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ADDENDUM NO. 1

September 23, 2022

Title: Services: Emergency Clinical Staffing

RFP # H22-0063

1. General

This addendum revises RFP documents. This addendum is issued to respondents of record prior to execution of contract and forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

2. Addendum Acknowledgement Form

Acknowledge receipt of this addendum in the space provided on the Addendum Acknowledgement Form. Proposers must include the signed form with their response. Failure to do so will subject Proposers to disqualification.

3. Changes and Clarifications-

4. Attachments

Responses to Vendor Questions

	Section of the RFP	Question	CCHHS Response
1		Is 35% MWBE Participation required for this bid?	Final MWBE participation requirement will be determined through contracting.
2	General	What is the estimated budget for this RFP?	To be discussed upon contract award
3	General	Kindly confirm number of FTE's required?	To be discussed upon contract award
4	General	Kindly confirm if there are any active cases for both Monkeypox and Covid-19	Yes, we have active cases
5	General	Is there any current vendor providing the services? If yes, please provide their cost proposal	Not applicable for this request.
6	General	Do we need to send Letter of Intent attached in the EDS forms before or with the proposal?	With the proposal
7	General	Kindly confirm method of RFP submission. Can we email only the whole proposal? If FedEx is mandatory kindly provide number of copies required for Technical, Cost and EDS Forms	Can email only
8	General	Is it mandatory to utilize MBE or WBE as a subcontractor? If yes is the goal minimum of 35%?	See above.
9	General	Can you please specify spending done till now on Emergency Clinical Staffing & Professional Services for Monkeypox and Covid-19.?	We are not sharing this at the time.
10	General	Is there any benefit to a local firm?	We are evaluating all options.
11	General	Please provide list of job titles that are used mostly.	Job titles would depend on need of the emergency which could include Registered Nurse, LPN, Endo Tech, Dialysis Tech, ER Tech, Certified Surgical Tech, Telemetry Monitor tech, Certified Nursing Assistant, Medical Assistant, Ward Clerk etc.
12	General	Do we need to submit all forms contained in EDS forms .pdf?	Yes
13	General	Can electronic sign be used or is it mandatory for us to provide wet signatures?	Electronic signature is acceptable
14	General	Do we need to provide signed Master Service Agreement or can we just comply it in proposal?	MSA draft is presented for you to redline with any exception you may have with the CCH contract language.

15	General	Can you please confirm if Security Audit and Evaluation of E-discovery Vendor/Partner excel relevant to this RFP? Do we have to answer it or just comply It and submit with proposal?	Can hold off on filling this in until later in the process
16	General	Is this a new requirement? If not, please provide list of the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?	Please see above.
17	General	Please provide the total number of temporary staffs on current assignment? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.	We will not be sharing this information at this time.
18	General	Is the CCH looking to have a single or multiple award?	We are exploring multiple options to meet our needs.
19	General	What is the average length of the assignment?	We do not have this information at this time.
20		Do we need to submit Certificate of Insurance and Business License with the proposal?	No. A COI will be required upon the award of a contract. However, you will be required to meet the insurance requirements.
21	Section 4 Scope Requirements	Is requirement only for RN and LPN, or do we have to provide staff on job titles mentioned on Page 5 under Section 4 Scope Requirements?	It can be any Nursing or Nursing Support staff title based on need, NOT just RN or LPN.
22	2	How soon does Cook County expect this contract to start (i.e. to receive the first resources from the contractor)?	We would like to start in October or November, depending on length of contracting and availability of resources
23	8.3/8.4/8.5	Can both the proposal and pricing be return electronically by email in separate files (Technical RFP and Price RFP)? The RFP indicates 1 electronic copy, but it also mentions print requirements.	Email
24	4.1	What is the anticipated volume of RN and LPN roles for the 12 month contract period? What is the volume for the roles listed in item F in this section?	This will be dependent on the emergency. We cannot predict at this time.
25	4.1	Item C states that the expectation is that the resources provided will be the employees of the contractor ("Contractor's personnel staff"). We do not fill roles with our own employees and instead use a network of suppliers. Is this acceptable?	Yes

26	4.1	Does Cook County use a vendor management system today to access contingent labor? If not, are you open to implementing one?	Yes, we do with some other contracts. However, it is not a requirement for this RFP.
27	4.1	Does Cook County currently use temporary staffing providers for RN and LPN roles? If so, how many suppliers do you use to provide this talent?	Yes. Approximately three.
28	8.3 Number of Copies	There are places in this RFP that indicate we should mail in or hand deliver our response. However, this section instructs us to email our response. Can you clarify which way we should submit?	Email your response to Purchasing@cookcountyhhs.org .
29	8.7 Timely delivery of RFP	There is no physical address listed on the front of this RFP. If our response should be mailed or hand delivered, please provide the address.	Email your response to Purchasing@cookcountyhhs.org . No Hand delivered or mailed.
30	4.8 Cost	Please clarify what is meant by "This Contractor will include in their proposal a visual lay out of metrics measurement and fulfilling staffing process workflow"	How do you find agency staff for us to meet our requirements?
31	5.6 Cost Proposal	Please clarify the meaning of the following: start time availability, location availability, number of resources available	How many resources do you have available in the Chicago area and when could they start?
32	4.1 f i	What specialty is "registered nurse"?	It will be dependent on area of need for the emergency. It could be Med Surg, Critical Care, ED to name a few.
33		Does the government anticipate using all positions listed in Scope requirements? If so what is the volume for these positions?	We are looking to contract and get price quotes for multiple roles in anticipation of what we may need to address anticipated volume
34		What is the volume in which contractors will be working on corrections assignments?	This will depend on patient volume
35		Does the government anticipate staffing in all facilities located in scope of work? Will they be contractual placements in corrections?	Yes any CCH Facility including Corrections and agency personnel can float from facility to facility based on need.
36		Will staff be used to support vaccinations clinics only?	No. This can be any unit or area in CCH for an emergency, NOT just vaccination clinic.
37		Will government please clarify volume of RN's and LPN's for contractors utilized?	This will depend on patient volume
38		Are references required? If so how many? Can Cook County be used as a reference?	Yes – we would like up to 3 references
39		What does the government consider reasonableness of overall price?	Not applicable
40		How many locations will the provider be servicing?	Various sites within CCH inclusive of Stroger & Provident Hospitals.
41		Will Government pay for travel between sites?	To be discussed upon contract award.
42		How can the new vendor enhance customer satisfaction?	Meeting KPIs established such as time from request to quick time to fill,

			timely performance/delivery, low no show rates, low early demobilization rate.
43		May we submit exceptions to contract terms and conditions?	Please submit so that we can review for acceptability
44		Can the county please clarify the method of evaluation and scoring for each factor listed in the RFP?	We will not be sharing at this time
45		Are responses scored and award a specific number of points or rating? If so, can the county please provide the values for each factor individually? (Proposal Completeness, Experience, pricing)	We will not be sharing at this time
46		Does the county intend to make multiple awards as a result of this RFP?	See above
47		Will the PO be issued prior to the start of services?	That is the intention
48	4.1, Contracting Services Provided, f: Ongoing Positions that will filled are:	How many positions are expected to be filled under this contract?	See above
49	4.1, Contracting Services Provided, f: Ongoing Positions that will filled are:	Out of these Staffing positions mentioned, what are the most filled positions? Please share.	See above
50	4.1, Contracting Services Provided, f: Ongoing Positions that will filled are:	Can you please share the minimum guaranteed hours for each position?	See above
51	4.1, Contracting Services Provided, f: Ongoing Positions that will filled are:	Can you please share minimum or maximum duration for each job position?	See above
52	4.1, Contracting Services Provided, f: Ongoing Positions that will filled are:	Can you please provide the level of experience required for each position?	Please see attached spreadsheet as a start / baseline.
53	5.3, Proposer's Profile and Track Record, m: Is Proposer a licensed business to perform the work in scope? If	Do we have to provide Business Registration Certificate (BRC) at the time of proposal submission or after the award? Please clarify.	No. However if you are a Cook County or City of Chicago Certified MWBE please include your certification letter with the EDS submittal.

	so, please specify relevant certifications.		
54	5.4, Key Personnel	Is it mandatory for key personnel's to be on-site or they can work via remote? Please confirm.	On-site
55	5.5, MBE/WBE Participation	We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE? Do we still need to subcontract?	National MBE certification does not count for Cook County certification. However, you still may apply as a prime but will require partnering with a county certified MWBE to fulfill the MWBE requirement.
56	5.5, MBE/WBE Participation	If we cannot can you please provide the list/directory of County of Cook or City of Chicago certified MBE/WBE firms?	Please visit cookcounty.diversitycompliance.com for a directory of certified MWBE firms.
57	5.5, MBE/WBE Participation	What is the percentage goal for MBE participation? Please share	35% MBE or 35% WBE or a combination of both that totals 35%.
58	5.5, MBE/WBE Participation	Can we fulfill MBE and WBE with single firm or we need to subcontract with two different firms?	Either way as long as your minimum commitment equal 35%.
59	5.6, Cost Proposal	Is there any specific format for cost proposal?	Please include the requested fields
60	5.7, Financial Status	Is it mandatory to provide audited financial statements?	Yes or in the case of a smaller business, at least three years of income tax returns prepared by a certified CPA.
61	5.7, Financial Status	Can we provide CA reviewed Financial Statements?	Please see response above.
62	5.7, Financial Status	Can we submit D&B report if audit financial statement not available?	Please see response above.
63	5.12, Economic Disclosure Statement	Can you please provide the Economic Disclosure Statement (EDS) document, as we are not able to find it on: https://cookcountyhealth.org/about/doing-business-with-cook-county-health/	IINDEX (cookcountyhealth.org)
64	8.6, Packaging and Labelling	Do we have to submit electronic copy or hard copy? Please confirm.	Electronic
65	8.6, Packaging and Labelling	Do we have to submit electronic copy as well as hard copy? Please confirm.	Electronic
66	Attachment A – CCH Sample Master Service Agreement	If we don't have deviation to Master Service Agreement terms, do we still need to submit with proposal?	No

67	Attachment B – Information Technology Security Questionnaire	Can we submit Attachment B – Information Technology Security Questionnaire after the award of contract?	No. If required, this document will have to be completed prior to the execution of a contract award.
68	Appendix A – RFP Receipt Acknowledgement Form	Do we need to submit this Proposal?	Yes.
69	Appendix A – RFP Receipt Acknowledgement Form	Do we need to submit this as first page or last page of proposal?	It does not matter as long as it's inserted with your response.
70	General	Is there any page limit for proposal?	No
71	General	Is this a new contract or renewal of an existing contract?	New Contract
72	General	If there is an existing contract, could you please share the name of the Current Supplier?	Information not shared
73	General	Could you please share the current Suppliers' pricing and Proposals?	Information not shared
74	General	When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?	Information not shared
75	General	Please share the historical spending for the year 2021.	Information not shared
76	General	Can you please share the amount of business each vendor did under this contract in previous years?	Information not shared
77	General	Can you please share the no. of positions served in previous years under this contract?	This is a new contract. There was not an RFP for this. For FY21, estimated 108 FTE related to COVID19 and 53.0 for vaccination
78	General	What were the most commonly filled positions in the past?	RN, MA, and assistive personnel
79	General	Can you share details from where we can get old RFP details?	Not applicable
80	General	Can you please tell us where we can see the records for the old contract?	Not applicable
81	General	Can you please share the email id/details where we can raise the public record request for old RFP?	Not applicable
82	General	Will The Cook County Health (CCH) be giving any preference to local vendors over out of state vendors? Please confirm.	The Evaluation Committee will take all factors into consideration when evaluating the responses.
83	General	What is the expected annual budget of this contract? Please share the rough estimate.	This is not available at this time. It will depend on the emergency.

84	General	It is mandatory to bid all job positions?	Please bid on what you are able to support and we will consider in our evaluations. We would like to select a vendor who can support all positions.
85	General	How many positions are currently open?	The emergency has not started yet, so 0.
86	General	Is it mandatory to have Business registration certificate in the State of IL at the time of proposal submission?	Potential proposers must be able to do business in the State of Illinois
87	N/A	Why is the RFP being issued?	We are preparing for an anticipated surge in patients
88	N/A	Is there a current contract now?	See above
89	N/A	If so, who are the current incumbent vendors?	See above
90	N/A	What are the current vendors' rates by discipline?	See above
91	N/A	What was the dollar spend over the last 2 years?	See above
92	N/A	Is Cook County satisfied with the current vendors? Why or Why not?	See above
93	Section 8.17	Do you anticipate awarding one or multiple vendors?	See above
94	Section 3	When do you anticipate the contract to start?	See above
95	Attachment A	What are the locations for services to be provided – Attachment A was not attached to the RFP	Any CCH Location/site or new location developed for CCH for an emergency including Stroger, Provident, Cermak, JTDC, ACHN, Ambulatory Specialty Clinics, Public Health etc.
96	Section 4.1.c	What are the expected shift times and days?	This will be dependent on the emergency. Unknown at this time.
97	Section 4.1	what is the expected number of FTEs by discipline	This will be dependent on the emergency. Unknown at this time.
98	N/A	what is the expected budget for this RFP?	This will be dependent on the emergency. Unknown at this time.
99	Section 4.1	what is the expected length of assignment?	This will be dependent on the emergency. Unknown at this time.
100	N/A	how does this differ from the current VAYA contract?	This contract is specifically to prepare for an emergency such as COVID-19 and Monkey Pox.
101		RFP, Sec. 4.2(b) (Patient Care), p. 6 – Can the County please provide additional detail on the direction/supervision to be provided to unlicensed personnel (i.e., is this solely with respect to vaccination, or additional medical responsibilities)? Will the County's own staff/Nursing Director be responsible for clinical oversight of the Contractor's Personnel?	This would be discussed during implementation with the awarded vendor.
102		Master Services Agreement, Article 9 (Insurance Requirements), pp. 22-23 – Will	Please submit and we will review for acceptability

		the County consider proposed modifications (via the redlines permitted under Sec. 5.9 of the RFP) to the insurance requirements as set forth under the standard MSA?	
103		Will the County allow amenable changes in general? Is it possible to submit a redline to Article 9 with our proposal?	Please submit and we will review for acceptability
104		Will the County allow amenable changes in general? Is it possible to submit a redline to Article 9 with our proposal?	See above
105		RFP, Sec. 4.2(b) (Patient Care), p. 6 – Can the County please provide additional detail on the direction/supervision to be provided to unlicensed personnel (i.e., is this solely with respect to vaccination, or additional medical responsibilities)? Will the County's own staff/Nursing Director be responsible for clinical oversight of the Contractor's Personnel?	This would be discussed during implementation with the awarded vendor.
106		Will the County allow amenable changes in general? Is it possible to submit a redline to Article 9 with our proposal?	See above

ADDENDUM ACKNOWLEDGEMENT FORM

As required by the RFP, Proposers must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: _____

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Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

END OF ADDENDUM