

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

April 21, 2022

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4290.4, Private Duty Nursing Services for Students with Special Needs**

Question 1: Who are the current vendors providing services?

Answer: Please view the current contract summary for this bid (4290.3 Contract Summary 2021-2022.pdf), which can be found here: http://procurement.montgomeryschoolsmd.org/Home/Award_Record/1611

Question 2: Are your current vendors meeting your needs?

Answer: MCPS has agencies that provide Private Duty Nurses for students that need daily support. MCPS is seeking more agencies that can provide nursing support for short term needs.

Question 3: How will vendors be notified of award?

Answer: A pre-award letter will be sent out to vendors indicating which vendors are being recommended for award approval by the MCPS Board of Education.

Question 4: Do you anticipate awarding one or multiple vendors?

Answer: We anticipate awarding multiple vendors for this RFP.

Question 5: What are the current hourly bill rates by vendor?

Answer: This information is confidential and cannot be disclosed.

Question 6: If we provide per eval rates, does the district require vendors to provide all of the assessments?

Answer: More clarification is required in order for us to provide a response. If available, your attendance is requested at the Pre-Proposal Conference.

Question 7: How many billable hours are in a school day?

Answer: The billable hours vary based on the services the student receives. The hours may range from 2.5 to 9.

Question 8: What is the anticipated # of full-time or # of part-time positions?

Answer: The total number of students with full time nurses varies from 30-40 a year. Field trips nurses are needed frequently.

Question 9: Is the vendor expected to have a clinic or local office?

Answer: No.

Question 10: Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?

Answer: The services are provided on site.

Question 11: Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Answer: Yes.

Question 12: Will assigned candidates have access to computers/laptops and printers provided by your schools?

Answer: No, they will not

Question 13: How many candidates/resumes will you need per discipline?

Answer: Five would be helpful.

Question 14: Can pricing increase during the term of the contract?

Answer: Price increases may be considered upon written request, at the sole discretion of MCPS.

Question 15: Does the District plan to issue RFPs for other related services?

Answer: Please refer to our Awarded Contracts page located at the following link, in order to view all of our current contracts: <http://procurement.montgomeryschoolsmd.org/home/awards/>

Question 16: Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc?

Answer: No, as long as your response documents are organized and arranged together. If not bound, please make sure they are either clipped, stapled, or arranged in a folder.

Question 17: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer: No. Please refer to the Question 1.

Question 18: Can you please let us know the previous spending of this contract?

Answer: Previously, we received Board approval to spend up to \$975,000 on this contract.

Question 19: Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer: No, vendor pricing is proprietary information and remains confidential.

Question 20: Are there any pain points or issues with the current vendor(s)?

Answer: If a vendor provides a nurse for a student, they must provide a substitute if the nurse is out. The vendor must communicate plans with MCPS of changes. MCPS is in need of more nurses that can work for one day or short term.

Question 21: Please confirm the anticipated number of awards.

Answer: We cannot anticipate the number of awards, as this would be determined by the number of qualified vendors that responded.

Question 22: How many schools that will need nurse services?

Answer: The number will vary from 30-40. Field trips can be offered by 210 schools and a nurse may be requested by any one of them.

Question 23: How many nurse credentials/licenses are required for bid submittal?

Answer: Please refer to RFP Section 3.3 Contractor Responsibilities (3rd Bullet).

Question 24: Please confirm 35 students and 35 nurses needed, one to one pairing.

Answer: Correct. All students currently have a nurse.

Follow-up Responses:

- Nurses may be assigned a login in order to check out a Chromebook.
- Nurses will be provided with front line PPE equipment such as face masks and gloves, which may be found in the assigned school healthroom.
- Regarding the requirement for a MD nursing license, we are still under the Emergency Situation Exception under COMAR; therefore, an LPN or RN with a DC license (or any other state) can work in one of our schools. If this exception is lifted prior to the contract term, then we would follow the current regulation at that time.

Caleb L. Young, Buyer
Procurement Unit

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Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted By: _____
(Name & Title)

Name of Company: _____