



Notice of Information Item No. 1

Issue Date April 6, 2020

**Arlington Public Schools
Procurement Office**

Invitation to Bid 45FY20

Invitation to Bid Title: Nursing Services (RN, LPN, and CNA)

Invitation to Bid Number: 45FY20

Invitation to Bid Issue Date: February 26, 2020

Pre-Bid Conference: A Pre-Bid Conference will not be held for this Solicitation

Bid Closing Date/Time: April 17, 2020, Prior to 2:00 P.M.
(Local Prevailing Time)

Bid Opening Date/Time: Promptly Following Bid Closing

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The following information is provided to help Bidders submit a Bid in response to ITB 45FY20:

- Q1.** Are you currently working with any agencies providing RN, LPN and/or CNA services to your District?
A1. Yes.
- Q2.** Who are your current vendors and what prices do they charge?
A2. APS currently contracts with the following Contractors for these services at the rates shown below.

Contractor	Contract Type	RN Rate	LPN Rate	CNA Rate
Continuum Pediatric Nursing	Rider	\$64	\$46	N/A
Sunbelt Staffing	Rider	\$64	\$46	N/A
The Medical Team	Rider	\$64	\$46	\$30

Q3. What is the estimated budget for this [solicitation]? If unknown, please specify previous spending.

A3. APS is not advertising the budget for this solicitation. The previous spending for last school year was approximately \$800,000.

Q4. Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured?

A4. This requirement is not new. The solicitation 45FY20 is designed to award new Contracts for the upcoming school year as the existing Contracts are set to expire on June 30, 2020. Refer to A2 above for specifics regarding the current Contracts.

Q5. Please provide name of the current vendor. Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

A5. Refer to A2 for names of the current Contractors. The primary reason for this solicitation is due to the fact that there are no renewal options remaining on the existing Contracts.

Q6. Provide the total number of temporary staffs on current assignment? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

A6. APS currently has providers in place for the Categories listed below.

Contractor	RNs in Place	LPNs in place	CNAs in place
Continuum Pediatric Nursing	1	13	0
Sunbelt Staffing	0	0	0
The Medical Team	0	3	2

Q7. Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

A7. The current Contracts are established on the basis of Cooperative Procurement (Riders) via the Loudoun County Public Schools solicitation. The Proposals were not submitted to APS, but the Contract rates are shown in A2 above.

Q8. What are the most frequently used job categories in the subject matter ITB?

A8. RNs are the most frequently used services in the current solicitation; however, APS expects to see a decrease in the number of RNs and an increase in the amount of CNAs that are placed under the resulting Contracts.

- Q9.** What is the average length of the assignment?
A9. The length of assignments are typically for the length of the school year, ten (10) months long for approximately seven (7) hours per day.
- Q10.** Is there any preference to local vendor?
A10. Please refer to Section 9.4 of the Instructions to Bidders.
- Q11.** List of benefits current employees receiving from the incumbent.
A11. APS is not privy to what the benefits the individual RNs, LPNs, and CNAs may be receiving from the Contractors.
- Q12.** List of client mandates holidays
A12. Refer to Section 1.21 of the Terms and Conditions.
- Q13.** List of vacation and holidays current employees receiving from the incumbent.
A13. APS is not privy to what the individual RNs, LPNs, and CNAs may be receiving from the Contractors.
- Q14.** What is Mandate Living wage and Supplemental benefits.
A14. APS does not employ a mandated living wage in its Contracts, and APS is not privy to the supplemental benefits that the current Contractors may be providing to the individual RNs, LPNs, and CNAs.
- Q15.** Details on benefits package current incumbent providing to temp staff.
A15. APS is not privy to what the benefits the individual RNs, LPNs, and CNAs may be receiving from the Contractors.
- Q16.** Can we utilize same reference in all mentioned category's as we have provided all defined category's services to same vendor(s).
A16. Bidders may use the same reference in more than one Category, provided that the reference received the services for that Category from the Bidder.
- Q17.** Would you prefer references from public body over commercial one's?
A17. APS does not have a preference for one type of reference over another type.
- Q18.** Can the district please clarify how needs for FTE vendor supplied contractors will be disseminated to awardees post award?
A18. Refer to Section 1.1 of the Invitation.
- Q19.** Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?
A19. Refer to Section 9 of the Instructions to Bidders. The award is not based on evaluations points.
- Q20.** Can the district please provide evaluation criteria, with points or percentages for the determining areas of focus?
A20. Refer to Section 9 of the Instructions to Bidders. The award is not based on evaluations criteria.

- Q21.** How many vendors does the district expect to award a contract to for the services requested in this solicitation?
A21. Refer to Section 9 of the Instructions to Bidders. APS will award as many Contracts as deemed necessary meet the anticipated demand for the services.
- Q22.** Can the district please provide incumbent information and current bill rates for contracts in place for similar services?
A22. Refer to A2 above.
- Q23.** 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.)?
A23. The providers placed will have access to wifi, computers/laptops and printers provided by APS, not testing material or office supplies.
- Q24.** What travel between schools is expected for these providers?
A24. Typically the assignments are not itinerant in nature, meaning they do not involve travel between locations. The exception is Category D – Bilingual Teen Parenting Program Nurse (RN/LPN), this position will require travel between locations. The travel time is not billable however.
- Q25.** Can the district clarify how the personnel requested under this [ITB] will document charting?
A25. Each provider will be responsible for creating a documentation system for charting.
- Q26.** Can the district clarify if the personnel requested in this [ITB] will also be required to ride the bus, or if they will meet exclusively at the school?
A26. Typically, RNs, LPNs, and CNAs placed under the resulting Contracts will not be required to ride the bus with the student, but there are cases where the RN, LPN, or CNA will be required to ride the bus with the student.
- Q27.** Will the district accept licenses from other Compact States? ([ITB] lists only Virginia license)
A27. If the provider's license permits them to work outside of the state in which they are licensed APS would consider the provider licensed to perform the work n Virginia.
- Q28.** Can the district please clarify the expectations of the Nursing Supervisors?
A28. The Nursing Supervisors review the plans of care and ensure that the RN, LPN, or CNA assigned has the training and ability to implement the plan. The Nursing Supervisor also makes routine visits to the schools to ensure that the plan is being implemented routinely and correctly.
- Q29.** Are the Nursing Supervisors expected to manage the plan of care, or is that done through the IEP process?
A29. The Nursing supervisor is responsible for managing the plan of care.
- Q30.** Are they expected to update orders, or is that done by the school nurse?
A30. The Nursing Supervisor is responsible for updating the orders.
- Q31.** We have training mechanisms in place for 1:1 and Group School LPNs, but can the district clarify if there are any points of emphasis they expect from the pre-assignment training?
A31. The training should include using any equipment or procedures required for students.

Q32. Does this [ITB] include any mechanism to increase rate through the term of the contract (tied to CPI, annual, etc.), or can the vendor include an annual rate increase?

A32. Refer to Section 6 Contract Price Adjustment of the Agreement.

Q33. What are the incumbent rates for each current vendor for this service?

A33. Refer to A2 above.

Q34. My company is a staffing and recruitment firm. We recruit and staff medical professionals for our healthcare clients. Is Arlington Public Schools looking to engage in a contract with a staffing firm or firm that provides actual healthcare services?

A34. Historically, the Contractors APS has worked with have been staffing firms capable of providing qualified candidates to meet the demand for the services.

Q35. Why is the Contract out for bid? Is it required to be put out for bid?

A35. Refer to A4 above.

Q36. Is APS satisfied with the current provider(s) of services?

A36. Yes.

Q37. What would APS like to see with the awarded vendor and their approach to the request?

A37. APS expects Contractor to perform in accordance with the awarded Contract to the satisfaction of the requesting department and the students.

Q38. What factors will APS be considering when making an award?

A38. Refer to Section 9.1 of the Instructions to Bidders.

Q39. How many vendors is APS planning on awarding?

A39. Refer to Section 9.1 of the Instructions to Bidders.

Q40. If more than one, will there be primary, secondary, tertiary, etc. status for vendors?

A40. Refer to Section 9.1 of the Instructions to Bidders.

Q41. If more than one firm is awarded and there isn't a tier system, how will jobs get distributed to firms?

A41. Refer to Section 9.1 of the Instructions to Bidders.

Q42. What was the spend on this contract in 2017, 2018, and 2019?

A42. The respective spend for these services across the current and previous Contractors is provided in the table below.

Vendor	FY17 Spend	FY18 Spend	FY 19 Spend	FY20 Spend
Sunbelt Staffing	91,804.26	29,843.75	200,970.00	97,701.00
Maxim Health	493,499.93	563,224.64	474,847.24	2,924.51
Continuum Pediatric Nursing Services	209,756.25	50,788.75	77,900.00	454,310.75
The Medical Team	N/A	N/A	N/A	30,852.50

Q43. What is expected annual spend for this contract?

A43. Refer to A3 above.

- Q44.** Has APS contracted for these services in the past?
A44. Refer to A2 above.
- Q45.** If yes, what was APS charged?
A45. Refer to A2 above.
- Q46.** Who were/are the previous incumbent(s)?
A46. Refer to A2 above.
- Q47.** How many vendors does APS currently work with for health services recruitment?
A47. APS currently Contracts with 17 different Contractors for a range of 15 different assistive services for students.
- Q48.** Is this [ITB] seeking new firms to add on to the current vendor panel or bring in completely new vendors?
A48. Refer to A4 above.
- Q49.** Is APS seeking bidders with the lowest price? If not, what other considerations are they taking into account when evaluating proposals?
A49. Refer to Section 9 of the Instructions to Bidders.
- Q50.** Have the existing Contractors been able to meet all of your RN, LPN, and/or CNA needs?
A50. Yes, currently the existing Contractors have been able to meet the demands for the three Categories listed in this ITB. The exception has been the Category D – Teen Parenting Program.
- Q51.** How many nurses (FTE) did each vendor provide to your District for the current 2019-2020 school year?
A51. Refer to A6 above.
- Q52.** How many contract nurses (FTE) do you anticipate needing for the upcoming 2020-2021 school year?
A52. The estimated needs for the individual Categories for the upcoming 2020-2021 school year are reflected on the Bid Form pages 26 and 27.
- Q53.** Will assigned nurses have access to nursing/medical materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
A53. Yes.
- Q54.** Will assigned therapists have access to computers/ laptops and printers provided by your schools?
A54. Refer to A23 above.
- Q55.** What is the anticipated date of award for this ITB?
A55. The Contract will effectively start with the date of APS' Procurement Director's signature on the Agreement, which is anticipated to be July 1, 2020.
- Q56.** How are vendors notified of award?
A56. Refer to Section 11.1 of the Instructions to Bidders.

Q57. Do you require vendors to guarantee the provision of therapy services or is it understood that we will begin recruiting on a best effort basis?

A57. The Contractor will be expected to provide qualified candidates for available vacancies; however, APS recognizes that at times the Contractor will be recruiting to fill vacancies because they do not have a suitable candidate available for a given vacancy. Additionally as a Class 2 Mandatory Requirement, for each Category Bid, Bidder shall provide at least one (1) resumé of a prospective candidate to offer APS to fill a vacancy for that Category. For each candidate resumé the qualifications of the candidate should align to the Qualifications for that Category.

Issued By:

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