

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

April 24, 2024

Santa Fe County
RFP No. 2024-0240-CORR/APS
Nursing Services for the Adult Detention Facility

ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre-Proposal Agenda and Sign-In Sheet

Question No. 1: What agencies do you currently use for Nursing Services?

Answer No. 1: Currently contracting with Accountable Healthcare Staffing, Cell Staff, Cross Country Staffing, Health Advocates Network.

Question No. 2: What rates do those agencies charge for their nursing services?

Answer No. 2: Cost is not an evaluation factor

Question No. 3: Will there a single of multi-award?

Answer No. 3: This RFP is a multi-source award.

Question No. 4: How many hours of Nursing Services were utilized in 2022 and 2023?

Answer No. 4: 2022: 7,258. 2023: 12,925

Question No. 5: How many hours of Nursing Services do you anticipate for the 2024-2025 year?

Answer No. 5: Depends on number of FTE staff vacancies.

Question No. 6: What is the annual spend that is projected for the contract?

Answer No. 6: Budget is dependent on number of FTE staff vacancies

Question No. 7: Does the district provide evaluation/testing materials to providers?

Answer No. 7: No, evaluations are provided by each company and completed at their request. Companies are solely responsible for testing and competency. Agency nurses are given orientation once they are contracted.

Question No. 8: Do you accept DocuSign for original signature?

Answer No. 8: Yes, however the County does not use DocuSign.

Question No. 9: Is the vendor required to be register to the State of New Mexico before it can conduct business?

Answer No. 9: Yes

Question No. 10: Is the vendor required to submit all job titles?

Answer No. 10: No

Question No. 11: Is the vendor required to furnish equipment, supplies, or materials?

Answer No. 11: No

Question No. 12: Is COI required to be submitted along with the proposal or upon award?

Answer No. 12: Certificate of Insurance needs to be submitted with proposal.

Question No. 13: Are all hours billable including overtime, lunches, daily hours and orientation?

Answer No. 13: Current contract allows Regular, Overtime, and Orientation hours. Lunches and any other non-working hours are not billable.

Question No. 14: Should overtime be “blended” into the hourly bid rate?

Answer No. 14: Overtime should be stated separately

Question No. 15: For the Cost Proposal, can we provide ranges or do we need a specific rate?

Answer No. 15: Specific rates

Question No. 16: What is the invoicing frequency?

Answer No. 16: Currently receiving weekly invoices

Question No. 17: Do you have a dispute window for invoice discrepancies?

Answer No. 17: No

Question No. 18: What timekeeping process/system will be utilized?

Answer No. 18: Each vendor should provide timekeeping process/system.

Question No. 19: How do you receive your invoices?

Answer No. 19: Postal mail and/or electronic mail

Questions No. 20: Can we get a copy of your invoice with all the date reporting and format requirements?

Answer No 20: This will be discussed with the awarded vendor(s).

Question No. 21: Do you have any rounding requirements for contractors recording their work time?
Answer No 21: Actual time worked should be recorded and invoiced

Question No. 22: When does your work week start?
Answer No 22: Sunday

Question No. 23: How long have the incumbent supplier held this contract?
Answer No. 23: The current contract was for four (4) years.

Question No. 24: Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?
Answer No. 24: Yes

Question No. 25: What is the main cause or reason to send this project to bid?
Answer No. 25: This contract term is for four years and cannot exceed the four years.

Question No. 26: What is expectation for replacing a candidate that is ill/calls off?
Answer No. 26: Having a PRN to fill time is ideal.

Question No. 27: Is there a minimum experience requirement for the personnel sent to your facility?
Answer No 27: This will be discussed with the awarded vendor(s).

Question No. 28: Can you provide details as to projected volume and headcount for RNs and LPNs?
Answer No 28: Currently have 1 LPN vacancy

Question No. 29: Section V., B – Evaluation Criteria, #2 – Professional Competence and Specialized Experience: Can you confirm that the requirements for National Commission on Correctional Health Care (NCCHC), Drug Enforcement Agency (DEA), and Health Insurance Portability and Accountability ACT (HIPPA) are certifications required of the contracted professionals and not the staffing agency? Or is it a requirement of the staffing agency to have a CCHP Certification, DEA Certification, and HIPPA Certification?
Answer No. 29: HIPPA is the only requirement; we will have each agency staff be trained and sign off on it.

Question No. 30: Section V., B – Evaluation Criteria, #2 – Professional Competence and Specialized Experience: Can you please elaborate on or clarify what exactly is required of the Policy and Procedures Manual? Do you require we provide our manual as an attachment?
Answer No. 30: The criteria factor is asking for a description of your policy and procedures and to include an implantation plan to begin providing services to Santa Fe County. The County is not requiring proposals to attach policy and procedure manuals.

Question No. 31: Section V., B – Evaluation Criteria #4 – Past Performance: Can you clarify what exactly the background investigation would include from the Federal Bureau of Prisons?
Answer No. 31: Our team performs a NCIC background check on each candidate. The background check forms are provided to each staffing agency.

Question No. 32: Regarding Section B of the Scope of Services, does the 8-hour call-off notice requirement apply to all situations where a confirmed staff member needs to cancel their shift? If so, can we discuss the possibility of adjusting the notice period to a range of 2-4 hours?

Answer No. 32: The notice is used for times of call off that is not considered emergent and is a case-by-case basis.

Question No. 33: Is the County expecting vendors to provide clinical supervision?

Answer No. 33: No.

Question No. 34: Regarding V. Specifications, B. Professional Competence and Specialized Experience: Does the County want resumes of the RNs and LPNs or will sample resumes suffice?

Answer No. 34: We do not need individual resumes for all nurses that could possibly fill our shifts. Please submit resumes of the individuals that oversee the nurses assigned to fill our shifts (managers).

Question No. 35: How many vendors does Santa Fe County expect to award a contract?

Answer No. 35: Multiple-source award. Contracts can be awarded to all vendors that meet qualifications.

Question No. 36: How can the new vendor(s) enhance customer satisfaction?

Answer No. 36: Please describe how your firm ensures customer satisfaction.

Question No. 37: Please clarify how needs for contractors will be distributed to vendors post-award?

Answer No. 37: This will be discussed with the awarded vendors(s).

Question No. 38: May we submit exceptions to contract terms and conditions?

Answer No. 38: Yes, this will be addressed in the Letter of Transmittal. Please refer to the RFP document.

Question No. 39: Will client be open to reasonable changes to insurance requirements?

Answer No. 39: Insurance requirements are listed in the RFP document and no changes can be made.

Question No. 40: Will cost proposal be part of evaluation scoring?

Answer No. 40: No.

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Amanda Patterson-Sanchez, Procurement Planner Analyst at apatterson-sanchez@santafecountynm.gov.



Pre-Proposal Conference
RFP No. 2024-0240-CORR/APS
Nursing Services for the Adult Detention Facility
April 16, 2024 at 10:00am

Contracting Agency: Santa Fe County

- Amanda Patterson-Sanchez Procurement Planner Analyst Purchasing Division
- Tammy Jim Procurement Specialist Senior Purchasing Division
- Christen Martinez Department Administrator Public Safety

Project Information

Santa Fe County Adult Detention Facility requesting proposals from qualified Offerors to provide professional licensed registered nurses and licensed practical nurses to deliver services during shift vacancies.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 11.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 21 and 22.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-26) will be scored by a three to four-member evaluation committee.
- Preferences -
 - 1) N.M. In-State Business/Native American Preference Certificate 50 points total of all evaluation factors added to score.

OR

- 2) N.M. Resident Veterans Preference Certificate/Native American Veterans, 100 points total of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

- 3) Santa Fe County Preference, 50 points total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>
- Please submit all questions via email to Amanda Patterson-Sanchez at apatterson-sanchez@santafecountynm.gov. The last day for questions will **Thursday, April 23, 2024**. (*Any contact with any other County staff member or persons other than the Procurement Planner Analyst may be grounds for disqualification.*)
 - Addendum will be issued on **Tuesday, April 23, 2024**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)
 - Proposal Submittal –

Due Date: Thursday, May 18, 2024

Time: 2:00 PM

Location: 102 Grant Avenue 1st Floor, Santa Fe, NM

**Electronic submission also available via Dropbox utilizing
Dropbox link:**

<https://www.dropbox.com/request/HrBWCJdxMA05O6TIDkKh>



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP No. 2024-0240-CORR/APS

Nursing Services for Adult Detention Facility

April 16, 2024 at 10:00am

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Amanda Patterson-Sanchez	SFC-Purchasing	(505) 992-6753	apatterson-sanchez@santafecountynm.gov
Tammy Jim	SFC-Purchasing		
Sean DiPalma	SFC-Corrections		
Harry Holt	Protouch Staffing	(972) 544-6347	harry.holt@protouchstaffing.com
Erik Dokken	Cell Staff		
Melissa Lampa	SnapCare		melissa.lampa@snapcare.com
Ali Del Carlo	Amergis Healthcare Staffing Services		
Danielle Auilliam	Cell Staff		
Jessica Mathis	SHC Services, Inc.		jmathis@shccares.com
Christen Martinez	SFC-Public Safety		
Shannon Avery	Amergis Healthcare Staffing		

Jack Dobmeier	Pinnacle Travel Staffing		
Joey Studnicka	Favorite Healthcare Staffing		joey.studnicka@favoritestaffing.com
Farah Chherawalla	Amergis Healthcare Staffing		