January 28, 2021

To: All Potential Respondents

From: Kathy Harper, Purchasing Agent

Subject: ITQ0620282085 Medical Recruiters and Locum Tenens Agencies

**Addendum Three Pre-proposal Conference Questions and Answers**

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

Q1. Is there a website that communicates needs per labor category per agency?

A1. No

Q2. Can the State provide job descriptions, including credentials required for all positions listed in the solicitation?

A2. [Link to Job Descriptions](https://das.iowa.gov/human-resources/classification-and-pay/job-class-descriptions)

Q3. What agencies will use this vendor list to disseminate solicitations?

A3. Per Section 1.5 of the ITQ, the Department of Human Services, the Department of Corrections and the Iowa Veteran’s Home.

Q4.       How many vendors are currently on the State’s preferred vendor list?

A4. This ITQ has been posted in order to establish the preferred vendor list.

Q5. How many does the State anticipate including on the preferred vendor list as a result of this contract?

A5. We do not have a specific number in mind.

Q6. Once a vendor is included on the vendor list, will vendors be required to resubmit an ITQ each year?

A6. No

Q7.Per Section 5.2.1 Following receipt of vendors’ proposals, the state agency will review the referrals consistent with the requirements outlined in the Request for Proposal. The state agency will notify vendors of medical professionals selected for interview. What is the response time for this notification? Can it be less than 7 days?

A7. There is not a specific response time, the agency that posts the RFP would be responsible for notifying vendors.

Q8. Would another LT agency be awarded a contract, and if so how will duplicate candidate submissions be handled? Will it be based on bill rate or 1st come 1st served?

A8. This process is only to establish a list of qualified vendors.

Q9. Per 5.3.1 Reimbursement for Travel: The state agency will also pay to the vendor reasonable and documented charges incurred by the medical professional for travel to an interview at a state agency facility. The vendor may invoice the state agency such charges following any such interview with a state agency. All such travel expenses must be reasonable and may not exceed the maximum amounts permitted for Board, Commission, Advisory Councils and Taskforce Members. Link to State Accounting Policy 210.245. Does travel reimbursement apply only to interviews, or will the State reimburse for travel to work assignments once a contractor has been accepted*?*

A9. May vary by Agency and position? To be determined on a case by case basis?

Q10. Per section 6.1.1 The Contractor shall, ensure that the following checks are completed prior to placement:

* Current/valid unrestricted Iowa license (signed) or applicable certificate
* License/certification in good standing
* Verification of current professional CPR certificate

Can the State clarify if certifications are required to be online vs. in-person classes, ALS or BLS?

A10.      We will find out if both are acceptable or not.

Q11. Does the State anticipate that these contracted agency employees will be on an assignment for a 13 week period?

A11. The length of time for each assignment will vary.

Q12. Will there be guaranteed weekly hours for the contractors?

A12. Hours will vary by Agency and will be determined at the time the Agency requests a position.

Q13. Can the State describe what the candidate submission process looks like?

A13. That process will be detailed in the RFP when posted and in the final contract when awarded.

Q14. Will there be specific point of contacts at each facility that the awarded vendors will be coordinating with.

A14. That process will be detailed in the RFP when posted and in the final contract when awarded.

Q15. Will vendors be submitting each candidate at a specific bill rate within the range we laid out in the rate sheets?

A15. That process will be detailed in the RFP when posted and in the final contract when awarded.

Q16. If the market changes is there the option to adjust the bill rate range?

A16. That process will be detailed in the RFP when posted and in the final contract when awarded.

Q17. Are there any additional credentialing items needed such as Drug screen, physical, 2-step TB, etc?

A17. That process will be detailed in the RFP when posted and in the final contract when awarded.

Q18. Will the state consider any value add categories to Attachment 7 that do not have job class descriptions listed on the [iowa.gov](http://iowa.gov) site? (<https://das.iowa.gov/human-resources/classification-and-pay/job-class-descriptions#n>). For example; Mental Health Nurse Practitioner, Podiatrist, and Optometrist are providers frequently used in correctional settings, but are not listed within the job classes.

A18. Yes, you are more than welcome to add additional positions and pricing to the list.

Q19. 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 negotiated in a potential contract?

A19. Respondents should make suggested changes to the terms and conditions, our legal team will review and comment.

Q20. 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 negotiate this in a potential contract?

A20. Respondents should make suggested changes to the terms and conditions, our legal team will review and comment.

Q21. Can language changes be made? (indemnification, insurance, venue, etc)?

A21. Respondents should make suggested changes to the terms and conditions, our legal team will review and comment.

Q22. If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages.

A22. Respondents should make suggested changes to the terms and conditions, our legal team will review and comment.

Q23. 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?

A23. Respondents should make suggested changes to the terms and conditions, our legal team will review and comment.

Q24. If we have exceptions to the Terms and Conditions on the RFP, should we include in our proposal?

A24. Respondents should make suggested changes to the terms and conditions, our legal team will review and comment.

Q25. 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?

A25. Respondents should make suggested changes to any locum-specific language in their response, our legal team will review and comment.

Q26. Can vendors bid on one or part of the requirements. Or do we have to bid on all of the requirements/specialties?

A26. A vendor can bid on either or both.

Q27. Can you supply a Word version of documents?

A27. Yes

Q28. What are the current challenges/obstacles in meeting its staffing and recruitment goals for these positions? If a contract for the proposed services is in place, what areas of improvement over the existing contract would you like to see?

A28. Supply and demand with needed positions, rural locations, etc. The DOC would like to see more reliability and flexibility.

Q29. Are there penalties incurred if unable to fill any of the openings?

A29. Those details will be included in the RFP when posted and in the final contract when awarded.

Q30. Will you allow multiple physicians to fill the need or are your requiring that one physician fulfill the need?

A30. That decision will be made by each Agency.

Q31. Please provide a forecast for the number of hours of locum tenens services, by specialty, for the term of the contract.

A31. This information is not available.

Q32. What is the expected process and timeline for notifying vendor of needs, reviewing candidates, scheduling providers, etc.?

A32. Those details will be outlined I the RFP when posted.

Q33. May we add a locums to perm conversion fee to our pricing?

A33. Yes

Q34. Do you want an all-inclusive rate?

A34. Yes, the rate will include all costs with the exception of travel.

Q35. On the pricing sheet for the markup columns should we include a dollar amount or percentage?

A35. Please provide the dollar amount and the percentage.

Q36. Will you consider $1/$3 million insurance limits?

A36. Respondents should make suggested changes to any language in their response, our legal team will review and comment.

Q37. 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?

A37. Respondents should make suggested changes to any language in their response, our legal team will review and comment.

Q38. What is the expected time for the completion of credentialing for an accepted candidate?

A38. This will vary by Agency.

Q39. Are letters of reference mandatory? Can they be within the last 5 years?

A39. Names and contact information for references is sufficient.

Q40. Could you please clarify what you are asking in 3.2.3.1?

A40. If you are submitting a response to this ITQ, does your state have a preference for instate vendors.

Q41. Can you clarify page 20 (4.2 b)? Are candidates required with our proposal? Is this mandatory?

A41. Resumes will not be required until a vendor has been qualified and has candidates for a position.

Q42. Are on call services needed?  If so, when and how often (if applicable)?

A42. Yes in some instances. At this time we do not know how often or when.

Q43. Please confirm that proposal submission is through the State’s Vendor Self Service Portal.

A43. Yes, only electronic submissions will be accepted through VSS.

Q44. Can respondents provide a reference from one of the facilities mentioned in Section 1.5 (Page 6)?

A44. Yes

Q45. Will you please clarify how requests for contract staff will be disseminated to vendors post award?

A45. Each agency will post a solicitation when staff is needed.

Q46. What travel if any is required by contract staff between Iowa state facilities?  Are contract staff to float to nearby locations?  Please elaborate.

A46. DHS Contract staff would primarily work at one location but could potentially float to another DHS facility. TBD with each assignment. DOC contract staff have traveled and floated.

Q47. Are you willing to utilize contract labor (13-26 weeks) versus temporary staffing resources to fulfill the state of Iowa’s vacancies?

A47. DOC is willing.

Q48. Why are there two options for services (Medical Recruiters/Locums) based on the fact that costs are captured consistently in attachment #7?

A48. The State of Iowa sometimes needs temporary staff and also needs assistance with recruiting and hiring permanent staff.

Q49. What is the primary difference in the two task orders outside of naming convention (Medical Recruiters and Locums)?

A49. See A48.

Q50. Is the state of Iowa seeking partnerships with firms that provide direct placement services?  Essentially, the vendor identifies talent to be hired directly as a “state” employee?

A50. Yes, as well as temporary staffing when needed.

Q51. Section 4 – Scope of work > 4.3 Medical Recruiting ITQ list contract payment methodology

* 1. This language is confusing as it leads us to believe the service deliverables are for “direct placement” services and that vendor is entitled to invoice the state agency for the placement fees set forth in the contract (i.e. state retains individual for 90 days?)

A51. If the state agency obtains requested contact information for a particular medical professional and hires that person within 365 calendar days of receipt of contact information, and retains the individual for at least 90 days, the Contractor shall be entitled to invoice the state agency for placement fees set forth in the contract.

Q52. Are contract staff required to work on Holidays?  If applicable, what Holidays are paid at premium rate (typically 1.5x standard rate)

* 1. Where should vendors provide Holiday rate schedule?  Didn’t see an area within attachment #7 to include.

A52. Specific work days and times would be determined with each assignment at the time of the contract. Add additional rate schedules into the spreadsheet if needed.

Q53. Are “on call” service required for various labor categories?  If applicable, what labor categories are required to perform “on call” services and how often?

* 1. How should we include rates for “on call” services?  Don’t see an area within attachment # 7 to include.

A53. The DOC does not need on call services.

Q54. Can we upload multiple files on the portal, as we will make 2 solutions for this?

A54. When you login to VSS, there are a couple of guides that you can refer to for assistance. The first is Iowa VSS Solicitations Reference Guide with Outline and the second one shows how to bid, locate an unfinished bid and resume, and explains any error messages that you might get including if a file is to large.

Q55. Will RFPs still be put out for these agencies/facilities for similar services that are not included in the ITQ, or will RFPS ONLY be put out via the ITQ?

A55. After the list of qualified vendors has been established, the agencies can request pricing for a specific scope of work from the list of qualified vendors and contract with the vendor that provides the best pricing.

Q56. What is this ITQ process going to accomplish?

A56. The ITQ process will allow the state to establish a list of qualified vendors. After the list has been established, the agencies can request pricing for a specific scope of work from the list of qualified vendors and contract with the vendor that provides the best pricing.

Q57. If a Respondent wants to provide both temporary and permanent staffing services, can we submit one response and one pricing sheet for that?

A.57 Yes, but everything would need to be broken out so that you are responding to option one (1) and option two (2) as well as two (2) separate cost proposals. It may be easier to submit two (2) separate responses one for each option.

Q58. Can you clarify once more, are you requesting four (4) different references for each solution?

A58. No, you may use the same references for option one (1) and option (2).

Q59. After the list of qualified vendors is established and an agency contacts vendors with a scope of work to fill staffing needs will all of those vendors be working on the same need with all of the same information?

A59. Yes, the agency would request pricing for a specific scope of work from the list of qualified vendors and contract with the vendor that provides the best pricing.

Q60. The cost proposal is a separate document, do we need to change the name of Attachment 7 to cost proposal?

A60. Yes, especially if you are submitting two (2) responses.

Q61. Are you requesting electronic or mail responses.

A61. Only electronic responses will be accepted.

**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