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PUBLIC SERVICES BUILDING
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REQUEST FOR PROPOSALS #2018-04
MEDICAL PROFESSIONAL STAFFING
RESPONSE TO CLARIFYING QUESTIONS
February 8, 2018

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFP as published.

1. Please confirm the submitting our proposal electronically is sufficient. No hard copy will be needed.

Answer: Yes, submitting your proposal electronically is sufficient.

2. In Section 5.3 Scope of Work. If we are only proposing Locum tenens please confirm that we will only need to respond to the Locum tenens sections of the RFP. Can we put “not applicable” to the Recruiting Agency sections of the RFP?

Answer: Yes, please only respond to the appropriate sections of the RFP. Yes, you can place “not applicable” in the recruitment portions of the response requirements if you like.

3. Section 5.3 Scope of Work. Will we be docked points if we only are applying for Locum tenens portion of the RFP or do not bid on the permanent placement section of the RFP?

Answer: No, we are seeking both services and each category is set up independent of the other. We are looking to contract with more than one agency through this RFP to satisfy both the Locum tenens and permanent placement requirements.

4. The contract is not anticipated to start until October 2018. When will you notify vendors if they have been awarded a contract?

Answer: Procurement will notify all proposers of the RFP results upon conclusion of the evaluation process. This should only take a few weeks to complete the process and post a Notice of Intent to Award.

5. Section 5.5 References. Are you only looking for references of clients we work within Oregon?

Answer: No, we would like to see, ideally but not necessarily, other public references of similar size and complexity to Clackamas County. Private sector references are suitable as well.

6. What is the name of the Electronic Health Records system Clackamas County utilizes?

Answer: Epic; however, candidate EHR experience outside of Epic is acceptable as well.

7. Section 5.3 Scope of Work. “Describe how our firm handles the termination of placement of a provider”. Can you please clarify or provide an example of a termination situation? Are you looking for the steps or processes? Are you looking for the process if you would like to end the

provider's assignment early? Are you looking for the processes if you need to end the provider assignment without notice?

Answer: We have not had to terminate a providers services for malpractice or performance issues (behavioral or clinical). We are looking for the process steps for ending an assignment early and/or without notice.

8. Section 5.4 Fees. How would you like us to list cost for travel and lodging as those costs are usually dependent on the market? For example, hotel rates change daily.

Answer: Travel and other expenses will only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy which can be found at: <http://www.clackamas.us/bids/terms.html>.

9. Section 5.4 Fees. Since this is a unique field to each proposer if we provide an hourly rate range per specialty with explanations, will this be acceptable?

Answer: Yes that would be acceptable.

10. Do we submit technical and pricing separately?

Answer: No, we would like to receive all proposal responses as one document (PDF preferred).

11. Will there be options for rate escalations after the 2nd, 3rd, or 4th year to account for the standard increase in the cost of living?

Answer: Yes, if you outline escalations in your fee proposal. Ideally, we would not want to see an increase of more than 2% per year.

12. How many hours of locum tenens services were used by the County in the last 12 months?

Answer: 2,718.11 hours in the last 12 months.

13. What parts of a vendor proposal will become public information?

Answer: Please see section 2.8 of the RFP for detailed information on the topic of public records.

14. What are the current Primary Care Physician and Nurse Practitioner rates?

Answer: Primary Care Physician rates are currently \$175.00 per hour and Nurse Practitioner rates are currently \$112.00 per hour.

15. Why is an RFP being issued at this time?

Answer: The contracts are expiring and the RFP opens a fair and competitive process to allow all potential proposers to be awarded a contract.

16. Does the County anticipate this will be a single or multiple vendor awards?

Answer: We want to contract with multiple vendors.

17. How long has the incumbent provider(s) held the current contract?

Answer: Two (2) years.

18. Is CCHD experiencing any specific challenges necessitating the utilization of locum tenens providers?

Answer: There are no foreseeable challenges, it is just as staffing needs occur.

19. Does CCHCD currently have the same temporary staffing services contract in place for these services?

Answer: Contracts are expired or expiring.

20. Will CCHD identify any existing programmatic challenges/barriers to service?

Answer: If programmatic challenges or barriers become known, we will share them.

21. What are the long-term goals of CCHD for this program?

Answer: A good organization that provides temporary staffing needs or services that allows for minimal to no break in services.

22. Other than the use of recruitment and staffing agencies, what other means have been used to recruit medical providers?

Answer: Standard county recruitment methods are utilized which are primarily through our applicant tracking system.

23. What was the usage of similar locum tenens services in the most recently completed fiscal year, and the projected usage in the first full year of this contract? Please provide the hours and/or dollars spent

Answer: In the last calendar year we spent \$421,761.32 and utilized 2718.11 hours.

24. Will CCHD provide us with the job descriptions that will be requested under this contract, as part of this response?

Answer: Yes, see attached (Physician, Nurse Practitioner, Dentist, and Psychiatrist).

25. Does CCHCD utilize staffing and recruitment agencies for other medical positions? If so, please provide those specialties.

Answer: The positions listed in the RFP are the core positions we utilize staffing services for. If the need arises for other position types, we will notify all awarded vendors of this RFP with executed contracts.

26. Will CCHCD consider proposals for medical staffing other than the specifically listed positions?

Answer: Yes.

27. Is advance notice given for a locum tenens assignment? If so, how much

Answer: Advanced notice is given when possible; however, it would really depend upon the situation at the current time. We may have an immediate need that would need to be addressed without advanced notice.

28. Has CCHCD hired locum tenens staff for permanent employment?

Answer: No.

29. When candidates are accepted by CCHCD, will separate credentialing be completed by CCHCD?

Answer: Yes.

30. What is the expected length of time for the credentialing and/or background checks referenced in 3.3.1 of the RFP?

Answer: One (1) month.

31. Please provide any available data on the average number of patients expected per day, per specialty, etc.

Answer: Patients per day: MD/NP – 20, Dentist – 18, and Psychiatrist – 10.

32. Exhibit A references an “on-call” requirement for locum tenens services; please describe the frequency of this requirement and typical call rotation.

Answer: No “on-call” requirement at this time.

33. What is the typical length of a daily assignment?

Answer: six (6) to ten (10) hours depending on the service and location.

34. Does CCHCD anticipate requests for partial day assignments (less than 8 hours)?

Answer: Yes, it depends on clinic location and needs.

35. Does CCHCD have minimum clinical, certifications, or experience qualifications and standards for each position (See Section 3.3.1)? If not included in job descriptions provided in response to this request, please describe.

Answer: **In order to be eligible to request privileges for a Family Practice Physician**, the physician must meet the following minimum threshold criteria:

- Basic education and minimum formal medicine training: The successful applicant must be an MD or a DO who has completed a three-year family practice residency program or active hospital-related practice for at least seven years.

In addition, a **Family Medicine Physician must have the following**:

- A current license or registration in the State of Oregon

- No physical and mental health problem preventing him/her from exercising the privileges granted.
- Certification of at least BLS (Basic Life Support) and CPR (Cardio Pulmonary Resuscitation).

In order to be eligible to request privileges for a Pediatric Physician, the physician must meet the following minimum threshold criteria:

- Basic education and minimum formal training: The successful applicant must be an MD or a DO who has completed a three-year Pediatric residency program or active hospital-related practice for at least seven years.

In addition, a **Pediatric Physician must have the following**:

- A current license or registration in the State of Oregon
- No physical and mental health problem preventing him/her from exercising the privileges granted.
- Certification of at least BLS (Basic Life Support) and CPR (Cardio Pulmonary Resuscitation).

In order to be eligible to request privileges for Nurse Practitioner, a practitioner must meet the following minimum threshold criteria:

- Basic education and minimum formal training: In addition to being an RN, the applicant must demonstrate successful completion of an NP master's degree in a nursing program in the applicant's specialty area or must demonstrate successful completion of a formal postgraduate NP track or program (within the applicant's specialty area) within a school of nursing granting graduate-level academic credit (e.g., graduate, non-matriculating program).

In addition, an NP must have the following:

- A current license or registration in the State of Oregon
- No physical and mental health problem preventing him or her from exercising the privileges granted.

In order to be eligible to request clinical privileges in dentistry, an applicant must meet the following minimum threshold criteria:

- Basic education: DDS or DMD.
- Required previous experience: Applicants must be able to demonstrate that they have performed at least 10 comprehensive or consultative procedures dental in the past 12 months.
- References: 2-3 letters of reference from dentists regarding competence from the institution/offices where the applicant most recently practiced.
- A current license or registration in the State of Oregon
- A current Drug Enforcement Administration Certification (DEA)

- No physical or mental health problems preventing him or her from exercising the privileges granted.

In order to be eligible to request privileges for Psychiatric Mental Health Nurse Practitioner (PMHNP) the PMHNP must meet the following minimum threshold criteria:

- Basic education and minimum formal training: The successful applicant must be an NP and have successfully completed an accredited Masters or Doctoral advanced practice nursing program in Psychiatric Nursing.

AND/OR

Current National Board Certification or active participation in the examination process leading to Board Certification, or equivalent credentials as determined by the Medical Director.

In addition, a Psychiatric Nurse Practitioner must have the following:

- A current license or registration in the State of Oregon and current DEA
- No physical and mental health problem preventing him/her from exercising the privileges granted.

36. Our agency provides contract providers as well as providers employed by our agency. Are both types of providers acceptable to CCHCD?

Answer: Yes.

37. Will CCHCD consider Physician Assistant candidates that have collaborative agreements with physicians that will not be on-site?

Answer: No.

38. If we have exceptions to the terms and conditions to the RFP, should we include these in our proposal?

Answer: Yes.

39. Are there penalties incurred if unable to fill any of the openings?

Answer: No.

40. Will awardees be allowed an opportunity to negotiate the terms and conditions of the contract prior to signing?

Answer: Yes.

41. What specific medical specialties are you seeking? Does it include Nurse Practitioners/Physician Assistance?

Answer: See Section 3 of the RFP.

42. Can we include a rate sheet for all specialties we recruit for?

Answer: Yes.

43. Our locum's staffing services contracts are "best efforts" and it is our copay policy not to enter into contracts in which the vendor is subject to damages for failure to deliver the service. Would the county be willing to delete this clause in a potential contract?

Answer: All awarded vendors will have an opportunity to negotiate a contract prior to services being rendered.

44. Is Tele-Psychiatry an option for coverage?

Answer: Yes.

45. For psychiatry needs: is your patient population 100% adult patients or do you also treat children and adolescents?

Answer: The county provides care for all to include children and adolescents.

46. Can the pricing include all-inclusive rates and/or rate ranges?

Answer: Yes.

47. Will Clackamas County accept an RFP with the understanding that the proposer will only supply locum tenens physicians?

Answer: Yes.

48. May we use our own template for final submittal?

Answer: Yes; however, please review the RFP to ensure all requirements are met.

49. If a vendor with a previous contract with the county that has been terminated, will the vendor be able to respond to this RFP?

Answer: Yes.

50. Since the contract is for Clackamas County, Oregon, may an out of state vendor submit a response to the RFP?

Answer: Yes.

51. Are job assignments sent to the vendors all at once or is it done on a tiered system based on performance?

Answer: Job assignments are sent out as needs require to all qualified vendors.

52. Are provider assignments located in one (1) or multiple locations?

Answer: There are multiple locations.

53. Will all provider assignments include weekday shifts only (8:00 – 7:00) and no weekend shifts as per Section 3.3.2?

Answer: Yes, assignments will only include day shifts Monday through Friday.

54. Will provider specialties include Family Practice, Family Medicine/Internal Medicine, Urgent Care, etc.?

Answer: Ideally, Family Practice but not exclusive of other specialties.

55. Does CCHCD have a CAP on the pay rates for providers?

Answer: No.

56. What is the Malpractice insurance threshold for the county?

Answer: \$1 Million

57. We provide Professional Liability/Malpractice insurance for our physicians; however, since our physicians are 11099, they provide their own Workers Compensation insurance. Is this arraignment agreeable to the county?

Answer: Yes.

58. Does CCHCD have a standard referral/placement fee associated with permanent placement?

Answer: No. We do not set standard fees.

End of Clarifying Questions