



## CLARK COUNTY

### RFP #851 TEMPORARY HEALTHCARE STAFFING **QUESTIONS and ANSWERS** UPDATED: MARCH 16, 2023


	QUESTION	ANSWER
1.	Are these pages supposed to be blank?	The Exhibits you're referring to are included as part of the draft contract (Attachment D). Once selections have been made as the result of this RFP, the contract will be finalized to include the completed exhibits.
2.	How many contractors are required for each position?	Our goal is to select multiple contractors to provide healthcare staffing services. Section IIC of the RFP includes the information contractors are required to provide in their proposal.
3.	Is each responding agency expected to provide contractors for the entire list, or is it acceptable to provide contractors for only some of the positions?	No, contractors are not expected to provide healthcare staffing services for the entire list. Contractors provide the bill rate for the selected healthcare staffing services they offer.
4.	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.	This is a new RFP for temporary healthcare staffing services for Clark County Public Health.
5.	Can you please let us know the previous spending of this contract?	Please refer to the RFP, Part I, Section 1A-4 for historical temporary staffing costs. Clark County Public Health will not guarantee any minimum or maximum amount of work.
6.	Please confirm if we can get the proposals or pricing of the incumbent(s).	There are no incumbents for this RFP. Proposals submitted are public record.
7.	Are there any pain points or issues with the current vendor(s)?	This is a new RFP for temporary healthcare staffing services for Clark County Public Health. Our required specifications related to the scope of work for temporary staff are included in the RFP, Part I, Sections IA and IB.
8.	Please confirm the anticipated number of awards.	Our goal is to select multiple contractors to provide healthcare staffing services. Section IIC of the RFP

		includes the information contractors are required to provide in their proposal.
9.	Has Clark County previously used a supplier for Temporary Healthcare Staffing? If so, who is/was the incumbent/last contract holder and contract number?	This is a new RFP for temporary healthcare staffing services for Clark County Public Health.
10.	Work locations (are any of the job locations in jail/correctional facilities, behavioral health settings, unhoused/homeless shelters or encampments)?	Contract performance may take place in the County's / Clark County Public Health facilities, the Agency(s) facility, a third-party location or any combination thereof. Examples of work locations may include virtual settings, physical Public Health office spaces, and field visits to client locations.
11.	Attachment F – Is the county interested in/can we provide pricing for additional public health positions not indicated on the pricing proposal form?	This RFP is only for temporary healthcare staffing, and not other Public Health staff positions.
12.	What type of facilities will the contractors be working in? (ex: Psychiatric Hospital)	Contract performance may take place in the County's / Clark County Public Health facilities, the Agency(s) facility, a third-party location or any combination thereof. Examples of work locations may include virtual settings, physical Public Health office spaces, and field visits to client locations.
13.	Where are the facilities located within Clark County?	The primary office is located in the Center for Community Health, 1601 E. Fourth Plain Blvd. Building 13, Vancouver, WA. Contract performance may take place in the County's / Clark County Public Health facilities, the Agency(s) facility, a third-party location or any combination thereof. Examples of work locations may include virtual settings, physical Public Health office spaces, and field visits to client locations.
14.	Is there a list of the facilities that we could receive?	The primary office is located in the Center for Community Health, 1601 E. Fourth Plain Blvd. Building 13, Vancouver, WA. Contract performance may take place in the County's / Clark County Public Health facilities, the Agency(s) facility, a third-party location or any combination thereof. Examples of work locations may include virtual settings, physical Public Health office spaces, and field visits to client locations.
15.	Are you looking for an outside vender to fill every single position or would you be open to having multiple vendors fill any of the positions? For instance, if one vendor would be able to fill half of them but not the other half? Would	Yes, our intention is to is to open it up to multiple vendors. If you're able to provide some of those temporary staffing needs but not others, we would

	<p>you be open to having another vendor fill those other half?</p>	<p>still encourage you to go ahead and respond to the RFP.</p>
<p>16.</p>	<p>Do you have an ability to tell us just different sites or names of sites where our staff would be working?</p>	<p>There are a variety of different areas the staff might be working. They might be working out of our facility, which is on the VA campus in Vancouver (1601 E. Fourth Plain, Blvd. Building 17). There may be times where somebody will be working remotely from their own home office; or they might work be working remotely from your office (vendor's office). They may also be out onsite where they might be going into a patient's or a client's home. There might also be a time when they're doing some virtual or in-person activities, like directly observed therapy for TB clients.</p>
<p>17.</p>	<p>In comparison to contract labor, where you might set somebody up for a four-week full time contract versus per diem where you're not really certain what their schedule will be, but they need to be available a certain number of hours a week, can you share a little bit more detail on that?</p> <p><b>Next page for Question #18</b></p>	<p>There could be times when somebody is only needed just a few hours during the day and so we're not necessarily going to be needing them full time, all day long. There may be cases where we have a few days to cover vacation for another staff or there may be sometimes when we are responding to some sort of an outbreak. We may need to surge capacity to help with an outbreak, contact tracing and that sort of a thing. The intent there is to provide enough flexibility so that we can have staffing available for any sort of coverage that we might need.</p>
<p>18.</p>	<p>I my question I guess is in terms of the billing rates that you're expecting, are you allowed to add any overtime or travel or anything like that or holiday pay?</p>	<p>Refer to Section IB, 1. Billing Rates / Processes / Reporting in the RFP: The Agency(s) will cover all costs of travel for Agency(s) staff placed with Clark County Public Health.</p>

		<p>Contractors shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees.</p> <p>An addendum will be issued providing these specific payment terms:</p> <p><u>Holiday Premium</u> - One and one-half (1½) times the regular rate of pay for hours worked on a Federally recognized holiday also established as a paid holiday for Clark County employees.</p> <p><u>Overtime</u> - One and one-half (1½) times the regular rate of pay for hours worked in excess of forty (40) hours in a work week. Overtime will be paid to the nearest quarter (1/4) hour. The work week for overtime calculation shall be the period of seven (7) consecutive twenty-four (24) hour days beginning at 12:00 am Sunday and ending Friday at 11:59 pm. The daily work period shall be the period of twenty-four (24) consecutive hours from 12:00 am to 11:59 pm.</p>
19.	Are you able to provide an estimated breakdown of spend per role or is this just strictly on an as needed basis for each position?	It's on an as needed basis for each specific position.
20.	Could you please describe like say for RN LPN or CNA nurse assignment? What kind of support or what kind of working environment will they be walking into that like Clark County will provide to the clinicians?	As far as clinical work environment at Clark County Public Health, it could include a number of assignments. With regard to our communicable disease team, such as working on notifiable conditions, it could be responding to and managing tuberculosis, case investigation or contact tracing or just case management, it could be working with our infection prevention team, doing infection prevention, healthcare associated infection outreach, or it could be during an outbreak response doing case and contact investigations. It all just kind of depends on what the need is. As far as training, we would provide onsite, in the moment training to make sure that this individual was able to perform the functions that we were asking of them.
21.	Is that then a requirement that or a company have an office in the area?	No, that's not required.
22.	Are there any other specific things that you may be looking for in our response other than what's listed in the RFP?	No, but it's going to be important to go through the RFP and really make sure that you have all those pieces that we are asking for in the RFP, so we can fully evaluate the RFP response.
23.	Where can we find a copy of the previous contract?	This is a new RFP, so we don't have any other contracts to share. The RFP explained fully about

		what we were looking for to develop contracts going forward.
24.	Post award, when we assign our contract representative to the county, could you describe how the needs will be distributed to all the awarded vendors, will it be just one e-mail at once to all the winners with whatever staff needs may be?	The individual supervisors will be reaching out to describe their needs and timelines. We can do that via email, phone call, or both to the vendor's representative.
25.	The instructions say for developing the proposal to provide an overview of your specialties and include them on the attachment F price proposal form. So is that an additional page or two that you would want as an attachment to the pricing sheet?	Yes. What we're asking you to do is fill that out attachment F, and you're welcome to include some other information about your specialties. We are keeping it down to 10 pages maximum for the proposal and we're not looking for a lot of sales material. But if there's some additional pertinent information that you would like to include, that's fine.
26.	Related to the RFP itself on page 11, the section on prevailing wage when applicable, it mentions a business license. We would need to have along with the other things? If we don't have that, would you be able to expound some more on that business license that's required?	Prevailing wage is required language for all of our county RFP's, but in this case, it's not applicable. You are not required to have a business license in the state of Washington. Here's some additional helpful information: <a href="https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs#WhoNeeds">https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs#WhoNeeds</a> .
27.	We are in California. Are we required to obtain a business license for Clark County, should we be awarded this contract?	You are not required to have a business license in Clark County or the state of Washington. Here's a link that provides more information: <a href="https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs#WhoNeeds">https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs#WhoNeeds</a> .
28.	Related to insurance, things like the medical, the workers comp, the auto and the CGL limit are required. But I'm also seeing the requirement for an umbrella coverage. If we already meet the limits for the others, do we still need the umbrella coverage? Is that negotiable?	Yes, any combination of coverage equal to or greater than the total requirement is acceptable.
29.	Do we need to provide all the attachments plus technical part within the 10-page limit for the RFP?	Regarding the 10-page maximum on the proposal itself, you are able to provide some additional supplementary documentation in addition to the 10-page proposal as long as that additional information isn't general sales information. What we want to avoid is having extraneous information that doesn't really apply to this RFP. We are just interested in information related to temporary healthcare staffing.

30.	Will a transcript of the pre-submittal meeting be available to all bidders?	All the questions asked at the pre-submittal meeting are being captured and the answers are available to all bidders on the public site.
31.	Regarding the requirement to be on the plan holder's list, usually that applies to public works contracts. Is there a requirement that we fulfill for the plan holders list for this RFP, too?	Yes, you'll need to submit the form in attachment B of the RFP, and that allows that, if we have an addendum or other information, we will be able to notify you.
32.	Can you please confirm if we need to provide any kind of resume for the job categories or any resumes for the account management team?	Yes, you can provide the resumes of your management team. We will also ask vendors for resumes for the staff that we're considering for placement for the different job assignments we may have at the time we're requesting placement.
33.	Could you please share the budget of the RFP, or any estimated budget?	There is no stated or estimated budget for this RFP. In section IA, number 4, project funding, we've included an example of what we've done over the past few years.
34.	The GL/PL requirement is for \$1,000,000 and the Medical Liability requirement is also for \$1,000,000. The RFP specs state that "This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate." Section G requires Umbrella Liability coverage in the amount of \$1,000,000 over all policies. Our GL/PL/ML coverage limits are \$2,000,000 / \$4,000,000. It seems that this should meet the requirement of \$1,000,000 underlying and \$1,000,000 umbrella. Can you clarify?	See answer provided for question #28.
35.	I was unable to attend the pre-submittal meeting for the proposal #851. Would you be able to share a recording of the meeting if possible?	We are planning on providing a list of all the questions and answers from the pre-submittal meeting, in addition to all other questions received, which will be posted to the public site. In the interim, if you have any specific questions, please forward to <a href="mailto:Roxanne.wolfe@clark.wa.gov">Roxanne.wolfe@clark.wa.gov</a> – the deadline for submitting additional questions is March 15 by 3:00 PM PST; and proposals are due by Wednesday, March 29, 2023 by 1:30 PM PST.
36.	I am preparing to submit a bid on this proposal. It says our company needs to be on the plan holder list to be able to submit. How do I go about doing this?	<p>If your company contact details are not on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a> Attachment B, a copy of the Letter of Interest must be submitted to participate in this RFP.</p> <div style="text-align: center;">  <p>Attachment B - Letter of Interest RF</p> </div>

37.	What is the estimated budget for this RFP? If unknown, please specify previous spending.	There is no stated or estimated budget for this RFP. In section IA, number 4, project funding, we've included an example of what we've done over the past few years.
38.	Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?	This is a new RFP for temporary healthcare staffing services for Clark County Public Health. We are looking to secure contract(s) for temporary healthcare staffing related to our business operations. Our required specifications related to the scope of work for temporary staff are included in the RFP, Part I, Sections IA and IB.
39.	Is there any preference to the local vendor while evaluating the proposal?	This is a new RFP for temporary healthcare staffing services for Clark County Public Health.
40.	Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.	Please refer to the RFP document. Our required specifications related to the scope of work for temporary staff are included in the RFP, Part I, Sections IA and IB.
41.	Kindly confirm what Attachments/Forms are required to be submitted with the proposal so to avoid compliance issues.	Please refer to the RFP document.
42.	Kindly specify total number of FTE's working and current \$ value spent.	There isn't an estimate of FTE. In section IA, number 4, project funding, we've included an example of what we've done over the past few years.
43.	Do we need to provide all the attachments under maximum limit of 10 pages?	No, you are allowed to provide some additional supplementary documentation in addition to the 10-page proposal as long as that additional information isn't general sales information. What we want to avoid is having extraneous information that doesn't really apply to this RFP. We are just interested in information related to temporary healthcare staffing.
44.	Do we need to resume of job category classified in the solicitation?	You can provide the resumes of your management team. We will also ask vendors for resumes for the staff that we're considering for placement for the different job assignments we may have at the time we're requesting placement.
45.	As mentioned in the RFP, "Proposals must be clear, succinct and not exceed ten (10) pages, excluding resumes, E-Verify, coversheet and debarment form." What does "excluding resume" refer to? Does this refer to	In addition to the 10-page proposal, you can provide the resumes of your management team. We will not ask you to include candidate resumes or position resumes with your RFP submission.

	account management team resumes or does county looking for candidate sample resume?	
46.	Do we also need to include Attachment F (Pricing) under the maximum limit of 10 pages?	No, Attachment F is separate and not included in the 10-page proposal maximum.
47.	Is it mandatory to utilize subcontractor? If yes, please specify the goal for the subcontractor?	No, it isn't mandatory to utilize a subcontractor.
48.	"Provide an overview of healthcare staffing specialties / services available and include them on the Attachment F - Price Proposal form". Please specify what does county looking for in this statement? What do we need to provide in Pricing format? Kindly specify.	This includes, but is not limited to, the ability to meet our temporary healthcare staffing needs, the services are priced competitively, and the agency's ability to recruit and retain a diverse workforce. Refer to Section IIIA, Evaluation Criteria for additional details.  The Price Proposal form, (Attachment F), needs to include the healthcare staffing positions your agency offers, as well as the associated hourly rate for each selected position.
49.	"Identify the number of employees who would be assigned to our contract" What does county looking in number of employees? Does this refer to Account management staff? Please clarify.	We are looking for the number of account representatives from your organization who would be assigned to Clark County Public Health's account.
50.	Please provide list of attachments to be submitted with the proposal so to avoid compliance issue.	Please refer to the RFP for specific requirements.
51.	As per our understanding Proposals must not exceed ten (10) pages, excluding resumes, E-Verify, coversheet and debarment form. Kindly confirm if this cover required attachments as well.	You are allowed to provide some additional supplementary documentation in addition to the 10-page proposal as long as that additional information isn't general sales information. What we want to avoid is having extraneous information that doesn't really apply to this RFP. We are just interested in information related to temporary healthcare staffing.
52.	Should we provide pricing for all the providers listed in the cost sheet?	Yes, if applicable. Pricing shall be provided for the selected positions that you have available to provide for our services.
53.	We have the required coverage limits for Commercial General Liability, Medical Liability, Automobile and Workers Compensation. Can we be exempted from obtaining the Umbrella insurance listed?	See answer provided for question #28.
54.	Please elaborate on the Prevailing Wage provision on page 11 of the RFP. Is it applicable to this solicitation?	No, prevailing wage is not applicable to this solicitation.