



**ADDENDUM 1
Vendor Questions and Answers
Request for Proposals 19RFP108**

Issue Date: February 22, 2019

1. How many providers does the district currently anticipate needing?
There are currently two healthcare agencies providing private duty nurses. The purpose of this RFP is to ensure a pool of qualified agencies to provide services as demand requires.
2. What was the annual expenditure from this contract for the last school year?
Approximately \$300,000 was spent on private duty nurses last school year.
3. How many students will be receiving services, by discipline, under this RFP?
Services will be for students eligible for special education. Number of students is to be determined and is confidential due to FERPA.
4. What would be the payment terms of the district for this RFP?
Agency must submit appropriate supporting documentation attached to invoices on a weekly basis. The requirements for reimbursement of PDN services by the Agency are indicated on the Private Duty Nursing Documentation Requirements. Failure to comply with these standards will result in a delay of payment to the Agency.
5. In the event that the district will find a permanent employee of the district and our services will no longer be needed, will the district provide the awarded vendor with a 30-day termination written notice?
It is the intent of the District to contract with outside agencies that will provide private duty nurses.
6. How will proposals be evaluated and weighted?
See section V. COMPETITIVE SELECTION / EVALUATION for details.
7. Have your current providers been able to meet all of your needs?
Yes, they've met and performed all of the requirements indicated in the RFP.
8. Are resumes requested or required with our proposal or at the time of the award? If is permissible to submit resumes, fingerprints, and licenses of potential candidates after the contract is awarded?
It is required for agencies to submit all required documents related to qualified nurse candidates as indicated in the RFP at time of award.

9. How many contracted hours of services were utilized last year?
Approximately 6050 hours of contracted services.
10. Does the district provide the equipment/materials to be used for services?
No, it's the responsibility of the parents and healthcare agency to provide and maintain all of the equipment and materials needed to support the student.
11. How much lead-time will selected agencies have to prepare for interviews?
On average, we're giving agencies at least 4 school days to find a private duty nurse for a new student.
12. Please provide a list of current vendors, respective rates, and how many providers were provided by your current vendors.
Maxim (RN = \$50/hr; LVN = \$38.00/hr)
Epic (RN = \$48.00/hr; LVN = \$36.00/hr)
The number of providers is FERPA protected because it discloses the number of students requiring a private duty nurse.
13. Are therapists required to utilize a service log to notate direct and indirect services hours?
See Appendix 3 of the RFP.
14. Is the district open to new graduates?
The Agency must be responsible for orientation and training of the RN or LVN to the healthcare needs of the assigned student requiring PDN. The Agency is responsible for the supervision of their RNs and supervision of the LVN's by a Registered Nurse (RN) as mandated per the regulations from the Board of Nurse Examiners and is the responsibility of the Agency. All RNs or LVNs need at least two (2) years of verifiable experience.
15. Will the district provide supervision for new graduates?
Agency must provide the supervision of LVN's by a Registered Nurse (RN) as mandated per the regulations from the Board of Nurse Examiners and is the responsibility of the Agency.
https://www.bon.texas.gov/practice_scope_of_practice_lvn.asp
16. Is a bond required?
No, a bond is not required to provide a PDN for students with medical needs.
17. Is this a new need?
No
18. If not a new need, are there current vendors?
Yes, we currently have contracts with Epic and Maxim. The purpose of this RFP is to ensure a pool of qualified agencies to provide services as demand requires.
19. If current vendors, are you satisfied with their performance?
Yes, they are currently meeting the requirements of their existing contract based on the previous RFP.
20. What is the expected need?
Meet and perform all of the requirements stated in the RFP.

21. What are the current rates of pay?
Maxim (RN = \$50/hr; LVN = \$38.00/hr)
Epic (RN = \$48.00/hr; LVN = \$36.00/hr)
22. Is the vendor required to be a Home Health Care Agency?
No, as long they meet and perform all of the requirements stated in the RFP.
23. We are currently licensed to provide home health services in California and Washington, but not in Texas. We are licensed in the State of Texas and can contract with school districts as a Nurse Registry Agency. Will we be eligible to submit a bid for Private Duty Nursing Services 19RFP108 if we do not currently have a Texas Home Health License?
You must be licensed in Texas in order to be considered.
24. Is this solicitation open to a "Travel" nursing agency or are you looking for an established medical operation?
Answer Pending
25. If Travel, do contracts with selected nurses run for the entire school year? Are any days/hours guaranteed?
Answer Pending
26. Based on the request to "provide 3 nurses by name" for an assignment (VI, 7), can the back-up nurses change over time as they may take other positions?
Answer Pending
27. Section (VI, 9) requests RN supervision of any LVNs. Is this RN supervisory position billable? Supervision of LVNs is not billable.
Answer Pending
28. What is the spend for the contract as specified? If current figures not available, what was spent last year?
Approximately \$300,000 was spent on private duty nurses last school year.
29. How many providers will be awarded?
The number of awards is determined by the number of students requiring a private duty nurse. The purpose of this RFP is to ensure a pool of qualified agencies to provide services as demand requires.
30. How many staff are currently employed in the position specified and how many do you forecast as needed next year?
The number of private duty nurses is FERPA Protected because it discloses the number of students requiring a nurse. It is extremely difficult to project future numbers because there's no existing system notify the district of transferring students from other districts.
31. How many positions are currently open?
A private duty nurse has been assigned to each student requiring a private duty nurse. Agencies will be notified as soon as a student with medical needs enrolls in the District.

32. Will current temporary staff flip to the awarded company?

No

33. What is the current bill rate per hour you are paying the position specified (RN & LVN)?

Maxim (RN = \$50/hr; LVN = \$38.00/hr)

Epic (RN = \$48.00/hr; LVN = \$36.00/hr)