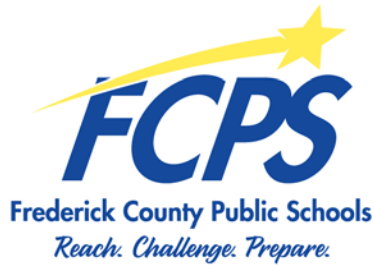


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June 7, 2022

ADDENDUM 1
RFP 22MISC13, Contract Service Agencies for Private Duty Nursing

REVISED DUE DATE: June 13, 2022 at 11:00 A.M.

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal package and any resultant contracts for the above bid.

1. Please be advised that the due date has been revised. The due date will be June 13, 2022, prior to and no later than 11:00 A.M., local time at <https://secure.procurenow.com/portal/fcps>.
2. This Addendum includes the following attachments(s):
 - a. Questions Received with Responses (3 pages)

Thank you for your interest in bidding with Frederick County Public Schools.

Kim Miskell

Kim Miskell, CSBO
Assistant Purchasing Manager

KM/kl

Attachment

cc: RFP File

RFP 22MISC13, Contract Service Agencies for Private Duty Nursing

Questions Received with Responses

1. If Maxim would like to make exceptions to the contract how are we to submit these?
Vendors taking exception to any terms in this bid solicitation must so state in writing as part of their bid response. FCPS will consider all exceptions and retains the right to reject the bid for any reason if not in the best interest of Frederick County Public Schools.
2. How does FCPS make the decision on which agencies and nurses are assigned to the students that need care?
 - a. Referencing page 29-4e
FCPS reaches out to bid providers to determine availability of nurses for specific assignments. If a parent requests a student to remain with an at home provider, we make every effort to honor that request. There are many factors involved in determining which agency is selected to provide care. Importantly, agencies who have qualified nurses available to provide care at the time of need will be selected. If nurses are unavailable through our bid agencies, we work with non-bid agencies to provide appropriate staff or may hire internally or through staffing agencies.
3. What will FCPS be providing the nurses with in regards to “usual and customary equipment.” Is the agency responsible for providing anything specific that FCPS will not be providing?
 - a. Referencing page 30
The agency/parent is expected to provide all needed medical equipment needed for the individual student. We expect the nurse to have a stethoscope and other assessment related equipment. Desks, chairs, and other standard equipment will be provided by the school.
4. What is the current ranking of the agencies that FCPS works with?
 - a. Referencing page 31
Please reference www.fcps.org and navigate to the Solicitations and Awards link → Awarded Solicitations → 18MISC10 → BOE Recommendation
5. Can you identify what price control regulations mean? Where does the agency find this information?
 - a. Referencing page 10-4a
Price controls are government mandated minimum or maximum prices set for specific goods and services. Price controls are put into place to manage the affordability of goods and services on the market. FCPS is not aware of any currently published governmental price control list. FCPS looks at the commodity and/or service being solicited and researches to ensure that there is no current price control established by the government.
6. Could you provide some clarity on the liquidated damages portion of the RFP?
 - a. Referencing page 20-26 b&d
Should the awarded vendor fail to provide the services for which we have a signed contract, FCPS may obtain replacement services and bill the vendor for the difference.
7. Under our current contract with FCPS, it has allowed our agency to use FBI/CJIS backgrounds for the nurses working with the students will this continue to meet your guidelines? What is the cost of the backgrounds under this?
 - a. Referencing page 22-31a
No. The state CJIS has recently advised FCPS that all contracted employees will need to report to FCPS for fingerprinting and background checks.
8. Can you confirm that Maxim Healthcare will retain our current students regardless of bid outcome?
 - a. Referencing page 28-4a
While we can never guarantee specific assignments, we generally are not looking to make any changes with students who have nursing in place.

9. Our nurses do not clock out while eating on shift for our PDN patients. If the nurses are continuing to care for the patient during this time can you please clarify if it is a requirement they clock out? This is not how we are currently completing school shifts. If the nurse is to clock off their shift who is responsible for caring for the patient during this time?
 - a. Referencing page 29-4f
We do not require nurses to clock out when they are continuing to provide care for students.
10. Please explain the “school base nursing requirements” that are expected to be reviewed via orientation with the nurse prior to the first shift.
 - a. Referencing page 30-4n
These requirements are individually school based but nothing that is not covered in our MOU.
11. Do we need automobile liability if our nurses are not driving our students at any time?
 - a. Referencing page 33-9e
Yes.
12. How frequently are we expected to provide records? Is this expected to be printed/mailed like a record request or scanned/uploaded?
 - a. Referencing page 40-iiiie
Daily nursing notes and Medication Administration records need to be provided to the FCPS School Health staff at the school a student attends. In the MOU, daily is the language, however, because the nurse continues the shift on the bus ride home, we allow nursing note to be turned in weekly. They can be handed to the school health nurse by the PDN or faxed to the school with Attention to the School Nurse. Any other documentation pertinent to the student during the school day should be available upon request.
13. Who are the current vendors providing services?
Please reference www.fcps.org and navigate to the Solicitations and Awards link → Awarded Solicitations → 18MISC10 → BOE Recommendation
14. Are your current vendors meeting your needs?
Yes. We are rebidding at this time because the current contract will expire on June 30, 2022.
15. How will vendors be notified of award?
All vendors who submitted a proposal are notified of award or non-award status via email within 48 hours of the Board of Education meeting date at which the award is made.
16. Do you anticipate awarding one or multiple vendors?
The total number of awards will depend on the number of qualified bidders. As indicated in the bid solicitation, page 28, #4a. “FCPS currently has contracts with four agencies for 13 students, valued at an approximated \$1,000,000 per annum. The current year’s assignments will not automatically transfer to other agencies qualified under this procurement. FCPS staff will review each of the student’s needs and associated costs prior to modifying existing agreements.”
17. What are the current hourly bill rates by vendor?
See answer to #1 above.
18. If we provide per eval rates, does the district require vendors to provide all of the assessments? **I am not familiar with the term “per eval rates.” I do not understand the question.**
19. How many billable hours are in a school day?
There are 7 hours in a school day.
20. What is the anticipated # of full-time or # of part-time positions?
This varies from year to year and through the school year. FCPS averages between 10 and 20 students per year who utilize PDNs to attend school.

21. Is the vendor expected to have a clinic or local office?
The vendor shall have an office located in the Maryland, DC, Virginia, West Virginia, or Pennsylvania.
22. Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?
On site, in-person.
23. Will assigned candidates have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
The agency/parent is expected to provide all needed medical equipment needed for the individual student. We expect the nurse to have a stethoscope and other assessment related equipment. Desks, chairs, and other standard equipment will be provided by the school.
24. Will assigned therapists/candidates have access to computers/laptops and printers provided by your schools?
No.
25. Do you require resumes of potential contracted therapists/candidates to be included in our submission?
No, only resumes or curriculum vitae for the company's liaison and clinical supervisor to FCPS listed in the questionnaire.
26. Do you require the therapists/candidates license verification to be included in our submission? No.
27. Can pricing increase during the term of the contract?
Please reference page 28, #3 Pricing of the bid solicitation.
28. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?
There is currently no travel needed between schools. Some assignments, however, require the nurse to accompany the student to and from their school. The PDN must accompany any assigned student when riding the school bus whether to and from school or on a school field trip.
29. Does the school district reimburse for mileage?
FCPS does not pay mileage to, from or between contract assignments. Reference page 28, #3. Pricing of the bid solicitation.