PROCUREMENT SERVICES DEPARTMENT
ADDENDUM No. 1
June 12, 2014

REQUEST FOR QUALIFICATION - # BG - 204200

PRIVATE DUTY NURSING SERVICES

The Purpose of this Addendum #1 is to respond to questions and inquiries. The information in this Addendum is hereby incorporated and made part of any contract awarded pursuant to this solicitation.

ALL OTHER PROVISIONS, AND OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE AND RETURN/SUBMIT A COPY OF THIS ADDENDUM WITH THEIR QUALIFICATION.

____________________________________________   __________________
Proposer’s Signature       Date
REQUEST FOR QUALIFICATION - # BG - 204200

PRIVATE DUTY NURSING SERVICES

Amendment to RFQ #BG-204200 – PRIVATE DUTY NURSING SERVICES

The Purpose of this Amendment No. 1 is to provide answers to vendor questions related to this RFQ. The information in this Addendum is hereby incorporated and made part of any contract awarded pursuant to this solicitation.

Questions and Answers

1. **Question:** How many FTE RNs and LVNs or how much RN/LVN Hours does Dallas ISD expect to need from this contract?
   **Answer:** Undetermined, the district will not know until the start of the 2014-2015 fiscal school year.

2. **Question:** Can you tell me if the RFQ is just of one nurse, if not, how many nurses?
   **Answer:** The number of nurses needed is dependent on the students’ Individual Education Plans completed through the ARD process.

3. **Question:** Page 3 section 4.1 requires all signatures be original. Does this apply to the 6 copies as well?
   **Answer:** No, we need one original and 6 copies of the original.

4. **Question:** What hours is the nurse expected to work daily and weekly?
   **Answer:** The PDN hours needed is directly dependent on the student’s Individual Education Plan from the ARD. Time may begin by riding the bus with the student to and from school. Serving the student at school during the school day. Not included are school holidays, scheduled breaks or parent decides does not send student to school.

5. **Question:** On the Proposal Cost Form, what additional “costs not covered” would be anticipated?
   **Answer:** Any other costs that are not included in the hourly rate.

6. **Question:** On the Qualification Statement section #4 Service References, if we have not completed two education-related services shall we list other public entities? Same for item #5.
   **Answer:** Yes for both.

7. **Question:** Does the district or state have a website that will assist vendor in locating M/WBE companies for subcontracting efforts?
   **Answer:** Yes, the State of Texas has a website. Companies may obtain information via the Centralized Master Bidders List – HUB Directory Search located at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp.
8. **Question:** If this is a current contract, are there any nurses the district wishes to transition to the newly awarded vendor?
   Answer: No.

9. **Question:** For private duty services what is the ratio of RN's and LVN's for these assignments?
   Answer: Most are LVN's

10. **Question:** Is private duty nursing more predominant at specific campuses? If so, which campuses have the greatest need?
    Answer: Need for PDN is dependent on the student’s Individual Education Plan from the ARD. Student goes to the campus near their home.

11. **Question:** If asked for 2 back up nurses what orientation is included? Does orientation include both campus and home training?
    Answer: Orientation is directed to district policy and general expectation by school personnel on a campus. Principals may provide specific expectations as it relates to a single campus.

12. **Question:** Are contractors expected to supply any equipment?
    Answer: That is between the contractor and the parent. The district does not provide medication, equipment or supplies.

13. **Question:** Is this contract open due to an expired contract, or is this during a renewable cycle?
    Answer: Renewable Cycle current contracts are expiring.

14. **Question:** Does DISD anticipate making new assignments of special needs students to new agencies or for continuity purposes will they remain with incumbent vendors?
    Answer: It depends, Department of Health Services will call agencies as needed.

15. **Question:** My agency is based in Maryland, but we are opening an office in the Dallas Fort Worth area, are there any requirements that will prohibit our participation?
    Answer: No.

16. **Question:** How many awards do you expect to make?
    Answer: Recommendation for awards will be based on the outcome of the evaluation.

17. **Question:** If this is being awarded to numerous agencies then how will the case be distributed?
    Answer: Department of Health Service will call agencies as needed.

18. **Question:** The questions on pages 19-21. Can we attached separate pages with our answers?
    Answer: Yes.
19. **Question:** If we submit a waiver for the M/WBE will be penalized in any way?
   Answer: Respondents are required to complete, sign, and return the M/WBE Compliance Guidelines & Forms, if the value is $25,000 or more. The company will be awarded numerical points based upon the following criteria: affirmative action or supplier diversity initiative, diverse work force composition, historical M/WBE utilization, M/WBE participation at the subcontracting level, joint venture partnership, and mentor protégé program.

20. **Question:** Does the district prefer RN or LVN’s to care for the children?
    Answer: It depends, Department of Health Services will use student’s IEP to determine type of nursing care needed.

21. **Question:** How many 1:1 cases require agency nurses?
    Answer: It depends, based on number of students with IEPs needing 1:1 nursing services.

22. **Question:** What level of care do the children require? Vent, trach, seizure precaution, tube feed etc?
    Answer: All of the above plus caths and other special procedures determined by physicians’ orders and the IEPs.

23. **Question:** Do you need a copy of our COI to be sent in with our proposal?
    Answer: No, see page 33 – Commitment to Provide Insurance Affidavit.

24. **Question:** Why is an RFP being issued at this time?
    Answer: Current contracts are expiring.

25. **Question:** Can you please confirm the initial contract term?
    Answer: 2 years with one year renewal option

26. **Question:** What are the current challenges/obstacles with the Nursing Services program, thus far? What areas of improvement over this existing contract would Dallas ISD like to see on this next contract?
    Answer: Maintaining back up PDNs with appropriate badging requirements

27. **Question:** How are needs for requested nursing services disseminated among the various vendors awarded? What factors decide what order awarded vendors will be called?
    Answer: Access to several agencies is needed in the event one agency is unable to provide a PDN or back up PDNs then the next agency will be contacted.

28. **Question:** How many hours per week will each nurse be assigned? Will they be asked to work over the summer?
    Answer: Hours of work will depend on the need determined by the student’s IEP. Could be riding to and from school on the bus with the child only or riding the bus and staying with the child at school during the school day or school related activities (e.g., field trips). If a child need extend year summer school, a PDN would be needed.
29. **Question:** What individuals at Dallas ISD make up the IEP team? Who on this team will be signing off? To what extent will the awarded vendor’s nurse be able to participate?
   
   Answer: It depends, the ARD committee (e.g., chair, administrator, teacher, counselor, nurse, parent, PT, OT, Speech, etc.) determines the IEP. The PDN could be asked by the committee to attend a meeting to provide information. This rare but could occur.

30. **Question:** Who is the contact at Dallas ISD currently providing clinical supervision for one to one nursing services?
   
   Answer: Dallas ISD is not providing one to one nursing services.

31. **Question:** How many private duty nurses do you anticipate utilizing from vendor under this contract?
   
   Answer: It depends, when a student’s IEP determines the need for a PDN then an agency will be contacted by Health Services. The PDN would need to have 2 back up PDNs all with appropriate badging requirement met. Agency may be expected to provide PDN coverage with the next school day.

32. **Question:** Will DISD be responsible for clinical oversight to the awarded vendors’ private duty nurse since they are working on DISD campus? Who will that designee be?
   
   Answer: The vendor agency is responsible for supervision of their PDN with an expectation the vendor would visit the PDN twice a month. The campus nurse will monitor care given to the student and be an emergency resource for the PDN. The vendor should be prepared if the campus nurse is absent.

33. **Question:** Can you please explain how in section four, DISD will award based on price yet there are no points associated for price in evaluation section?
   
   Answer: No pricing points are calculated on qualifications.

34. **Question:** Are vendors who are not women or minority owned businesses at a disadvantage?
   
   Answer: All companies will be evaluated based upon the same evaluation scoring criteria.

35. **Question:** Is awarded vendor’s private duty nurse involved in developing a plan of care? If so, to what extent?
   
   Answer: The PDN provides a copy of the POC and Physician’s orders to the campus nurse. The campus nurse needs to be familiar with care given to the student.

36. **Question:** Does DISD currently allow a medically fragile students’ home health nurse to accompany him/her to school or do you require a different nurse while in school? If DISD allows home health nurses for one to one cases, in what capacity will you be utilizing awarded vendors under this contract?
   
   Answer: It depends, if the student’s IEP determines a different PDN is needed the Health Services will ask for a different PDN or may contact a different vendor.

37. **Question:** Does Dallas ISD anticipate utilizing this contract for other school based nursing services such as RN’s in a clinic setting or substitute nurses
   
   Answer: No.
38. **Question:** On the Commitment to Provide Insurance Affidavit, should we submit the form completed in its entirety, or just have the bidding signature and date provided? If an award takes place, do we then resubmit the form with the Insurance Agent/Broker information, Certificate of Insurance, and signature?

   **Answer:** Yes, complete the form. If an award takes place a Certificate of Insurance with all of the districts requirements is required.