

Questions and Answers for IFB No. 4-2013 Professional Nursing Services:

**NOTE: Bids must be received no later than November 18, 2013 at 1:00 PM CST. The Bid Opening is November 18, 2013 at 1:15 PM CST. Any Addenda must be executed and returned with the Bid.**

**Question 1:** 11.2.6 states: "Each page of the bid form and all attachments shall be identified with the name of the bidder. But then, in 11.2.7 it states: Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid." Where would we put the company name without modifying the bid document?

**Answer:** Attachment D, the Bid Form, is a two page document with a designated blank in it to list your company information. Adding your company name to pages of the bid form or other attachments is permissible and is not considered a modification or addition to the bid document that would be considered cause for rejection.

**Question 2:** Which vendor(s) are currently providing Professional Nursing Services to the MSPB?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies and other entities under the purview of the PSCRB (hereinafter "agencies"). The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. A list of the state agencies and entities under the purview of the PSCRB, and therefore eligible to use the preapproved vendor lists, can be found in Appendix A of the PSCRB Rules and Regulations located on the PSCRB page of the Mississippi State Personnel Board (hereinafter "MSPB") website at [www.mspb.ms.gov](http://www.mspb.ms.gov). The current list of providers of Professional Nursing Services and rates can be found on the PSCRB page of the MSPB website under the Preapproved Vendor Information tab.

**Question 3:** What are the current hourly rates charged by the vendors for Professional Nursing Services?

**Answer:** The current list of providers of Professional Nursing Services with rates can be found on the PSCRB page of the MSPB website under the Preapproved Vendor Information tab.

**Question 4:** What have been the previous year's historical hours of usage for Professional Nursing Services?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 5:** What type(s) of facilities will utilize the Professional Nursing Services upon award? If there is a list of facilities available, will you please provide a copy?

**Answer:** A list of the state agencies and entities under the purview of the PSCRB, and therefore eligible to use the preapproved vendor lists, can be found in Appendix A of the PSCRB Rules and Regulations located on the PSCRB page of the Mississippi State Personnel Board (MSPB) website at [www.mspb.ms.gov](http://www.mspb.ms.gov).

**Question 6:** Why is an RFP being issued at this time?

**Answer:** Pursuant to Miss. Code Ann. § 25-9-120, the PSCRB “may establish a preapproved list of providers of various personal and professional services for set prices with which state agencies may contract without bidding or prior approval from the board.” The PSCRB established the Preapproved list of Vendors for Professional Nursing Services for use by state agencies in February 2012. The current list will expire in March 2014. This procurement, which is an IFB, not a RFP, is being issued to replace the expiring list of preapproved vendors.

**Question 7:** How have the services been bought prior to this RFP?

**Answer:** The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. See answer to Question 6.

**Question 8:** Who are the vendors that have received this RFP thus far?

**Answer:** This Invitation for Bids was advertised throughout the state and posted on the PSCRB page of the MSPB website. The PSCRB does not know what vendors have viewed this IFB.

**Question 9:** How is this contract funded?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Funding varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 10:** Which agencies under the current contract have been using Professional Nursing Services?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov). A copy of the regions map for the State can be found on page 12 of the IFB.

**Question 11:** Who are the incumbent vendors for these services?

**Answer:** The current list of providers of Professional Nursing Services and rates can be found on the PSCRB page of the MSPB website under the Preapproved Vendor Information tab.

**Question 12:** What are the incumbent vendors' rates for each Nursing Category for each Region?

**Answer:** The current list of providers of Professional Nursing Services and rates can be found on the PSCRB page of the MSPB website under the Preapproved Vendor Information tab.

**Question 13:** What was the annual labor spend for Professional Nursing Services in 2012 for this contract?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 14:** What has been spent so far for these services in 2013?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 15:** What is the spend, specialty, and region utilized for each agency?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 16:** Can you provide estimated labor hour usage by Nursing Category and Region for 2012?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 17:** What are the current challenges/obstacles with the Professional Nursing Services program, thus far?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 18:** How long does each company have to fill the need before the next company is contacted? Contract labor vs PRN?

**Answer:** According to 7.1.11 of the IFB as reflected on page 5, the vendor must provide workers within twenty-four hours of the request. Otherwise, vendor selection and usage varies at agency discretion. Additionally, as stated in 5.2 on page 3 of the IFB, placement on the preapproved list does not guarantee contracts will be issued. The questions "Contract labor vs. PRN?" is vague and cannot be answered.

**Question 19:** How are needs for requested nursing services disseminated among the state agencies?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the agencies using the preapproved list. Preapproved vendor usage varies at agency discretion. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 20:** Will the PSCRB consider suggestions/notes to negotiate certain Terms and Conditions under the RFP? Has the PSCRB considered and accepted changes to the Terms under this contract in the past?

**Answer:** As stated on page 11 of the IFB, Section 19, “Any contract entered into with a Contracting Agency pursuant to a vendor/bidder being placed on the preapproved list shall have the required clauses found in Attachment G and those required by the *Mississippi Personal Service Contract Review Board’s Rules and Regulations* as updated.” Furthermore, see Section 20, “Any contract entered into with a Contracting Agency pursuant to a vendor/bidder being placed on the preapproved list may have, at the discretion of the Contracting Agency, the optional clauses found in Attachment H and those within the *Mississippi Personal Service Contract Review Board’s Rules and Regulations* as updated.”

Agencies and vendors must adhere to the scope of services and required terms as stated in the IFB. Any contract that does not cannot be considered a preapproved vendor contract. To clarify, this procurement is an IFB, not a RFP.

**Question 21:** Will the PSCRB be open to such options as Travelers, Direct Placements, Temp-to-Perms, RPO’s etc.?

**Answer:** Not at this IFB or preapproved vendor list.

**Question 22:** Will the PSCRB consider a Master Service Provider (MSP) and/or Vendor Management System (VMS)?

**Answer:** Not at this IFB or preapproved vendor list.

**Question 23:** On page 4, item 7.1.6- Is this a training the contracting agency will provide that is custom for them? If not, how would we know what is required by the contracting agency?

**Answer:** Yes, this is training the contracting agency will provide.

**Question 24:** On page 4, item 7.1.6—Please confirm this training is conducted onsite with the contracting agency.

**Answer:** Yes, this training will be conducted onsite by the contracting agency.

**Question 25:** Are most the requests per diem type requests or are they longer term assignments (i.e. 13 weeks etc.)?

**Answer:** The preapproved list of vendors for Professional Nursing Services is for use by state agencies. The PSCRB does not contract with the vendors; contracts are between the vendors and the

agencies using the preapproved list. Preapproved vendor usage varies according to agency need. Information regarding state agency contracts may be found at [www.transparency.mississippi.gov](http://www.transparency.mississippi.gov).

**Question 26:** Can we submit potential candidate profiles with our bid?

**Answer:** The PSCRB prefers that you submit only the information requested. Additional information will not be considered. Awards will be made according to price and vendor responsibility.

**Question 27:** Since we can modify the bid documents can we add additional pages or Amendments if the amount of line space is not sufficient?

**Answer:** Attachment D, the Bid Form, is the only document that will be evaluated for pricing submitted. The space provided for your price per hour, which includes your markup, should be sufficient. You may submit additional pages for responses to questions on Attachment C, however, the questions must be retyped and answered on the same page and include your company name on each additional page. Any information submitted that is beyond what was requested will not be considered. With regard to references, you may submit as many copies of Attachment E with each additional reference as deemed necessary.