



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

RFP NUMBER: **122064**

RFP TITLE: **Temporary Nursing Services**

RFP DEADLINE: **Wednesday, August 3, 2022**
2:00 p.m. (CST)

**PROPOSALS
MUST BE
UPLOADED TO:** **Purchasing Bid Dropbox**
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

**DIRECT
ALL INQUIRES TO:**

Megan Rogan
Purchasing Officer
(608)283-1487
rogan.megan@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response
(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document | <input type="checkbox"/> Cost Proposal
(Separate from RFP Response) | |

DATE ISSUED | July 7, 2022

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1.0 RFP OVERVIEW

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

[There will not be a vendor conference.](#)

1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
July 7, 2022	RFP Issued
July 25, 2022	Last day to submit written inquiries (2:00 p.m. CST)
July 27, 2022	Addendums or supplements to the RFP posted on the Purchasing Division website
August 3, 2022	Proposals due (2:00 p.m. CST)
August 2022	Vendor Selection/Award

1.5 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Organizational Capabilities (Section 3.4)	35%
Staff Capabilities (Section 3.5)	35%
Cost	Percent
Cost (Section 4)	30%
Total	100%

1.6 Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlrb.gov and <http://werc.wi.gov>

Purchasing

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 Scope of Services/Specification Overview

Overview

The Dane County Department of Human Services supports a temporary shelter program for vulnerable persons (VPH). Guests currently stay at the Microtel Inn & Suites (2139 E Springs Dr, Madison, WI 53704). The purpose of this RFP is to find a provider that can provide temporary nursing services at this site for up to 10 people of varying needs.

Scope of Services

The overall goal of the COUNTY is to ensure prompt availability of clinically proficient professional nursing services (at the Certified Nursing Assistant (CNA) level) to guests residing in the COUNTYs Vulnerable Population hotel on an as needed basis.

The CNA's main role will be to assess, monitor, and care for up to 10 guests of the hotel that have been referred by the COUNTY during a 12-hour shift. Overnight care is not needed. The CNA's will also be expected to communicate all updates and changes in care with the on-site service provider for the hotel shelter program.

The awarded PROVIDER shall recruit, interview, select and employ applicants qualified, in PROVIDERs sole judgement, to provide Nursing Personnel. As the employer, PROVIDER shall:

- Compute and pay all wages and withhold applicable Federal, State and local taxes and Federal Social Security Payments
- Remit any employee withholdings to the proper government authorities and make employer contributions for Federal FICA and Federal and State unemployment insurance payments
- Pay its Nursing Personnel any benefits or other fringe benefits for which they qualify
- Provide for liability, fidelity and Workers Compensation insurance coverage

QUALIFICATIONS

The PROVIDER shall have, at a minimum, three (3) years of successful experience providing temporary Registered Nurse (RN), Licensed Practical Nurse (LPN), or Certified Nursing Assistant (CNA) who have current licenses or certification in the State

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

of Wisconsin. Greater consideration will be given to proposers with more than five (5) years successful experience providing such temporary personnel.

PROPOSERS shall document their communication system (both during regular business hours and after hours services) for immediate problem resolution in the event of PROVIDER staff not reporting for shifts as scheduled. Time frames, methods of contact and agency procedures must be included.

PROVIDER shall have access to all, and provide all necessary equipment and the organizational capacity and technical competence necessary to complete all specifications listed in the scope of services.

ORGANIZATIONAL CAPABILITY

The PROVIDER Shall:

- Provide an adequate number of competent, properly trained CNA personnel with sufficient supervision to provide the required services at all times. The PROVIDER shall provide all personnel with a complete set of specifications and schedules to ensure required services are completed.
- Have the capability to assign temporary CNA Nursing Staff who would be expected to work up to a 12-hour shift (inclusive of a one hour lunch), although shorter or longer shifts may be requested depending on the COUNTYs needs.

LICENSES and CERTIFICATION

Nursing Personnel assigned to the COUNTY shall possess the necessary licenses, certificates or other applicable permits needed to perform the services that are requested by the COUNTY, and that if any such license, certificate or permit is suspended or revoked during the term of this Agreement, PROVIDER shall notify COUNTY in writing and the Nursing Personnel affected will be replaced.

It shall be the responsibility of the PROVIDER to verify the selected Personnel's licensure, certification, education and work experience to assure they are competent and possess the skills and experience that match requirements for the requested assignment.

The COUNTY agrees that it will possess the necessary licenses, certificates or other applicable permits needed for the Nursing Personnel to perform the services requested by the COUNTY and that if any such license, certificate or permit is suspended or revoked, the COUNTY will notify the PROVIDER immediately in writing.

Nursing Personnel shall only be placed in assignments that match the job description for which the PROVIDER assigns them.

All nursing services shall be performed in a professional manner in accordance with accepted and recognized treatment practices and in strict compliance with all local, state and federal codes, ordinances, laws and policies.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

COMPETENCY REVIEW

PROVIDER shall conduct and finalize the pre-employment of the nursing personnel's competence based on the techniques, procedures, technology and skills needed to provide care, treatment and services to the populations served by the COUNTY upon completion of the PROVIDER orientation. It shall be the responsibility of the COUNTY to cooperate in a review or evaluation of each provider, relative to the provider's ability to perform specific job functions upon completion of employee's assignment or shift.

ORIENTATION OF STAFF

PROVIDER shall provide all new staff with an orientation to the PROVIDERs policies and procedures. It shall be the responsibility of the COUNTY to orient assigned staff to its rules and regulations and to acquaint them with PHMDC policies and procedures including dress code, physical layout, and equipment.

INCIDENT, ERROR, TRACKING SYSTEM

Upon notification of incidents and/or errors, PROVIDER shall document and track all unexpected incidents, including errors, sentinel events and other events, such as injuries and safety hazards related to the care and services provided, utilizing its data gathering tools. Information gathered, tracked and analyzed is shared and reported appropriately to customers, regulatory bodies and the Joint Commission as required.

REQUIREMENTS FOR STAFF SPECIFIED

The requirements of Staff sent to the COUNTY by the awarded PROVIDER are to be determined by the COUNTY. It is the PROVIDERs obligation to comply with the requirements of the COUNTY by supplying Staff that have the documented competencies, credentials, health screening and experience to satisfy the requirements specified by the COUNTY in order to deliver safe care to the population being served.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 Attachment A – Vendor Information

3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

3.3 Organizational Overview

Please provide the following:

- The company's full name, address, main telephone, and appropriate contact information, including e-mail address.
- A brief historical perspective of your company (years in business, growth via mergers and acquisitions, key industry innovations)
- What are your company values?
- Describe your corporate culture. How does the firm differentiate itself from the competition?

3.4 Organizational Capability

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects and dates. Describe the organizations capacity to meet or exceed the needs outlined in section 2.2 in a timely manner.

3.5 Staff Qualifications

Identify key leaders of your firm that will be assigned to the COUNTY's account. Provide a synopsis describing the educational and work experience for each of the key staff who will be involved in your proposals leadership

3.6 References

Proposers must include in their proposal a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.