when premiums have been paid.

Automobile insurance is mandated by New Mexico State Law.

- Section 4.4.1.3, page 19. This section states that “Contractor should maintain professional liability and automobile liability insurance with limits of liability of no less than the limits of liability for governmental entities as provided by the New Mexico Tort Claims Act.” We were unable to access the New Mexico Tort Claims Act on line. Please clarify what these limits are.

***Insurance:** The Contractor shall, at his/her own expense, carry and maintain during the entire performance period of this Contract at least the kinds and minimum amounts of insurance listed.*

1. *Workers’ Compensation Insurance: As required by the Labor Laws and the New Mexico Statutes.*
2. *Public Liability Insurance: At the time of the Contractor’s execution of the contract, Contractor shall deliver to Owner a certificate(s) of insurance testifying that he has obtained full Worker’s Compensation and Employer’s Liability insurance coverage for all persons whom he employs or may employ during the course of the project. Such coverage shall be maintained for the duration of the contract and the warranty period and shall meet the most current requirements.*

Liability Insurance: The Contractor shall procure and maintain during the life of the contract, an Owner's Protective Liability Insurance Policy written with APS, its officers, agents and employees as named insured with the following limits.

*\$1,000,000 Bodily Injury and Property Damage per occurrence
\$1,000,000 Bodily Injury and Property Damage aggregate*

General Liability Insurance shall be provided with the following limits.

*\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal Injury and Advertising Injury
\$1,000,000 Each Occurrence
\$50,000 Fire Damage (any one fire)
\$5,000 Medical Expense (any one person) not a state requirement but preferred.*

If coverage is provided under Comprehensive General Liability prior to 11/85 ISO policy limits shall be:

*\$1,000,000 Bodily Injury and Property Damage combined per occurrence
\$1,000,000 Bodily Injury and Property Damage combined aggregate*

This policy must include premises/operations, independent contractors, products and completed operations, contractual liability covering the contract, broad form property damage including completed operations, personal injury and underground coverage if project requires underground operations.

The Contractor shall procure and maintain during the life of the contract, Automobile Liability Insurance with the following limits. Excess insurance or umbrella liability insurance will be acceptable in attaining the required limits.

\$1,000,000 combined single limit bodily injury or property damage per occurrence.

3. *Auto Insurance:* *Coverage must be on an "any Auto" basis or must include owned, hired and non-owned automobile coverage.*

Contractor shall carry professional liability and automobile liability insurance up to the limits of the Tort Claims Act, to-wit: In any action for damages against a government entity or a public employee while acting within the scope of his duties as provided in the Tort Claims Act (41-4-1 to 41-4-27 NMSA 1978), the liability shall not exceed:

- a. The sum of one hundred thousand dollars (\$100,000) for damage to or destruction or property arising out of a single occurrence; and*
- b. The sum of three hundred thousand dollars (\$300,000) for all past and future medical and medically-related expenses arising out of a single occurrence; and*
- c. The sum of four hundred thousand dollars (\$400,000) to any person for any number of claims arising out of a single occurrence for all damages other than property damage and medical and medically-related expenses as permitted under the Tort Claims; or*

d. *The sum of seven hundred fifty thousand (\$750,000) for all claims other than medical or medically related expenses arising out of a single occurrence.*

16. **Mandatory Specifications**

- What is considered a mandatory specification?

See page 3, Section 1.4.17 for definition of "Mandatory" Mandatory Specifications are listed on page 23-24, Section 4.5.1 through Section 4.5.8. Failure to comply with mandatory specifications will result in disqualification of the proposal.

17. **Oral Presentation/Interview (if required)**

- Section 4.5.4, Page 23. Oral Presentation/Interview of "Core Staff". Does this refer to the branch/administrative staff or to the health care professionals that would be servicing the school?

If oral presentations/interviews are required, APS will notify offeror(s) who needs to attend.

18. **Desirable Specifications**

- Section 4.6, Page 24. Desirable Specification – Can you elaborate on this section? What sections are considered desirable specifications?

Desirable Specifications on listed on page 24, Section, 4.6.1 through 4.6.2. Failure to respond to a desirable requirement will result in zero (0) points being awarded for that specification.

19. **Nursing References**

- Section 4.6.2, Page 25. Nursing References. The proposal should include three (3) external references from clients who receive similar serves. Does this refer to our company's references or to the health care professional that would be servicing the school?
- Section 4.6.2, Page 25. Please clarify whether the three external references should be for each Nurse candidate, or for the Albuquerque office of the company as a whole?

External references refer to the health care professional(s)/nursing candidate(s).

20. **Employee Benefits**

- Do you expect employee benefits to be active or available upon hire on October 1st? Do we have to provide benefits to employees that only work 20 hours per week which would be considered part time employees?

Employee benefits to be active October 1st or after award notifications has been sent.

See Section 2.3.28 New Mexico Employees Health Coverage, page 14.