



ADDENDUM #3

December 5, 2023

TO: ALL POTENTIAL SUBMITTERS

FROM: Nina Alexander, Buncombe County Procurement Agent

SUBJECT: ADDENDUM #3 FOR RFP School Nurse Program

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 3

The following questions were asked by potential bidders (listed in no particular order):

1.0 Purpose and Background

- a. Is the county open to alternative bid submissions about other available offerings, (i.e. school health nurses)?
This RFP is for the School Nurse Program. Nurses will be employed by the award recipient.
- b. Apart from end of tenure, is there any other reason to release this solicitation?
No.

2.5 Proposal Submittal

- a. Will the county accept digital proposal submissions?
Yes, please email proposals to the email address identified in the RFP.
- b. Can we submit financials separately due to confidentiality?
All confidential information must be clearly marked in the proposal as described in the RFP. If the submission requires more than one document, the proposal will still be accepted.

2.6 Proposal Contents

- a. Can companies add in additional benefits they offer even if it is not asked for?
Yes, however, the County must select the vendor based upon the criteria in the RFP.
- b. Are contractors able to add labor categories to this opportunity?
The bid should include all costs for the contractor to complete the program as outlined.
- c. Are subcontractors allowed?
Please refer to Section 2.6 Proposal Contents, item d.

3.0 Method of Award and Proposal Evaluation Process

- a. Can the county please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e., lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined number of points)?
Awards will be made to the Vendor(s) meeting the RFP requirements and best fits the needs of the County.
- b. How will the county communicate award status to vendors?
The requesting department will reach out to the selected vendor. Those who are not selected will be notified via e-mail by the Procurement Agent.
- c. Would the County consider using the GSA to procure these services?
Not at this time.
- d. Is the County giving preference to local vendors?
The County will select the vendor based upon the criteria listed in the RFP.
- e. How many vendors will be awarded?
One.

- f. Will all openings go to all awards vendors, or can county employees choose to work with only certain awarded vendors?
There are no county employees as part of this program.
- g. Will the County share the evaluation scorecard each vendor receives?
A link to request Public Information is available on the Buncombe County Procurement Page. If you have submitted a proposal, you may reach out to the Procurement Agent for information.

4.1 Contract Term

- a. What is the contract duration?
The term of the contract is 3 years.

5.0 Scope of Work

- a. Can the county please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?
Once awarded, the department will notify the selected vendor. The recipient is responsible for all implementation, employees, and supervision for the School Nurse Program.
- b. What major stakeholders would we be working with to complete these assessments?
The recipient is responsible for all implementation, employees, and supervision for the School Nurse Program.
- c. Can the County clarify the expectation of supervision of the Contractor for this opportunity? (Page 6, Section 5-A)
The recipient is responsible for all implementation, employees, and supervision for the School Nurse Program.
- d. Is the County willing to orient and train our personnel on policies and protocols relating to the County/District expectations? (Page 6, Section 5-C)
Technical assistance will be provided by the county.
- e. What are the expectations around the contractor providing a meeting and training space for nurses? (Page 6, Section 5-D)
Provide adequate meeting and training space for the program being proposed.
- f. Can the county please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied staff utilized during the 2022-23 SY?
There is no billing available with the School Nurse Program. All costs should be included in your proposed School Nurse Program budget explanation. Vendor will not bill individual hours to the county.
- g. Can the county please describe the supplies and materials that contracted providers will have access to at the district? (Wi-Fi, computer access, testing material, office supplies, etc.)?
Vendor will provide all necessary supplies, materials, and equipment.
- h. What travel between schools is expected for these providers?
Transportation between and among sites is the responsibility of the contractor.
- i. What are the county expectations of contract providers to assist in Medicaid reimbursement documentation services?
This is not a Medicaid reimbursement program.
- j. What is the average caseload for the providers requested in this solicitation?
The optimal nurse to student ratio is (1:750), while not falling below the ratio of 1:1,050.
- k. Can the county please clarify the maximum weekly allowable hours approved for providers requested in this solicitation?
The award recipient shall employ and supervise a team of professionally trained and certified School Nurses to serve both Buncombe County and Asheville City School Districts (and any local Charter School that chooses to participate), establishing an optimal nurse to student ratio (1:750), while not falling below the ratio of 1:1,050.
- l. Will the county accept contract exceptions? What format would they like exceptions to be listed?
The county must select the vendor based upon the criteria in the RFP. The format of submissions must meet the 'Proposal Contents' outlined in Section 2.6.
- m. Who is the county Clinical Support for the vendor's nurses?
The Director of Nursing.
- n. Will the county provide direction and oversight for all staff?

- No. The Contractor shall employ and supervise staff.
- o. Would the county consider nurses without a national certification if they have a strong/similar background in school health nursing?
No. The Contractor shall employ and supervise a team of professionally trained and certified School Nurses to serve both Buncombe County and Asheville City School Districts (and any local Charter School that chooses to participate).
- p. Is the county open to an MSP or workforce Solution?
No.
- q. Are the consultants required for this opportunity able to be subbed out at the start, pending they are equally qualified as those portrayed in the response resumes?
The Contractor shall employ and supervise a team of professionally trained and certified School Nurses to serve both Buncombe County and Asheville City School Districts (and any local Charter School that chooses to participate).
- r. How many positions does the county usually fill using temporary labor each year?
The county does not staff any positions for the School Nursing Program.
- s. Will awarded companies be able to speak with county employees directly when gathering information on open positions and upcoming positions?
This is not relevant to the program.
- t. What was the previous year's spend on this project?
\$3,143,559
- u. What were the previous year's hours allocated to temporary employees?
All staff are provided by the contractor. We do not have this information for prior years.
- v. What is the budget for this contract?
The budget will be established by working with the approved contractor and approved by the Board of County Commissioners.
- w. Must we provide all positions listed, or may we bid for only certain positions?
Awards will be made to the Vendor(s) meeting the RFP requirements and best fits the needs of the County.
- x. Please provide the following information regarding incumbent providers:
- How many are there?
One
 - Who are they?
MAHEC
 - What are their rates?
All current School Nurses are employed by the current contract holder. The contractor shall employ and supervise a team of professionally trained and certified School Nurses to serve both Buncombe County and Asheville City School Districts (and any local Charter School that chooses to participate), establishing an optimal nurse to student ratio (1:750), while not falling below the ratio of 1:1,050.
 - Are there any pain points that the County has with the previous incumbents?
The professional relationship between the county and the current contractor meets the needs of the contract.

6.0 Terms and Conditions

- a. Will this contract have cooperative purchasing language so other entities can buy off it?
The contract will not include cooperative purchasing language. (It could be possible that the piggyback exception could apply if all parties agree.)
- b. Are there any terms for buyout included? For instance, if the county wanted to hire a temporary employee after 3 months, would their employer receive a buyout fee?
No terms for buyout are currently included.

END OF ADDENDUM #3
RFP School Nurse Program