



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS RFQ 071924JKG Nursing Services Pre-K

1. What are the specific Insurance Policy requirements for providing Nursing Services?
Please see posted RFQ.
2. How many agency Nurses were utilized last school year?
Five
3. How many vendors will be selected to provide services?
One
4. What are the vendor's names that provided services last school year?
Sunbelt
5. What are the bill rates for last year's vendors?
\$56 per hour for RNs and \$46 per hour for LPNs.
6. How many points are allocated to local vendors?
There is not a requirement for the vendor to be local, as long as the nurses are local.
7. Can we provide commercial client references?
Yes, if the reference can attest to your company's ability to provide the services outlined in the scope of services.
8. Will the district accept electronic signatures on all forms and documents?
Due to changing processes per the superintendent, electronic signatures may or may not be accepted.
9. When is the estimated contract award date, and how will the district communicate award status to vendors?
The estimated contract award date is unknown at this time. However, the services shall begin after the contract has been fully executed and after issuance of the "Notice to Proceed" via email.
10. How many vendors does the district expect to award a contract to for the services requested in this solicitation?
One
11. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?
Sunbelt-- \$56 per hour for RN and \$46 per hour for LPN.

12. What is the expected amount of full-time vendor supplied (SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's, LPN's and SLI's) needed during the 2023-24 SY?
Four
13. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (SPED Teachers, School Psychologists, Social Workers, SLP's, OT's, PT's, RN's, LPN's and SLI's) utilized during the 2022-23 SY?
Total amount of billing - \$194,000 for 5 RNs/LPNs
14. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (Wi-Fi, computer access, testing material, office supplies, etc.)?
The vendor will be required to provide basic nursing equipment to its staff (stethoscope, blood pressure monitor, thermometer, pulse oximeter, shoes, scrubs, and PPE), laptop. The district will provide access to Wi-Fi and charting software.
15. What travel between schools is expected for these providers?
Nurses will be required to travel between schools as needed.
16. Will the district review other SPED service classifications if submitted with the vendor proposal?
This does not apply to this RFQ.
17. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?
None for this RFQ.
18. What is the average caseload for the providers requested in this solicitation?
This depends on the number of children who need medical care.
19. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?
37.50 (30 minutes unpaid lunch)
20. Can the district please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?
Nurses should be able to provide care as specified in the scope of services.
21. Does this RFQ involve building nurses or is it just for 1:1 for nurses?
The contract nurses will be under the supervision of the district nurses.
22. What is the volume of High Acuity cases?
This changes each year based on the children's needs.
23. How do you plan to utilize LPN vs. RN?
Please see scope of services noted in the RFQ. The contract nurses will be under the supervision of the district nurses.
24. Who at the district will provide oversight to agency nurses?
The contract nurses will be under the supervision of the district nurses.

25. Is agency staff responsible for compliance tracking and documentation?
Yes, in conjunction with the district nurses.
26. Please confirm that SCBE's needs are for four (4) nurses. Of the four nurses needed, how many of each RN and LPN are needed?
The preference is for all RNs, however, LPNs are acceptable.
27. If travel is required to different schools during a school day, will travel time be billable?
Travel time is part of the workday hours.
28. Part V. Scope of Services, 1.0 The Services, are the required Nursing orientation, in-service training and training workshops billable to Shelby County?
Yes, in pay hours.
29. For invoicing and clinician payment purposes, what is MSCS's payroll work week (e.g., Sunday-Saturday, etc.)?
Monday - Friday, excluding district holidays and school closures.
30. Who are your current vendors and spend with each?
Sunbelt. \$56 per hour for RN; \$46 per hour for LPN.
31. What is the anticipated award date?
The estimated contract award date is unknown at this time.
32. What is the effective start date?
Services shall begin after the contract has been fully executed and after issuance of the "Notice to Proceed" via email.
33. Please clarify what format pricing/rates should be submitted.
Please see RFQ for pricing schedule.
34. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
Sunbelt
35. Can you please let us know the previous spending of this contract? **\$56 per/hr for RN or \$46 per hr for LPN.**
36. Please confirm if there is any local preference.
If a vendor is local, the local preference will be applied.
37. Please confirm if we can get the proposals or pricing of the incumbent(s).
The vendor would need to submit an open records request.
38. Are there any pain points or issues with the current vendor(s)?
No
39. Please confirm the anticipated number of awards.
One

40. How many points are allocated to local vendors?
There is not a requirement for the vendor to be local as long as the nurses are.
41. Can we provide commercial client references?
Yes, as long as the reference can attest to your company's ability to provide the services outlined in the scope of services.
42. Are you currently working with any agencies providing nursing Pre-K services to your District?
Yes
43. Who are your current vendors and what prices do they charge? **Sunbelt. \$56 per/hr for RN and \$46 per/hr for LPN.**
44. Will the district accept a range of rates for each discipline? **We expect the cost per hour for RN to be different than an LPN.**
45. Have these vendors been able to meet all of your Pre-K nursing needs?
Yes
46. How many RNs and/or LPNs (FTE) did each vendor provide to your District for the current 23/24 school year?
Five
47. How many RNs/LPNs (FTE) do you anticipate needing for the upcoming 24/25 school year?
Four
48. Do you require that clinician resumes and/or licensure be submitted with the proposal or is after award acceptable?
Yes
49. How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?
8 hrs. (7.5 work with .5 lunch break)
50. How many workdays are they assigned for the school year?
183
51. What is the average caseload by discipline in your District?
Depends on the number of children requiring services.
52. How will vendors be notified of the award?
Vendors will be notified once the contract has been fully executed and after issuance of the "Notice to Proceed" via email.
53. Do you anticipate awarding one or multiple vendors?
One

54. Are we required to provide any technology (i.e., laptops, printers, access to teletherapy platform)?
Yes, vendor will need to provide all technology and basic nursing equipment.
55. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?
Billing will be for number of hours worked only.
56. Are nurses able to stay clocked in during travel between schools?
Yes
57. Do nursing staff work on teacher workdays and professional development days?
No, except for orientation/training.
58. Will the district allow nurses to bill for a minimum of 2 hours for coverage when a student is absent without 24-hour notice?
Billing is by number of hours worked only.
59. Is the vendor expected to provide substitute nurse(s) when assigned nurse is absent?
Yes
60. Can you please provide a list of incumbent vendors and their bill rates.
Sunbelt. \$56 per hour for RN and \$46 per hour for LPN
61. What is the total budget/expenditure allotted for this RFP?
Please reference RFQ.
62. Can we provide pricing ranges for select disciplines?
Please reference RFQ.
63. Since this is an RFQ, are we required to submit any type of rate structure or cost of services? If so, where are these to be provided as there are no details listed in the technical proposal specifications? Also, if we are to submit pricing, can we provide pricing ranges or must they be a flat rate (i.e. \$65 vs. \$60 – \$65).
Flat rate per RFQ, not to exceed maximum amount. Please see above.
64. Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number, if applicable? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid, if applicable?
No requirement for Medicaid billing.
65. Can the vendor bill separately for Clinical supervision if required?
No. Supervision is provided by district nurses.
66. Are billing hours rounded to the 15-minute mark or billed as minute for minute? Do you have any rounding requirements?
Billing is based on hours worked.

67. Will the issued PO be staff/ discipline specific, or will it be a lump sum amount?
Monthly Invoice for all nurses to include hours worked for each individual.
68. What are the time capture requirements?
We were unclear on what you meant here.
69. Do you have any rounding requirements?
No
70. When does your work week start?
Monday through Friday, except district holidays and school closures.
71. Can you please provide a sample copy or example of what the remittance looks like for ACH payments?
Cannot provide sample.
72. How long have the incumbent suppliers held this contract?
3 years
73. Are you satisfied with the incumbent suppliers?
Yes
74. What is the expectation and frequency for on-call needs?
None
75. What is the expectation and frequency for replacing a candidate that is ill/calls off?
Immediately
76. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start?
The nurse should already have background checks done prior to being placed. MSCS does offer vendor badges. The candidate is cleared once background checks are submitted and approved.
77. What position provides clinical supervision within the district?
District nurse
78. Does the district provide student logs, documentation forms, supplies etc.?
Yes, except for basic nursing equipment and laptop.
79. Are the medical personnel's license, CPR card, resume and proof of references/background checks required upon submission of bid or upon award? If required on bid is an excel document acceptable?
The company's key staff are required to be submitted upon submission. After the award, nurses' documentation must be submitted and approved individually.

80. Would you accept bids from a Staffing Agency?

Yes

81. Will nursing services be for 1:1 care, health clinic, or both?

Neither-- nurses will be assigned based on the needs of the children.

82. Is a bid bond required for this opportunity? If so, list all specifications required.

Please reference RFQ.

Thank you,

Procurement Services