

**CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
REQUEST FOR PROPOSALS FOR THE PROVISION OF
TEMPORARY NURSING SERVICES
PIN: 16ID000400R0X00**

ADDENDUM NO. 1

APRIL 23, 2015

This Addendum revises language in the RFP and contains answers to questions received by the Agency by the Question/Clarification Deadline of April 13, 2015. Except as otherwise stated below and by any subsequent Addenda to the above-referenced RFP, the RFP remains unchanged.

A. Revisions to the RFP: Deletions are crossed out; new language is bolded.

a. Section III.B.1.b. (page 4):

The contractor would:

Demonstrate that the majority of RNs on their staffing roster have at least two (2) years of experience in ~~facilities licensed under Article 28 of the New York State Public Health Law~~ **a hospital** and/or pediatric care setting. Greater consideration would be given to proposers that demonstrate that the majority of the RNs on their staffing roster have more than five (5) years of such experience.

b. Section IV.A.2.a.ii.: (page 9):

Demonstrate that the majority of RNs on their staffing roster have at least two (2) years of experience in ~~an Article 28~~ **a hospital** and/or pediatric care setting. Greater consideration would be given to proposers that demonstrate that the majority of the RNs on their staffing roster have more than five (5) years of such experience.

B. Questions and Answers: Annex A to this Addendum No. 1 contains answers to the consolidated and unduplicated questions received by DOHMH in connection with the RFP for Temporary Nursing Services (PIN 16ID000400R0X00) by the Question/Clarification Deadline.

C. Revised Acknowledgement of Addenda: Annex C to this Addendum No. 1 contains a revised Acknowledgement of Addenda form. Proposers are instructed to complete this version of the Form, and submit it with their Proposal.

Annex A

Below are answers to the consolidated and unduplicated questions received by DOHMH in connection with the RFP for Temporary Nursing Services (PIN 16ID000400R0X00) by the Question/Clarification Deadline:

Question 1

Can you clarify if the statement below is required “only” for RNs with 2 years’ experience in the state of NY or “throughout the United States?”

Demonstrate that the majority of RNs on their staffing roster have at least two (2) years of experience in facilities licensed under Article 28 of the New York State Public Health Law and/or in a pediatric care setting. Greater consideration would be given to proposers that demonstrate that the majority of the RNs on their staffing roster have more than five (5) years of such experience.

Answer: Please see the revised language on page 1 of this Addendum No. 1.

Question 2

Section II: Part B says the contract period is for 3 yrs. and Part C says the total max funding for the contract period is \$1,500,000.

Section III: Part B, 2 (a & c) state that up to 18 RNs, 7 days a week, up to 8 hours shifts for each nurses

When you multiply 18 nurses x 7 days = 126 nurses per week x 8 hrs = 1008 hour per week of billing x 52 weeks = 52,416 hours per year of billing

If it’s \$1,500,000 for the 3 years of funding, \$500,000 per year, then the reimbursement (bill) rate would be $\$500,000/52,416 \text{ hours} = \9.54 per hour

If it’s actually \$1,500,000 per year of funding, using the same numbers above, the reimbursement rate would still be only \$28.62/hour

Answer: Section III.B.2.a. specifies that the contractor would have the capability to provide DOHMH, as-needed and within 24 hours of a request, within 24 hours of a request, up to 18 temporary nurses per day, seven days per work, to work at any site, *and* have the capability to provide additional nurses as needed within 48 hours of a request. The actual number of temporary nurses required at any given time may be more or less than 18 nurses, depending upon the agency’s needs.

Question 3

The agency received multiple questions concerning the incumbent vendor for temporary nursing services, including requests for the name of the vendor, contract number, term, rates, dollar amounts, expenditures and incumbent performance. Below is the information the agency will share with potential providers in this Addendum:

Answer: The current vendor for these services is The Execu/Search Group, contract number 816 20111432102. The contract term is 1/1/11 – 12/31/15, and the total value of the contract is \$1.5 million. It is anticipated that the full contract amount will be expended by the end of the contract period.

Question 4

How many clinics/Work Sites does the DOHMH have that will need Temp Nursing Services? What are the exact names of the facilities that these Nursing Services would take place?

Answer: As per the RFP, there is one Immunization clinic operated by DOHMH that might require temp nursing services (see Appendix B): Fort Green Health Center. However, depending upon the circumstances, there may be multiple other work sites (“outbreak response and vaccination outreach sites,” Sections II.A., III.A., III.B.2.a) throughout New York City.

Question 5

What is the main cause or reason to send this project to bid?

Answer: The current contract expires 12/31/15, and NYC procurement rules require that the services be competitively re-solicited.

Question 6

What is the annual budget for this project?

Answer: It is anticipated that the annual budget for this work will be \$500,000 (\$1.5 million divided by three years).

Question 7

Will the Department of Health and Mental Hygiene only be selecting one vendor or will multiple vendors be selected to manage this contract?

Answer: As indicated in Section II.A., DOHMH expects to make one contract award from this RFP.

Question 8

Is there an employee currently in the position or is it a new position?

Answer: Temporary Nursing Services are currently contracted out by DOHMH.

Question 9

What are the locations?

Answer: Fort Greene Health Center, 295 Flatbush Ave. EXTENSION, Brooklyn NY 11201. The contractor would serve other sites as needed and requested by the agency.

Question 10

How many nurses does DOHMH need?

Answer: As indicated in Section III.B.2.a. of the RFP, the contractor would be able to provide, with 24 hours notice, up to 18 temp nurses per day, 7 days per week, and also have the ability to provide additional nurses, as needed, within 48 hours of a request.

Question 11

What type of nurses?

Answer: As indicated in Section III.B.1.a., DOHMH requires that all nurses be Registered Nurses (RNs) with current licenses in New York State.

Question 12

Are we required to bid on all positions?

Answer: Proposers must propose to provide all work described in the RFP.

Question 13

What is the breakdown of 2nd languages required? As in, what percent are Spanish, Russian, etc.?

Answer: The most common languages spoken by patients at the Fort Greene clinic include: English (38%), Spanish (18%), Mandarin (6%), French (4.8%), Bengali (4%), Haitian-Creole (3.3%) and Russian (3%). These percentages are from the first quarter 2015. The proportions may differ at off-site locations. As indicated in Section III.B.2.d.iii., the contractor would, at minimum, have the capability to assign temporary RNs who are

bilingual in English and one of these commonly needed languages: Haitian-Creole, Spanish, French, Russian, Mandarin and/or Cantonese Chinese, Korean and Arabic.

Question 14

In reference to page 4, ability to provide additional nurses as needed within 48 hours. Please provide additional information – numbers, situations?

Answer: DOHMH may need additional nurses due to staff shortages, or when the agency is activated for an emergency. The number of temp nurses required in such situations varies depending upon needs.

Question 15

What is the computer system used?

Answer: DOHMH uses an in-house electronic health record that is web-based. Training for the system will be provided to temp nurses in advance of placement in a work assignment.

Question 16

Page 5, what is the Article 28 mandated trainings?

Answer: At this time, Article 28 trainings are:

Domestic Violence, Child Abuse, Infection Control, Right to Know, Blood-Borne Pathogens, HIPAA, EEO, Confidentiality Training and Medicaid Compliance. The contractor would need to ensure completion of these and any other trainings that are designated as Article 28 trainings during the course of the contract.

Question 17

Page 5, is a National Provider Identifier required for RNs? This requirement is for Advanced Practice.

Answer:

All temporary RNs must have an up-to-date National Provider Identifier number in order to facilitate billing for Medicare and Medicaid patients.

Question 18

Will changes/modifications be allowed to any terms or requirements? How do we propose any modifications?

Answer: DOHMH expects that proposers will agree to provide the services stipulated in the RFP, and to agree to the City's standard contract terms and conditions as indicated in Appendix A.

Question 19

If a potential vendor has been providing all its services through a contract with the NYC Department of Education, Office of School Health (OSH), can OSH personnel provide references?

Answer: As indicated in Section IV.A.2.a. (bottom of page 9), reference letters from DOHMH personnel are not acceptable for the purposes of this RFP.

Question 20

The amount stipulated in the contract is \$1.5 million. Is this annually or for the term of the contract?

Answer: As indicated in Section II.C. of the RFP, this is the anticipated total maximum funding for the three-year term of the contract.

Question 21

Should Proposer A receive a score significantly above the cut-off for a technically viable proposal (e.g. 98%), while Proposer B just passes, for example, receiving a score of only one point above the cut-off for a technically viable proposal, but Proposer A 's price is somewhat higher than that of Proposer B, will DOHMH automatically select Proposer B, a lowest price, but minimally qualified proposer, as in a bid, or will it first approach the higher priced, more qualified proposer for price negotiations as is typical in an RFP?

Answer: As indicated in Section V.C. of the RFP, an award will be made to the proposer offering the lowest price per technical point above the natural break in scores or cut-off for technically viable proposals (average technical score 70 and above), whichever is higher. Contract award shall be subject to the timely completion of contract negotiations between the Agency and the selected proposer, and a determination of both vendor responsibility and administrative capability.

Question 22

How many vendors submitted proposals for the contract that is ending December 31, 2015?

Answer: 32 proposals were received.

Question 23

What are payment terms for this contract?

Answer: The anticipated payment structure for the contract is described in Section III.C. of the RFP.

Question 24

What is the anticipated decision/selection date for this RFP?

Answer: DOHMH anticipates that a selection will be made by Fall 2015.

Question 25

Can we use subcontracting for Nursing Service?

Answer: No. As indicated in Section II.A, "it is anticipated that there will be no subcontracting under the contract that results from this RFP."

Question 26

Is it ok if we have the same nurses or we have to replace the nurse? Or we can have the same nurse but they have to rotate?

Answer: Assignments of nurses should coincide with the requirements described in Sections III.B.3.b. and III.B.3.c. of the RFP.

Question 27

Is experience required?

Answer: The experience requirements are detailed in Section III.B.1. of the RFP.

Question 28

What does the term Direct and Indirect Costs refer to?

Answer: This refers to all contractor costs associated with performing the work of the contract.

Question 29

What is connection between addendum and RFP?

Answer: Any addendum to the RFP will provide additional information, clarifications, or revisions related to the RFP.

Question 30

What is required in the Doing Business form?

Answer: Proposers must complete all information on the Doing Business Data Form, unless a Form has been previously files. See Annex B to this Addendum (Doing Business Accountability Project – Questions and Answers about the Doing Business Data Form) for more information.

Question 31

Are only RNs required? Can we use LPNs?

Answer: DOHMH requires RNs. LPNs may not be substituted.

Question 32

Please define exactly what is required for the background check.

Answer: DOHMH requires that the contractor conduct a background check on each potential temporary RN prior to any DOHMH assignment. At minimum, the background check must consist of: National Criminal Background, Arrest Direct Background, and License Verification-Sanctions.

Question 33

Are the immunization clinics open on weekends? Only in emergencies?

Answer: The clinic is not open on weekends. However, it may open in an emergency.

Question 34

Do many assignments last longer than 2 weeks?

Answer: Yes

DOING BUSINESS ACCOUNTABILITY PROJECT
QUESTIONS AND ANSWERS ABOUT THE DOING BUSINESS DATA FORM

What is the purpose of this *Data Form*?

To collect accurate, up-to-date identification information about organizations that have business dealings with the City of New York in order to comply with Local Law 34 of 2007 (LL 34), a campaign finance reform law. LL 34 limits municipal campaign contributions from principal officers, owners and senior managers of entities doing business with the City and mandates the creation of a *Doing Business Database* to allow the City to enforce the law. The information requested in this *Data Form* must be provided, regardless of whether the organization or the people associated with it make or intend to make campaign contributions. No sensitive personal information collected will be disclosed to the public.

Why have I received this *Data Form*?

The contract, franchise, concession, grant or economic development agreement you are proposing on, applying for or have already been awarded is considered a business dealing with the City under LL 34. No proposal or application will be considered and no award will be made unless this *Data Form* is completed. Most transactions valued at more than \$5,000 are considered business dealings and require completion of the *Data Form*. Exceptions include transactions awarded on an emergency basis or by “conventional” competitive sealed bid (i.e. bids that do not use a prequalified list or “Best Value” selection criteria.) Other types of transactions that are considered business dealings include real property and land use actions with the City.

What individuals will be included in the *Doing Business Database*?

The principal officers, owners and certain senior managers of organizations listed in the *Doing Business Database* are themselves considered to be doing business with the City and will also be included in the *Database*.

- **Principal Officers** are the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Operating Officer (COO), or their functional equivalents. See the *Data Form* for examples of titles that apply.
- **Principal Owners** are individuals who own or control 10% or more of the organization. This includes stockholders, partners and anyone else with an ownership or controlling interest in the entity.
- **Senior Managers** include anyone who, either by job title or actual duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any contract, concession, franchise, grant or economic development agreement with the City. At least one Senior Manager must be listed or the *Data Form* will be considered incomplete.

I have already completed a *Doing Business Data Form*; do I have to submit another one?

Yes. An organization is required to submit a *Doing Business Data Form* each time it enters into a transaction considered a business dealing with the City, including contract, concession and franchise proposals. However, the *Data Form* has both a Change option, which requires only information that has changed since the last *Data Form* was filed, and a No Change option. No organization should have to fill out the entire *Data Form* more than once.

If you have already submitted a *Data Form* for one transaction type (such as a contract), and this is the first time you are completing a *Data Form* for a different transaction type (such as a grant), please select the Change option and complete Section 4 (Senior Managers) for the new transaction type.

Will the personal information on this *Data Form* be available to the public?

No. The names and titles of the officers, owners and senior managers reported on the *Data Form* will be made available to the public, as will information about the organization itself. However, personal identifying information, such as home address, home phone and date of birth, will not be disclosed to the public, and home address and phone number information will not be used for communication purposes.



I provided some of this information on the VENDEX Questionnaire; do I have to provide it again?

Yes. Although the *Doing Business Data Form* and the VENDEX Questionnaire request some of the same information, they serve entirely different purposes. In addition, the *Data Form* requests information concerning senior managers, which is not part of the VENDEX Questionnaire.

What organizations will be included in the *Doing Business Database*?

Organizations that hold \$100,000 or more in grants, contracts for goods or services, franchises or concessions (\$500,000 for construction contracts), or that hold any economic development agreement or pension fund investment contract, are considered to be doing business with the City for the purposes of LL 34. Because all of the business that an organization does or proposes to do with the City will be added together, the *Data Form* must be completed for all transactions valued at more than \$5,000 even if the organization doesn't currently do enough business with the City to be listed in the *Database*.

No one in my organization plans to contribute to a candidate; do I have to fill out this *Data Form*?

Yes. All organizations are required to return this *Data Form* with complete and accurate information, regardless of the history or intention of the entity or its officers, owners or senior managers to make campaign contributions. The *Doing Business Database* must be complete so that the Campaign Finance Board can verify whether future contributions are in compliance with the law.

My organization is proposing on a contract with another firm as a Joint Venture that does not exist yet; how should the *Data Form* be completed?

A joint venture that does not yet exist must submit a *Data Form* for each of its component firms. If the joint venture receives the award, it must then complete a form in the name of the joint venture.

How long will an organization and its officers, owners and senior managers remain listed on the *Doing Business Database*?

- **Contract, Concession and Economic Development Agreement holders:** generally for the term of the transaction, plus one year.
 - **Franchise and Grant holders:** from the commencement or renewal of the transaction, plus one year.
 - **Pension investment contracts:** from the time of presentation on an investment opportunity or the submission of a proposal, whichever is earlier, until the end of the contract, plus one year.
 - **Line item and discretionary appropriations:** from the date of budget adoption until the end of the contract, plus one year.
 - **Contract proposers:** for one year from the proposal date or date of public advertisement of the solicitation, whichever is later.
 - **Franchise and Concession proposers:** for one year from the proposal submission date.
- For information on other transaction types, contact the Doing Business Accountability Project.

How does a person remove him/herself from the *Doing Business Database*?

When an organization stops doing business with the City, the people associated with it are removed from the *Database* automatically. However, any person who believes that s/he should not be listed may apply for removal. Reasons that a person would be removed include his/her no longer being the principal officer, owner or senior manager of the organization. Organizations may also update their database information by submitting an update form. Removal Request and Update forms are available online at www.nyc.gov/mocs (once there, click MOCS Programs) or by calling 212-788-8104.

What are the new campaign contribution limits for people doing business with the City?

Contributions to City Council candidates are limited to \$250 per election cycle; \$320 to Borough President candidates; and \$400 to candidates for citywide office. Please contact the NYC Campaign Finance Board for more information at www.nycffb.info, or 212-306-7100.

The *Data Form* is to be returned to the City office that issued it.

If you have any questions about the *Data Form* please contact the Doing Business Accountability Project at 212-788-8104 or DoingBusiness@cityhall.nyc.gov.

ANNEX C

ATTACHMENT C
ACKNOWLEDGEMENT OF ADDENDA
TEMPORARY NURSING SERVICES
PIN: 16ID000400R0X00

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated April 23, 2015

Addendum # 2, Dated _____, 200__

Addendum # 3, Dated _____, 200__

Addendum # 4, Dated _____, 200__

Addendum # 5, Dated _____, 200__

Addendum # 6, Dated _____, 200__

Addendum # 7, Dated _____, 200__

Addendum # 8, Dated _____, 200__

Addendum # 9, Dated _____, 200__

Addendum #10, Dated _____, 200__

Part II

_____ No Addendum was received in connection with this RFP.

Part III

Proposer's Name: _____ Date: _____

Signature of Authorized Representative: _____