

# Office of State Procurement

State of Louisiana

Division of Administration

JOHN BEL EDWARDS

GOVERNOR

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COMMISSIONER OF ADMINISTRATION



September 8, 2023

## ADDENDUM NO. 07

Your reference is directed to RFX Number 3000021352 for the Invitation to Bid for the State of Louisiana - Supplemental – Temp. Nursing Services - SW, which is currently scheduled to open at 10:00 A.M. CT on 09/14/2023.

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The following changes are to be made to the referenced solicitation:

Replace Attachment B – Specifications – Pages 1 - 4 in its entirety, with the attached Revised Attachment B – Specifications (revised 09/05/2023).

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Following are the Vendor’s Inquiries received by the deadline date of July 18, 2023 and the State’s Responses:

**Vendor’s Inquiry #1:** General: Is this a re-compete RFP? If yes,

- a. Could you please share the name of Current Suppliers (who are currently providing services to Agency)?
- b. Could you please share current Supplier’s pricing and Proposals?
- c. How many awards were made in the Past?
- d. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?
- e. How many resources are currently engaged in the current contract?
- f. Can you please share the no. of positions served in previous years under this contract?
- g. Can you please share the amount of business each vendor did under this contract in previous years?
- h. Is there any issue that the agency is currently facing with the incumbents?
- i. Are incumbents allowed to bid on this RFP? Please confirm.
- j. Please share the historical spending for the year 2021 and 2022?

k. How many nurses were used in year 2021 and 2022?

**State's Response #1:** This is an Invitation to Bid (ITB) to establish new supplemental Statewide Contracts.

- a. The State currently has a contract with 22<sup>nd</sup> Century Technologies Inc.
- b. A public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov) for access to the current vendor's bid. For pricing, please use the link here: [https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp\\_LagovContractDetail.cfm?Contract=4400024473](https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_LagovContractDetail.cfm?Contract=4400024473).
- c. Seven (7) awards were made after the initial RFx.
- d. The existing contract started on 05/16/2022. The annual monetary spend value of the contract since inception is \$492,687.73.
- e. This information varies for each facility.
- f. This information varies for each facility.
- g. A public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).
- h. No.
- i. Yes.
- j. A public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).
- k. This information varies for each facility.

**Vendor's Inquiry #2:** General: What will be the estimated annual budget for this project?

**State's Response #2:** The State does not have a total estimated annual budget for this project. This will be Statewide Contracts, and each agency will have its own individual budget for the services.

**Vendor's Inquiry #3:** General: Is this a single award or multiple award contract?

**State's Response #3:** This solicitation may result in a multiple award contract.

**Vendor's Inquiry #4:** General: If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?

**State's Response #4:** The State reserves the right to award to one (1) or more bidders. The State will determine the number of awards during the evaluation of the bid responses. Please refer to the Method of Award language located in Attachment A – Special Terms & Conditions, page 12.

**Vendor's Inquiry #5:** General: How will job requests be shared among multiple awarded vendors?

**State's Response #5:** Each State Agency will request nursing services as needed.

**Vendor's Inquiry #6:** General: Will all job requests be shared among all awarded vendors simultaneously?

**State's Response #6:** No, each agency will request services at its individual time of need.

**Vendor's Inquiry #7:** General: Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

**State's Response #7:** No, there is no ranking system for awarded vendors.

**Vendor's Inquiry #8:** General: Can you share details from where we can get old RFP details?

**State's Response #8:** For information regarding the previous ITB, a public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).

**Vendor's Inquiry #9:** General: Can you please tell us where we can see the records for the old contract?

**State's Response #9:** See the State's Response to Vendor Inquiry #8.

**Vendor's Inquiry #10:** General: Can you please share the email id/details where we can raise the public record request for old RFP?

**State's Response #10:** See the State's Response to Vendor Inquiry #8.

**Vendor's Inquiry #11:** General: Do we have to submit pricing only and no other documents?

**State's Response #11:** See Attachment A – Special Terms and Conditions for information regarding what needs to be submitted for this solicitation.

**Vendor's Inquiry #12:** General: Do we have to provide references?

**State's Response #12:** No, you do not have to provide references.

**Vendor's Inquiry #13:** General: Would you be accepting references from large commercial entities?

**State's Response #13:** See the State's Response to Vendor Inquiry #12.

**Vendor's Inquiry #14:** Attachment B – Specifications; Scope of Work: How many RNs, LPNs and CNAs are required under this contract?

**State's Response #14:** The total amount of RNs, LPNs and CNAs required will vary for each facility.

**Vendor's Inquiry #15:** Attachment B – Specifications; Scope of Work: How many RNs, LPNs and CNAs positions are currently open?

**State's Response #15:** The total amount of RNs, LPNs and CNAs positions will vary for each facility.

**Vendor's Inquiry #16:** Attachment B – Specifications; Scope of Work: How many RNs, LPNs and CNAs are currently used in a single day? Please give rough estimate.

**State's Response #16:** An estimate cannot be provided as the number of RNs, LPNs and CNAs currently used in a single day will vary for each facility.

**Vendor's Inquiry #17:** Attachment B – Specifications; Scope of Work: Out of mentioned staffing positions, what are the most filled positions? Please share.

**State's Response #17:** This will vary for each facility.

**Vendor's Inquiry #18:** Attachment B – Specifications; Scope of Work: Can you please provide job descriptions and qualification for RNs, LPNs and CNAs positions?

**State's Response #18:** See Attachment B – Specifications for the Staffing Mandatory Qualifications for the RNs, LPNs and CNAs positions.

**Vendor's Inquiry #19:** Attachment B – Specifications; Scope of Work: What would be the estimated hours for given positions?

**State's Response #19:** This will vary for each facility.

**Vendor's Inquiry #20:** Attachment B – Specifications; Scope of Work: Please confirm minimum guaranteed hours per week for these positions.

**State's Response #20:** This will vary for each facility.

**Vendor's Inquiry #21:** Attachment B – Specifications; Scope of Work: Are these full-time positions or weekly assignments?

**State's Response #21:** This will vary for each facility.

**Vendor's Inquiry #22:** Attachment B – Specifications; Scope of Work: Can you please confirm the weekly assignments duration (7 week/13 week or more) if any?

**State's Response #22:** Weekly assignment duration will vary for each facility.

**Vendor's Inquiry #23:** Attachment B – Specifications; Scope of Work: Are these per diem positions?

**State's Response #23:** Each position will be paid the hourly rate as submitted on Attachment C – Price Sheet.

**Vendor's Inquiry #24:** General: Can you please share shift timings and location of services?

**State's Response #24:** Shift timings and locations will vary by each facility. State Agencies, Political Subdivisions of the State, Quasi State Agencies, External Procurement Units, and Agencies of the United States Government are to be authorized (potential) users of the contract(s). A list of State Agencies and approved Quasi Agencies may be accessed by going to <https://www.doa.la.gov/doa/osp/vendor-resources/>. Refer to Attachment C – Price Sheet for Day/Night shift times.

**Vendor's Inquiry #25:** General: What is the average response time to provide resume of qualified resources?

**State's Response #25:** This will vary for each facility.

**Vendor's Inquiry #26:** General: Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

**State's Response #26:** No, the Certificate of Insurance is only required if awarded a contract.

**Vendor's Inquiry #27:** General: Will you award this contract to the lowest responsive bidders? Please confirm.

**State's Response #27:** Award(s) shall be made to the responsive, responsible, bidder(s) within a ten percent (10%) range of the lowest overall responsive, responsible bidder meeting the specifications of the bid.

**Vendor's Inquiry #28:** General: Will the agency be giving any preference to local vendors? Please confirm.

**State's Response #28:** No.

**Vendor's Inquiry #29:** General: In order to be responsive, is it mandatory to have physical office in the state of Louisiana? Please confirm.

**State's Response #29:** No, it is not mandatory to have a physical office in the State of Louisiana.

**Vendor's Inquiry #30:** General: In order to be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm.

**State's Response #30:** No, a Business Registration Certificate (BRC) is not required with the bid response.

**Vendor's Inquiry #31:** General: Can we provide BRC certificate after the award? Please confirm.

**State's Response #31:** Yes.

**Vendor's Inquiry #32:** General: Are there any subcontracting requirements to comply with the bid requirements? if yes, please confirm the subcontracting goal for the bid?

**State's Response #32:** See Attachment B – Specifications, Page 4, Subcontracting.

**Vendor's Inquiry #33:** General: We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE?

**State's Response #33:** Yes, you can submit a bid.

**Vendor's Inquiry #34:** General: If not, can you please share the list/directory of qualified MBE/WMBE?

**State's Response #34:** The State does not have a list/directory of qualified MBE/WMBE.

**Vendor's Inquiry #35:** Cost/Billing/Invoicing - Please provide a list of incumbent suppliers and their bill rates.

**State's Response #35:** The State currently has a statewide contract with 22<sup>nd</sup> Century Technologies Inc. The bill rates are available at the following link:

[https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp\\_LagovContractDetail.cfm?Contract=4400024473](https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_LagovContractDetail.cfm?Contract=4400024473).

**Vendor's Inquiry #36:** Cost/Billing/Invoicing - What is the estimated annual spend of this contract?

**State's Response #36:** The estimated annual spend is \$492,687.73.

**Vendor's Inquiry #37:** Cost/Billing/Invoicing - What is the total amount of spend broken down by vendor over the last year? Over the duration of the contract period?

**State's Response #37:** A public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov).

**Vendor's Inquiry #38:** Cost/Billing/Invoicing - On Attachment C – Price Sheet, can we provide ranges or do we need a specific rate?

**State's Response #38:** No, price ranges are not acceptable on Attachment C – Price Sheet. Please only submit one set price for each shift under each nursing category.

**Vendor's Inquiry #39:** Cost/Billing/Invoicing - Can we provide multiple copies of Attachment C – Price Sheet, to reflect rates for different settings? (i.e. corrections, acute care, long term care, behavioral/psychiatric health, etc.)

**State's Response #39:** No, multiple versions of Attachment C – Price Sheet are not acceptable.

**Vendor's Inquiry #40:** Cost/Billing/Invoicing - Will vendor be required to bill Medicare/Medicaid or any third-party insurance?

**State's Response #40:** No.

**Vendor's Inquiry #41:** Prior Vendors - How long have the incumbent suppliers held this contract?

**State's Response #41:** The current vendor's contract effective dates are 05/16/2022 - 05/15/2024.

**Vendor's Inquiry #42:** Prior Vendors - Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

**State's Response #42:** Yes. However, the State has recognized the need for additional Contractors to meet the needs for the State, which is the purpose of this supplemental bid.

**Vendor's Inquiry #43:** Prior Vendors - What is the current amount of contractor usage over the past year? Entire contract period?

**State's Response #43:** See the State's Response to Vendor Inquiry #36.

**Vendor's Inquiry #44:** Prior Vendors - What is the main cause or reason to send this project to bid?

**State's Response #44:** See the State's Response to Vendor Inquiry #42.

**Vendor's Inquiry #45:** Shifts/Scheduling - What is the expectation for replacing a candidate that is ill/calls off?

**State's Response #45:** Refer to Attachment B – Specifications, Page 1, Deliverables.

**Vendor's Inquiry #46:** Shifts/Scheduling - What is the average length of assignment (12 months, 3 months, per diem)?

**State's Response #46:** See the State's Response to Vendor Inquiry #22.

**Vendor's Inquiry #47:** Shifts/Scheduling - Can you provide details as to projected volume and headcount for RN, LPN, and CNA services?

**State's Response #47:** See the State's Response to Vendor Inquiry #14.

**Vendor's Inquiry #48:** Vendor Selection Process - How does a department/unit determine what company(s) to use after these contracts are awarded?

**State's Response #48:** See the State's Response to Vendor Inquiry #5.

**Vendor's Inquiry #49:** Vendor Selection Process - What scorecard criteria will be utilized to evaluate bidders?

**State's Response #49:** The State does not use scorecard criteria for ITBs. Please refer to the Method of Award section in Attachment A – Special Terms & Conditions, page 12.

**Vendor's Inquiry #50:** Current Program Synopsis - What is your current time to fill by discipline?

**State's Response #50:** This will vary for each facility.

**Vendor's Inquiry #51:** Current Program Synopsis - What is your current fill rate?

**State's Response #51:** This will vary for each facility.

**Vendor's Inquiry #52:** Current Program Synopsis - Can you clarify the settings of care for the requested RN, LPN, and CNA Services? (i.e. corrections, acute care, long term care, behavioral/psychiatric health, etc.)

- a. Can you provide a list of departments and/or locations/facilities who would utilize this contract?

**State's Response #52:** This will vary for each facility.

- a. See the State's Response to Vendor Inquiry #24.

**Vendor's Inquiry #53:** Attachment A – pg.#4 - Electronic Vendor Payment Solution, states “The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT).” – We do not accept P-card

payments for any amount. Is it a requirement that the awarded vendors accept a procurement card payment for purchases of \$5,000 and under or do we have the option of EFT payment for payments of \$5,000 and under?

**State's Response #53:** No, it is not required that the awarded vendor accept a procurement card payment. Yes, awarded vendors have the option of EFT payments for payments of \$5,000 and under.

**Vendor's Inquiry #54:** Attachment B – pg.#3 – Monitoring Plan, states that a designated contract Monitor shall oversee the performance of contracted staff. Would this be the same designated person who at the State or Agency shall serve as Supervisor for the contracted staff onboarding to direct on policies, guiding to Agency's requirements, as well as answering daily operations questions/concerns under the Agreement?

**State's Response #54:** The contract monitor at each facility will oversee the overall performance and be the contact person. The monitor may not be the same person supervising the actual staff.

**Vendor's Inquiry #55:** Who is responsible for providing the equipment/materials needed to provide the services within this opportunity?

**State's Response #55:** Any mandatory equipment, tools, parts, and materials under the contract will be provided by each individual facility.

**Vendor's Inquiry #56:** There is only a one-way termination clause in favor of the State of Louisiana. Does the vendor have the same options to terminate the contract?

**State's Response #56:** As stated in Attachment A – Special Terms and Conditions, page 2, "This solicitation contains all terms and conditions with respect to the commodities listed herein."

**Vendor's Inquiry #57:** Attachment A – pg.#4 - Can you please confirm if blanket fidelity bond coverage is required for this opportunity?

**State's Response #57:** The blanket fidelity bond is only required if awarded a contract.

**Vendor's Inquiry #58:** Can you please clarify documents required to be submitted? Are you wanting only the forms provided to be submitted or is the state also requesting a narrative about the organization and their approach to providing the requested services?

**State's Response #58:** A narrative is not required. Only the documents requested in the solicitation are needed by the bid opening date. Refer to Attachment A – Special Terms and Conditions – Pages 1-12.

**Vendor's Inquiry #59:** What was the volume by type (i.e., correctional, nursing homes, etc.) for the previous contract period?

**State's Response #59:** This information is not available.

**Vendor's Inquiry #60:** Who are your current vendor(s)?



**State's Response #60:** See the State's response to Vendor Inquiry #1a.

**Vendor's Inquiry #61:** What were the billable hours for the past three (3) years?

**State's Response #61:** The contract has only been in place for one (1) year. This information will vary for each facility.

**Vendor's Inquiry #62:** How much did you pay per hour for the past 3 years?

**State's Response #62:** The hourly rates are available at:

[https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp\\_LagovContractDetail.cfm?Contract=4400024473](https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_LagovContractDetail.cfm?Contract=4400024473)

**Vendor's Inquiry #63:** The pricing sheet asks us to add up the combined hourly rates for orientation, weekdays (day & night shifts), weekends (day and night shifts), and holidays (day and night shifts). As we won't know the hours for each day and shift is this something that you want us to do? It seems like the summation could be confusing when used to evaluate price.

**State's Response #63:** The price sheet requests a price per one (1) hour for each role and each shift individually. The overall lowest cost will be determined by the sum of all of the hourly rates.

**Vendor's Inquiry #64:** My first question is how many hours are you expecting the supplemental staff to work per week?

- a. Would it be 36, or 40, or 48 hours?

**State's Response #64:** Hours will vary for each facility.

**Vendor's Inquiry #65:** My second question is do you want 2 different prices, for local staff vs out-of-town travel staff?

**State's Response #65:** No. Please only submit one (1) set of prices on Attachment C – Price Sheet – Page 1.

**Vendor's Inquiry #66:** How many vendors are currently providing these services?

**State's Response #66:** There is one (1) vendor currently on state contract for the services.

**Vendor's Inquiry #67:** What was the State's spend last year for this RFP (by specialty)?

**State's Response #67:** See the State's Response to Vendor Inquiry #36.

**Vendor's Inquiry #68:** How many vendors does the State plan on awarding for this RFP (is there a cap)?

**State's Response #68:** The State reserves the right to award to one (1) or more bidders. The State will determine the number of awards during the evaluation of the bid responses. Please refer to the Method of Award language located in Attachment A – Special Terms & Conditions, page 12.

**Vendor's Inquiry #69:** Is there a ranking system/list used by State agencies for ordering staff (based on hourly rate)?

**State's Response #69:** See the State's Response to Vendor Inquiry #7.

**Vendor's Inquiry #70:** Could the State award a single clinical specialty (RN/LPN/CNA) to a bidder or is it an 'all or nothing bid award?

**State's Response #70:** Bidders can submit bids for individual specialties if they cannot offer all of the specialties listed.

**Vendor's Inquiry #71:** How many facilities will be utilizing these services?

**State's Response #71:** See the State's response to Vendor Inquiry #24.

**Vendor's Inquiry #72:** Will all vendors see all questions asked and answered?

**State's Response #72:** Yes, all inquiries submitted by the deadline date will be answered in an addendum to the solicitation.

**Vendor's Inquiry #73:** Is this a new contract or are there any incumbents? If this is an existing contract, can you please provide the incumbent name(s) and also, is the incumbent eligible to submit the proposal again?

**State's Response #73:** There is currently one (1) incumbent. The purpose of this bid is to establish additional contracts for the services. The incumbent vendor is 22<sup>nd</sup> Century Technologies Inc. Yes, the incumbent vendor can submit a bid for this solicitation.

**Vendor's Inquiry #74:** Can you provide a list of facilities (including the addresses) where Vendor services will be utilized under this Contract?

**State's Response #74:** See the State's Response to Vendor Inquiry #24.

**Vendor's Inquiry #75:** What is the current number of FTEs for RNs, LPNs, and CNAs being utilized presently to service this contract?

**State's Response #75:** This will vary for each facility.

**Vendor's Inquiry #76:** How many RNs, LPNs, CNAs are placed at each facility under this contract?

**State's Response #76:** This will vary for each facility.

**Vendor's Inquiry #77:** What is anticipated number of RNs, LPNs, CNAs at each facility under this contract?

**State's Response #77:** This will vary for each facility.

**Vendor's Inquiry #78:** What do you anticipate the number of RNs, LPNs, CNAs needed at each facility?

**State's Response #78:** This will vary for each facility.

**Vendor's Inquiry #79:** How many projected hours per year for each FTEs: RNs, LPNs, and CNAs?

**State's Response #79:** This will vary for each facility.

**Vendor's Inquiry #80:** Could you please provide the previous spend on this contract for previous years?

**State's Response #80:** See the State's Response to Vendor Inquiry #36.

**Vendor's Inquiry #81:** Are all contract positions full-time, 36 or 40 hours per week?

**State's Response #81:** See the State's Response to Vendor Inquiry #64.

**Vendor's Inquiry #82:** If there are part-time positions, what percentage of total positions are per diem or part-time?

**State's Response #82:** There are no part-time positions and the positions are paid hourly.

**Vendor's Inquiry #83:** Are there open positions outside of nursing?

**State's Response #83:** No.

**Vendor's Inquiry #84:** What is the estimated spend on this contract?

**State's Response #84:** See the State's Response to Vendor Inquiry #36.

**Vendor's Inquiry #85:** What is the average length of the assignments?

**State's Response #85:** This will vary for each facility.

**Vendor's Inquiry #86:** How many vendors do you intend to award for this contract?

**State's Response #86:** See the State's Response to Vendor Inquiry #4.

**Vendor's Inquiry #87:** Can Vendors provide Temporary Personal that have a Compact Nursing License?

**State's Response #87:** Yes.

**Vendor's Inquiry #88:** How many hours are required for orientation and training? Are both orientation and training paid (billable)?

**State's Response #88:** The State will require up to forty-eight (48) hours of orientation for all nurses who begin assignment if required by the facility. Orientation is billable (See Attachment C – Price Sheet).

**Vendor's Inquiry #89:** When do you anticipate the contract to begin?

**State's Response #89:** The State cannot provide an anticipated start date at this time.

**Vendor's Inquiry #90:** What is the estimated budget for this ITB? If unknown, please specify previous spending.

**State's Response #90:** See the State's Response to Vendor Inquiry #2 and #36.

**Vendor's Inquiry #91:** 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?

**State's Response #91:** This is a supplemental ITB to establish additional state contracts for the services. There is an existing contract with 22<sup>nd</sup> Century Technologies Inc. Agencies who need to procure services will contact the vendors they choose individually. In communication with the vendor, they will inquire about the services offered to ensure the vendor can supply the amount of staffing needed.

**Vendor's Inquiry #92:** Please provide a list of all the attachments & forms which are necessary to be attached to the proposal.

**State's Response #92:** Please see link for all attachments with information regarding required documentation associated with this solicitation:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=bidno&term=3000021352> .

**Vendor's Inquiry #93:** Do we need to submit the certificate of insurance and business license with the proposal?

**State's Response #93:** No, the certificate of insurance is only requested if a bidder is to be awarded a contract.

**Vendor's Inquiry #94:** What is the average length of the assignment?

**State's Response #94:** See the State's Response to Vendor Inquiry #22.

**Vendor's Inquiry #95:** Please provide a copy of the proposal of all current vendors providing staffing services, including rate/cost sheets.

**State's Response #95:** See the State's Response to Vendor Inquiry #8.

**Vendor's Inquiry #96:** Is it mandatory to utilize the subcontractor? If yes, please define the goal for the same?

**State's Response #96:** No.

**Vendor's Inquiry #97:** How many vendors is the State planning to award under this contract?

**State's Response #97:** See the State's Response to Vendor Inquiry #4.

**Vendor's Inquiry #98:** Do we need to provide references? If yes, please define how many and in which format?

**State's Response #98:** See the State's Response to Vendor Inquiry #12.

**Vendor's Inquiry #99:** Do we need to provide live or sample resumes for the job titles mentioned in the ITB?

**State's Response #99:** No.

**Vendor's Inquiry #100:** Please provide a checklist of the documents or other attachments required by the State, so to avoid compliance issues.

**State's Response #100:** See the State's Response to Vendor Inquiry #92.

**Vendor's Inquiry #101:** Is it mandatory to provide equipment, tools, parts, and materials under this contract? If yes, please provide a list of specific equipment, tools, parts, and materials required.

**State's Response #101:** No.

**Vendor's Inquiry #102:** How many FTEs are required by the State under this contract?

**State's Response #102:** This will vary for each facility.

**Vendor's Inquiry #103:** Is it mandatory to have local experience to qualify as the responsive bidder?

**State's Response #103:** No.

**Vendor's Inquiry #104:** Can we submit the response online via Portal or is it mandatory to submit via hardcopy?

**State's Response #104:** Yes, the response can be submitted online via portal.

**Vendor's Inquiry #105:** Can we provide rate range in Attachment C – Price Sheet?

**State's Response #105:** See the State's Response to Vendor Inquiry #38.

**Vendor's Inquiry #106:** Which agencies will primarily utilize this contract?

**State's Response #106:** The Louisiana Department of Health will primarily utilize the contract.

**Vendor's Inquiry #107:** Can a vendor solicit this contract after award to any eligible user of this contract for filling their healthcare staffing needs?

**State's Response #107:** Yes, once awarded, vendors can contact agencies to solicit their contract.

**Vendor's Inquiry #108:** Is it necessary to submit Certificate of Good Standing at the time of proposal?

**State's Response #108:** No.

**Vendor's Inquiry #109:** Could you please provide details of the Evaluation Criteria?

**State's Response #109:** See the State's Response to Vendor Inquiry #49.

**Vendor's Inquiry #110:** Do you require the Signature Page to be included in the Proposal submission?

**State's Response #110:** Yes.

**Vendor's Inquiry #111:** Can we submit a redacted version of the proposal?

**State's Response #111:** No.

**Vendor's Inquiry #112:** Is it obligatory to fulfill the Fidelity Bond Requirements?

**State's Response #112:** See the State's Response to Vendor Inquiry #57.

**Vendor's Inquiry #113:** Could you kindly furnish historical expenditure data related to this solicitation?

**State's Response #113:** See the State's Response to Vendor Inquiry #36.

**Vendor's Inquiry #114:** Who is the current incumbent or contractor?

**State's Response #114:** See the State's Response to Vendor Inquiry #1a.

**Vendor's Inquiry #115:** Is there a provisional budget allocated for the anticipated contract?

**State's Response #115:** See the State's Response to Vendor Inquiry #2.

**Vendor's Inquiry #116:** Would it be possible to obtain the current pay and bill rates for the candidates or resources engaged in the ongoing contract?

**State's Response #116:** See the State's Response to Vendor Inquiry #35.

**Vendor's Inquiry #117:** How many candidates are presently working on this contract?

**State's Response #117:** The State currently has one (1) contract vendor for these services.

**Vendor's Inquiry #118:** Could you provide insight into any significant challenges or areas of concern associated with this contract?

**State's Response #118:** The State has published this supplemental ITB to increase the number of contract vendors available to statewide agencies. Supplemental contracts are needed to meet the demands of multiple agencies in need of temporary nursing services.

**Vendor's Inquiry #119:** How many vendors are currently providing these services?

**State's Response #119:** See the State's Response to Vendor Inquiry #117.

**Vendor's Inquiry #120:** What was the State's spend last year for this RFP (by specialty)?

**State's Response #120:** See the State's Response to Vendor Inquiry #36.

**Vendor's Inquiry #121:** How many vendors does the State plan on awarding for this RFP (is there a cap)?

**State's Response #121:** See the State's Response to Vendor Inquiry #4.

**Vendor's Inquiry #122:** Is there a ranking system/list used by State agencies for ordering staff (based on hourly rate)?

**State's Response #122:** See the State's Response to Vendor Inquiry #7.

**Vendor's Inquiry #123:** Could the State award a single clinical specialty (RN/LPN/CNA) to a bidder or is it an 'all or nothing bid award?

**State's Response #123:** See the State's Response to Vendor Inquiry #70.

**Vendor's Inquiry #124:** How many facilities will be utilizing these services?

**State's Response #124:** The contracts awarded as a result of this solicitation will be available for use by all State Agencies, Political Subdivision of the State, Quasi State Agencies, External Procurement Units, and Agencies of the United States Government who are authorized to utilize state contracts established by the Office of State Procurement.

**Vendor's Inquiry #125:** Will all vendors see all questions asked and answered?

**State's Response #125:** Yes.

**Vendor's Inquiry #126:** Are these facilities going to be looking for local per diem nursing coverage? Or local contract nurse coverage? Or both?

**State's Response #126:** See the State's Response to Vendor Inquiry #23.

**Vendor's Inquiry #127:** Is this a re-compete RfX? If yes, could you please share the name of Current Suppliers (who are currently providing services to Agency)?

**State's Response #127:** See the State's Response to Vendor Inquiry #1 & #1a.

**Vendor's Inquiry #128:** Could you please share current Supplier's pricing and Proposals?

**State's Response #128:** See the State's Response to Vendor Inquiry #1b.

**Vendor's Inquiry #129:** When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

**State's Response #129:** See the State's Response to Vendor Inquiry #1d.

**Vendor's Inquiry #130:** How many resources are currently engaged in the current contract?

**State's Response #130:** See the State's Response to Vendor Inquiry #1e.

**Vendor's Inquiry #131:** Can you please share the no. of positions served in previous years under this contract?

**State's Response #131:** See the State's Response to Vendor Inquiry #1f.

**Vendor's Inquiry #132:** Can you please share the amount of business each vendor did under this contract in previous years?

**State's Response #132:** See the State's Response to Vendor Inquiry #1g.

**Vendor's Inquiry #133:** Is there any local preference for this contract?

**State's Response #133:** No.

**Vendor's Inquiry #134:** What will be the estimated annual budget for this project?

**State's Response #134:** See the State's Response to Vendor Inquiry #2.

**Vendor's Inquiry #135:** Would you be accepting references from public as well as commercial entities?

**State's Response #135:** See the State's Response to Vendor Inquiry #12.

**Vendor's Inquiry #136:** Is sub-contracting required for this contract?

**State's Response #136:** See the State's Response to Vendor Inquiry #32.

**Vendor's Inquiry #137:** How many vendors agency is planning to select?

**State's Response #137:** See the State's Response to Vendor Inquiry #4.

**Vendor's Inquiry #138:** Attachment B: Pg 2 (profile information) - Will the State provide a specific application? Or are there specific questions they want included on applications?

**State's Response #138:** No, the State will not provide a specific application. Please refer to Attachment B – Specifications, Deliverables, page 2, Provide facility with the following profile information on each staff prior to scheduled orientation 1-7.

**Vendor's Inquiry #139:** Attachment B: Pg. 3 (Performance Measurements/Evaluation) - How will we receive a report to verify the time recorded by the Director of Nursing (DON)?

**State's Response #139:** This will vary for each facility.

**Vendor's Inquiry #140:** Attachment A – Special Terms & Conditions Page# 12 - In the event that the State makes multiple awards, and multiple awarded contractors submit a candidate for a required service, how will the State select which candidate to utilize for the required service?

**State's Response #140:** This will vary for each facility.

**Vendor's Inquiry #141:** Attachment B – Specifications - Are there incumbent contractors for the service?

**State's Response #141:** See the State's Response to Vendor Inquiry #1a.

**Vendor's Inquiry #142:** Attachment B – Specifications - If there are incumbent contractors for the service, what was the start date and current closing date of the incumbent service?

**State's Response #142:** See the State's Response to Vendor Inquiry #41.

**Vendor's Inquiry #143:** Attachment B – Specifications - If there are incumbent contractors for the service, what is the total value of the incumbent service?

**State's Response #143:** See the State's Response to Vendor Inquiry #36.



**Vendor's Inquiry #144:** Attachment B – Specifications - If there are incumbent contractors for the service, who are the incumbent contractors?

**State's Response #144:** See the State's Response to Vendor Inquiry #1a.

**Vendor's Inquiry #145:** Attachment B – Specifications - Can the State provide a list of the possible service locations?

**State's Response #145:** See the State's Response to Vendor Inquiry #124.

**Vendor's Inquiry #146:** Attachment B – Specifications - How will awardees receive notice that an FTE covered by the Contract is being requested for a certain location in Louisiana?

**State's Response #146:** See the State's Response to Vendor Inquiry #5.

**Vendor's Inquiry #147:** Attachment C – Price Sheet - If there are incumbent contractors for the service, can the State provide the RN Hourly Rate Total for the awardee with the lowest RN Hourly Rate Total currently?

**State's Response #147:** See the State's Response to Vendor Inquiry #1a & #1b.

**Vendor's Inquiry #148:** Attachment C – Price Sheet - If there are incumbent contractors for the service, can the State provide the LPN Hourly Rate Total for the awardee with the lowest LPN Hourly Rate Total currently?

**State's Response #148:** See the State's Response to Vendor Inquiry #1a & #1b.

**Vendor's Inquiry #149:** Attachment C – Price Sheet - If there are incumbent contractors for the service, can the State provide the CNA Hourly Rate Total for the awardee with the lowest CNA Hourly Rate Total currently?

**State's Response #149:** See the State's Response to Vendor Inquiry #1a & #1b.

**Vendor's Inquiry #150:** Attachment C – Price Sheet - How will the State determine if the Hourly Rate or the Hourly Crisis Rate is utilized for a service?

**State's Response #150:** The crisis rate is applied whenever needed. The need is determined and agreed upon by the vendor and the requesting agency.

**Vendor's Inquiry #151:** Attachment A – Special Terms and Conditions Page 12 Method of Award, point 1 - How many vendors does the State expect to award a contract?

**State's Response #151:** See the State's Response to Vendor Inquiry #4.

**Vendor's Inquiry #152:** Attachment A – Special Terms and Conditions Page 12 Method of Award, point 1 - Please clarify how needs for contractors will be distributed to vendors post-award?

**State's Response #152:** See the State's Response to Vendor Inquiry #5.

**Vendor's Inquiry #153:** Attachment A – Special Terms and Conditions Page 12 Method of Award, point 1 - How will vendors be scored against the evaluation criteria?

a. Attachment A – Special Terms and Conditions Page 12 Method of Award, point 1 - Please explain how points are allocated for pricing? (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

**State's Response #153:** See the State's Response to Vendor Inquiry #27 and #49.

a. There is no point system allocated for pricing.

**Vendor's Inquiry #154:** Attachment B – Specifications Page 1 Scope of Work/Deliverables - Please provide name of all incumbent providers and their pricing for the services outlined in the RFP.

**State's Response #154:** See the State's Response to Vendor Inquiry #1a & #1b.

**Vendor's Inquiry #155:** Attachment B – Specifications Page 1 Scope of Work/Deliverables - Please can the State provide the following information around usage:

- a. Historical usage by labor category
- b. Contracted staff hours by year
- c. Total spend by year
- d. Current budget for this program
- e. Anticipated volume of contract staff
- f. Typical workday hours for each labor category
- g. Average length of assignment

**State's Response #155:**

- a. This information varies for each facility.
- b. This information varies for each facility.
- c. \$492,687.73
- d. See the State's Response to Vendor Inquiry #2.
- e. This information varies for each facility.
- f. This information varies for each facility.
- g. This information varies for each facility.

**Vendor's Inquiry #156:** Attachment B – Specifications Page 1 Scope of Work/Deliverables - Why is the State going out to bid at this time?

**State's Response #156:** See the State's Response to Vendor Inquiry #91.

**Vendor's Inquiry #157:** Attachment B – Specifications Page 1 Scope of Work/Deliverables - How many locations will the provider be servicing?

**State's Response #157:** See the State's Response to Vendor Inquiry #124.

**Vendor's Inquiry #158:** Attachment B – Specifications Page 1 Scope of Work/Deliverables - How can the new vendor enhance customer satisfaction?

**State's Response #158:** By providing staff when requested by agencies in need.

**Vendor's Inquiry #159:** May we submit exceptions to the contract terms and conditions?

**State's Response #159:** No.

**Vendor's Inquiry #160:** Attachment B – Specifications Page 1 Scope of work/Deliverables, point 1 - “Contractor shall provide supplemental staff within twenty-four (24) hours of request”.

- a. Can the State please clarify this requirement?
- b. Does the State mean that it needs a qualified and vetted candidate, approved by the State, and on site within twenty-four (24) hours of request made to vendors?

**State's Response #160:**

- a. Per Attachment B – Specifications, vendors are required to provide staff within twenty-four (24) hours of an agency confirming their need for the vendor's services.
- b. Yes.

**Vendor's Inquiry #161:** Attachment A – Special Terms and conditions Page 4 Orders, Point 1 - What State agencies have purchased through this agreement? What Agencies are able to purchase through this agreement?

**State's Response #161:** A public records request will need to be submitted to [doapublicrecords@la.gov](mailto:doapublicrecords@la.gov) to see what agencies have purchased from this contract. See the State's Response to Vendor Inquiry #124.

**Vendor's Inquiry #162:** Is this a re-compete RFX? If yes,

- a. Could you please the name of Current Suppliers (who are currently providing services to Agency)?
- b. Could you please share current Suppliers pricing and Proposals?
- c. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?
- d. How many resources are currently engaged in the current contract?
- e. Can you please share the no. of positions served in previous years under this contract?
- f. Can you please share the amount of business each vendor did under this contract in previous years?

**State's Response #162:**

- a. See the State's Response to Vendor Inquiry #1a.
- b. See the State's Response to Vendor Inquiry #1b.
- c. See the State's Response to Vendor Inquiry #1d.
- d. See the State's Response to Vendor Inquiry #1e.

- e. See the State's Response to Vendor Inquiry #1f.
- f. See the State's Response to Vendor Inquiry #1g.

**Vendor's Inquiry #163:** What will be the estimated annual budget for this project?

**State's Response #163:** See the State's Response to Vendor Inquiry #2.

**Vendor's Inquiry #164:** How many hours of RNs, CNAs & LPNs can we expect under this contract in the initial 1 year?

**State's Response #164:** See the State's Response to Vendor Inquiry #64.

**Vendor's Inquiry #165:** How many vendors agency is planning to select?

**State's Response #165:** See the State's Response to Vendor Inquiry #4.

**Vendor's Inquiry #166:** What would be the estimated hours per week for RN, LPN & CNA?

**State's Response #166:** See the State's Response to Vendor Inquiry #64.

**Vendor's Inquiry #167:** Attachment C - Price Sheet - Question: As per our understanding, we need to quote fully burdened hourly Bill rate in the attachment C- price sheet, please confirm the same.

**State's Response #167:** Yes, that is correct.

**Vendor's Inquiry #168:** Question: In case, bill rate are not required, please confirm what exactly is required in the attachment C?

**State's Response #168:** Bidders are to include their fully burdened hourly rates and hourly crisis rates for RNs, LPNs and CNAs for weekday, weekend and hourly schedules on Attachment C – Price Sheet.

**Vendor's Inquiry #169:** Fidelity Bond Requirements: Question: Could you please confirm if Fidelity Bond Requirements is applicable to this RFQ?

**State's Response #169:** See the State's Response to Vendor Inquiry #57.

**Vendor's Inquiry #170:** Could you please confirm if the nursing services are required on per diem?

**State's Response #170:** See the State's Response to Vendor Inquiry #23.

**Vendor's Inquiry #171:** Could you please confirm if the tenure of assignment under the resulting contract will be for 13 week or longer?

**State's Response #171:** See the State's Response to Vendor Inquiry #22.

**Vendor's Inquiry #172:** What would be Average tenure of the assignments under the resulting contract?

**State's Response #172:** See the State's Response to Vendor Inquiry #22.

**Vendor's Inquiry #173:** Even after going through the submittal instructions, we are unable to get the right way to respond online, because it is not showing us the checkbox to give acceptance to terms under basic data tab of the lagoverpvendorportal. Could you please provide us concerned contact number who can help us in order to resolve this issue?

**State's Response #173:** You will need to either call OSP at 225-342-8010 or email the Vendor Help Desk at [vendr\\_inq@la.gov](mailto:vendr_inq@la.gov)

**Vendor's Inquiry #174:** As per our understanding, In case we opt to submit the bid in hardcopy, we need to submit the below mentioned documents in response, please confirm the same.

- a. Signed bid with signature page (Document\_ 3000021352)
- b. Completed Attachment C - Price Sheet
- c. Completed Attachment A – Special Terms & Conditions

**State's Response #174:** Yes, that is correct.

**Vendor's Inquiry #175:** Do we also need to submit any other document apart from document mentioned in above question? Is yes, please provide the additional document names, which are to be submitted in response.

**State's Response #175:** Please review Attachments A, B and C for information regarding required documents.

**Vendor's Inquiry #176:** We have reviewed all of the bid documentation and are preparing our response. In addition to the submission information in the Invitation to Bid, the questions and signatures in Attachment A (Special Terms and Conditions), and filling out Attachment C (Price Sheet), would the State like any kind of written narrative describing our company, capabilities, plan to execute staffing requests, etc.?

**State's Response #176:** See the State's Response to Vendor Inquiry #58.

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All else remains as on original bid.

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**THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail, hand delivery or courier to: Office of State Procurement 1201 N. 3rd Street, Claiborne Building Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9796. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_ By: \_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail, hand delivery, or courier to: Office of State Procurement, 1201 N. 3<sup>rd</sup> Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

**Revisions received after bid opening shall not be considered and you shall be held to your original bid.**

Revision:

For: \_\_\_\_\_ By: \_\_\_\_\_

By: Paris King  
Office of State Procurement  
Telephone No. 225-342-8019  
Email: Paris.King2@la.gov