



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

City County Building
210 Martin Luther King Jr. Blvd. Room 425
Madison, WI 53703-3345

GREG BROCKMEYER
Director of Administration

CHUCK HICKLIN
Controller

Date: July 27, 2022
To: All Proposers
Subject: Addendum #1 - RFP #122064 – Temporary Nursing Services

The following questions were received and responses are provided:

1. Our providers are registered nurses (RNs). Your RFP asks for CNAs - **are RNs acceptable?**

RNs are acceptable, however, this may impact the competitiveness of the proposal because CNAs is the service level needed to provide the service.

2. Can you clarify the status of patients in the program in general: e.g. **are they typically bed-ridden, able to manage their own ADLs and personal hygiene?**

Clients have varying service level needs. None are bed-ridden, however, many need assistance with ALDs and personal hygiene.

3. We use video+audio telehealth self-service kiosks to give patients/guests access to RNs. This allows for lower cost and greater accessibility (24/7). We are currently live with this solution at homeless shelters in Dane County. **Is a self-serve telehealth solution acceptable for this RFP?**

No.

4. Our company has been operating for just over two years, but our nurse staffing partner has been operating for over 5 years. **Would we meet the requirement for three years of experience as a Provider?**

Yes.

5. Kindly specify total number of FTE's working and current \$ value spent.

1 FTE per shift with some slight overlap for hand-off.

6. Please confirm if we need to submit live resumes required with certification/licenses for RN Assessment, C.N.A./R. A or just samples or is this required after Award & How many resumes we need to submit?

Resumes may be provided after award and will not be used as part of the scoring criteria.



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7. Kindly clarify what kind of equipment are required from proposal?

Personal PPE, gloves, items of that nature.

8. Please specify what job positions are required RN, LPN, CNA or we need to provide job positions as per mentioned in Cost Proposal i.e., RN Assessment & CNA/R.A?

Currently, only need is for CNA.

9. The Cost Proposal lists both R.N and CNA/RA. Is this RFP for one individual CNA position as outlined in the RFP section 2.2 ?

The current need is for CNA's only

10. What is the length of time of this agreement?

The current agreement length is confirmed through September 30, 2022 with the potential to extend.

11. What is the estimated budget for this RFP? If unknown, please specify previous spending.

The budget is unknown. Spend in 2022 has been \$39,000.

12. Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

No. Pain point has been staffing the site.

13. Kindly provide the format of the proposal.

No format is specified. Proposal can be submitted via Word or PDF document with each section requested clearly labelled.

14. Is there any preference to the local vendor while evaluating the proposal?

YES. Per section 1.10 of the RFP General Guidelines and Terms & Conditions and Dane County Ordinance, a local vendor automatically receives 5 points toward their evaluation score.



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15. Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.

CNA Certification

16. Kindly confirm what Attachments/Forms are required to be submitted with the proposal so to avoid compliance issues.

**Attachment A – Vendor Information Form
Proposal Response
Cost Proposal**

17. Is this multi or single award?

Single

18. Please provide previous 3 years spending.

This is not available, as this is a new service in 2022

19. Kindly specify the working hours required for the current positions?

Flexible – 8am-8pm

20. Kindly provide total number of temporary staffs working on current assignment?

Two CNAs.

21. How many references are required by county?

Minimum of 3

22. Is it mandatory to provide sub-contractor?

No

23. Kindly explain the meaning of Rate Differential & percentage (%) in cost proposal?

The Rate Differential % needs to be submitted for Night, Weekend, and Holiday Hours.

24. Kindly explain the mode of submission, we need to submit our response on portal i.e., "Bid Dropbox" or we need to e-mail on Bids@Countyofdane.Com.

Please see section 1.6 of the RFP Document for submittal instructions.



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25. Are hourly rate ranges acceptable?

No. Please provide the highest possible rate for the cost proposal. If proposer provides a range, we will take the highest rate to score the cost portion of the proposal.

26. Please provide a copy of the proposal of the previous vendors providing temporary staffing, including rate/cost sheets.

There are no previous proposal's, as this is the first time this services has gone out to bid.

27. Our providers are registered nurses (RNs). Your RFP asks for CNAs - **are RNs acceptable?**

RN's are acceptable, however, this may impact the competitiveness of the proposal because CNAs is the service level needed to provide the service.

28. Can you clarify the status of patients in the program in general: e.g. **are they typically bed-ridden, able to manage their own ADLs and personal hygiene?**

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No.

30. Our company has been operating for just over two years, but our nurse staffing partner has been operating for over 5 years. **Would we meet the requirement for three years of experience as a Provider?**

This would be acceptable, as long as the partner providing the service meets the requirement.



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Please acknowledge receipt of this addendum by checking the "Addendum #1" box on **Attachment A – Vendor Information** of your bid submission. If you have any questions regarding this addendum, please contact me via phone or email as listed below.

Sincerely,

Megan Rogan
Purchasing Officer
608-283-1487
rogan.megan@countyofdane.com