



**Request for Proposals 2023-014**  
**Public Health Temporary PRN Staffing Services**

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**ADDENDUM No. 1**

**ISSUE DATE: January 11, 2023**

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

### **Add/Delete Section**

1. **Delete** Page 6, 4 Purpose, 4.1 Introduction - “Union County, North Carolina (County), through the Public Health Division, is seeking proposals from qualified Companies to provide “For Hire” Public Health Temporary PRN Staffing Services in Union and surrounding counties.”

**Add** Page 6, 4 Purpose, 4.1 Introduction – “Union County, North Carolina, through the Public Health Division, is seeking proposals from qualified Firms to provide Temporary PRN Staffing Services in response to this solicitation.

2. **Delete** Page 10, The proposal should be organized and identified by section as follows:  
Section 7 – Required Forms
  - Appendix B – Compliance (signed)
  - Appendix C – Proposal Submission Form (signed)
  - Appendix D – Addenda Receipt and Anti-Collusion (signed)

**Add** Page 10, The proposal should be organized and identified by section as follows:  
Section 7 – Required Forms

- Appendix B – Proposal Submission Form (signed)
- Appendix C – Addenda Receipt and Anti-Collusion (signed)

3. **Delete** Page 20, 10 Appendix A – Cost Proposal.

**Add** Addendum 1, Attachment 1, 10 Appendix A – Cost Proposal. This form must be submitted with proposal.

*End of Add/Delete Section*

### **Question/Answer Section**

1. What is the estimated budget for this RFP? If unknown, please specify previous spending.  
Answer: Current expenditures to date in FY23 are approximately \$80,000.
2. Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured?  
Answer: No. North Carolina Alliance of Public Health Agencies.
3. Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?  
Answer: No.
4. Is there any preference to the local vendor while evaluating the proposal?  
Answer: No.
5. Kindly confirm what Attachments/Forms are required to be submitted with the proposal so to avoid compliance issues.  
Answer: Please refer to Page 9, 7.2 Proposal Format for complete instruction on submittal requirements.

6. Kindly specify total number of FTE's working and current \$ value spent.  
Answer: Since these are "as needed positions" the number will vary over the year. In December, we used 10 temporary, part-time contract positions; 9 in October & November. Current expenditures to date in FY23 is approximately \$80,000.
7. Kindly specify the working hours required for the current positions?  
Answer: Dependent on position.
8. Kindly provide total number of temporary staffs working on current assignment?  
Answer: Refer to Question No. 6.
9. Do we need to provide the references of similar contract?  
Answer: References of similar projects are required.
10. Do we need to provide live resumes for the job titles classified?  
Answer: Job title resumes are required when a position is being filled.
11. Is mandatory to utilize subcontractor? If yes, how much is the goal preferred?  
Answer: No.
12. What certifications and/or licenses is required in "**7.2.3 SECTION 3 – STAFF INFORMATION**"?  
Please specify.  
Answer: Dependent on position.
13. Does County require only staff resumes or sample also for each job category?  
Answer:
  - Staff Resumes, Page 11, 7.2.3 Section 3: "Provide brief resumes of staff who will be associated with this project and indicate the functions that each will perform. Include copies of certifications and/or licenses.
  - Temporary Staff resumes are required upon request for a temporary job category placement.
14. As per **7.2.4 SECTION 4 – METHODOLOGY AND IMPLEMENTATION PLAN**  
a. "Detailed description of specific tasks you will require from County staff", What does County refer to in this statement? Does this mean County Contract Manager? Please clarify.  
Answer: In providing these services, do you have specific requirement for Union County? If yes, list description.
15. How many vendors will be awarded?  
Answer: "Union County reserves the right to award to multiple vendors." Page 4.
16. Can you please provide us with an estimated or NTE budget allocated for this contract?  
Answer: Refer to Question No. 1.
17. What is the tentative start date of this engagement?  
Answer: Anticipated date of March 1, 2023.
18. What is the work location of the proposed candidates?  
Union County Human Services, 2330 Concord Avenue, Monroe, NC

19. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing?

Answer: Refer to Question No 2.

20. If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?

Answer: Yes.

21. Are there any pain points or issues with the current vendor(s)?

Answer: Refer to Question No 3.

22. Could you please share the previous spending on this contract, if any?

Answer: Refer to Question No. 6.

23. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Answer: Refer to Question No 11.

24. Could you please let us know how many positions were filled in the last contract? and How many positions do we expect in the current contract?

Answer: Since these are "as needed positions" the number will vary over the year based on need. In December, we used 10 temporary part-time contract positions and 9 in October & November.

25. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets.

Answer: Yes, upon approval by Union County.

26. Are hourly rate ranges acceptable?

Answer: Refer to Add/Delete Section, No 3.

27. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Answer: On-site.

28. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer: Actual resumes for contract staff/candidates are to be shared during the placement process; not as part of the proposal submission.

29. Could you please provide the list of holidays?

Answer:

New Year's Day\*\*

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day\*

Thanksgiving

Day after Thanksgiving

Christmas Holiday (2 Days)

30. Are there any mandated Paid Time Off, Vacation, etc.?  
Answer: No.
31. Is this a new initiative? Who are the current vendors?  
Answer: Refer to Question No. 2.
32. What are the historical annual spending volumes in the project?  
Answer: Refer to Question No. 6.
33. What is the estimated budget for this project?  
Answer: Refer to Question No. 1.
34. What is the payroll processing frequency?  
Answer: Union County's preference is to process payments to contracting vendor twice a month (15<sup>th</sup> and last day of the month).
35. Is this a new requirement or an existing requirement?  
Answer: Refer to Question No. 2.
36. How many incumbents are there performing this work?  
Answer: Refer to Question No. 2.
37. What are the incumbent names, contract #s, and revenues received under the incumbent contract?  
Answer: Refer to Question No. 2.
38. How many FTEs were on the previous contract? Has the PWS Changed?  
Answer: Refer to Question No. 6.
39. What did you like about the previous contract? Dislikes?  
Answer: N/A.
40. What are your KPIs?  
Answer: N/A
41. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?  
Answer: No.
42. Is this a new contract or have you previously contracted for this service before?  
Answer: Refer to Question No. 2.
43. If you have previously contracted for this service before, how was your experience with the previous vendor(s) and what was the reason for terminating the contract? Are the previous vendor(s) eligible to bid on this new contract?  
Answer: N/A
44. What is the estimated budget of the contract or previous spending?  
Answer: Refer to Question No. 1.
45. What is the average length of assignment/typical hours needed for all positions?

Answer: Dependent on position.

46. Will any of the PRN positions result in permanent placement?

Answer: This is unlikely given the purpose of the contract is for temporary, as needed, positions. If permanent positions are established/available within the agency, the PRN positions could apply for employment consideration.

47. Can we have a rate sheet of current providers/positions that are being filled?

Answer: Refer to Question No. 6.

48. How far in advance do we get a requisition to fill a position, what does that process look like, and do all vendors get it at the same time?

Answer: Turnaround time will be variable depending on the business need for the service and staff availability. We acknowledge that some staff categories may be difficult to identify/place and may require timeframe flexibility.

49. Is there an orientation or onboarding process for proposed personnel conducted by your agency prior to placement?

Answer: A job specific orientation process will be provided for assigned contracted personnel.

50. For the temporary positions, would travel costs be billed/covered as needed or do we have to factor them into our overall rates?

Answer: No additional costs are covered by the County. We only pay the agreed upon rate.

51. Can the physician extender position be filled by a PA or NP?

Answer: Yes, either NP or PA is acceptable.

52. Are there other types of positions or titles that would be suitable to fill the environmental health specialist role, such as public safety officer to help in the recruiting process?

Answer: No.

53. What other qualifying positions would you consider to fill the environmental health specialist role?

Answer: None.

54. RFP describes the scope of work as PRN staffing services in Union and surrounding counties – can you specify which counties this could include?

Answer: See Add/Delete Section, No. 1.

55. Will Union County remit payment for all staffing services provided, even for services rendered to counties other than Union?

Answer: See Add/Delete Section, No. 1.

56. Does Union County currently utilize PRN staffing services? From one contracted company, or multiple?

Answer: See Question No. 2.

57. Reference is made to deadlines which will be stated temporary worker requests – can we get an idea of what kind of turnaround time Union County will be expecting?

Answer: Refer to Question No. 48.

58. For each position on the Cost Proposal, do we have to bid/enter rates for all 3 options (Temporary Contract, Contract to Hire, and Direct Hire Contract) or can we select one option to bid for each position?  
Answer: Please refer to Add/Delete Section, No 3.
59. How long will the contract to hire providers work with the vendor before being hired directly by the agency?  
Answer: N/A
60. What is the estimated contract period?  
Answer: 9 GENERAL CONDITIONS AND REQUIREMENTS, 9.1 TERMS AND CONDITIONS, "The contract award may have an initial term of three (3) years with a two (2) one-year renewal option at the County's discretion, pending annual budget approval.
61. What is the anticipated contract start date?  
Answer: Refer to Question No. 17.
62. What is the shift schedule for the providers (Hours / Days of the week)?  
Answer: Shift schedules will vary by business need but will typically be 8 hours (8am-5pm); Work days typically: Monday-Friday. The business need for part-time service may be a variation of those timeframes. Evening or weekend hours may be needed occasionally for some nursing positions.
63. Will the services be clinical / on call or both?  
Answer: Depending on business need, services may be provided in clinical setting, office setting, or in the community. Contracted positions would not have "on call" responsibilities.
64. What type of facilities / locations will the providers be working in?  
Answer: Union County Human Services 2330 Concord Avenue, Monroe, NC or off-site temporary vaccination clinic or Union County Jail.
65. What service settings will the providers be working in?  
Answer: Public Health Department Clinics (Women's Health, Child Health, Communicable Disease, Immunization clinic) or Inmate Health Clinic.
66. For the Physician Extenders will you be accepting both PAs / and NPs? If NPs are required, what specialty?  
Answer: Both PAs and NPs are acceptable. For NPs specialties, primarily family nurse practitioners, pediatric or women's health, depending on business need.
67. What are the specialties of the physicians that will be needed for Part Time work? How many hours will they be doing per / week?  
Answer: Hours and specialties will vary depending on the business need, but primarily Family Medicine, OB/GYN and possibly Pediatrics.
68. For the Public Health Social Workers, what specific qualifications / documentations should they have?  
Answer: minimum of a Bachelor's degree in Social Work from an accredited school of social work and one year of professional social work experience.
69. Are the Spanglish Translators / Interpreters required to have medical experience?

Answer: Not required but preferred. Required to be a Certified Medical Interpreter or Proof of Competency in Medical Interpreting.

70. Will the facility have sub-specialty support staff?

Answer: N/A

71. What is the anticipated daily caseload?

Answer: Depends on position.

72. What is the current EMR being used?

Answer: Cure MD.

73. In regards to payroll services, for which types of employees / positions will you need these services for and for how long?

Answer: Refer to Add/Delete Section, No 3.

74. Is the conversion fee a percentage of the provider's annual salary? If not, please clarify

Answer: Refer to Add/Delete Section, No 3.

75. Who are the current incumbents?

Answer: Refer to Question No. 2.

76. What are the hourly billing rates of the incumbent(s)?

Answer: Currently used positions: Interpreters: \$17.50-\$20; Nurses: \$30-\$36; Dental Hygienists: \$35

77. What is the estimated contract value?

Answer: Refer to Question No. 1.

78. Do you accept electronic signatures?

Answer: Yes.

*End of Question/Answer Section*

## **Attachment**

Attachment 1: Appendix A – Cost Proposal

**End of Addendum No. 1**



**Addendum 1, Attachment 1, 10 Appendix A – Cost Proposal**

**This form must be submitted with proposal.**

**1 APPENDIX A – COST PROPOSAL**

**RFP 2023-014 Public Health Temporary PRN Staffing Services**

**SUBMIT WITH PROPOSAL**

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

Provide the administrative percentage rate, per position, to be charged to Union County to provide temporary staffing:

| <b>Position</b>                 | <b>% Rate</b> |
|---------------------------------|---------------|
| Physician Extender              |               |
| Physician Part-Time             |               |
| Public Health Nurse             |               |
| Dentist                         |               |
| Dental Assistant                |               |
| Dental Hygienist                |               |
| Environmental Health Specialist |               |
| Lab Technician                  |               |
| Public Health Social Worker     |               |
| Translator                      |               |

Provide in detail, additional fees not describe above.