January 18, 2021

To: All Potential Respondents

From: Kathy Harper, Purchasing Agent

Subject: ITQ0620282085 Medical Recruiters and Locum Tenens Agencies

**Addendum One Answers to Questions**

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

Q1. Is the Respondent required to provide pricing on all specialties listed on Attachment 7 –Pricing Sheet?

A1. No, please provide pricing for what you have available.

Q2. Does the pricing submitted on Attachment 7 – Price List need to include an amount for travel and / or lodging related expenses for the locum tenens contracted provider, or will we be able to bill for this separately

A2. Please provide the hourly rate for each position on Attachment # 7. Please see Section 5.3.1 Reimbursement for regarding travel costs.

Q3. Is it safe to assume this is 3 years, not 3 months?

A3. Yes, three (3) years.

Q4. What is the estimated budget for ITQ? If unknown, please specify previous spending?

A4. At this time the budget is unknown as this ITQ is only to qualify vendors, multiple state agencies will then post solicitations when the services are needed and set up a contract. The second question is not applicable.

Q5. 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?

 A5. This is a new requirement.

Q6. Please provide the total number of temporary staffs on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee?

A6. This information is currently not available.

Q7. Is it mandatory to take a sub-contractor?

A7. No

Q8. On Page 17 question 3.2.3.11 Respondent’s accounting firm**.** Does this mean account management team?

A8. We are asking for the company that prepares your financial statements.

Q9. On Page 17 question 3.2.3.12 The successful Respondent will be required to register to do business in Iowa before payments can be made. For vendor registration documents, go to: **https://das.iowa.gov/procurement/vendors/how-do-business.** Is this after award requirement or we should submit registration proof with proposal?

A9. Those vendors that are on the ITQ list should register.

Q10. On Page 17 question 3.2.4.2 and 3.2.4.3. Is there any missing detail in both questions or are both same/repetitive??

A10. Section 3.2.4.2 asks for the total number of years’ experience in the company providing the types of goods and/or services sought by the ITQ. Section 3.2.4.3 asks for the level of technical experience providing the types of goods and/or services sought by the ITQ.

Q11. Do we need to answer only Section 3 in our response?

A11. No, please see Section 6.

Q12. We are unable to open provided excel on portal once saved

A12. Are you talking about Attachment # 7?

Q13. Do we need to provide total 3 references for both Medical Recruiters & Medical Locum Tenens SOW.

A13. Yes, if you are responding to both.

Q14. On Page 40 Attachment #4 Response Check List, it says One (1) original and 1 electronic copy on digital media of the Technical Proposal? Please clarify mode of submission? As due to COVID-19 we request electronic response submission.

A14. Responses must be submitted electronically, only electronic responses will be accepted.

Q15. Do we need to address only Section 6 with technical proposal?

A15. No, there are other Sections including Section 3 that require responses.

Q16. Section 5 titles "Scope of Work" states the following " The resumes of the medical professionals from which identifying information (name, address, etc.) has been removed. The state agency will incur no further obligations to the vendor in the event that the vendor submits contact information for the professionals without the specific written request from a state agency." Are we to submit resumes with our proposal?

A16. No, not with the ITQ response.

Q17. Is it a requirement of Vendors responding to this ITQ to provide all services in Attachment 7 or can we submit pricing only for positions we wish to provide?

A17. No

Q18. To clarify, is the State looking for Vendors to provide direct placement services if they choose to participate in option number one: Medical Recruiters? If so, is there a different Pricing sheet for the Medical Recruiters Option to provide placement fees?

A18. No

Q19. Must we provide two separate proposals if we are intending on providing both Medical Recruiters and Locum Tenens Services or can we just submit one proposal stating our intent to be included on both Vendor lists??

A19. Yes

Q20. Does the state have job descriptions and required qualifications for the positions listed in Attachment 7?

A20. No

Q21. How frequently will the list be utilized to fill openings in medical positions at State facilities?

A21. There is no way to know how frequently the list will be used.

Q22. How many pre-qualified vendors do you intend to place on the list?

A22. See Section 1.3 of the ITQ

Q23. Is pre-qualification mandatory in order for a vendor to bid on solicitations from Iowa DHS and corrections facilities?

A23. Responses will only be accepted from vendors that are on the list of qualified vendors.

Q24. Will there be different rates depending on the age and type of facility IP/OP

A24. No

Q25. Section 8.2.8 Insurance, page 32, LocumTenens.com requests that the products liability requirement be removed, as this does not apply to a service provider.

A25. An amendment has been posted to replace the insurance table that is included in the ITQ. Any revisions to the terms and conditions of the ITQ should be noted in the proposal that is submitted.

Q26. Please remove or revise the highlighted language as it expands liability beyond limits or coverage terms of insurance

A26. See A28.

Q27. Acceptance of the insurance certificates by the Department shall not act to relieve Contractor of any obligation under this Contract. It shall be the responsibility of ITQ–-Medical Staffing 33 Contractor to keep the respective insurance policies and coverages current and in force during the life of this Contract. Contractor shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Contractor shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Contractor. Notwithstanding any other provision of this Contract, Contractor shall be fully responsible and liable for meeting and fulfilling all of its obligations under this section of the Contract

A27. Any revisions to the terms and conditions of the ITQ should be noted in the proposal that is submitted.

Q28. INDEMNIFICATION - We need clarification before we move forward. Are the payments from Iowa State Departments paid as federal grants to the Contractor awarded this bid? (This section reads as if payments are “federal grants” because we are contractually regulated in the indemnification around this money.)

A28. Any revisions to the terms and conditions of the ITQ should be noted in the proposal that is submitted.

Q29. INDEMNIFICATION - We need clarification before we move forward. Are the payments from Iowa State Departments paid as federal grants to the Contractor awarded this bid? (This section reads as if payments are “federal grants” because we are contractually regulated in the indemnification around this money.)

A29. Any revisions to the terms and conditions of the ITQ should be noted in the proposal that is submitted.

Q30. How many vendors do you intend to award this contract to?

A30. See Section 1.3 of the ITQ.

Q31. Section 3.2.3.1 on page 17 states "Does your state have a preference for instate vendors? Yes or No. If yes, please include the details of the preference." Does this question refer to the responding vendors to answer?

A31. If you are submitting a response to this ITQ, does your state have a preference for instate vendors.

Q32. Section 3.2.4.5 - Is this section needing an actual statement from our previous customers, or do we only need to supply the contact information for the contact person.

A32. The contact name and contact information is sufficient at this time.

**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