



Purchasing Services

PROPOSAL #P06-014

PROVIDE TEMPORARY NURSING SERVICES FOR UNIVERSITY OF MEDICINE
AND DENTISTRY OF NEW JERSEY, UNIVERSITY WIDE

ADDENDUM #1

November 16, 2005

The University of Medicine and Dentistry of New Jersey is seeking contractors to Provide Temporary Nursing Services for University of Medicine and Dentistry of New Jersey, University-wide, scheduled to open on November 30, 2005 at 2:00 P.M.:

Change: Page 2, Section 1.1.2 Intent – first sentence to read: It is the University’s intent to make an award in line with the University’s needs for nursing services at the UMDNJ, University-wide.

I. Answers to written questions received.

1. Question: Page 34, Section 7.1; there is a request for a gear up and transition plan-realizing that there may be immediate needs for nursing to be filled when the new award begins, will we know or need to know what they currently are, so this request in section 7.1 can be addressed?

Response: See Section 4.2 of the RFP for 90 day transition period.

2. Question: Is this a blanket contract, or individual contracts for agencies?

Response: This is a direct individual contract for award to multiple contract vendors.

3. Question: Are we required to name the sub contracting agencies now?

Response: Yes

4. Question: What type of documented experience are you seeking for regarding the Bidder’s experience in successfully providing temporary nurse staffing services of a similar size and scope?

Response: Provide a listing of previous client references (Section 7.8) similar in scope and size with UMDNJ.

5. Question: What type of documentation is required for HIPAA Compliance?

Response: Provide validations of HIPAA training and complete the Business Associate Agreement in Section 9 of the RFP.

6. Question: There are 29 Nursing disciplines currently listed. What is your projected need for each of the 29 disciplines listed in 2006?

Response: ER – 80%, Medical Surgical – 15% and OR – 5%.

7. Question: Page 3, Section 1.2, Background; "Current man hours for this service are approximately 42,000 per year." Is a breakdown by discipline (RN, LPN, EMT, and CNA) available?

Response: 90% Nursing and 10% other services.

8. Question: Page 15, Section 3.9, Immediate Need; "It is understood that many of the requests for temporary nursing services are generated on an immediate-need basis. Immediate-need notification is defined as a request to fill a temporary nursing need in less than two hours." Will you consider a proposal that offers RNs and LPNs for a minimum of eight (8) week full-time assignments?

Response: No

9. Question: Page 38, Section 7.1.4, Supervisory Personnel: "Provide below the bidder's plan for implementation and use of on-site supervisory staff during the gear-up and transitional period." Is it mandatory that bidder offer supervisory staff on-site at UMDNJ during the gear-up/transition and/or lifetime of the contract?

Response: Delete - on-site supervisory staff not required.

10. Question: Additionally, under the Freedom of Information Act (FOIA) and Public Records Act, we are requesting all information (authorized cost not to exceed \$15.00) on current contracts for temporary nursing services at UMDNJ. If you can provide routine information including prior bid year; bid price per hour; total hours bid; total dollar amount of contract; contractor name, address, phone number and/or line item breakdown, please consider the FOIA request withdrawn.

Response: CoWorx is the current on-site temporary staffing contractor with subcontractors for nursing services. Current vendor rates for this service are available for review by appointment only with the buyer.

11. Question: Page 2, Section 1.2; Does RFP include requirement for services for Robert Wood University Hospitals in New Brunswick, Camden, Hamilton, Cherry Hill and other locations in New Jersey?

Response: This request is for all facilities within UMDNJ including some affiliates.

12. Question: Page 3, Section 1.2 Can you give us a breakdown of man-hours requirement for RN's LPN's EMT's, and CNA's? Also can you provide a breakdown of hours for each specialty in RN category?

Response: See response to question #6.

13. Question: Page 5, Section 1.4.10.1; Can you provide us a list of contractors who are currently providing temporary nursing services for the University and what are their hourly billing rates for each RN specialty and other job categories?

Response: See response to question #10.

14. Question: Page 14, Section 3.7; What is your definition of a week? Does the week start from 7:00 am shift on Monday?

Response: The shift begins on Sunday through Saturday.

15. Question: Page 15, Section 3.10 to 3.12; What is your cancellation policy? Do you cancel a scheduled shift prior to start of the shift and, if yes, how many hours in advance of or prior to start of the shift?

Response: Contractor must provide 2 hour cancellation notice prior to start of the shift.

16. Question: Page 16, Section 3.15 and Page 61 Section 8.0; Since this is a three year contract and in Section 8.0, we are asked to provide rates for each of the three (3) years, will the prices in second and third year be adjusted for the second and third year based upon Consumer Price Index using the prices quoted for the second and third year in Section 8.0. Or the prices will be adjusted using first year prices in Section 8.0 and if this is the scenario, what is the purpose of asking a bidder to provide prices for second and third year?

Response: Delete – Section 3.15, and provide projected pricing for the 3 years in accordance with the current year Consumer Price Index.

17. Question: Page 17, Section 3.20; Is the rollover from the Contractor to the University mandatory or at University discretion? What if the agency nurse does not accept University employment and in this situation can the agency nurse continue to work at the Hospital?

Response: Yes, rollover from the Contractor is at the discretion of UMDNJ.

18. Question: Page 18, Section 3.21; What are the prevailing parking fees? Can you give an approximate range?

Response: Parking for Temporary staff is \$20.00 per month.

19. Question: Page 3, "Background" paragraph #1; please provide an estimated breakdown of the estimates 42,000 man hours of work by physical location. University Hospital, & other locations etc. based on past utilization?

Response: See response to question #7 and most hours are at University Hospital.

20. Question: Page 3, "Background" paragraph #1, please provide an estimated breakdown of the 42,000 man-hours by discipline (#RN hours, #LPN hours, # CNA hours, # EMT hours) based on past utilization? Where did these nurses work according to physical location in #1 above? This is key for price cost averaging due to the difference in cost of living zones throughout NJ.

Response: See responses to questions #6 and #7.

21. Question: Page 61 thru 66, "Inpatient nursing", etc. please indicate what the past utilization is by category 1 thru 28 for the 42,000 man hours projected based on past history. In other words, how many hours projected for 1. Adult Critical Care, 2. Adult and Pediatric Care, Etc. inclusive -thru #. 28 Advanced Practice Nurse?

Response: See response to question #7.

22. Question: Page 31, 6.0 "contract award" How many agencies (Contractors) do you plan to award contracts? (i.e.: the state selected the top 10 out of 42 bidders and ranked according to price after they met the qualifications).

Response: It is the University's intent to make awards in line with the University's needs for nursing services.

23. Question: Pages 61 thru 66, "Hourly Rates". Please clarify what you mean by "First Year Hourly Rate" Second year hourly rate" and "third year hourly rate"? I am confused because on page 16 Section 3.15 "Consumer price Index Adjustment", it refers to an annual rate increase based upon anniversary date of the contract and based on an unknown percentage number of CPI # and this is in conflict with annual pricing set on pages 61-66 for each category.

Response: See response to question #16.

24. Question: Where is the bid to be dropped off? Is it the same location on the bid cover page 335 George Street?

Response: Yes, submit or mail your sealed response to UMDNJ, Purchasing Department, Liberty Plaza, 335 George Street, 2nd Floor, New Brunswick, New Jersey.

25. Question: Page 16, Section 3.15 - Consumer Price Index Adjustment; Please clarify the UMDNJ policy on annual price changes during the contract term. This section appears to say that prices will be adjusted annually based on the CPI. Section 8 (Price Sheet And Supporting Detail) asks the bidder to supply prices for each year of the contract. Are we to supply prices for each year of the contract or just a first year price with subsequent increases tied to the CPI?

Response: See response to question #16.

26. Question: Page 17, Section 3.18 - Manpower Guarantees; Please clarify how the 48-hour notification of inability to provide services works and relates to the cut-off response time on Page 16, Section 3.13. For every requirement provided by UMDNJ, which may be for immediate need (today) or for a future need (several weeks out), if the vendor cannot fulfill this need, must the vendor send in a written response that they could not fulfill it? For example, on needs for personnel in less than 48 hours, it doesn't seem that the 48-hour notification would apply. On longer-term needs, it seems that the cutoff response time would apply since it may give the vendor more than 48 hours to respond. Also if the vendor cannot designate coverage within 48 hours, shouldn't they continue to work on the need if it was not fulfilled?

Response: Delete; Section 3.18 – Manpower Guarantees

27. Question: Page 38, Section 7.1.4; This section requires the Contractor to manage, supervise and control the work performed by Contractor's personnel and seems to conflict with Section 3.0 Scope Of Work where it states that personnel will be under the supervision of hospital charge nurses and other hospital personnel. Please clarify?

Response: The University staff will provide supervision only.

28. Question: What are the percentages utilized for RNs, LPNs, CNAs, and EMTs for the 42,000 hours?

Response: See response to question #7.

29. Question: What is the approximate number of positions used for the 42,000 hours?

Response: See response to question #7.

30. Question: Can I set up an appointment to review the rates that are currently charged for these positions?

Response: See response to question #10.

31. Question: What are the locations that the candidates will be working at?

Response: See response to question #11 and Additional information about the University, its multiple locations, schools and healthcare facilities is available at: <http://www.umdnj.edu/homepage/index.html>

32. Question: Will travelers staff all specialties listed in pages 61 through 67?

Response: Yes, travel nurses may be included for all specialties listed, provided they have the accreditation, certification, license and experience required for the position.

33. Question: Will a contract follow award of the RFP?

Response: No, see Section 4.3 of the RFP.

34. Question: Page 14, 3.6 Orientation - How long is orientation? Are there orientation materials needed by assigned providers prior to the assignment? Are there orientation materials unique to individual work sites or common to all work sites?

Response: Orientation is approximately 1-2 weeks. Yes, there are orientation materials and specific materials unique to each work site.

35. Question: Page 17, 3.18 Manpower Guarantees - Does this apply to travelers? If the Contractor notifies the University that they are unable to provide temporary services in less than 48 hours, is there a penalty?

Response: See response to question #26.

36. Question: Page 18, 4.12: Will amendments be accepted or is it UMDNJ's intent that this RFP be accepted 'as is'?

Response: No, the RFP response will be accepted as received.

37. Question: Page 22, 4.14: Form of Compensation and Payment - Does "electronic invoices" just sent by e-mail or is there something else involved? What format is required for the weekly Excel spreadsheet? Or, is it simply a spreadsheet with those required elements?

Response: The electronic invoice is submitted via e-mail to the University and the excel or similar spreadsheet can be combined with the invoice in order to keep track of each department request, purchase order and temporary person's weekly hours worked.

38. Question: Page 28, 5.3: What electronic format should we submit the response: e-mail, CD, etc?

Response: Provide CD format.

39. Question: Page 30, 5.7.2: What format would you like the comprehensive listing of labor categories: SIC, DOT or generally accepted classifications, etc?

Response: UMDNJ, has own job descriptions and job categories; please see UMDNJ, web site at www.umdnj.edu/hrweb - compensation section.

40. Question: Page 34, 7.1: What is the current staffing plan under the current contract and to what sort of operation will it transition?

Response: See response to question #1.

41. Question: Page 36, 7.1.2: Will bidders be required to staff all services, service categories and other work elements as detailed in the Scope of Work?

Response: No, only the services you can provide.

42. Question: Page 38, 7.1.4: How will on-site supervisory staff be used? What transition is involved?

Response: See response to question #9.

43. Question: Page 43, 7.4: Will on-site supervisors be required in addition to staffing specialties listed on pages 61 through 67?

Response: No.

44. Question: Page 44, 7.5: Will on-site supervisors be required in addition to staffing specialties listed on pages 61 through 67?

Response: No.

45. Question: Page 13, Section 3.3.1 – Will your managers sign our time sheets in addition to your forms?

Response: Yes.

46. Question: Page 14, Section 3.6 – How many hours of orientation do you require?

Response: See response to question #34.

47. Question: Page 14, Section 3.7 – Is your week based on 40 hours? Our business model is base off a 48 hour or a 60 hour weekly guarantee. Will you accept our model?

Response: The workweek depends on the schedule and location the temporary staff is assigned. No, we will not accept a vendor model.

48. Question: Page 15, Section 3.9 – Immediate need – Are you looking mainly for Per-diem staffing to fulfill your nursing needs?

Response: Yes.

49. Question: Page 25, Section 4.19.2 – Will you provide badges for our staff working at UMDNJ?

Response: Yes.

50. Question: Page 25, Section 4.19.4 – How extensive of a background check do you require?

Response: Background check must include State and Federal criminal check, OIG-GSA, academic credential and primary source license verification.

51. Question: Can one bid for some part of the nursing specialty without bidding for the other parts? For example, can an agency put a bid for Medical Surgical nursing and Psychiatry nursing without bidding for ICU or ER, etc. is that allowed?

Response: Yes.

52. Question: Page 14, Section 3.3.4 – Must the minimum one year of professional/clinical experience be US experience?

Response: No.

53. Question: Page 15, Section 3.9 – If a company is not able to fill requests for immediate need RN's are they still eligible to bid for long-term placements?

Response: Yes.

54. Question: For long term placements, would UMDNJ be willing to sponsor foreign-trained RN's for green cards?

Response: No.

55. Question: Page 2, Section 1.2 – Must temporary nursing services be provided to all campuses?

Response: Yes.

56. Question: Page 11, Section 3.1.18 – Please clarify “Nurses will never submit schedules with only minimum staffing”

Response: Delete this sentence.

57. Question: Page 13, Section 3.3.1 – Will UMDNJ send vendors all time sheets to verify shifts? The Contractor's personnel shall complete and sign University time sheets, when required to do so.”

Response: No and yes.

58. Question: Page 14, Section 3.4.1 – If an individual at Facility X resigns from Company A and seeks employment with Company B, will they be restricted from working at Facility X for the term of the contract?

Response: No, unless there is a performance problem.

59. Question: Page 14, Section 3.6 – How long is the orientation program; where is it offered? Page 25, Section 4.19.4 – What is the scope of the criminal background checks, i.e. County or Statewide?

Response: See responses to questions #34 and #50.

60. Question: Page 17, Section 3.16 – will CHAP accreditation be adequate? Or must it be JCAHO? Also, can the personnel files be maintained at our offices and be accessible to UMDNJ for audit?

Response: Must be JCAHO and UMDNJ must have copies of the files.

61. Question: Page 18, Section 3.21 – What is the cost of on-site parking at each facility?

Response: See response to question #18.

62. Question: Page 21, Section 4.12 and Page 26, Section 4.20 – Please clarify the difference?

Response: Both are the same – delete Section 4.20.

63. Question: Page 28, Section 5.3 – Can electronic copy be disc or e-mail?

Response: Provide CD copy.

64. Question: Page 30, Section 5.7.2 – Please clarify “...perform additional work and/or special projects?”

Response: Additional work or special projects is in accordance with the services requested in the RFP throughout the university only.

65. Question: Page 35, Section 7.1.1 – The award date and the operational date is 1/1/06. Is this correct?

Response: Yes.

66. Question: Page 37, Section 7.1.3 – Does the orientation differ from that mandated by UMDNJ?

Response: See response to question #34. Orientation is to be the same.

67. Question: Page 38, Section 7.1.4 – Please clarify, definition as to “use of on-site supervisory staff during the gear-up and transitional period.” Does on-site refer to Contractor’s site or UMDNJ campus?

Response: See response to question #9.

68. Question: Does Contractor’s malpractice insurance requirement need to be increased for specialty areas, i.e. Nurse Anesthetist, Flight Nurse, etc.?

Response: Malpractice Insurance of \$1million/\$3million will be acceptable.

69. Question: How many agency personnel has UMDNJ hired in the past year?

Response: This information is not available.

70. Question: How many contracts will be awarded?

Response: See response to question #22.

71. Question: What is the anticipated volume of hours in each category?
Response: See response to question #7.
72. Question: Who are the current vendors providing temporary nursing services to UMDNJ?
Response: See response to question #10.
73. Question: What are the current bill rates for all temporary nursing services detailed in the RFP?
Response: See response to question #10.
74. Question: The travel nurse - do you want them to be a graduate of the US or another country and how many years of experience is required in US?
Response: Travel nurses can be a graduate from another country but must be licensed in New Jersey and have one (1) year of recent acute care experience in the Unites States.

CHANGE: Page 64, Item #19 Title to Read: Normal Nursery Nurse.

DELETE: All Reference to On-Site Supervision in Section 7.0.

BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Denise Council at (732) 235-9060 if you have any questions regarding this addendum.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.