



**Addendum Two to
RFP FY20 - Temporary Professional Hospital and Behavioral Health Staffing**

This Addendum Number Two is issued to provide answers to questions potential bidders submitted in writing to Maniilaq regarding RFP FY20 – Temporary Professional Hospital and Behavioral Health Staffing (RFP).

This Addendum is hereby made part of the RFP, and each bidder shall take this Addendum into consideration when preparing and submitting a proposal. It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

Q.1) What specialties are you currently using locums for?

A.1)

- a. Physicians and Mid-level providers are utilized and needed for covering for vacations, open positions, and an immediate need for additional staff due to COVID-19
- b. Nursing for Acute Care, Emergency Room, Long Term Care, and Labor and Delivery
- c. Certified Nurse Aides for Long Term Care and Acute Care
- d. Behavioral Health Specialists
- e. Laboratory Technologists
- f. Radiology Technicians

Q.2) How much are you using them? If you have breakdowns for provider/specialty specific that would be great.

A.2) Each specialty varies from quarter to quarter and is dependent on need and number of vacant positions.

Q.3) Which agencies are you currently using?

A.3) Maniilaq will not be disclosing current or past contractors.

Q.4) What is their pricing breakdown?

A.4) Maniilaq will not be providing this information; we do not disclose either current contractor or potential bidder information.

Q.5) For Physicians, NP, PA positions, what specific specialties do you need?

A.5) Emergency Room, Outpatient (Family Medicine), and Certified Nurse Midwives

Q.6) If we were to get to the contract negotiation part, do we utilize your contract or ours?

A.6) Maniilaq will be utilizing our Master Staffing Agreement, which contains terms and conditions according to the type of services received.

Q.7) How many vendors will be awarded a contract?

A.7) There is no set limit to the number of vendors that will be selected. The evaluation committee will score each proposal according to the scoring criteria listed in the RFP and as a result, will decide on which vendors to enter contract negotiations with.

Q.8) Will there be a tiering system or will each vendor be notified at the same time of needs?

A.8) Vendors are contacted when a need for services is anticipated or suddenly occurs. All vendors will send their information about candidates after a request is received. The desired candidates are then interviewed by the Maniilaq hiring manager and a selection is made.

Q.9) Who are the current vendors for these services?

A.9) Maniilaq will not be disclosing current or past contractors.

Q.10) How many current needs do you have?

A.10) Please refer to the description of services listed in the Request for Proposal on pages 3 and 4.

Q.11) What specialties are the highest demand?

A.11) Physician and Mid-Level Providers: Emergency Room and Family Medicine.
Nursing: Emergency Room and Labor and Delivery.

Q.12) Which specialties are the hardest to find?

A.12) Certified Nurse Midwives and Labor and Delivery Nursing.

Q.13) Does the hourly rates submitted need to include travel and lodging expenses?

A.13) Hourly rates shall be listed per position for labor only. Travel, lodging, and per diem rates shall be listed as their own pricing items.

Q.14) What are the payment terms? (i.e.,30 days from date of invoice).

A.14) Payment terms shall be NET 30 days from receipt of invoice. Invoices shall be sent electronically to a designated email address provided in agreement.

Q.15) Will any language changes be allowed? (i.e., insurance, venue, indemnification).

A.15) Bidders may propose additional or modified language during the contract negotiations, however, it is not guaranteed that Maniilaq will agree to those terms.

Q.16) Can we see a sample of the actual contract template/terms?

A.16) A revised Master Staffing Agreement is currently being drafted. If the draft is completed prior to proposal deadline, an additional Addendum may be published to share this Agreement with all potential bidders.

Q.17) Do we have to provide all specialties listed on page 3? Or can we just submit pricing for only the ones we offer?

A.17) Any and all bidders are encouraged to submit proposals for specialties and services they are able to provide, there is no minimum or maximum requirement to the number of services proposed.

Q.18) What is the annual spend on locum tenens or temporary medical staffing?

A.18) Maniilaq will not disclose this information.

Q.19) What is the annual budget for this contract?

A.19) Maniilaq will not disclose this information.

Q.20) Do we need to submit any language changes or exceptions with our proposal?

A.20) Bidders may propose additional or modified language during the contract negotiations, however, it is not guaranteed that Maniilaq will agree to those terms.

Q.21) If we are awarded, but can't agree to terms, can we withdraw without penalty?

A.21) As stated in the Request for Proposal, Review of Proposals Section, 5. Notice of Award and Contract Negotiations, on page 10:

After the evaluation process is complete, the successful proposer will be issued a Notice of Award and contract negotiations will commence. Maniilaq reserves the right to terminate contract negotiations at any time in Maniilaq's sole discretion, with or without cause. Examples of situations which may constitute cause for termination of negotiations may include if the selected proposer fails to provide the necessary information for negotiations in a timely manner, negotiate in good faith, or cannot perform the contract within the amount of funds available for the project and/or as proposed. Maniilaq Association shall not be responsible for costs incurred by the proposer resulting from contract negotiations.

A bidder may also reserve the right to terminate contract negotiations. In any such instance, Maniilaq shall not be responsible for costs incurred by the proposer resulting from contract negotiations.

Q.22) Please list the key reasons behind the decision to release this RFP as this time.

A.22) Maniilaq periodically engages in a competitive medical staffing services procurement in order to ensure we have the best quality vendors on contract to meet our evolving staffing services needs. A majority of Maniilaq's current temporary staffing contracts are set to expire, and this procurement represents the planned review of needs and establishment of new contracts.

Q.23) After a bidder(s) is selected, where would Maniilaq like to be with its contingent labor program a year from now?

A.23) It is the goal of Maniilaq to employ full-time, permanent staff for all positions to the greatest extent possible, understanding that temporary staff are an valued component of our current service delivery model.

Q.24) Would Maniilaq be interested in a centralized and unified requisition process via an MSP model?

A.24) No, we would not.

Q.25) Between an automated / VMS account management model and having a dedicated account manager, which of the two does Maniilaq prefer and why?

A.26) Neither is preferred. We have a dedicated Human Resources staff on site who manages all aspects of permanent and temporary assignments.

Q.26) What types of reports would benefit Maniilaq's staffing goals the most?

A.27) Maniilaq generates its own labor workforce reports.

Q.27) How would Maniilaq rank the following desired outcomes from level of importance?

A.27) Maniilaq views all of the following desired outcomes as important but declines to rank them in order of priority:

- Access to right talent
- Lowered organization risk
- Optimization of total costs
- Improved visibility into contract labor utilization

Q.28) How would Maniilaq prioritize the importance of the following performance indicators?

A.28) Maniilaq views all of the following desired outcomes as important but declines to rank them in order of priority:

- Cost
- Quality
- Speed
- Fill %

Q.29) What is the average anticipated length of temp assignments?

A.29) Length of temporary assignments vary according to the position and/or current need. Thirteen (13) week assignments are typical for Radiology, Behavioral Health Services, Long Term Care, and Nursing. Six (6) month assignments are typical for Laboratory personnel. Medical Staff physicians and mid-level provider assignments depend on need.

Q.30) Will there be multiple awards for partial staffing or will there only be group awarded?

A.30) Maniilaq anticipates awarding contracts to multiple vendors to ensure we are capturing a broad array of all services needed. See also A.17 above.

Q.31) Will you accept dental students straight out of ANTHC?

A.31) Only if the student has successfully obtained the student's Alaska License.

Q.32) We see that housing is provided – is there a lottery system to get into a 2 or 3 bedroom if a practitioner wanted to move their family with them or is housing mostly constricted to single unit apartments?

A.32) Only single unit apartments and/or rooms are provided.

Q.33) Will candidates be provided any lunch or dinner, or should we anticipate covering all meals in their per diem rates?

A.33) Candidates will not be provided meals. Per Diem daily rates shall include all meals. Please include this cost in your pricing proposal.

Q.34) What is the preferred method of reporting total cost, (I.e. Hourly rate/overtime rate)? Are their distinctions between levels of candidate's experience (training/aids, junior, senior) or should we report one cost per position regardless of experience?

A.34) Please provide an hourly and overtime rate per position. And apply your agencies' applicable price distinctions within your proposals to include hourly and overtime rates as well.

Q.35) What is the total pricing expectation?

A.35) Maniilaq will not disclose this information.

Q.36) In section 2, there is a list of specialties that will need to be quoted by the bidder. It lists ‘Physicians’, but not their specific specialty. For example, Psychiatrist, Hospitalist, Emergency Medicine, etc. Should we include all the type of Physicians that we can provide? Or is there a list of the type of Physicians that you can provide, so we can give costs for them?

A.36) Emergency Department, Family Medicine with or without OB (with preferred), and Certified Nurse Midwives are our greatest need.

Q.37) How many providers will be chosen?

A.37) Maniilaq anticipates awarding contracts to multiple vendors to ensure we are capturing a broad array of all services needed. There is no set limit to the number of providers we will enter contract negotiations with.

Q.38) In previous years, what was the agency spend?

A.38) Maniilaq will not disclose this information.

Q.39) Are rates required for all positions listed?

A.39) No. Please provide an hourly and overtime rate per position only for the services your company proposes to provide.