



REQUEST FOR PROPOSALS
FOR
TEMPORARY MEDICAL STAFFING SERVICES
23RFP002

August 16, 2022

280 South Decatur Boulevard
Las Vegas, Nevada 89107

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Attachment A - Proposal Form

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SECTION I: INTRODUCTION

A. Purpose

The Southern Nevada Health District (“Health District”) is requesting proposals from experienced and qualified medical staffing agencies to provide temporary medical staffing for interim vacancies, planned annual events and emergencies, with no fixed terms, paid at contracted hourly rates.

B. Entity Information

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving more than 2.2 million residents and safeguarding the public health of more than 42 million visitors to Las Vegas annually.

The mission of the Health District is, “To assess, protect, and promote the health, the environment, and the well-being of Southern Nevada communities, residents, and visitors.”

The Health District is governed by the Southern Nevada District Board of Health ("Board"). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

Some of the Health District’s Clinical Services programs include:

1. Immunization Program – Dedicated to ensuring that infants, children, and adults are immunized against vaccine-preventable diseases.
2. Teen Pregnancy Prevention Program – Designed to promote safe sexual and reproductive health practices to reduce unplanned pregnancy and sexually transmitted infections among adolescents 13-19 years of age through health education and community outreach, and positive youth development.
3. Family Planning – Low-cost clinic for Clark County residents who need birth control or who want to plan and space their pregnancies.
4. Sexual Health Clinic – Dedicated to testing and treating persons 13 years of age and older for sexually transmitted infections.

C. Funding

Any contract awarded from this RFP will be funded through different sources including various federal or state awards or subawards, which will require compliance with Uniform Guidance, workplace safety guidance, and COVID-19 protocols.

D. Anticipated Contract Type

Any awarded contract will be a “requirements” contract for the services specified and effective for the period stated. Any quantities stated are estimates only and are not guaranteed to be purchased under any awarded contract.

E. Anticipated Contract Term

The Health District anticipates that any contract awarded from this RFP will be for one (1) year with four (4) optional one (1) year extensions. The Health District reserves the right to determine the length of the initial contract term prior to awarding any contract. Any contract awarded from this RFP will be subject to the availability of funding and maybe terminated if any funding from any source budgeted for the contract is withdrawn, limited, or impaired.

F. Ethics in Procurement

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract or purchase order issued by the Health District.

SECTION II: SCOPE OF SERVICES

A. General

1. The Health District seeks to contract with an experienced firm to provide temporary medical staffing. Refer to Attachment B for the complete list of positions.

B. Schedule and Duties

1. The Health District shall phone or email a staffing request to the Contractor. The request shall include all necessary information pertaining to the assignment including the position, location, date(s), and shift(s) required.
2. The Contractor shall confirm with the requester that the request can be filled within two (2) hours of receipt.
3. The Contractor shall provide staff for any shift, half day or full day, seven (7) days per week, as requested. Schedules will be variable based on the Health District's needs. The Health District reserves the right to cancel any scheduled shift(s) at any time for any reason. The Contractor shall inform assigned staff that all assignments are temporary.
4. Regular time is considered either eight (8), or ten (10) hours per day, forty (40) hours per week regardless of the shift. Overtime is considered after staff have worked forty (40) hours per week for the Health District exclusively and is reimbursed at time and a half.
5. The Health District's hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m., excluding holidays. Hours may vary depending on assignment location and are subject to change.

C. Geographic Coverage of Service

Contractor shall furnish staff as requested to all Health District locations, particularly to the following clinical services locations:

Main Facility
280 S. Decatur Blvd.
Las Vegas, Nevada

East Las Vegas Public Health Center
2950 E Bonanza Rd.
Las Vegas, Nevada

Henderson Public Health Center
220 E. Horizon Dr., Suites A & C.
Henderson, Nevada

All Saints Sexual Health Clinic
4201 W. Washington Ave.
Las Vegas, NV 89107

Fremont Health Center
2830 E. Fremont St.
Las Vegas, NV 89104

Mesquite Public Health Center
150 N. Yucca St., Suites 3 and 4
Mesquite, NV 89027

D. Contractor Qualifications and Experience

1. Contractor shall have at least three (3) years of experience operating a medical staffing service business or a temporary staffing business that includes medical staff.
2. Contractor shall have a service provider office in Nevada.
3. Contractor shall have an active sam.gov registration at the time of proposal submission (provide a copy), and shall have no exclusions, suspensions, and/or debarments from receiving federal contracts, subcontracts, and/or other assistance and benefits.

E. General Responsibilities and Duties

1. Contractor shall conduct business during normal business hours (e.g., Monday through Friday, 8:00 a.m. to 5:00 p.m.) and shall also be accessible twenty-four (24) hours a day, seven (7) days a week to respond to urgent/emergency requests and complaints.
2. Contractor shall provide staff to fulfill the requirement of this contract and shall endeavor to refer the same staff to the Health District whenever possible.
3. Contractor shall assure that all referred staff possess at least six (6) months of recent experience.
4. Contractor shall request staff members to disclose any relationships, including relatives, friends, and other close personal relationships, with Health District workforce members. Contractor shall notify the requester of any known and/or disclosed relationship(s) prior to referral. The Health District shall either accept the assignment or direct Contractor to refer other staff.
5. The Health District may refer potential staff members to Contractor. Such staff will only be provided to the Health District when specifically requested.
6. The agreement between Contractor and the Health District will neither guarantee the number of staff that may be used nor the number of hours or days that may be required. Staff assigned to the Health District per a staffing request will be paid a minimum of four (4) hours.
7. Referred staff shall comply with all provisions and regulations of their applicable licenses or certifications and all Health District's policies and procedures.
8. The Health District shall familiarize referred staff with the Health District's facilities and policies as necessary to perform their duties

F. Contractor Responsibilities

1. Contractor shall be responsible for the accuracy, completeness, and adequacy of all work and services performed under the contract. Contractor intentionally, voluntarily, and knowingly assumes the sole and complete liability, if such liability is deemed to exist, to Contractor's employees and agents, and to any individual not a party to this contract for all loss, damage, or injury caused by Contractor, or Contractor's employees or agents in the course of work performed under their assignments.

2. Contractor shall be responsible for payment of all applicable federal, state, and local taxes, and all assessments and fees that may become due and owing by Contractor by reason of the contract, including but not limited to, income and payroll taxes. Contractor is further responsible for obtaining all licenses, permits and certificates that may be required by reason of the contract.
3. Contractor shall be responsible for securing all insurance coverage for Contractor and Contractor's employees and agents which is or may be required by law during the duration of the contract. Contractor shall be responsible for payment of all premiums, costs, and other liabilities associated with securing said insurance coverage. Contractor shall be required to maintain commercial general liability insurance and medical professional liability insurance of at least two million dollars (\$2,000,000) each, with the Health District named as additional insured, and Workers' Compensation insurance in conformance with Nevada law.
4. Contractor shall secure, at Contractor's expense, all staff required to perform the services required under the contract.
5. Contractor shall ensure that Contractor's employees and agents are experienced and fully qualified to engage in the activities and services required under the contract, and that Contractor has complied with and satisfied all applicable licensing and operating requirements imposed or required under federal, state or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents.
6. Contractor shall ensure that all referred staff have the following:
 - a. Valid license and/or certification applicable to the position.
 - b. Minimum of six (6) months of recent experience in their assigned field.
 - c. Valid Nevada driver's license.
 - d. Valid CPR and AED certification card.
 - e. Immunity to the following diseases: hepatitis B, varicella, measles, mumps, rubella, tetanus, diphtheria, pertussis, seasonal influenza, and COVID-19. Such evidence should be provided by a vaccination record or for hepatitis B, varicella, measles, mumps, or rubella can also be provided by a serological test.
 - f. Evidence of compliance with OSHA requirements for prevention of transmission of blood borne pathogens and TB.
 - g. Prior annual and current N-95 respirator fit testing and personal respirator
 - h. Passed a nationwide 7-year background check and, at minimum, a 10-panel drug screen
 - i. Passed National Practitioner Data Bank review.
 - j. Passed sam.gov and Office of Inspector General (OIG) exclusions review.
 - k. The Health District will ensure completion of the preceding items (6.a - 6.j) for Health District staff referred to Contractor.

7. Contractor shall provide, and assigned staff shall always wear, photo identification cards at all Health District facilities during scheduled work shifts.
8. Contractor shall not assign or subcontract any of the Contractor duties, obligations, or interests under any awarded contract without the Health District's prior written consent. If Contractor determines that subcontracting is necessary, and if the Health District consents to the subcontract, Contractor understands that no subcontract shall under any circumstances relieve Contractor of its obligation and liability under the contract with Health District and all persons engaged in performing the work covered by the contract shall be considered employees of the Contractor.
9. Contractor shall comply with the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act, to protect the security, confidentiality, and integrity of protected health information.
10. Contractor shall comply with all pertinent provisions of the Occupational Safety and Health Act to provide safety controls for protection of life and health of employees and other persons, for prevention of damage to property, materials, supplies, and equipment, and for avoidance of work interruption in the performance of the contract.
11. Contractor shall maintain an accurate record of exposure data and all accidents resulting in death, traumatic injury, occupational disease and damage to property, materials, supplies, and equipment incident to work performed under the contract, and shall report to the Health District as prescribed.
12. The Health District shall notify Contractor of any noncompliance with the foregoing provisions and any required corrective action. Delivery of such notice to Contractor or representative(s) at the worksite(s) shall be deemed satisfactory for this purpose. Contractor shall, after receipt of such notice, immediately take noted corrective action. If Contractor fails or refuses to comply promptly, the Health District may issue an order stopping all or part of the work until the required corrective action has occurred. Contractor shall not make any claim for extension of time or for excess costs or damages due to any such work stoppage.

SECTION III: TIMETABLE AND PROVISIONS

A. Timetable

RFP Issuance.....	August 16, 2022
Deadline to Submit Questions	August 26, 2022
Deadline to Disseminate Questions and Answers	September 2, 2022
Deadline to Submit Proposals.....	September 23, 2022
Evaluation Completed/Award Notification	September 30, 2022

B. Authorized Contact

All questions about this RFP from RFP Issuance to Award Notification shall be directed to the Authorized Contact, **Kevin Bratcher** at procurement@snhd.org. No other person has the authority to respond to questions about this RFP unless expressly authorized by the Authorized Contact. **Proposers who do not adhere to this requirement may be disqualified.**

C. Questions

Written questions about this RFP must be submitted via email with the subject “**23RFP002 Temporary Medical Staffing Services**” to procurement@snhd.org by **12:00 p.m. on, August 26, 2022**. All written questions and answers received by the deadline will be posted to the [Health District Public Notices](#) website by **5:00 p.m. on, September 2, 2022**.

D. Deadline to Submit Proposals

Proposals are due by **12:00 p.m. on, September 23, 2022**.

E. Proposal Submission

Email one (1) Adobe PDF document (an email attachment) with the subject “**23RFP002 Temporary Medical Staffing Services**” to procurement@snhd.org. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will be not accepted.

F. Late Proposals

Proposals submitted after **12:00 p.m. on, September 23, 2022**, will be rejected as late.

SECTION IV: SUBMISSION REQUIREMENTS

A. Proposer Qualifications

To be eligible to submit a proposal, Proposer must have:

1. A minimum of three (3) years of experience providing temporary medical staffing services.
2. A service provider office in Nevada.
3. An active sam.gov registration at the time of proposal submission (provide a copy), and shall have no exclusions, suspensions, and/or debarments from receiving federal contracts, subcontracts, and/or other assistance and benefits.

B. Proposal Preparation and Submission

To be eligible for evaluation, proposals must be in the standard letter format (8.5" x 11") and include the required content and sections (labeled) as follows:

Section 1 - Cover Letter

1. The Cover Letter must be printed on company letterhead, signed by an individual authorized to legally bind the Proposer's firm, and include the following:
 - a. RFP subject, number, and issue date.
 - b. Firm's name, address, phone number, e-mail address, and website.
 - c. A description as to why the proposer is interested in providing and qualified to provide temporary medical staffing services to the Health District.
 - d. A statement disclosing all pending, resolved, or completed litigations, mediation, arbitration, or other alternate dispute resolution procedures involving the Proposer in the past five (5) years.
 - e. A statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or the appropriate Advisory Board may have in the Proposer's firm or the proposed Project.
 - f. Exceptions to any RFP specifications/requirements and the proposed alternatives. The Health District reserves the right to reject any proposed alternative.
2. Complete and return Attachment A - Proposal Form.

Section 2 - Technical Proposal

1. Describe your approach to providing the RFP services and include the following:
 - a. Firm's name, principal place of business, and office locations.
 - b. Firm's credentials (licenses and/or certifications required by Nevada), experience (types and quantities of services provided), number of years operating in the health care industry, and the percentage of firm's customer base in healthcare industry.
 - c. Education, training, and qualifications of key personnel.

- d. Average number of the proposed positions Firm has employed over the past two (2) years.
 - e. Methods available to the Health District to assess and select staff for placement.
 - f. Lead time required to organize staff for work at the Health District.
2. Provide a minimum of four (4) references for similar services provided in the past five (5) years including at least two (2) references for similar services provided in the past twelve (12) months that demonstrate the Proposer's ability to meet the RFP requirements. Include dates of contracts and points of contact (name, address, phone number and e-mail).
 3. Provide any promotional or illustrative literature as applicable.

Section 3 - Quality Assurance and Coordination of Services

1. Describe your plan and methodology for quality assurance and evaluating the proposed services.
2. Demonstrate your capability to coordinate services with other agencies and resources in the community.

Section 4 - Project Organization and Staffing

1. Describe a proposed staffing scenario responding to multiple, competing requests for limited staff; provide the number of staff currently available for referral.
2. Describe your recruitment process including the criteria used to select staff who will be referred to the Health District.
3. Describe your ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.
4. Indicate each staff position and line of responsibility/supervision (position title, name, and full-time equivalency). Include "Organization-wide" and "Program" organization charts.

Section 5 - Pricing Form (Attachment B)

Complete and submit Attachment B - Pricing Form. The firm-fixed hourly bill rates must include all costs necessary to comply with the RFP specifications, terms and conditions specified herein.

C. Proposer Representations

1. Proposer has read and understands the RFP documents including addenda and asserts that its proposal is made in accordance therewith.
2. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.
3. Proposer certifies its proposal was derived independently and without collusion.

D. General Conditions

1. Interpretation or Correction of Solicitation Documents:

- a. Proposer shall promptly notify the Authorized Contact in writing of any ambiguity, inconsistency, or error, which it may discover in the solicitation documents and/or to request clarification or interpretation of the solicitation documents by the Deadline to Submit Questions, except as may be related to addenda issued after this date.
- b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to the [Health District Public Notices](#) website. Proposer shall be responsible for ensuring that its proposal reflects all addenda (Attachment A).

2. Responsive Proposal:

A responsive proposal is one that conforms in all material respects to the RFP. The Health District reserves the right to waive any technicality, irregularity, or informality in determining a proposal's responsiveness.

3. Rejection and Cancellation:

The Health District reserves the right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason.

4. Modification or Withdrawal of Proposal:

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

5. Proposal Costs:

The Health District will not reimburse any costs incurred to prepare or submit a proposal.

6. No Guaranteed Contract:

This RFP neither creates an offer to contract nor commits the Health District to contract for the services specified herein.

7. Limited Contract:

The Health District reserves the right to contract for less than all the services specified herein.

8. Exclusivity:

Nothing in this RFP or any resulting contract precludes the Health District from obtaining services like those specified herein from other sources.

9. Public Records:

Pursuant to NRS 239.010, et seq., documents provided to the Health District are presumed to be public records open to inspection and copying. The Health District will produce documents provided by any Proposer, even if marked "confidential" or "proprietary," pursuant to a public records request in compliance with state laws and mandates. The Health District will not be liable for disclosure of any documents or information provided by Proposer.

SECTION V: EVALUATION & SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves the right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Score
Experience and Capability <ul style="list-style-type: none">- Demonstrated skills, abilities, and knowledge- Number of years providing temporary medical staffing- Quality assurance and evaluation plan and proposed methodology- Demonstrated capability to coordinate services- Adequacy of Proposer's facilities (ability to provide the required services)	35
Project Organization and Staffing <ul style="list-style-type: none">- Proposed staffing pattern, client/staff ratio, and proposed caseload capacity- Minimum qualifications including experience of referred staff- Ability to supervise, train and provide administrative direction to staff- Approach and rationale for organization structure, functions, and staffing	30
Pricing	25
Experience performing comparable engagements (Client References)	10

B. Clarification, Site Visits, Interviews, and Presentations

1. The Health District reserves the right as it deems necessary or appropriate to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves the right to base its decision solely on written proposals, irrespective of any other interactions with or information obtained from Proposers as referenced in paragraph B.1.

C. Selection

1. The proposal selected for award, if any, will be the proposal that is most beneficial regarding Proposer's experience, qualifications and capabilities and cost, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within a reasonable time, at its sole discretion, the Health District shall either formally terminate discussions with the selected Proposer and begin discussions with another Proposer, or cancel the RFP, or reissue the RFP.
3. The awarded contract, if any, will be presented to the Board for consent.

ATTACHMENT A

Proposal Form

Provide the following information. Indicate "None" as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that he/she/they has examined this Request for Proposals and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein.

Company name:	
Ownership type (i.e., partnership, corporation):	
Number of years in business:	
Company officers' names, titles, and years in the temporary medical staffing industry:	
Address of company headquarters:	
Address of office/location from which staff will be assigned to the Health District:	
Number of local employees:	
Number of national employees:	
Federal tax ID number:	
Nevada business license number:	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications/requirements?	Yes No

Signer acknowledges receipt of the following addenda. Indicate "N/A" if no addenda were issued:

Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____
Addendum No. _____	Issue Date _____

Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____

ATTACHMENT B

Pricing Form

The firm-fixed hourly bill rates must comprise all costs including wages, taxes and benefits, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein. No additional costs may be billed to the Health District under the contract unless preapproved by the Health District via an executed contract amendment.

Contractor Staff:

Positions offered through the Contractor at Contractor rates:

<u>Position</u>	<u>Bill Rate</u>
Pharmacist	\$ _____
Physician's Assistant	\$ _____
Advanced Practice Registered Nurse	\$ _____
Registered Nurse	\$ _____
Licensed Clinical Social Worker	\$ _____
Licensed Practical Nurse	\$ _____
Certified Nursing Assistant	\$ _____
Medical Assistant	\$ _____
Phlebotomist	\$ _____
Surgical Technician	\$ _____
Pharmacy Technician	\$ _____
Emergency Medical Technician	\$ _____
Medical Transcriber	\$ _____
Registered Dietician	\$ _____
Laboratory Assistant	\$ _____

Contractor shall conduct and pay for background checks and drug screens for the above referenced Contractor staff positions.

Health District referred employees:

Employees identified and screened by the Health District and referred to the Contractor for employer of record status will be billed at a rate that includes the pay rate (determined by Health District) and a Contractor markup of: _____%

Health District shall conduct and pay for background checks and drug screens for Health District referred employees.