

QUESTIONS AND RESPONSES

RFP NO. 079-NN10 - IN-SCHOOL NURSING SERVICES (REGISTERED NURSING AND LICENSED PRACTICAL NURSING) – REBID

QUESTION #1: How many agencies are you seeking to award?

RESPONSE: The District may, at its sole discretion, select a primary and alternate agency to provide in-nursing services.

QUESTION #2: Section VI, G, 1, asks for agencies to provide evidence of licensure/certification to practice RT, RN or LPN services in the State of Florida. Is this referring to our company's business license or the licenses of our healthcare professionals?

RESPONSE: Healthcare professional licenses. The Agency's license is required to be submitted pursuant to Section VI (A).

QUESTION #3: Section VI, G, 1, asks for agencies to provide a copy of each RNs, and LPNs license/certificate and CPR card, as well as 2 professional references. Considering the size of this opportunity, that could entail a lot of documentation. Is there a minimum and maximum number the school district would like to see?

RESPONSE: The Agency must make an assessment as to the minimum number of nurses that it feels will be sufficient to perform the scope of services requested by the District and provide the documentation for each professional, as required.

QUESTION #4: The RFP mentions services for RT's but the amount of hours being requested is directed towards nurses. Will you be requiring RT's for the next school year?

RESPONSE: Yes, RTs will be required however it is on an as needed basis.

QUESTION #5: What is your current policy and procedure for implementing fingerprinting guidelines?

RESPONSE: The vendor will coordinate with the M-DCPS Fingerprint Office (1501 NE 2nd Avenue, Suite 141L, Miami, FL 33132).

QUESTION #6: How does the incumbent provide evidence to the school district that all contracted personnel assigned to a school have met the requirements under the Jessica Lunsford Act prior to being permitted to work? Is the school district happy with this process?

RESPONSE: All level 2 screenings must be done by M-DCPS personnel. The vendor will coordinate with the M-DCPS Fingerprint Office.

QUESTION #7: Section VI, C, asks for agencies ability to provide supervision of services on at least a monthly basis. Please elaborate on the desired supervision of services.

RESPONSE: Agencies are to provide a clearly defined clinical infrastructure to supervise, manage, and visit schools on a monthly basis.

QUESTION #8: How many Clinical Supervisors will be needed for this contract?

RESPONSE: It is the responsibility of the agency to determine the number of clinical supervisors needed in order to provide required services.

QUESTION #9: How many Clinical Supervisors are currently being utilized?

RESPONSE: Four (4).

QUESTION #10: Do Clinical Supervisors need to be licensed in the State of Florida?

RESPONSE: Yes.

QUESTION #11: Is the school district requiring full-time or on-site Clinical Supervision? Or could the supervision of services be conducted remotely (aka via phone)?

RESPONSE: It is the responsibility of the agency to determine and recommend the breadth and scope of Clinical Supervision.

QUESTION #12: Can the school district provide a job description for the Clinical Supervisor?

RESPONSE: There is not a specific job description for Clinical Supervisor and the agency should determine the breadth and scope of the Clinical Supervisor.

QUESTION #13: Will the Clinical Supervisor mentioned in the RFP be billable to the school district, or are they expected to be non-billable?

RESPONSE: The clinical supervisor is non-billable, as they are not providing direct nursing services to designated students.

QUESTION #14: Within the Description of Program section of the RFP, it states that other students may require in-house nursing services with the availability of an RN or LPN on-site for the Constant Monitoring/Continuous Supervision Model during regular school hours. Please explain the Constant Monitoring/Continuous Supervision Model.

RESPONSE: The Constant Monitoring/Continuous Supervision Model refers to students whose health-related needs require nurse expertise to monitor and provide services throughout the school day. These students will have an individual nurse assigned.

QUESTION #15: What is the school district's desired agency policy and procedure for nursing coverage when a child is absent from school?

RESPONSE: Scheduled nursing services for students who are absent from school are non-billable.

QUESTION #16: Section VI, I, requests that agencies provide a plan to provide training to school staff on the signs/symptoms of various conditions of the student population. How often would these trainings need to take place? Can you provide additional information regarding said trainings?

RESPONSE: Training by a registered nurse is needed in order for teachers/service providers to appropriately supervise students with health related needs. One or two child-specific trainings are typically needed for each student with nursing services during each school year.

QUESTION #17: Section VI, L, mentions an implementation plan. Please clarify what would be expected of the implementation.

RESPONSE: The implementation plan should describe how the agency will make preparation to fulfill the scope of this contract from the first day of rendering services to students, effective 01/06/14.

QUESTION #18: Will the school district extend the current October 3rd deadline for proposals?

RESPONSE: The deadline for submittal of proposals to the District has been extended to Tuesday, October 22, 2013, at 2:00 p.m.

QUESTION #19: Section VI, G states that all required documents listed in 1 and 2 should be presented in CD format. Please verify that documentation for items 1 and 2 are to only be submitted within the 10 electronic copies. Or should they be submitted on a CD in addition to the 10 electronic copies? If in addition to, how many copies of the electronic version of items 1 and 2 are being requested?

RESPONSE: **Ten (10) CDs containing only the nurse's licenses, resumes, CPR cards, references, etc. Ten (10) hard copies of all other required information/documentation must also be submitted.**

QUESTION #20: Your insurance requirements on page 9 contain a clause asking for Wavier of Subrogation on all policies. This is usually not required on Professional Liability policies, can you advise if this was a mistake?

RESPONSE: The waiver of subrogation does not apply to the professional liability insurance.

QUESTION #21: Are the insurance requirements on page 9 all inclusive or will there be additional requirements in the contract?

RESPONSE: There will be no other insurance requirements besides those specified in the RFP.

QUESTION #22: Medicaid requirements on page 11 – it appears we have to provide MDCPS with Medicaid codes in our documentation, will the school bill Medicaid on our behalf?

RESPONSE: M-DCPS captures Medicaid Fee-For-Service for nursing services provided.

QUESTION #23: Can we submit a list of exceptions?

RESPONSE: Exceptions will not be accepted on this solicitation.

QUESTION #24: Does M-DCPS do “cluster” staffing?

RESPONSE: The term “cluster” staffing is not clear to the district and, therefore, cannot be sufficiently addressed.

QUESTION #25: Approximately how many resumes do you want us to include on the CD?

RESPONSE: The CD must contain the number of resumes, licenses, and other required documentation that the Proposer determines will be sufficient to perform the scope of services.

QUESTION #26: Can you provide names and titles of those within the Miami Dade School System who will play a pivotal role in the ongoing process of the Nursing Services program?

RESPONSE: No response will be provided. This inquiry does not pertain to the specifications contained within the RFP.

QUESTION #27: Is the orientation/training for the school system and or Medicaid software billable?

RESPONSE: The orientation/training and documentation requirements are not billable as they are office procedures and not direct student services.

QUESTION #28: Under VI. Required Information to be Submitted by Proposer, Section G, will a print-out of the online verification of a nurse’s license from the State meet this requirement or are you requesting copies of the actual licenses?

RESPONSE: Yes, a copy of the actual nurses’ license is required. Online verification alone is not sufficient.

QUESTION #29: Under VI. Required Information to be Submitted by Proposer for sections where “provide policy or procedure” is listed, will statements explaining the vendors process and procedures for these situations meet this requirement?

RESPONSE: Yes.

- QUESTION #30:** Page 5: Points 2 and 3 – You are requesting background checks and skills checklists to be submitted for every nurse. If nurses cannot get the authorization request form back to us allowing us to run the background check or they don't complete the skills checklist by the submittal deadline, will the resumes we submit still be taken into consideration?
- RESPONSE:** No, due to the scope of this contract it is necessary to ensure the agency is ready to provide the full scope of services beginning on 1/6/14.
- QUESTION #31:** What assurances do we have that the school district will award the bid this year? This is the third time the bid has been released and the two years prior no award was made and no feedback was given as to why.
- RESPONSE:** No response will be provided. This inquiry does not pertain to the specifications contained within the RFP.
- QUESTION #32:** What agencies currently provide nursing services?
- RESPONSE:** In-School Nursing services are currently being provided by Integrity Health Services, on an emergency basis.
- QUESTION #33:** What are the rates for RT, RN and LPNs from the incumbent supplier?
- RESPONSE:** \$22 per hour for RN/LPN/RT.
- QUESTION #34:** How often does the current agency submit their invoices?
- RESPONSE:** Monthly.
- QUESTION #35:** What are your current payment terms?
- RESPONSE:** Payments will be generated by the agencies account payable department within 30 days of completion of services. An invoicing schedule will be established in collaboration with the successful Proposer.

QUESTION #36: What is the expected student to RN/LPN ratio?

RESPONSE: Nurse to student ratios are based on the intensity of the student needs as documented on the Physician's Referral for In-School Nursing Services form and, therefore, will vary.

QUESTION #37: Are the RN/LPNs required to be with the students all hours during the school day?

RESPONSE: Frequency of in-school nursing services varies based on individual student needs.

QUESTION #38: Does the agency that submits a proposal have to be Medicaid certified?

RESPONSE: No, however, proof of experience and knowledge of the Florida Medicaid policies and procedures is required.

QUESTION #39: In general, wherever used throughout the RFP, what type of evidence or documentation will meet the requirement that a bidder-agency "provide evidence" to sufficiently document a response under the RFP? For example, can a bidder-agency in support of a response submit an affidavit containing an attestation which addresses any of the "Required Information to Be Submitted by Proposer" of Article VI of the RFP?

RESPONSE: Evidence includes, in part, written documentation which clearly communicates the ability of the proposing agency to comply with the all aspects of the proposal.

QUESTION #40: In general, wherever used throughout the RFP, what is the definition of "employs" and "employees"? For example, do the terms "employs" or "employees" include the employment by a bidder-agency of "1099 employees" or "per diem" employees?

RESPONSE: No, employees (W-2) refer to nurses hired under the proposing agency and therefore are not subcontracted (1099).

QUESTION #41: How does M-DCPS define the term “in sufficient numbers” as found in Article V, Paragraph 6, of the RFP?

RESPONSE: The Agency must make an assessment as to the minimum number of nurses that it feels will be sufficient to perform the scope of services requested by the District

QUESTION #42: How does MDCPS define the term “a large urban school district” as reflected in Article V, Paragraph 6 of the RFP? For example, does M-DCPS contemplate bidder-agency experience with a school district composed of a minimum number of “schools” or a minimum number of “students” or both?

RESPONSE: Both.

QUESTION #43: Are there any “definition of terms or words” that the Office of Exceptional Student and Student Support (“OESSS”) uses that are incorporated into the RFP? If so, where can the Bidder-Agency access the definition of terms or words”?

RESPONSE: The Office of Exceptional Student Education and Student Support is not aware that any term has been used that may require a specific definition, however, an agency may refer to the Individuals with Disabilities Education Act (IDEA) for general information regarding provision of services to students with disabilities.

QUESTION #44: As to Article VI (A) (2): is the reflected “five (5) years of experience” period requirement applicable to “skilled nursing service” only, or is the “five (5) years experience” period applicable the remaining areas of “experience” reflected in that section?

RESPONSE: Five (5) years of experience providing skilled nursing services is required.

QUESTION #45: As to Article VI (A) (4): what “type” or “form” of evidence or documentation will fulfill the requirement of the section that the “Proposer currently employs enough staff to cover the schools...”? For example, is a current “personnel roster” sufficient to support the response or will the number of resumes submitted as part of the RFP response be suffice?

RESPONSE: A personnel roster is not sufficient but may be submitted as supporting documentation to the required documents listed as follows: resume/profile sheet, license certificate, CPR card, and at least two professional references.

QUESTION #46: As to Article VI (B) referencing the Jessica Lunsford Act in contrast to Article VI (G) (2) referencing “AHCA Level 2 Background screening”: will the standards for fingerprinting and background checks described in Florida Statute § 435.04 (2013), titled Level 2 Screening Standards meet the requirements of this section and the RFP in general wherever background screening or criminal background check is mentioned? Or, must the Bidder-Agency meet the requirements of Section 1012.465, Florida Statutes; Section 1012.467 Florida Statutes; and, Section 1012.468, Florida Statutes in order to meet the requirements of this section and the RFP?

RESPONSE: Florida State Statutes 1012.467 requires contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds, must meet Level 2 screening requirements by submitting fingerprints to a Florida public school district through the Florida Department of Law Enforcement and Federal Bureau of Investigation and retained in the repository of fingerprint records (Florida Shared School Results Systems), which is accessible by each Florida public school district.

QUESTION #47: As to Article VI (F): what type of “agency of similar size and complexity” is contemplated under this section? And, how does MDCPS define the term “similar size and complexity” under this section?

RESPONSE: More than one year experience working as a liaison with any school district is acceptable.

QUESTION #48: As to Article VI (L): does M-DCPS have any “minimum requirements” in relation to the information that should be reflected in the “implementation plan” contemplated in this section?

RESPONSE: An implementation plan is not referenced in section L.

QUESTION #49: As to Article VIII: is there a specific “model” used by MDCPS to be provided to the Committee for purposes of its evaluation duties under the RFP? If so, where can bidder-agencies access this “model”?

RESPONSE: A model will not be provided to the evaluation committee.

QUESTION #50: As to Article VIII: with regards to the “Other Criteria” section in Article VIII:

(a) Does the “one (1) year period” apply to all three (3) requirements reflected (pediatric, bilingual capability, and MWBE) or just to the “pediatric experience”?

(b) If for example a bidder-agency meets the one year “pediatric experience” and “bilingual” requirement but does not meet the “MWBE” requirement, will the bidder-agency receive none of the available five (5) points under that section; or, will the bidder-agency be able to receive some (but not the maximum) points under the “Other Criteria” section? If yes, how will the point range be determined by the Committee if the bidder-agency meets some but not all of the requirements reflected in the “other Criteria” section of Article VIII?

RESPONSE: Each committee member will individually score points based on the proposal submittal.

QUESTION #51: As to Article X: does the bidder-agency have to provide proof of the insurance related requirements of Article X “contemporaneously” with the award of the contract, or after the announcement of the award of the contract but before the execution of the contract between the selected bidder-agency and MDCPS?

RESPONSE: At the time an award is made, the successful proposer shall be responsible for providing the School Board with certificates of insurance which indicate that insurance coverage has been obtained and meets the requirements.

QUESTION #52: As to Article X: will the successor bidder-agency be responsible for providing evidence of Worker’s Compensation insurance coverage of a MWBE it allots a portion of the contract services to in the event a MWBE is sub-contracted by the selected bidder-agency?

RESPONSE: No.

QUESTION #53: Will the selected bidder-agency be allowed to “sub-contract” (not defined as “assign”) any or all portions of the services to be provided under the RFP to:

(a) An unaffiliated entity; or,

(b) An affiliated entity (“Affiliated” for purposes of questions (a) and (b) means not owned [wholly or partially] but rather

associated under a joint venture, a joint participation agreement, or any other type of agreement whereby the selected-bidder agency and the entity have a contractual relationship in connection with the performance of services under this RFP); or,

- (c) A subsidiary (wholly or partially owned) entity of the selected bidder-agency; or,
- (d) A “parent company” of the selected bidder-agency?

RESPONSE: NO.

QUESTION #54: In order to meet any or all obligations of the “staffing requirements” or “performance of services” as described in the RFP, will the selected bidder-agency be able to use, hire, or employ independent contractors (also known as 1099 employees) instead of full time employees (also known as W-2 employees)?

RESPONSE: No.

QUESTION #55: As described in Article XXI, titled Davis-Bacon Act Labor Standards (the “Act”), of the Instructions, does the Act (or any related federal law or Miami-Dade County Ordinance) apply to this RFP? If yes, please identify the federal or Miami-Dade County Ordinance by name or section cite?

RESPONSE: No.