

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

May 7, 2018

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4290.3, Private Duty Nursing Services for Students with Special Needs**

**Question 1: What agencies do you currently use for Private Duty Nursing Services?**

**Answer:** For Section 504 students, the Resolution and Compliance Unit uses

- Earth Angels, Inc., 2602 Somreton Court, Bowie MD 20721
- ATC Healthcare Services, Inc., 75 Remittance Drive, Dept 6773, Chicago, IL 60675
- Infinity Nursing Services, Inc., 18549 Brooke Road, Sandy Spring, MD 20860

In addition to the above, the Department of Special Education uses:

- Automatic Nursing Care Service, Inc., 7505 New Hampshire Avenue, Takoma Park, MD. 20912
- Caring Nursing Services, 260 Gateway Dr., Ste. 1-2A, Bel Air, MD. 21014
- Community Care Nursing Service, 8108 Harford Rd, Ste. B., Baltimore, MD. 21234
- Continuum Pediatric Nursing, 1651 Old Meadow Rd., Ste. 600, McLean, VA. 22102
- Home Health Connection, Inc., 4340 East West Highway Ste. 1150, Bethesda, MD. 20814
- Maxim Healthcare Services, Inc., 962 Wayne Ave Ste. 600, Silver Spring, MD. 20910

**Question 2: What rates do those agencies charge for Private Duty Nursing Services?**

**Answer:**

Contractors	LPN Hourly Rate	RN Hourly Rate
Continuum Pediatric Nursing	\$42.00	
Maxim Healthcare Services, Inc.	\$38.00	
Automatic Nursing Care Service, Inc.	\$38.50	
ATC Healthcare Services	\$30.95	\$39.00
Caring Nursing Services	\$42.00	
Home Health Connection, Inc.	\$35.00	
Infinity Nursing Services, Inc.	\$43.00	
Community Care Nursing Service	\$38.00	
Earths Angels Inc		\$65.00
ATC Healthcare Services Inc	\$30.95	\$39.00
Infinity Nursing Services Inc		\$43.00

**Question 3: Which agencies are you using the most on the current contract?**

**Answer:** For Section 504 students: There is not a current RFP just for field trips, we use all three agencies on a consistent basis.

**Question 4: Will this be a single or multi-award?**

**Answer:** Previous contracts have prequalified multiple vendors to meet the needs of all students requiring service. It is anticipated that multiple awards would be made for this contract, although MCPS reserves the right to make a single award if it is in the best interest of MCPS.

**Question 5: How many hours were utilized in 2017?**

**Answer:** Approximately 3,028 hours total [\$863,115/38 hourly rate/7.5 hours per day]  
For 504 students, approximately 2,421 hours.

**Question 6: How many hours of Private Duty Nursing Services do you anticipate for the 2018-2019 year?**

**Answer:** Approximately 3,019 hours total [\$951,105/42 hourly rate/7.5 hours per day]  
For 504 students, approximately 2,400 hours.

**Question 7: How much money in 2017 was spent on Private Duty Nursing Services?**

**Answer:** \$955,130 Total for full and part-time services

**Question 8: What is the annual spend that is projected for the contract? How will it be divided per year?**

**Answer:** The annual spend for this project for year one is \$975,000. Section 3.6.4 Billing, indicates "Invoicing to MCPS shall be monthly or as otherwise agreed in writing by MCPS."

**Question 9: Are you satisfied with your current provider of services? What would you like to see with the awarded vendor and our approach to the request for service?**

**Answer:** We are looking to expand our options for vendors as this RFP will include full time private duty nursing services and services for field trips, activities/ programs, and outdoor education.

We would like to expand vendors that are capable of supporting diabetic students, particularly elementary school aged and also with experience in monitoring a diabetic pump.

**Question 10: 'The Contractor must include copies of current licenses to practice nursing as a registered nurse or licensed practical nursing in the State of Maryland, for all staff you will be assigned to this project.'**

**As a staffing firm, is it acceptable for us to submit resumes and licensure of sample candidates to meet this requirement?**

**Answer:** MCPS would like to see certifications of all possible candidates that could serve of this contract. If the contractor is awarded, it is expected that certifications will be submitted for anyone not included in the RFP response. Certifications must be submitted before the provider can start care.

**Question 11: 'A pricing proposal shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, ect.'**

**Can you please provide some more clarification on what you're looking for here? We typically charge an hourly rate that covers everything. Can we just list our hourly rates?**

**Answer:** Contractors should provide hourly rates for different types of services because this encompasses both daily nursing services and support for field trips/extracurricular/outdoor education and they need a break down for LPNs and RNs.



**Question 12:** If we agree to extend this response to other Mid Atlantic Purchasers as outlined on Attachment E are we also still required to answer any bids that they propose? Is this answer a sufficient response for all those listed as part of the Mid Atlantic Purchasing Team?

**Answer:** Yes, if any agency that participates in the Mid-Atlantic Purchasing Team (MAPT) issues their own solicitation you would need to respond to their solicitation if you are interested. MAPT members are not required to use another agencies contract.

**Question 13:** Can you please clarify this statement on page 9: "The selected provider(s) must have demonstrated experience in providing alternative programs for students to obtain a high school diploma (as defined in Section 3) in similar institutions (e.g. school districts, department of education, ect.)." Can you provide an example of how selected providers can demonstrate the statement above?

**Answer:** The response should include prior experience providing nursing services to Montgomery County Public Schools, other school districts in Maryland or in other states, or experience working for educational institutions under the Maryland State Department of Education. The response should also include whether the nurse has worked with students with intellectual disabilities or non-verbal students.

**Question 14:** Attachment B is a Certification of Non-segregated Facilities. Should we include a signature line at the bottom to state that we comply with the certification?

**Answer:** Yes, you may sign or initial at the bottom of the page to indicate your compliance with the certification.

**Question 15:** Is the proposal requesting an answer for Section 3.4 – 3.6? If so, is an Understand/ Comply as stated on page sufficient as stated in Section 8.2?

**Answer:** Yes, Understand/ Comply is acceptable for sections 3.4 – 3.6.

**Question 16:** Is this proposal requesting an answer for Section 3.0? If so, is an Understand/ Comply as stated on page sufficient as stated in Section 8.2?

**Answer:** Yes, Understand/ Comply is acceptable for section 3.0 and subsequent sections in the Scope of Service.

**Question 17:** What documentation do you need as evidence of a permanent place of business?

**Answer:** Evidence can include a copy of the contractor's W9 and Business License to offer services in the State of Maryland.

**Question 18:** What information would be redacted from a redacted copy?

**Answer:** See Sections 10.0, Treatment of Technical Data in Proposal and 11.0, Proprietary and Confidential Information. MCPS request a redacted copy of the proposal to ensure that any and all confidential and proprietary information is not shared. In the event a Maryland Public Information Act (MPIA) request is made, MCPS will use your redacted submission to fulfill the request.

**Question 19:** Why is the contract out for bid? Is it required to be put out for bid?

**Answer:** The contract is out for bid as the current contract term is expiring on June 30, 2018 with no further extension available. Yes, it is required to be bid as the contract is estimated to be over our \$25,000 threshold.

**Question 20:** Who are your current incumbent vendors for these services?

**Answer:** See Question 1.

**Question 21: Are you satisfied with your current vendors?**

**Answer:** See Question 9.

**Question 22: Are your needs being met?**

**Answer:** See Question 9.

**Question 23: 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 positions solicited in the RFP?**

**Answer:** See Question 5 & 6.

**Question 24: What are your current hourly bill rates by classification?**

**Answer:** See Question 2.

**Question 25: Are we able to take exceptions and propose language to any of the terms and/or requirements?**

**Answer:** See Section 21.0 Contract. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Provisions set forth in Articles 5, 12-14, 16-18, 21-24, 26 and 28 of the MCPS General Contract Articles are non-negotiable.

**Question 26: Page 5, Section 3.6.4; Billing States that invoices need to include hourly rate, school name, dates, type of service provided and student's name. Can you please clarify what "Type of Service Provided" means? Is this the nursing notes or simply noting on the invoice that services provided were a "1 to 1 case" or something similar?**

**Answer:** 'Type of Service' refers to the services performed. While we have 27 students requiring full time service, this RFP will be utilized for additional services as needed such as field trips, outdoor education, and activities/ programs. For example: "providing nurses services for field trip" or "providing daily nursing services."

**Question 27: Who is/ are the incumbent vendors and what is/are their rates?**

**Answer:** See Questions 1 & 2.

**Question 28: What is the estimated number of RNs and LPNs for year 1?**

**Answer:** Either an RN or LPN could fulfil the nursing services for field trips/extracurricular, so we do not separate the numbers. To date for the current school year, we had about 90 requests. Some requests do get cancelled due to weather or parent attendance. For Section 504, we have one student that has all day nursing services.

**Question 29: What is the maximum number of LPNs to be supervised by 1 RN?**

**Answer:** MCPS does not have a requirement, therefore the answer depends upon the agencies policies and regulations.

**Question 30: Can the agency assign to former country school district employees who left in good standings?**

**Answer:** Yes.



**Question 31: Minimum # of years of experience of RNs/ LPNs?**

**Answer:** MCPS does not have a requirement, therefore the answer depends upon the agencies policies and regulations.

**Question 32: Will the RNs/LPNs be assigned to one student for the entire school year or will they be filling in on school district employed RNs/LPNs absences?**

**Answer:** If the nurse is providing daily nurses services, yes, they will be assigned to a specific student for the entire school year. If the assigned nurse from the agency is sick or unable to be present, the agency is expected to inform MCPS of absents' and provide an alternate provider during that time. (See 3.6.2 Workday)

**Question 33: Will service be required during the summer?**

**Answer:** See Section 3.5, Calendar. "Service may be required for summer Extended School Year (ESY) program or other MCPS Summer Programs, depending on the student's *Plan of Care*."

**Question 34: Are bidders required to attach RN/LPN resumes to their proposals?**

**Answer:** Yes, please provide resumes and copies current licenses for staff that could be assigned to this project.

**Question 35: What all should be included in Redacted Copy?**

**Answer:** The redacted copy should only show the information you are willing to share openly, in the event of a Maryland Public Information Act (MPIA) request. All 'Confidential' or 'Technical' information should be omitted from the redacted copy.

**Question 36: Should the pages marked "Confidential" or "Technical data containing" be included in the redacted copy?**

**Answer:** No. See Question 35.

**Question 37: If we choose to call into the pre-submission conference how do we sign the sign-in sheet?**

**Answer:** Instructions were provided to RSVP to the pre-proposal conference by Thursday, May 3, 2018. Before starting we will introduce ourselves to the group and your attendance will be verified from the RSVP list.

**Question 38: Should there be 3 CD copies? A) Redacted copy B)copy of original response. PDF C) copy of original response. Microsoft Word**

**Answer:** Only one CD needs to be submitted. The CD should contain a .pdf version of your original response and a copy of the redacted response.

**Question 39: What other agencies is the contract shared with?**

**Answer:** At this time we aren't aware of any other jurisdiction bridging our contract. We are part of the Mid-Atlantic Purchasing Team and any member may request to bridge our contract if the contractor authorizes to extending the contract to participating members. Please see "Attachment E" for details and authorization form.

**Question 40:** Section 1.0 indicated that there are 27 students that require private duty nursing services. Will an individual nurse be assigned to each 27 students?

**Answer:** Yes, individual nurses will be assigned to each student requiring full time private duty nursing services, approximately 27 students at this time. Contractors will be contacted on an as needed basis for services of students who do not require full time care.

**Question 41:** How many RN's will be assigned and how many LPN's assigned to each student?

**Answer:** MCPS does not have a requirement, therefore the answer depends upon the agencies policies and regulations. Some agencies choose to assign 2 LPN's per student and split a shift.

**Question 42:** How many house per week will RNs and LPNs be utilized?

**Answer:** See Question 5 & 6.

**Question 43:** How many vendors received this request for RFP?

**Answer:** This Request for Proposal is posted publically on eMaryland Marketplace, therefore it is unknown how many contractors have received or viewed the RFP.

**Question 44:** Section 1.0 indicates the county is seeking one or more contractors? If more than one, how many contractors does the count expect to award this contract too?

**Answer:** There is no expectation for the number of contractors MCPS plans to award. Awards are based on the criteria within the RFP and the number that will be required to fulfill the needs of all students requiring services.

**Question 45:** If multiple contractors are awarded this contract, will there be a secondary, primary, ect. status for vendors?

**Answer:** No.

**Question 46:** Has the county contracted for private duty nursing services in the past? If yes, what was the rate per house the board was billed for LPN and RN services?

**Answer:** Yes. See Question 2.

**Question 47:** What was the spend on this contract in previous years?

**Answer:** See Question 7.

**Question 48:** What is the approximate spend for this contract?

**Answer:** See Question 8.

**Question 49:** What are your expectations for training and orientation? How long will it be and who will be responsible?

**Answer:** Any training of will be the responsibility of the contractor.

MCPS's only requirement is related to MCPS General Contract Article 21, Obligations Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities, see Appendix A.



**Question 50: How many staffing firms does the county currently work with?**

**Answer:** See Question 1 for list of current awarded suppliers.

**Question 51: How many sample resumes would be sufficient for evaluation of a proposal?**

**Answer:** 3-5 sample resumes would be sufficient for evaluation purposes.

**Question 52: What is the timeframe notice would be given for services on an as needed basis, such as field trips.**

**Answer:** Most requests are made 10 or more days prior to the service date. The shortest amount of notice ever needed was 2 business days, but that has only happened once.

**Question 53: What equipment or supplies need to be provided by the contractor?**

**Answer:** The contractor should ensure that all equipment and supplies are present and in good working order. The contractor should have on hand the current work order and any subsequent documentation regarding the student, at all times.

**Question 54: Is the RFP awards based on best value of the evaluated submissions?**

**Answer:** All proposals will be evaluated based on the criteria listed in Section 12.1. After evaluations are complete we will look at pricing for each qualified contractor. Pricing does not factor into the evaluation process.

**Question 55: When services are needed how do you determine what vendor to contact for availability?**

**Answer:** Currently vendors are contacted on a rotating basis to see if someone is available for the specific type of service. If the timeframe of the request is very short, the project contact will reach out to multiple contractors for availability. Email is the main form of communication.

**Question 56: Is there any specific training that is required for nurses? Any recent changes in service?**

**Answer:** MCPS does not require specific trainings. We have an increased need for care of elementary age students with diabetes and the use of a diabetic pump.

**Question 57: Can the Pre-Proposal sign in sheet be shared?**

**Answer:** The sign in sheet is attached to this document.

  
Emily E. Anderson, Contract Administrator  
Procurement Unit

EA

Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted By: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_

DEPARTMENT OF MATERIALS MANAGEMENT  
 PROCUREMENT UNIT  
 MONTGOMERY COUNTY PUBLIC SCHOOLS

Pre-Proposal Conference for 4290.3, Private Duty Nursing Services for Students with Special Needs  
 Monday, May 7, 2018 at 1:00pm.

REPRESENTATIVE	AGENCY	SIGNATURE
Michael Winkler, Director of Nursing	Continuum Pediatric Nursing	<i>M. Winkler</i>
Sheila Augustin	Automatic Nursing Care Services	<i>Sheila Augustin</i>
Marie Augustin	Automatic Nursing Care Services	
Mimoh Satdeve	Infojini Inc	<i>Sadia Sultana</i>
Dr. Sadia Sultana	Home Health Connections	
Rosie Lagoc Simmons, DON	Home Health Connections	<i>Don X X Hines</i>
Doreen Hines	APNT Inc	<i>Kayla Byass</i>
Kayla Byass	APNT Inc	<i>--Phone</i>
Erin Day	Favorite Healthcare Staffing Inc	<i>Erin Day</i>
<i>Leonora Bauman</i>	<i>PRN T Group</i>	<i>Leonora Bauman</i>
<i>STEVE MISNER</i>	<i>MAXIM HEALTHCARE</i>	<i>STEVE MISNER</i>
<i>BARNEY HEULMAN</i>	<i>MAXIM HEALTHCARE</i>	<i>BARNEY HEULMAN</i>
<i>KUNLE EBORISAT</i>	<i>SmartCare Home Health Inc.</i>	<i>KUNLE EBORISAT</i>
<i>Hannah Bionge</i>	<i>Alta HealthCare Services</i>	<i>Hannah Bionge</i>
<i>Irina Cuvynon</i>	<i>Alta Theracare of NY</i>	<i>Irina Cuvynon</i>
<i>Imothy Colson</i>	<i>Epic Developmental Service</i>	<i>Imothy Colson</i>



