

Questions and Answers for IFB# 2018-06 Temporary Medical Staffing

Q1	When I figure the nurses pay can the rate include the per diem or does it need to be paid separate?
A1	The pay rate is the all-inclusive compensation paid to the employee providing service paid to the title.
Q2	Is there any way the 5-year experience minimum can be waived?
A2	No, OCFS will not waive this requirement.
Q3	Will agencies that possess Joint Commission Certification be given additional points or preference?
A3	No.
Q4	Will New York State domestic businesses entities be given additional points or preference over foreign business entities as is standard practice with most every other state?
A4	No.
Q5	Can you please provide clarification on the required amount of copies to be submitted with our response to the CFS01-IFB# 2018-06 RFP?
A5	One.
Q6	Form A – Should it be completed with BID “Contractor’s Planned Employment – are these Penda Aiken, Inc. employees?
A6	Form A is not required with the bid.
Q7	Form B – Should it be completed with BID “Contractor’s Annual Employment Report” – are these Penda Aiken, Inc. employees?
A7	Form B is not required with the bid.
Q8	Why is the contract out for bid? Is it required to be put out for bid? Is there a specific reason as to why these services are being put up for bid at this time?
A8	These are required services to maintain health and safety of the youth in our facilities and is being bid as a back up to the Statewide OGS Administrative Services contract. As the anticipated value is over the agency discretionary limit we are required to bid this out.
Q9	Who are your current incumbent vendors for these services? Is there a current contract? How long have they provided services to the State?
A9	The current vendors under contract are as follows: Maxim Healthcare Services, Inc.; Medical Staffing Network Healthcare, LLC; MSI Systems Corp; New Wave People, Inc.; Nursefinders; Penda Aiken, Inc.; SHC Services, Inc.; Total Healthcare Staffing; and, Worldwide Travel Staffing Limited. These vendors have been under the current contract since July 1, 2013. These contracts were also established as a back up to the prior OGS Administrative Services contract that expired in October 2017.
Q10	Are you satisfied with your current vendors?
A10	The question is not related to the request for bids therefore a response will not be provided.
Q11	Are your needs being met?
A11	The question is not related to the request for bids therefore a response will not be provided.
Q12	Can you provide last year’s usage for these services in either number of hours filled and/or total cost in dollar amount used for these services broken down by the positions solicited in this IFB?
A12	These figures are not available at this time.
Q13	What are your current hourly bill rates by classification?

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A13	<p>Please submit a FOIL request for this information. Requests can be made by postal mail, email or fax using the following contact information:</p> <p>Records Access Officer New York State Office of Children and Family Services 52 Washington Street, Room 133 North Rensselaer, NY 12144 Fax: (518) 486-6378 Email: info@ocfs.ny.gov</p> <p>For more information please visit - http://ocfs.ny.gov/main/faqs/foilfaq.asp</p>
Q14	Are we able to take exceptions and propose language to any of the terms and/or requirements?
A14	No.
Q15	Are we eligible to bid if we have not worked with state-run facilities?
A15	Please see Section 3.1 of the IFB for Minimum Qualifications.
Q16	Is subcontracting allowed on this contract?
A16	Subcontracting is not allowed on this bid.
Q17	Are there any in comments for any of these positions?
A17	We do not understand the question.
Q18	Regarding the for-profit vendor responsibility questionnaire, if you are certified online do you need to fill out the form and return it?
A18	No, but please print and provide the certification page with your bid.
Q19	Can you please clarify what the insurance coverage limits are?
A19	OCFS requires a minimum of \$2,000,000 for each occurrence in commercial general liability insurance. This must also provide for a minimum of \$1,000,000 in personal liability.
Q20	Can a locum tenens healthcare staffing agency bid?
A20	No.
Q21	Do you intend to make multiple awards?
A21	Please see Section 4.1 of the IFB for Method of Award.
Q22	Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?
A22	No.
Q23	Should there be contract terms we are unable to accept, is there a penalty for not signing a contract?
A23	If you cannot agree to the terms and conditions of the contract, you should not submit a bid.
Q24	Are there penalties incurred if unable to fill any of the openings?
A24	No.
Q25	Can you supply a sample contract for us to look at? The link on page 27 does not work.
A25	Please see https://ocfs.ny.gov/main/bcm/Non-Grant-Contract-Template.pdf for a sample contract.
Q26	Do you want an all-inclusive rate?
A26	Yes. The bill rate must be all-inclusive.
Q27	Is there specific pricing form or format?
A27	Bid price must include an hourly bill rate for each titled position for each region and all costs associated with providing and delivering the items as specified, including travel, licenses,

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	insurance, administrative, customs, duties, charges and ancillary costs and be net F.O.B. destination. Holiday and overtime pay will be paid at the successful hourly bill amount. A 2% pay increase will be added to the successful bill rate effective on the one-year anniversary date of each subsequent year of the contract term. The annual 2% rate increase must be applied to both the bill rate and the minimum pay rate attributed to the Temporary Medical Staff.
Q28	The small business requirements for this bid are 30%, correct? Do we have to submit a utilization plan with the proposal identifying specific businesses? Or can this be done at a later date?
A28	There is no small business requirement. The 30% requirement applies to MWBE requirements.
Q29	What are the current challenges/obstacles OCFS faces 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 OCFS like to see?
A29	OCFS would like vendors who bid to have temp staff with consistent availability. At times the availability of vendors providing staffing has been challenging. This is due, in part, to noncompetitive rates. Also, several facilities are in remote locations.
Q30	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 OCFS be willing to delete this clause in a potential contract?
A30	No. Locum tenens organizations are not eligible to submit a bid on this opportunity.
Q31	How many patients per day would you estimate the provider would see?
A31	This varies by facilities.
Q32	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?
A32	The contractor must be an entity that can legally provide medical services in New York in compliance with Article 15 of the New York State Business Corporations Law. We would expect a contractor to be responsible for the acts of its employees to the extent the law
Q33	How many hours were billed per specialty in the last 12 months?
A33	These figures are not available at this time.
Q34	What is the current and/or anticipated spend for this contract?
A34	These figures are not available at this time.
Q35	What is the estimated time frame of notice before a need becomes available?
A35	This varies by facility.
Q36	Will price adjustments be allowed for the renewal years? Can we submit a rate increase with each option year?
A36	There will be no renewals, any contracts resulting from this bid will be for a 5-year fixed contract. A 2% pay increase will be added to the successful bill rate effective on the one-year anniversary date of each subsequent year of the contract term. The annual 2% rate increase must be applied to both the bill rate and the minimum pay rate attributed to the Temporary Medical Staff.
Q37	Can language changes be made? (indemnification, insurance, venue, etc.)?
A37	No.

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Q38	Will OCFS agree to waive Worker's Compensation Insurance requirements for physicians? Locum Tenens physicians are Independent Contractors and as such are not employees. Therefore, this insurance would not be applicable.
A38	Locum tenens organizations are not eligible to submit a bid on this opportunity. Please see Section 4.22 for further information on Workers' Compensation.
Q39	Will you allow multiple physicians to fill the need or are you requiring that one physician fulfill the need?
A39	There are no physician titles listed in this IFB. Please see Section 3.1 for the requested titles.
Q40	Please provide a forecast for the number of hours of locum tenens services, by specialty, for the term of the contract.
A40	Locum tenens organizations are not eligible to submit a bid on this opportunity.
Q41	Based on historical usage, how long was the typical assignment? And is that same assignment length anticipated during this contract term?
A41	Assignment lengths vary based on vacancy reason. Vacancies cannot be anticipated for the term of contracts that result from this procurement.
Q42	Can you please provide the current incumbent vendors providing locum tenens services?
A42	We do not use locum tenens for services.
Q43	Can you please provide the current incumbent hourly bill rates for all positions being requested in the bid?
A43	<p>Please submit a FOIL request for this information. Requests can be made by postal mail, email or fax using the following contact information:</p> <p>Records Access Officer New York State Office of Children and Family Services 52 Washington Street, Room 133 North Rensselaer, NY 12144 Fax: (518) 486-6378 Email: info@ocfs.ny.gov</p> <p>For more information please visit - http://ocfs.ny.gov/main/faqs/foilfaq.asp</p>
Q44	Page 7, 3.1 Minimum Qualifications (last bullet): We have experience with New York state agencies, however our placements have mostly been for other specialties. Does the 20 staff placement requirement pertain only to NP/PA and NP Psych or can it be from other specialties? Example: Psychiatrists rather than Psych NPs.
A44	Experience must be in at least one of the listed titles of this IFB.
Q45	What areas of improvement over the existing contract would DHS like to see?
A45	We are not familiar with the acronym DHS. OCFS would like vendors who bid to have temp staff with consistent availability.
Q46	What was the usage of these services in the most recently completed fiscal year? Please provide the hours and / or dollars spent.
A46	These figures are not available at this time.
Q47	Does DHS utilize staffing and recruitment agencies for other medical positions in this correctional facility? If so, please provide those specialties.
A47	OCFS does not have any correctional facilities.
Q48	Is the MWBE requirement mandatory or optional (i.e. does the contractor have the option to submit a waiver)?

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A48	Please see Section 4.13 for MWBE requirements.
Q49	Has the State hired locum tenens staff for permanent employment with the State?
A49	This information, on a statewide, multi-agency level is not accessible to us.
Q50	When candidates are accepted by the State, will separate credentialing be completed by the State? What is expected length of time for that credentialing and or background checks?
A50	OCFS will conduct credentialing and background checks. The timeframes for these procedures vary, OCFS will performed them as expeditiously as possible.
Q51	Please provide any information on the average patients per day, per expected to be seen?
A51	This varies by facility.
Q52	Please provide the electronic medical records system(s) that will be utilized.
A52	OCFS does not use an electronic medical records system, we only use e-prescribing.
Q53	Our agency provides contract providers as well as providers employed by our agency. Are both types of providers acceptable to DHS?
A53	OCFS does not accept subcontractors for this service.
Q54	Are you able to change the language in the contract to accommodate 1099 independent contractors (would not require workers compensation)?
A54	No. Please see Section 4.22 for further information on Workers' Compensation.
Q55	What is the current annual budget for this contract?
A55	The budget cannot be given as the bid rates are unknown at this time.
Q56	Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?
A56	No.
Q57	How many current nurse practitioner / physician assistant needs do you have? What specialties?
A57	The need varies. Family Health is typically the specialty needed.
Q58	Can you please provide a Scope of Services for APP specialties?
A58	We are unfamiliar with the acronym APP.
Q59	What is the estimated time frame of notice before a provider coverage need becomes available?
A59	This varies by facility.
Q60	What is the expected time, for to complete credentialing of an accepted candidate?
A60	The timeframes for these procedures vary, OCFS will performed them as expeditiously as possible.
Q61	What locations will the providers be working at?
A61	Please see Section 3.2 for a listing of OCFS facilities.
Q62	Will price adjustments be allowed for the renewal years? Can we submit a rate increase with each option year?
A62	There will be no renewals, any contracts resulting from this bid will be for a 5-year fixed contract. A 2% pay increase will be added to the successful bill rate effective on the one-year anniversary date of each subsequent year of the contract term. The annual 2% rate increase must be applied to both the bill rate and the minimum pay rate attributed to the Temporary Medical Staff.
Q63	Will NYS agree to waive Worker's Compensation insurance and Employer's Liability requirements for locum physicians and advanced practice providers? Locum tenens

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	physicians and advanced practice providers are independent contractors and as such are not employees. Therefore, this insurance would not be applicable
A63	No. Locum tenens organizations are not eligible to submit a bid on this opportunity.
Q64	Are fidelity bonds required for this RFQ?
A64	No.
Q65	Would the Additional Insured Endorsement be required given this would be a Temporary Physician Staffing Services agreement and additional insured is not traditionally required?
A65	As the vendor is required to provide liability insurance, OCFS would require this.
Q66	How could an awarded vendor improve on services as compared to the current vendors?
A66	OCFS would like vendors who bid to have temp staff with consistent availability. At times the availability of vendors providing staffing has been challenging. This is in part due to noncompetitive rates.
Q67	What is your minimum assignment term, if any?
A67	There isn't a minimum assignment term. Assignment term varies based on need and vacancy.
Q68	Can the various references to "employees" be replaced by "provider" or "contractor" throughout the agreement as per the standard for agreements for locum tenens services?
A68	No. Locum tenens organizations are not eligible to submit a bid on this opportunity.
Q69	If we are already a contracted vendor through the OGS Statewide Administrative Services contract, may we bid on this bid too? The advantage for the agency is that this bid provides minimum pay rates, while with the OGS Statewide Administrative Services contract the RFQs or might competitive resulting in much lower rates. If yes, are there any disadvantages for the agency to bid on this one too?
A69	Yes, OGS vendors may also bid on this IFB. There are no disadvantages to bidding on the OCFS IFB. Please refer to Section 1.1 regarding vendor selection process.
Q70	Will bids for select staff positions be accepted or are bidders required to provide all staff positions detailed?
A70	Bids for individual positions are acceptable.
Q71	Is there a specific form to provide pricing or is it left to the bidder to create their own format/form?
A71	Please see the OCFS-0910 form.
Q72	Is form OCFS-3460-MWBE-EEO policy required to be submitted with the IFB response or a later date?
A72	This form will be requested at a later date.
Q73	Will the staff requested be scheduled "as needed" and paid "per diem" or will they be contracted for specific time periods (8 week, 13 week, etc.)?
A73	They will most always be contracted for specific time periods.
Q74	How do you handle overtime, holiday (what days) and other non-standard pay?
A74	The bid is for the all-inclusive bill rate. Bid price must include an hourly bill rate for each titled position for each region and all costs associated with providing and delivering the items as specified, including travel, licenses, insurance, administrative, customs, duties, charges and ancillary costs and be net F.O.B. destination. Holiday and overtime pay will be paid at the successful hourly bill amount.

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Q75	Is there a specific timeframe to submit the modifications to the sample contract? Should proposed negotiation points be submitted with Offeror's proposal, or should all proposed comments or changes to the sample contract be raised?
A75	There will be no modifications to the contract.
Q76	Does OCFS intend to use software provided by the Offeror for managing the staffing?
A76	No.