

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Registered Nurses for Vaccine Administration & Review**

Contract Period: July 1, 2023 through June 30, 2024 w/4-1 year options

Original Date of Issue: 06/30/23

Date of Revision:

RFP No: **RFP-RC-2023-007**

Catalog: **Health**

Authorized Users: Department of Health

Address Inquiries To:

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Description

This contract is for Registered Nurses for Vaccine Administration for Dept of Health.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 23-007	0000006179	A&T Healthcare LLC 339 North Main Street New City, NY 10956 Contact: Margaret Onody Margaretonody@at-healthcare.com	845-638-4342 FAX: 845-638-1303



Edwin J. Day, County Executive

TITLE: Registered Nurses for Vaccine Administration for the Rockland County Department of Health

RFP NUMBER:
RFP-RC-2023-007

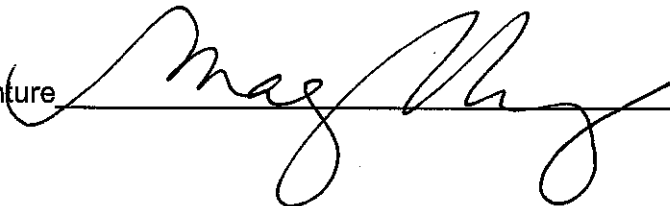
COST PROPOSAL TEMPLATE

Company Name A & T Healthcare, LLC

Hourly rate for Registered Nurse \$ 73 Item #94864000010

Hourly Emergency Rate \$ 83 Item #94864000011

All hourly rates must include travel expenses including gas, tolls, vehicle maintenance miles. The hourly rate must include any administrative and overhead cost. The County of Rockland will not be responsible for any additional cost.

Authorized Signature 

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 3

RFP-RC-2023-007

Registered Nurses for Vaccine Administration and Record Review

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Will overtime be billable?

Response #1: It is not anticipated that any overtime will be required for these services.

Question #2: On the rate sheet, can we provide a rate range or do we need a specific rate?

Response #2: A specific hourly rate is required on the cost proposal.

Question #3: Will vendor be required to bill Medicare/Medicaid or any third-party insurance?

Response #3: No this is not a requirement.

Question #4: Is orientation billable?

Response #4: Yes

Question #5: Do you have a current payroll provider?

Response #5: This is not applicable; nurses will not be on payroll the provider will submit monthly invoices for payment.

Question #6: How is scheduling determined?

Response #6: Scheduling is determined on a month-by-month basis with an anticipated 1-2 weeks' notice to the contracted agency prior to the start of the month.

Question #7: Is it expected that all 3 nurses required will be working the 9-5pm?

Response #7: The hourly schedule will be determined by the needs of RCDOH. For example, a vaccine clinic could run from 8:30am-12am after which the nurse could be assigned to school audits in the afternoon from 1pm-4:30pm. On another day a nurse may be assigned to do immunization school audits from 10am-1pm and a mass vaccination clinic from 2pm-6pm.

Question #8: What is the expectation for replacing a contracted nurse that is ill/calls off?

Response #8: It is expected that provider has sufficient nursing staff to accommodate the County's needs in such instances.

Question #9: What is the current requisition process in place?

Response #9: RCDOH will place a Blanket requisition for anticipated services for the year.

Question #10: What time keeping process/system will be utilized?

Response #10: As per page 7 of the RFP under the Billing section "Nursing staff must complete a time sheet that is signed by a Rockland County Department of Health Authorized Representative at the completion of a week".

Question #11: What technology is used currently to manage this program internally?

Response #11: RCDOH mass-vaccination clinics open to the public are managed via CDMS in the NYSDOH Health Commerce System. Appointment-only vaccine clinics for childhood immunizations are managed through the eClinicalWorks EMR system.

Question #12: Do you anticipate your current staffing volume to change in the next year or next 2 years? For example do you have any significant projects coming up (EMR conversion, new facilities, etc)?

Response #12: No, there is no anticipation of an increase based on upcoming projects, however an increase may be necessary if an unforeseen public health emergency arises.

Question #13: Does this RFP include correctional facilities, detention centers or juvenile detention centers owned by Rockland County?

Response #13: : This RFP does not include correctional/detention facilities or centers owned by Rockland County.

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

2/21/23

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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Paul Brennan, FNIGP, NIGP-CPP, CPPO
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ADDENDUM # 2

RFP-RC-2023-007

Registered Nurses for Vaccination and Administration Review

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

A pre-proposal meeting was held on February 8, 2023 at 11am. The following attendees were present, and questions were addressed:

Sabrina Samuels – Rockland County Purchasing Department
Rachel Zisman- Rockland County Department of Health
Tyrone Shaw- Adelphi Medical Staffing, LLC
Cheryl Stein- ATC Healthcare Services
Erika Derrick- ATC Healthcare Services
Michael Colacicco- Maxim Healthcare Staffing
Jack Donahue- Maxim Healthcare Staffing
Matthew Selverian – Medical Staffing Services dba Equiliem Healthcare
Bimohit Bawa- TruCare24, Inc
Jamie Murphy-ZenTech Consulting, LLC
Anne Marie Eaton – 22nd Century Technologies
Hansika- 22nd Century Technologies
Tracy Fox- United Staffing Solutions
Tamara Fuller- Maxim Healthcare Staffing
Betty Branis- Adelphi Medical Staffing LLC
Sandra Huljev- Handen Group
Jack Fowler- Axom Healthcare
Rose-Admiral Staffing
Paul Fontanos- TrueCare24, Inc.

Question #1: As cases for COVID-19 are very few now, kindly provide number of nurses that will be required under this contract for vaccine administration annually.

Response #1: As per the RFP Requirements approximately 3 Nurses daily are required as needed. The vaccine administration is not strictly for COVID-19 vaccinations.

Question #2: Is it mandatory to have a local office? Is there any preference to the local vendor while evaluating the proposal?

Response #2: No, it is not mandatory and local preference is part of the evaluation criteria.

Question #3: Do we need to submit the Certificate of Insurance and Business License with the proposal?

Response #3: Certificates of Insurance are not required with the submission; however, they must be furnished within 5 business days of the request. Business Licenses is not required; however, Nursing Licenses are required.

Question #4: Is it mandatory to utilize a MWBE and DBE subcontractor? If yes, please define subcontracting goals.

Response #4: No this is not a mandatory requirement.

Question #5: Please define the exact format for the references. Please define if we must provide 3 past and 3 current references?

Response #5: Please see page 37 of the RFP for references, multiple pages will be completed and sent. Please provide 3 references from a previous project or contract that is now closed and 3 from a current contract you are actively working with.

Question #6: Do we need to submit RN resume with the proposals? If yes how many?

Response #6: As per page 9 letter C Experience of staff and proposed nurses must be included. Resume format is acceptable, but not required. It is required to have minimum of 3 nurses, however additional resumes or experience can be provided for backup. As available, infectious disease certification and Basic Life Support (or equivalent) should be submitted with RN experience.

Question #7: Please provide a list of attachments/forms and documentation required to be submitted with the proposal so to avoid compliance issues.

Response #7: Please review all pages of the request for proposal for this information.

Question #8: What is the estimated budget of the contract? If unknown, please provide previous spending.

Response #8: This is a new contract supported by COVID and Immunization funding.

Question #9: Is this a new requirement? If not, please provide a list of the current vendor(s) providing the service?

Response #9: Yes, this is a new requirement.

Question #10: Please provide the total number of temporary staffs on current assignment? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

Response #10: There is no current assignment. Each worker assigned to this contract must be a Registered Nurse.

Question #11: Will this be a single award or multiple award?

Response #11: As per page 3 of the RFP this will be a single award.

Question #12: Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

Response #12: There is no current contract.

Question #13: What is the average length of the assignment?

Response #13: As per page 3 Length of contract the contract will be for a period of 1 year with the option to renew for an additional 4 years.

Question #14: Kindly define the number of FTE's working on the current contract.

Response #14: There is no current contract.

Question # 15: Please provide the annual spending of the current contract.

Response #15: This is unknown at this time.

Question #16: Kindly provide details of Rockland County POD locations where we have to provide RN services.

- Response #16: The County operates POD locations at:
- County owned facilities, primarily Building A at our Pomona, NY campus
 - Martin Luther King Multipurpose Center
 - Local schools
 - Local community centers
 - Homes of *homebound* residents
- Question # 17: Is there an existing contract in place for the services outlined in the scope of work? If so, who is the incumbent?
- Response #17: There is no current contract for these services.
- Question #18: Have there been any performance related concerns with the incumbent?
- Response #18: Not applicable
- Question #19: Can the government please provide the following information around usage:
- i. Historical usage by labor category
 - ii. Contracted staff hours by year
 - iii. Total spend by year
 - iv. Current budget for this program
- Response #19: Not applicable
- Question #20: Does the county have on-going vaccination clinics in which nursing staff will be required or available to work? Or, will contractual staff only be utilized on an 'as needed' basis?
- Response #20: RCDOH has regularly scheduled immunization clinics and monthly scheduled PODs. In special circumstances we meet the needs of the community by adding additional PODS.
- Questions # 21: In the previous 3 years, how many emergent requests were made, requiring staff to report within 24 hours?
- Response #21: Staff were not required to report within 24 hours in the past 3 years. During the height of COVID-19 PODs, staff were requested within 48 hours.
- Question #22: During non-emergent situations, how much notice will be given to the vendors for staff requests?
- Response #22: Schedules are created on a monthly basis; a 1-2 weeks' notice will be given to vendors for staff requests.
- Question #23: What is the maximum amount of staff that have been requested on any given day (2020-2022)?
- Response #23: The maximum amount of staff that have been requested were 5-6. Ample notice if additional nurses are required.
- Question #24: In order to meet the 24-hour response time, vendors will need to maintain a pool of approved nurses. Can the county please explain the process to credential and provide orientation to RN's working under this program?
- Response #24: See questions #27 for credentialing requirements. See question #46 for orientation information.
- Question #25: Can the county please provide a list of all credentialing requirements for vaccination RN's?
- Response #25: RN licensure in New York State, RN experience via resume or vendor system, BLS certification or equivalent, infection control certification. A HIPPA training certificate or equivalent is appreciated if available. The nurse's health clearance will also be required including:
- COVID-19 immunization (primary series at the minimum)
 - MMR immunization
 - Hepatitis B immunization
 - Annual influenza immunization
 - Td booster immunization within the past 10 years
 - Tuberculosis screening via PPD (Mantoux) skin test or QuantiFERON. A chest x-ray if tuberculosis screening is positive

Note that the RN should be in good standing with Medicare and Medicaid.

- Question #26: Will additional credentialing requirements apply for staff working in the school setting? (i.e. School Fingerprinting)
- Response #26: No, nurses will employed by the County not by the school and will not require additional credentialing for the school setting.
- Question #27: Does submitting a valid NYS WKms Compensation and NYS Disability Certifications or Attestation of Exemption, Certificate of Liability (listed as optional on page 12) impact chances of being awarded a contract?
- Response #27: No, these documents are not required at the time of submission, however they must be furnished within 5 business days of request.
- Question #28: Concerning page 6 of the RFP, can venders offer a separate critical rate for providing staff on an emergency notice (24-36 hour turnaround) so standard nursing rates can remain competitive?
- Response #28: Revised cost proposal for emergency rate.
- Question #29: Concerning Page 9, section 2B of the RFP, which asks for "A specific point-by-point response, in the order listed, to each requirement in the RFP." Please elaborate upon the scope of "each requirement." Does this concern only the Proposal Requirements and Company Qualifications Section, or potentially the entire RFP? Please clarify.
- Response #29: A point by point response must include the specific requirements outlined in the Statement of Objectives, Scope of work and requirements and qualifications.
- Question #30: Concerning Page 9, section 2C of the RFP, does the request for "experience of staff" pertain to temporary nursing staff provided by the vender or the vendor's staff coordinating services?
- Response #30: This is to include any staff assigned to work on this project i.e.: Nursing Staff, Administrative Staff.
- Question #31: Will the County consider reasonable changes to the insurance requirements, in line with industry standards, or to the extent the Contractor's policies are able to meet the requirements through alternate means (such as a clause on the Certificate of Insurance instead of an endorsement)?
- Response #31: The insurance requirements set forth in the RFP are required to enter into a contract with Rockland County. The County does not require a specific endorsement.
- Question #32: What is the anticipated award date?
- Response #32: The County anticipates the evaluations process to be at minimum 6-8 weeks.
- Question # 33: What is the projected start date of the contract?
- Response #33: It is anticipated the contract will be awarded with a start date within 6-8 weeks of closing date. This is subject to change depending upon responses and evaluation process.
- Question #34: What is the anticipated contract value in the first year?
- Response #34: Unknow at this time
- Question #35: Who are the incumbents and what are their RN rates?
- Response 35: There is currently no contract for these services. The County of Rockland worked with A&T Healthcare during the height of the COVID-19 pandemic with an hourly rate of \$73/hour for vaccinations only.
- Question #36: On page 9 of the RFP under the "Proposal Response Format (2. Detailed Response - b)", kindly elaborate on what is expected in the point-by-point response segment.
- Response #36: Please see response to question # 31.
- Question #37: Can you provide a list of all the facilities where the nurses will be placed?
- Response #37: Please see response to question # 16

Question #38: What service settings will the providers be working in?

Response#38: County Building and schools, and individual homes if needed.

Question #39: What is the number of required nurses that will be placed in the facilities?

Response #39: 3 Nurses per day

Question #40: What will be the nurses' shift schedule?

Response #40: 9-5pm

Question #41: How many patients are the nurses expected to see per day?

Response #41: 500 during the height of the Pandemic, 3-hour POD- 50 people, scheduled clinics 13 people.

Question #42: What is entailed in the current orientation process for nurses?

Response #42: Nurses will orient to RCDOH by:

- In an emergency the RN will receive in-time training
- Immunization outreach and audit orientation via a planned training with RCDOH staff
- Immunization POD orientation via POD walk-through and on-site supervising provider reviewing vaccine information and protocol for the POD's immunizations with the nurse prior to the start of the POD
- EMR (eClinicalWorks) orientation if applicable

Question #43: What holidays does the County observe?

Response #43: Legal Holidays include, New Year's Day, Martin Luther King Day, Lincoln's Birthday, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day. Please note if these Holidays fall on a Saturday, it is not observed during the week. If a Holiday falls on a Sunday, it will be observed on Monday.

Question #44: Do you accept electronic signatures?

Response #44: Yes

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

02/15/23

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 1

RFP-RC-2023-007

Registered Nurses for Vaccine Administration and Review

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Question #1: The Tandym Group is Staffing Firm, are we able to submit a response to this RFP?

Response #1: Yes

Question #2: Is the Rockland County Department of Health seeking per diem, local or travel staff to fill their needs?

Response #2: The County is looking to contract with a company that can provide nursing staff. Individual nurses local or traveling will not be hired on a per diem basis.

Question #3: How many vendors received this RFP?

Response #3: There are 100+ vendors that have been notified through the electronic system as well as advertisements in local newspaper and Minority Commerce Weekly.

Question #4: Why is the contract out for bid? Is it required to be put out for bid?

Response #4: Department of Health has a need due to the increased number of required vaccinations and limited nursing staff available. It is a requirement of NYS law to issue a competitive solicitation for this service.

Question #5: Is the Rockland County Department of Health satisfied with the current provider (s) of services?

Response #5: Yes, the County has success with previous providers.

Question #6: Are we required to submit pricing for all titles included in the RFP?

Response #6: As per page the Cost Proposal Template it is only required to submit pricing for Registered Nurses.

Question #7: How many vendors is the Rockland County Department of Health planning on awarding?

Response #7: That is undetermined at this time. The County reserves the right to award this contract to one or multiple vendors if they see fit.

Question #8: What was the spend on this contract in 2019, 2020 and 2021?

Response #8: There was no contract for Vaccine Administration and Review in the past.

Question #9: Has the Rockland County Department of Health contracted for temporary medical services in the past?

Response #9: Yes, the County of Rockland contracted with a company to provide Nursing Services for vaccine administration during the height of the COVID-19 pandemic.

Question #10: If yes, what the Rockland County Department of Health charged per hour per title?

Response #10: Per hour rate was \$73/hour for a registered nurse for vaccine administration.

Question #11: Who were/are the previous incumbent (s)?

Response #11: A&T Healthcare

Question #12: How many vendors does the Rockland County Department of Health currently work with for temporary medical staffing?

Response #12: In the past one, there are currently no contracts in place.

Question #13: Is this RFP seeking new firms to add on to the current vendor panel or bring in completely new vendors?

Response #13: No, there is currently no list of vendors.

Question #14: How many estimated nurses are expected to be utilized for this RFP?

Response #14 It is estimated that a minimum of three (3) registered nurses will be required daily.

Question #15: What is the total spend budgeted for temporary staff?

Response #15: Unknown at this time.

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

01/27/23



Edwin J. Day, County Executive

TITLE: Registered Nurses for Vaccine Administration for the Rockland County Department of Health

RFP NUMBER:
RFP-RC-2023-007

STATEMENT OF OBJECTIVES

The County of Rockland Department of Health (RCDOH) is seeking proposals from contracted nursing providers or employment organizations to provide Registered Nursing staff to assist both the Rockland county nursing division in the Rockland County Points of Dispensing (PODs) for the administration of COVID-19 vaccines and other ACIP-recommended vaccinations for children, adolescents and adults, and the Rockland County Disease Control Division for the conduction of school and daycare children immunization status audits and staff education. Funding for this contract will be through Federal Grants ELC-COVID and CDVAX.

The nursing staff is intended to assist in the administration of vaccines along with Rockland County Department of Health nursing staff. It is the intent that the contractor has sufficient nursing staff available to provide nurses at Rockland County PODs on an as-needed basis to ensure quality and consistent nursing coverage.

The location of the PODs will be identified based upon the need and community partners throughout Rockland County. Locations may include but are not limited to:

- Rockland County Department of Health clinics
- Community Centers
- Residential Homes
- Schools
- Houses of Worship

The contractor must provide qualified RN staff to meet the clinical needs of Rockland County and maintain resources necessary to efficiently and effectively deliver professional nursing care of a quality consistent with Rockland County Department of Health standards.

Additionally, the qualified RN's must be able to work with daycares and schools, to examine each child's vaccine record to ensure the students have all the mandated vaccines required by the New York State Department of Health (NYSDOH), write reports and/or assist with corrective measures for the child and/or school. The RN's will be expected to report audit results to the RCDOH Immunization division and assist with follow up activities accordingly.

Availability

- The provider must have the capability to staff a minimum of three (3) Registered Nurses on a daily basis Monday through Friday.
- It is estimated that each Registered Nurse must be available four (4) to eight (8) hours per day.
 - This will be determined by the anticipated number of patients and specific population in need for each day.
- Nursing staff must be available to accommodate RCDOH on as minimal as twenty-four (24) hours' notice.
 - RCDOH anticipates providing ample time for nurse staffing however in times of public health emergency an immediate need may be required.



Edwin J. Day, County Executive

TITLE: Registered Nurses for Vaccine Administration for the Rockland County Department of Health

RFP NUMBER:
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SCOPE OF WORK

Nursing Staff will be responsible for the following tasks in PODs:

- Administering vaccinations
- Assess patients for eligibility and medical contraindications
- Patient education of Vaccines
- Post vaccination monitoring, including recognition and managing of any physical or emotional reactions to vaccines.
- Provide a completed COVID-19 vaccination record card to every COVID-19 vaccine recipient, or adult caregiver accompanying the recipient
- All vaccinations services must be conducted in compliance with CDC guidance for immunization services [Vaccines and Immunizations | CDC](#)

The Nursing Staff will be responsible for vaccination awareness and record audits.

- Conduct immunization record audits at day cares/ preschools/ head starts, schools and colleges.
 - Nursing Staff must examine each child's vaccine record to ensure the student has all mandated vaccines required by the New York Department of Health.
- Conduct all follow up audits **after 14 days if a school or child has insufficient vaccinations/records**
- Assist with education of daycare and school RN's as to their rights and responsibilities in ensuring adequate immunization of children/students
- Assist in preparing reports of audits and follow ups for the audit process.

Billing

- Nursing Staff must complete a time sheet that is signed by a Rockland County Department of Health Authorized Representative at the completion of a week.
 - The time must include the Nurses name, and days and hours worked for each day.
 - Nursing Staff are entitled to a one (1) hour lunch break which will not be billable to Rockland County. The County will only be responsible for hours worked.
- A monthly invoice must be submitted to RCDOH no later than the 5th of the month following services. All invoices must be accompanied by appropriate time sheets for that month.
 - Time sheets that are not signed by an authorized representative of RCDOH will not be paid without prior verification.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Qualified firms must be able to provide the County with Registered Nurses to accommodate the need of the RCDOH. The Nursing staff must be licensed in New York State and have a minimum of one year experience post licensure.

The firm must maintain adequate records to provide accurate hourly billing invoices for nursing staff at each location.

The firm must have staff available to provide services in as little as 24 hours' notice if required by RCDOH.



Edwin J. Day, County Executive

TITLE: Registered Nurses for Vaccine Administration for the Rockland County Department of Health

RFP NUMBER:
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The contractor must have a minimum of 5 years' experience providing nursing staff. A minimum of six (6) references must be provided, including past contracts and current contracts.

The contractor must provide valid licensure for each RN that will be assigned to the County.

For the purposes of this RFP the contractor must not assign an individual who has been debarred, suspended or otherwise lawfully prohibited from practicing as a Registered Nurse.

The contractor must employ sufficient staffing to achieve contractual compliance.

PRICE ADJUSTMENT

The County recognizes this product or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once each year.

A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (i.e., commodity increases), the current pricing, and the requested revised pricing.

The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

The Director of Purchasing may use available indexes (e.g. CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation.

AWARD

The County intends to award one vendor this contract in its entirety, however the County reserves the right to award this contract to multiple vendors to fulfill the need of Registered Nurses if they see fit.