

Request For Proposal #3054 - Contract Nursing Management Service

Questions and Responses

Questions submitted by AMN Healthcare, Inc.

What is your current business model?

Please review the 3.0 General Feature Requirements for specific information regarding the current practice.

What is overall customer spend by revenue versus number of clinicians?

Total annual expenditure for 2015 was \$1,165,079. Specific data about the number of nurses provided varies on case coverage and agency scheduling.

What is your current order management process?

NPs contact the agency staff for nursing coverage staff and to update any changes in doctor orders and/or care.

How do you currently capture time of clinicians?

The agency provides weekly timesheets.

Will any assignments be transitioned?

There are six JCPS Nurse Practitioners that assist with the coordination of services for students needing contract nurses. There are internal JCPS nurses that the agency would be responsible for covering if they are absent, and the awarded contract nursing agency will provide services for students requiring one on one and intermittent services.

Is a Managed Service Program with Vendor Management Technology what you are specifically wanting to implement?

JCPS currently utilizes a Contract Nursing Management Service to provide services. The awarded vendor is to supply nurses and management of those individuals. The contractor will be the party responsible for supplying the services requested.

Who is the current incumbent?

CareerStaff Unlimited, Inc.

Are you using a VMS tool currently?

N/A

Questions submitted by Ardor Health Solutions

Could you please let me know the projected weekly hours of service for the Registered Nurse?

We use both LPNs and RNs for nursing services. The projected weekly hours would be based case by case, depending on the needs of the student and the caseload of the nurse. We will need nurses to be 1 on 1 with students, as well as nurses to cover multiple students on an intermittent basis each day. The range of weekly hours could go from 2.5 hours/week (intermittent cases) to 40 hours a week for one on one cases with a bus ride. The weekly hours are also based on the student's attendance. If a student is absent, then the nurse will not be needed for the student.

If the hours are on As Needed Basis or Part-Time, can you please let me know the amount of weekly hours that the RN worked during the 2015-16 academic year? I am aware that the hours might not be the same for the 2016-17 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for the Jefferson County Public Schools.

If a part time nurse services only one student each day, they would average about 2.5 hours a week. Most of our part time nurses however, service multiple students at multiple sites each day. Each visit averages around 30 minutes and they could see sometimes up to 5 or 6 students in a day. We have approximately 101 total students receiving contract nursing services as of 2/15/16. There are 53 students that require intermittent nursing services. There are some all-day nurses however, that cover more than 1 student (there may be 2 students in the same building that require an all-day nurse- 1 nurse would cover both or there may be 1 all day student and 1 or more intermittent cases at the same school- 1 nurse would cover all cases).

How many working days will the RN work during the school year (For Example: 180 days or less)?

The maximum amount of work days for any RN or LPN would be 185. That is dependent on the needs of the student/school and whether or not the student is present. This does not pertain to a Director of Nursing.

What is the anticipated award date?

Recommendation of the Award to the Board of Education is April 26, 2016. Contract begins July 1, 2016.

How many RNs do you foresee needing for this assignment?

We can use RNs and LPNs, and have no preference as to which licensed professional provides services to our students, as long as they are trained and qualified. We currently have over 101 cases, which is a mixture of one on one and intermittent cases. Even though there are 101 cases, there are many occasions where multiple students are covered by one nurse. This does not mean we currently use 101 nurses each day, but there will be a need for nurses to fill in for call in, new cases, etc.

Do you provide the diagnostic equipment, tests, scoring sheets, materials and computers/laptops to be used to provide the nursing services? If so, can you please list what kind of equipment and materials will be provided (For Example: computers, internet access, instructional materials, office supplies, fax/copy machine, etc....)?

The nurse will have access to the school's office and equipment. This equipment includes: landline phones, computers, internet access, fax machines, copy machines, basic office supplies, thermometer, and general first aid supplies. The nurse will need to provide his/her own stethoscope. If a student requires specialized medical equipment the parent/guardian is responsible for providing whatever equipment that may be. The contract nursing agency will be responsible for educational materials for their staff.

Does the district intend to award to a single or multiple vendors?

A single vendor will be awarded.

Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

No, the district will not reimburse for mileage. Please see section 3.14.

Would you consider certified nursing assistants such as LPN or LVN?

LPNs are acceptable to provide services. We do not accept certified nursing assistants at this time. We do allow services to be provided by LVNs.

Are resumes required at the time of proposal submission or only upon award?

The nursing agency that received the bid would determine when the nursing resumes would be due, as they would be hiring their nurses, not JCPS. The agency would need to understand that the screening process, hiring, orientation, training would need to be completed by a certain date to ensure they have nurses ready for ESY by July 1, when previous contract terminates.

What grades will the RN provide services for and what will be the caseload?

RNs and LPNs will service students as young as 3 years old and up to 22 years old. The grades are preschool/head start to 12th grade.

What would be the payment terms of the Jefferson County Public Schools (Net 30)?

After weekly invoices and timesheets are reviewed and reconciled, if needed, then the invoice will be submitted to the district office for payment.

Would you consider a Flat Rate-Fixed Rate or Range depending on the candidates' level of experience?

A flat rate would be considered allowing for adjustments for licensing (LPN & RN). Additionally, a flat rate for ventilator services will be considered.

What are the Required Documents for the nurse to start working at Jefferson County Public Schools? For Example: Fingerprint, State License, Criminal Background Check, TB Test, any other specific Certifications.

Please see section 3.7.

Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?

CareerStaff Unlimited.

LPN: \$24.84/Hr.

RN: \$34.56/Hr.

Ventilator LPN: \$28.08/Hr.

Ventilator RN: \$37.80/Hr.

We are located in the state of Florida and do not have an office in the state of KY. Is it your preference for a company to have an office in the state of Kentucky?

Yes, the company must have a local office that is staffed with the office manager and director of nursing.

Questions submitted by Career Staff Unlimited

Are there any problems with the current vendor?

There are no problems with the current vendor.

Why is JCPS seeking a RFP for Contract Nursing Management Services?

This is being required by the district.

What is the term of this contract?

July 1, 2016 through June 30, 2017 with four annual renewals.

Article 10 – Evaluation Criteria – with regards to the scoring points, will the current vendor be given points for performance in the current contract?

No.

Questions submitted by Cell Staff

Can you please provide the current incumbent vendors providing Contract Nursing Management Services?

CareerStaff Unlimited, Inc.

Can you please provide the current incumbent hourly bill rates for Contract Nursing Management Services?

LPN: \$24.84/Hr.

RN: \$34.56/Hr.

Ventilator LPN: \$28.08/Hr.

Ventilator RN: \$37.80/Hr.

What was the total annual expenditure of the current contract in 2014 and 2015?

2014- \$1,100,065

2015- \$1,165,079

Questions submitted by Delta-T Group, Inc.

Is the pre-bid meeting mandatory?

The meeting is not mandatory.

If not, are minutes from the meeting going to be provided for non-attendees?

Preproposal questions, questions addressed at the meeting, and responses will be posted on the website where the RFP is posted.

Under the Insurance Requirements on page 16, the Auto Liability, particularly the Commercial bus vehicle policy is not applicable to this project. Can we request a waiver of this requirement?

Please refer to the last line on the form. Item 4 is for capital construction projects and is not applicable to this RFP.

Also, can we get clarification on the Cyber Insurance? Is it a requirement? What is it meant to cover?

Yes, the Cyber insurance is a requirement.

When is the insurance certificate due?

The insurance certificate may be submitted with the proposal.

How many RNs and LPNs does the District anticipate a need for?

It is difficult to predict the exact need. However, we currently have over 101 cases, which is a mixture of one on one and intermittent cases. Even though there are 101 cases, there are many occasions where multiple students are covered by one nurse. This does not mean we currently use 101 nurses each day, but there will be a need for nurses to fill in for call in, new cases, etc. We have approximately 101 total students receiving contract nursing services as of 2/15/16. There are 48 students that require a full time all day nurse and there are 53 students that require intermittent nursing services. There are some all-day nurses however, that cover more than 1 student (there may be 2 students in the same building that

require an all-day nurse- 1 nurse would cover both or there may be 1 all day student and 1 or more intermittent cases at the same school- 1 nurse would cover all cases).

Are these nurses full-time for the duration of the school year?

Hours will vary depending on the individual student needs and scheduling determined by the contract agency.

Are there any internal JCPS nurses that we would be responsible for transitioning?

There are six JCPS Nurse Practitioners that assist with the coordination of services for students needing contract nurses. There are internal JCPS school nurses that the agency would be responsible for covering if they are absent.

Are nurses assigned as 1099 or independent contractors ineligible?

JCPS will pay the awarded vendor. It is the awarded vendor's responsibility to determine if their staff are 1099 or independent contract nurses.

Aside from statutory tax deductions, are benefits to be provided to the nurses?

This is not a JCPS requirement, and this would be up to the agency's discretion. The nurses will not be JCPS employees, rather the awarded vendor employees.

Is it 1 original and 6 copies of everything including the cost schedule?

Six (6) copies of the proposal is required.
One (1) completed Cost Schedule is fine.

Questions submitted by Guardian Healthcare Providers, Inc.

What vendor or vendors currently provide nurse staffing services to JCPS?

CareerStaff Unlimited, Inc.

LPN: \$24.84/Hr.

RN: \$34.56/Hr.

Ventilator LPN: \$28.08/Hr.

Ventilator RN: \$37.80/Hr.

Is it correct to interpret that JCPS intends for this RFP to roll provision of these services into one management vendor, rather than contract with multiple vendors? So only one vendor will receive an award?

Yes, there will be one vendor awarded the contract.

How many and which schools need to have coverage by one nurse for entire school day?

We cannot anticipate which schools will require coverage, since coverage is based on individual student needs. We currently have over 101 cases, which is a mixture of one on one and intermittent cases. Even though there are 101 cases, there are many occasions where multiple students are covered by one nurse. This does not mean we currently use 101 nurses each day, but there will be a need for nurses to fill in for call in, new cases, etc. We have approximately 101 total students receiving contract nursing services as of 2/15/16. There are 48 students that require a full time all day nurse. There are some all-day nurses however, that cover more than 1 student (there may be 2 students in the same building that require an all-day nurse- 1 nurse would cover both or there may be 1 all day student and 1 or more intermittent cases at the same school- 1 nurse would cover all cases).

How many schools and which schools need to have intermittent coverage for each school day, and what is the preferred availability of schedule for such per school?

Again, we cannot anticipate which schools will require coverage, since coverage is based on individual student needs. We currently have over 101 cases, which is a mixture of one on one and intermittent cases. Even though there are 101 cases, there are many occasions where multiple students are covered by one nurse. This does not mean we currently use 101 nurses each day, but there will be a need for nurses to fill in for call in, new cases, etc. We have approximately 101 total students receiving contract nursing services as of 2/15/16. There are 53 students that require intermittent nursing services.

How many students typically need to receive one on one nurse coverage throughout the school district?

Full day services vary upon individual student needs. Now, we have approximately 101 total students receiving contract nursing services as of 2/15/16. This year, there are 48 students that require a full time all day nurse.

How will JCPS familiarize the awarded agency with the necessary new hire orientation materials to pass on to assigned staffs? Will newly assigned staffs attend sessions of orientation at a central JCPS location, or simply receive orientation via vendor distribution and interpretation of JCPS materials?

Orientation will be done at the agency's discretion. JCPS Health Services Nurse Practitioners would like to review orientation material for accuracy and may attend orientation sessions as available, but all orientation will be developed by the agency's director of nursing. The agency will incur the cost of orientation for their nurses and it is expected that all nurses attend orientation prior to caring for JCPS students in any capacity. JCPS will provide: online training for computer systems- Infinite Campus and PCG, manuals for medication administration (used as a reference only as they are specifically for unlicensed school personnel).

If newly assigned staffs are to attend a centralized orientation, how much time and what is the schedule which is required?

The current training topics include: basic medication administration, care of a sick child in the school setting, diabetes care (including math calculations and pump management), seizures, g-tubes, tracheostomy care, oxygen administration, JCPS protocols and procedures, documentation training, etc. Time allotted for trainings is determined by the agency.

Should drug test criteria be a full panel urinalysis drug screen or saliva test?

There is no preference for the drug test criteria.

Questions submitted by Management Registry, Inc.

Who is the incumbent vendor for these services and what are their rates?

CareerStaff Unlimited, Inc.

LPN: \$24.84/Hr.

RN: \$34.56/Hr.

Ventilator LPN: \$28.08/Hr.

Ventilator RN: \$37.80/Hr.

Has the District been satisfied with the quality and quantity of nurses provided by this vendor?

For the most part, the district has been satisfied with the quality and quantity of nurses.

Can you confirm the Cyber Insurance requirement is \$5 million and/or will \$1 million with an umbrella apply?

The Cyber Insurance requirement is \$5,000,000.

Can you confirm you want the insurance requirement PRIOR vs. included in the bid response?

The insurance certificate may be submitted with your response.

Can you tell us your historical usage for NP's that are called in due to the incumbent not filling or nurses calling off?

JCPS NPs are ultimately responsible for ensuring that the health needs of a student are met each and every school day. That being said, if the agency is unable to fulfill the responsibility of finding a nurse to cover a particular child, the NP will at that point have to provide the service. Historically over the past 4 years it has been minimal. Prior to that, NPs were used to cover students almost on a daily basis.

Can you share you current system referenced in 3.2 on page 18 along with your expectations on retention of files and features and capabilities?

JCPS Health services should have access to contract agency staff from 7:30 to 4:30 daily. Often times, there are coverage issues, questions, concerns, and other issues that come up throughout the day. This is the same for non-school days. Records should be kept of all contract nurse assignments, and should be accessible to staff. All bills should be received on a weekly basis including timesheets and invoices.

4.1, page 19 is the "initial" orientation paid for by JCPC?

No, 3.11 refers to the initial orientation and training.

4.0 page 19 will JCPS provide manuals/videos etc. of protocols and procedures for orientation as well as Medicaid reimbursement etc.?

JCPS will provide: online training for computer systems- Infinite Campus and PCG, manuals for medication administration (used as a reference only as they are specifically for unlicensed school personnel).

Is there separate pricing for students who are insulin pump dependent?

No

Article 4 Submission of Proposals – Can you provide the special envelopes (large & small) during the pre-bid meeting?

Yes, or you may use your own.

Questions submitted by Maxim Healthcare Services

Who is the current incumbent?

CareerStaff Unlimited, Inc.

What is the current Nursing Management Service for RN hourly rate?

RN: \$34.56/Hr.

What is the current Nursing Management Service for LPN hourly rate?

LPN: \$24.84/Hr.

What is the current Ventilator RN hourly RN rate?

Ventilator RN: \$37.80/Hr.

What is the current Ventilator LPN hourly rate?

Ventilator LPN: \$28.08/Hr.

Does JCPS currently utilize an electronic management system? If so which one?

JCPS utilizes Infinite Campus for record keeping. Additionally, JCPS utilizes for PCG for Medicaid reimbursement.

Are there any specific areas of the current contract that JCPS is looking to improve? Either from a quality perspective, clinical or administrative?

There are no specific areas of improvement. The system has worked fairly well.

Since some of the RFPs were sent to vendors electronically, is it necessary to use the “small” and “large” envelopes specified by JCPS in the RFP on page 5, section 5.3 and section 5.4, or may we use our own for submittal?

Six (6) copies of the proposal is required. One (1) completed Cost Schedule is fine. You may use the JCPS envelopes or use your own.

Would JCPS be able to furnish a list of categories of special healthcare needs for the 96 student cases in the RFP? For example, 6 students requiring vent/trach assistance, 4 students with diabetic needs, etc.

These services and student cases vary year to year based on student needs.

How many of the 96 cases are eligible for Medicaid reimbursement?

JCPS utilizes a Medicaid reimbursement system for direct nursing services. Contract nurses will need to be trained on this system during the orientation. Approximately half of the student cases receive special education services, and our special education department oversees the Medicaid reimbursement program. The exact number of students eligible varies.

Is the awarded vendor responsible for producing the Training Manuals and Videos listed on page 19 of the RFP, under section 4.2?

JCPS will provide: online training for computer systems- Infinite Campus and PCG, manuals for medication administration (used as a reference only as they are specifically for unlicensed school personnel).

How much time do the current orientation sessions take? What are the topics included in the orientation?

Orientation will be done at the agency’s discretion. Orientation should include Infinite Campus training, Medicaid reimbursement training, medication procedures, and other agency determined information. JCPS will provide: online training for computer systems- Infinite Campus and PCG, manuals for medication administration (used as a reference only as they are specifically for unlicensed school personnel).

What are the current training topics given to contract nurses that JCPS requires? How much time is currently allocated for these training sessions?

The current training topics include: basic medication administration, care of a sick child in the school setting, diabetes care (including math calculations and pump management), seizures, g-tubes, tracheostomy care, oxygen administration, JCPS protocols and procedures, documentation training, etc. Time allotted for trainings is determined by the agency.

Do we have any MBE/MBW partners we can engage for this contract and run through our normal subcontracting process?

The awarded vendor is to supply nurses and management of those individuals. The contractor will be the party responsible for supplying the services requested

3.0 General Feature Requirements

3.2.1: What data are they looking for the automated system to encompass for cases and assignments?

Data should include information regarding nurses assigned to student cases and coverage.

3.3.2: Who is responsible for training on insulin pump and how is training verified?

The agency will be responsible for the training and should be able to provide verification upon request.

3.3.7: Will declination be accepted for HEP B?

The agency, as their employer, will be responsible for all documentation of appropriate immunizations including declinations. JCPS does accept Hepatitis B declination forms for its employees.

3.12: Will JPS have coordinators internally to interact with the computerized system to ensure needs are correct?

Health Services Staff, specifically JCPS NPs, need to have immediate access to coverage and assignments via staff and/or a computerized system.

3.14: Is OT non-billable?

OT is not billable.

4.0 Support and Performance Requirements

4.6: Will there be specific spot for an onsite program manager. Where will be this be?

This is to be determined by the agency. JCPS does not provide space for a program manager.

How do agency personnel currently record time?

Timesheets are submitted weekly.

Do internal hourly workers have a system for clocking in/out? What is that system called is applicable?

This process should be determined by the agency. A weekly timesheet should be submitted electronically for billing purposes.

Will there onsite technology at each location support a web based time clocking system?

Each school site has internet access.

Will there be JCPS personnel that can access a computer based system to verify agency credentials?

Yes.

Will there be JCPS personnel that can access a computer based system to verify time cards?

Yes.

How is invoicing handled? Does each location have their own process or is everything centralized?

All billing will centralized through JCPS Health Services. All invoices should be submitted electronically to the District Health Coordinator and the Secretary of JCPS Health Services. Contract nurses timesheets should be submitted electronically to the six JCPS Nurse Practitioners, District Health

Coordinator, and the Secretary of JCPS Health Services for review. All timesheets and invoices should be submitted weekly.

What percentage of internal staff versus agency staff is used during a school year?

Contract nurses are utilized for students with specific medical needs. JCPS employs 6 Nurse Practitioners and several school nurses, who provide services. However, there is not internal JCPS school nurses at every school.

Annual JCPS Orientation. What is the platform for the orientation?

Orientation will be done at the agency's discretion. JCPS Health Services Nurse Practitioners would like to review orientation material for accuracy and may attend orientation sessions as available, but all orientation will be developed by the agency's director of nursing. The agency will incur the cost of orientation for their nurses and it is expected that all nurses attend orientation prior to caring for JCPS students in any capacity. JCPS will provide: online training for computer systems- Infinite Campus and PCG, manuals for medication administration (used as a reference only as they are specifically for unlicensed school personnel).

Can we conduct annual orientation more often as we would anticipate hiring nurses continually?

Yes, all new employees should receive the initial orientation.

Will the NPs partner with us on orientation or will we be providing this on our own?

JCPS Health Services Nurse Practitioners would like to review orientation material for accuracy and may attend orientation sessions as available, but all orientation will be developed by the agency's director of nursing.

Will we conduct the orientation at a location JCPS provides, or will we need to secure the space?

The agency will need to secure their own space.

Will the orientation need to be repeated for incumbents?

Some level of training will be required for incumbents. Many trainings are updated annually, so incumbents would need to repeat some portions of the orientation.

Does the school system need to maintain proof of the orientation for the nurses?

The agency will need to provide proof of orientation.

Training and Skills Validation

Does the school have a specific Vent training they want us to use or can we utilize our own?

The agency would be responsible for vent training.

Does the school system need to maintain proof of the training and skills validation?

The agency should maintain proof of training and skills validation, in case questions or concerns arise.

Does the school system have specific protocols or documentation requirements we would need to adhere to if so can we receive a copy of these?

JCPS does have specific protocols for documentation, in which training will be provided. Nurses will be expected to learn and document in 2 different computerized systems and online training for both will be provided to the agency to distribute to nursing staff. The agency will be responsible for giving the nurses the information on the online trainings, as well as monitoring completion of the programs.

Will the NPs partner with us on training and/or skills validation?

The agency will be responsible for trainings. NPs are available for consultation and to review materials.

LPN call offs

What type of notification will be provided when there is a need to fill an LPN call off? What are the LPN responsibilities that our nurses would need to provide in this situation?

LPN responsibilities: administer medications to all students requiring medications during that school day, running the health room and tending to the needs of sick children, providing basic first aid, providing nursing services as needed to students (catheterizations, diabetic care, seizure monitoring, oxygen administration, etc.).

Is there any specific training or skills validation needed when filling this need?

The orientation the agency provides to all nurses would and should address all of the responsibilities listed above

Are we billed if we cannot fill the LPN call off?

Yes

How may FT and PT student needs do they currently have?

Proposal document mentions 96 students, how many are FT and how many would be part time or intermittent?

Now, we have approximately 101 total students receiving contract nursing services as of 2/15/16. There are 48 students that require a full time all day nurse and there are 53 students that require intermittent nursing services. There are some all-day nurses however, that cover more than 1 student (there may be 2 students in the same building that require an all-day nurse- 1 nurse would cover both or there may be 1 all day student and 1 or more intermittent cases at the same school - 1 nurse would cover all cases).

How much notification will be provided when there is a new student that needs nursing coverage?

The agency is expected to cover new students within 48 hours of being notified of the case. Ideally, coverage would be found within 24 hours and historically that has been the case.

Can we subcontract with other agencies?

The awarded vendor is to supply nurses and management of those individuals. The contractor will be the party responsible for supplying the services requested

Will nurses meet students at the school or will there be instances where they would meet at patient's home and ride on bus to/from school?

There are some instances where nurses will need to ride the bus with a students.

Will nurses accompany students on field trips and ride the bus at that time?

Yes.

Will we have access to IEPs or be part of IEP meetings?

The NPs attend IEP meetings. Contract nurses will be informed of any specific needs or health accommodations pertaining to the student's IEP.

Questions submitted by Medical Society Professional Service

Are vendors required to designate subcontractors? If so, are minority and/or women owned subcontractors required to be use?

The awarded vendor is to supply nurses and management of those individuals. The contractor will be the party responsible for supplying the services requested.

Typically, how many nurses will be needed on a daily/weekly basis? How many hours will they be needed daily/weekly?

The number of nurses needed daily and weekly will vary based on the needs of the students, student attendance, and whether or not the contract agency is covering for one of our JCPS nurses. The hours can be anywhere from 15minutes a day to 9hours a day, again depending on the assignment.

(3.2.2) Explain billing procedures. Does JCPS want to receive invoices by electronic means only? Can they receive them at a PO Box or designated office by mail carrier?

All billing should be submitted electronically.

(3.2.3) Explain access to staff from 7:30-4:30 daily, including non-school days. Will nurses need to be accessible on weekends or days JCPS is closed?

JCPS needs to have access to agency staff even on Monday thru Friday, non-school days. There are always incidences where issues may arise or new cases may need to be covered, and JCPS must be able to communicate and work with the agency, even if school is not in session. Also, non-school days are a good opportunity for the agency to bring nurses in for competencies, additional trainings, etc. as needed.

(3.8) Explain orientation process. Will JCPS pay vendor for orientation of nurses?

Orientation will be done at the agency's discretion. The agency will incur the cost of orientation for their nurses, and it is expected that all nurses attend orientation prior to caring for JCPS students in any capacity.

(3.11) Explain "Provide orientation and training in conjunction with JCPS nurses, prior to nurse being assigned to care." (i.e. OSHA training, hazard communication, etc. that is required by JCPS).

Again, orientation will be done at the agency's discretion. JCPS Health Services Nurse Practitioners would like to review orientation material for accuracy and may attend orientation sessions as available, but all orientation will be developed by the agency's director of nursing.

JCPS will provide online training for computer systems, Infinite Campus and PCG, manuals for medication administration (used as a reference only as they are specifically for unlicensed school personnel).

How long will nurses be needed to work? Short-term project or for entire school year?

Assignments can and do vary based on the needs of the child. Some students will require a nurse for the length of the entire school year, whereas some nursing assignments may not be the entire school year due to many factors: student may become independent in managing their disease, student may move, the health condition of the student may change, students may have extended periods of absences from school, etc.

What is JCPS terms for remitting payment for invoices?

All invoices should be submitted electronically to the District Health Coordinator and the Secretary of JCPS Health Services. Contract nurses timesheets should be submitted electronically to the six JCPS Nurse Practitioners, District Health Coordinator, and the Secretary of JCPS Health Services for review. All timesheets and invoices should be submitted weekly.

Can the vendor obtain the cyber coverage once the contract is awarded or must they have it prior to the award of contract?

The awarded vendor may obtain the Cyber Insurance after award of contract. The contract will be rescinded if proof of the required amounts of insurance is not provided.

Is this a new project or a continuing project for using contract nurses? If so, has JCPS used a staffing company to staff for this project?

This is a continuing project and we have used a staffing agency for this project in the past.

Questions received at the Pre-Proposal Meeting on February 17, 2016

What Does Cyber refer to?

Cyber refers to Cyber Insurance. Cyber Insurance is required for Data breach/privacy crisis management coverage, etc. For example, expenses related to the management of an incident, the investigation, the remediation, data subject notification, call management, credit checking for data subjects, legal costs, court attendance and regulatory fines. Please refer to Article 34 of the RFP for additional information.

Will documents/files be uploaded into the awarded vendors system?

Currently, the majority of documents/files that are scanned and uploaded are the JCPS Primary Care Provider forms (medical orders for the student). The NPs review the form for completeness, then they scan, upload, and email the document to the contract nursing agency if their services are deemed necessary

Will JCPS provide time sheets or will the vendor be required to create their own time sheets?

How should they be submitted?

The vendor develops their own timesheets. However, certain information will be required on the timesheet (school, student name, date, hours, space for documentation of changes in schedule, etc.). The timesheets should be submitted electronically on a weekly basis.

How will lunch periods be covered when all-day one-on-one coverage is required?

All day nurses can have a 30 minute non-paid, duty free lunch. However, the nurse would be required to remain in the school building, in case an emergency arises with the assigned student.

Are the Nurse Practitioners JCPS nurses or agency nurses?

The Nurse Practitioners are JCPS employees.

Can the incumbent vendors' nurses rollover to the awarded vendor?

The awarded agency will staff their own employees, and JCPS does not have policies to prevent rollover of nurses.

Will the awarded vendor's Office Manager and Director of Nursing be located at a JCPS location?

No, JCPS will not provide office space for the awarded vendor's Office Manager and Director of Nursing. The vendor must also have an office based in Jefferson County.