March 25, 2019

To: All Potential Respondents

From: Kathy Harper, Purchasing Agent

Subject: RFB0619671025

**Addendum One Answers to Questions**

**Please amend the subject RFP to include answers to the following timely received questions:**

Q1. Can a locum’s agency bid or is this for temporary services?

A1.  No

Q2. Do you intend to make multiple awards?

A2. No

Q3. Since the duties of the Contractor and the Provider are separate and distinct, especially as Contractor does not itself provide medical services, it is important that Providers not be incorporated into the definition of Contractor—can this be reworded?

A3. No

Q4. Our locums staffing services contracts are “best efforts” and it is company policy not to enter into any contracts in which the vendor is subject to damages for failure to deliver the service. Would you be willing to delete this clause in a potential contract?

A4. No

Q5. Can language changes be made? (indemnification, insurance, venue, etc)

A5. You are welcome to make suggested changes.

Q6. Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?

A6. Yes

Q7. If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages

A7. Please see Section 6 Terms and Conditions.

Q8. Will you allow multiple physicians to fill the need or are your requiring that one physician fulfill the need?

A8. Multiple provider who are employees of the contractor and supervised by the contractor.

Q9. What is the expected process and timeline for notifying vendor of needs, reviewing candidates,

scheduling providers, etc.?

A9. All medical providers will be credentialed by IVH. Contractor and IVH will work together to develop schedules.

Q10. May we add a locums to perm conversion fee to our pricing?

A10. See Section 4.2.3

Q11. Will price adjustments be allowed for the renewal years? Can we submit a rate increase with each option year?

A11. Contractor will bill Medicare and private insurance for services provided.

Q12. Do you want an all-inclusive rate?

A12. Not applicable to scope of services.

Q13. Is there a specific pricing/rate form to include?

A13. No. Contractor will bill Medicare and insurance for services rendered.

Q14. Locum tenens physicians are Independent Contractors and as such are not employees. Therefore, Worker’s Compensation insurance would not be applicable. Will you waive these requirements for physicians?

A14. No

Q15. Will you consider $1M per occurrence/$3M aggregate insurance limits?

A15. Yes

Q16. Page 16 (4.2.3): Will contractor be responsible for billing for services? Typically, locum tenens physicians do not handle any billing.

A16. See Section 4.2.3

Q17. Should we provide references with our proposal?

A17. Yes

Q18. By submitting a response, are we automatically agreeing to a contract and its terms? Or if there are terms & conditions we cannot agree to; can we decline the contract if awarded

A18. No, not agreeing to a contract. Yes, may decline the contract if awarded.

Q19. If we have exceptions to the Terms and Conditions on the RFP, should we include in our proposal

A19. Yes.

Q20. The agreement doesn’t include any locum-specific language; may we propose an addendum to the agreement where we could incorporate some locum-specific terms

A20. No.

Q21. For the last year, can you break down the utilization history (total staffing hours) for each position identified in this RFP?

A21. No, capactiy of 447 nursing residents and approximately 70 residential clients.

Q22. As a locum tenens agency, our providers are considered independent contractors and not employees, can this wording be amended?

A22. No.

Q23. What are the current challenges/obstacles in meeting its staffing and recruitment goals for the position? If a contract for the proposed services is in place, what areas of improvement over the existing contract would you like to see?

A23. IVH Medical Director will oversee this contract. No current contract in place.

Q24. Are there penalties incurred if unable to fill any of the openings?

A24. Contractor would need to provide the services outlined in the scope of work.

Q25. Is there an incumbent and current contract for this service? If so, can you please provide the vendor name and current contract rate?

A25. No.

Q26. What is the estimated time frame of notice before a need becomes available?

A26. Contractor shall provide all services outlined in the scope of work.

Q27. Will you allow multiple physicians to fill the need or are your requiring that one physician fulfill the need

A27. Multiple providers who are employees of the contractor.

Q28. What is the expected process and timeline for notifying vendor of needs, reviewing candidates,

scheduling providers, etc?

A28. All medical providers will be credentialed by IVH. Contractor and IVH will work together to develop schedules.

Q29. May we add a locums to perm conversion fee to our pricing?

A29. See Section 4.2.3

Q30. Is there a specific pricing/rate form to include?

A32. No

Q33. Locum tenens physicians are Independent Contractors and as such are not employees. Therefore, Worker’s Compensation insurance would not be applicable. Will you waive these requirements for physicians?

A33. No.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name