

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

June 14, 2022

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4290.5, 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: What is the anticipated award date?

Answer: July/August 2022.

Question 4: 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 5: Do you anticipate awarding one or multiple vendors?

Answer: We anticipate awarding multiple vendors for this RFP.

Question 6: What are the current hourly bill rates by vendor?

Answer: This information is confidential and cannot be disclosed.

Question 7: If we provide per eval rates, does the district require vendors to provide all of the assessments?

Answer: No.

Question 8: 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 9: 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 10: Is the vendor expected to have a clinic or local office?

Answer: No.

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: Nurses may be assigned a login in order to check out a Chromebook.

Question 13: Do you require resumes of potential contracted candidates to be included in our submission?

Answer: Sample resumes are fine.

Question 14: Do you require the candidates license verification to be included in our submission?

Answer: No.

Question 15: Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?

Answer: No.

Question 16: How many candidates/resumes will you need per discipline?

Answer: Five would be helpful.

Question 17: Can pricing increase during the term of the contract?

Answer: Yes.

Question 18: Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?

Answer: No.

Question 19: Does the school district reimburse for mileage?

Answer: No. They will not be driving.

Question 20: 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 21: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer: No. Please refer to Question 1.

Question 22: 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 23: 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 24: 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 needs more nurses that can work for one day or short term.

Question 25: 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 26: Does each nurse only care for 1 student?

Answer: On most occasions, but it's possible for a nurse to be asked to provide temporary care for a second student.

Question 27: Are there any scenarios where 1 nurse would care for 2 students for a period of time? Either in a classroom, bus or after school activity?

Answer: Yes.

Question 28: What percentage (roughly) of students will require nursing during the summer extended school year?

Answer: 90%.

Question 29: Invoicing to MCPS is stated as monthly. Our system requires weekly billing. Can invoicing occur weekly, with expectation that payments are made monthly?

Answer: The awarded vendor(s) can request this billing option for consideration.

Question 30: The ExecuSearch Group is Staffing Firm, are we able to submit a response to this RFP?

Answer: Yes.

Question 31: Is Montgomery County Public Schools seeking per diem, local or travel staff to fill their needs?

Answer: MCPS is seeking agencies that can provide daily support and nursing support for short term needs. Please see Section 3.6.3 Transportation Mileage.

Question 32: How many vendors received this RFP?

Answer: This RFP is a public solicitation, and is posted on the MCPS website as well as eMaryland Marketplace Advantage.

Question 33: Why is the contract out for bid? Is it required to be put out for bid?

Answer: Please refer to Section 1.0 INTENT.

Question 34: Is Montgomery County Public Schools satisfied with the current provider(s) of services?

Answer: MCPS is seeking more agencies that can provide nursing support for short term needs.

Question 35: Are we required to submit pricing for all titles included in the RFP?

Answer: No. Please see Section 8.4.

Question 36: How many vendors is Montgomery County Public Schools planning on awarding?

Answer: Please refer to Question 25.

Question 37: What was the spend on this contract in 2019, 2020 and 2021?

Answer: Please refer to Question 22.

Question 38: Has the Montgomery County Public Schools contracted for temporary medical services in the past?

Answer: Yes.

Question 39: If yes, what was Montgomery County Public Schools charged per hour per title?

Answer: Each vendor is different.

Question 40: Who were/are the previous incumbent (s)?

Answer: Please refer to Question 1.

Question 41: How many vendors does Montgomery County Public Schools currently work with for temporary medical staffing?

Answer: 26 vendors.

Question 42: Is this RFP seeking new firms to add on to the current vendor panel or bring in completely new vendors?

Answer: This is a brand-new solicitation. The contract will be awarded to the most qualified vendors that respond.

Caleb L. Young, CPPB
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: _____