

ALAMEDA COUNTY MEDICAL CENTER



*Highland Campus-Fairmont Campus
John George Psychiatric Pavilion
Ambulatory Healthcare Services*

ADDENDUM No. 2 To RFP No. ACMCRM06B For

PER DIEM & EXTENDED PLACEMENT CLINICAL SERVICES

REQUEST FOR PROPOSAL No #ACMCRM06B is hereby amended as follows:

1. Page 12, Bullet 5, is amended to read as follows:
Contractor shall notify the ACMC Supervisor, Manager or designee in advance of an overtime request and no later than one hour (1) hour prior to the end of the shift. If ACMC is not notified of overtime one (1) hour prior to the assignment, Contractor will be responsible for overtime pay. ACMC will only pay the standard hourly rate.
2. Page 12, Bullet 6, is amended to read as follows:
Contractor shall notify ACMC for preauthorization if a clinician works overtime in the excess of two (2) hours.
3. Page 13, Bullet 1, is amended to read as follows:
ACMC may, without incurring liability, change or cancel any order for clinicians no less than two (2) hours before reporting time. Contractor shall be responsible for contacting the clinician prior to reporting time should circumstances dictate such change or cancellation.
4. Page 13, Bullet 2, is amended to read as follows:
Changes or cancellations by ACMC less than two (2) hours before a clinician receives a patient assignment shall result in ACMC's liability for payment of four (4) hours billing rate for the clinician involved. The billing rate shall reflect regular time; no holiday or overtime rates will be paid.
5. Page 13, Bullet 3, is amended to read as follows:
In the event ACMC cancels less than two (2) hours before the start of the shift, ACMC may use the agency staff for the four (4) hour period prior to going home. Contractor shall make every attempt to reassign clinician.

ACMC shall pay only hours worked for a replacement cancellation during the shift. ACMC shall not responsible for any other charges incurred.

6. Page 19, Section VII. Submittal of Bids, Item B, is amended as follows:
Bidders are to submit an original plus five (5) copies of the proposal. The original is to be clearly marked and is to be either loose or in a three ring binder, not bound. In addition electronic copies in MS Word format must be provided on individual diskettes and/or compact disks (CDs).
7. Page 20, Section VII, Submittal of Bids, Item M. Bullet Thirteen, is amended as follows:
ACMC External Agency Requirements for Personnel Deployment to ACMC Hospitals. As a submittal to this RFP respondents must complete this form for three (3) clinicians based on the documentation in clinicians personnel files. Exhibit N through P must also be completed for each clinician and copies of documents should be attached to support information provided.

Questions and Answers to Written and Verbal Questions

- Q. On Exhibit G, number 2, page 41, can the following language regarding the indemnification "where such liabilities proximately caused solely by" be replaced with "to the extent of"?
- A. Answer: This language is required for all ACMC contracts and cannot be changed.
- Q. On Exhibit C, page 35, regarding the insurance Additional Requirements, can the following language be added 'primary', 'due to Contractor's negligence.
- A. Answer: This language is required for all ACMC contracts and cannot be changed.
- Q. Page 19, Section VII.G, states that Contractor agrees to all terms, so if changes can be made, how does that affect this statement?
- A. ACMC will review and evaluate all exceptions requested by bidders. ACMC is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.
- Q. Much of the contract terms are more in line with per diem therefore for Travelers are you willing to allow for exceptions? I understand you have an exception page but is this something you are willing to alter? Can we delete this and still have a competitive bid? There are many sections but one specific item would be "Response Time", 2 hours would not be sufficient to be able to provide travelers. Also cancellation, late call protocol looks to be more applicable to per diem.
- A. All exceptions will be evaluated and considered. Note that some changes may require the approval of the ACMC Chief Executive Officer or ACMC Legal Counsel. Any changes to the terms and conditions of this RFP will be made available to all agencies providing services under this agreement. ACMC is under no obligation to accept any exceptions and such exceptions may be a basis for bid

- disqualification. The response time for daily registry providers will be two (2) hours.
- Q. What background check company does the ACMC HR Department utilize? In this background check, do they provide the amount of a traffic violation?
- A. The company ACMC currently utilizes is PreEmploy.com. Traffic violations are excluded, with the exception of a traffic violation where DUI is part of the charge. This will require further investigation from ACMC.
- Q. Will you give a weekly guarantee of 48 hours?
- A. No.
- Q. Are you willing to sign a confidentiality statement?
- A. This will require approval from ACMC's Legal Counsel. This question will be answered at a later date via an addendum.
- Q. Are you willing to indemnify the bidder?
- A. This will require approval from ACMC's Legal Counsel. This question will be answered at a later date via an addendum.
- Q. On page 27, 2nd paragraph under "Tuberculosis" it refers to Contractor providing proof of immunizations upon annual commence of this Agreement. Can an agency provide this information within the profile upon providing profiles to unit manager, etc. for their review and approval?
- A. Yes
- Q. Are you willing to accept varying bill rates depending on location?
- A. The rates approved by ACMC are applicable to all agencies providing services under this Agreement, regardless of the location.
- Q. Nursing/Clinical Requirements: What is the minimum number of years of experience required by ACMC?
- A. ACMC requires three (3) years full time experience.
- Q. The RFP indicates that overtime shall be paid in excess of 8 hours. It also indicates that daily registry staff booked for 12 hour shifts will be paid at the regular rate of pay for the first 12 hours? What is the rate of pay for overtime?
- A. For regular twelve hour shift units, overtime is paid at the thirteenth hour. For regular eight hour shift units, overtime is paid at the ninth hour. The overtime rate is time and a half (1.5) for both twelve and eight hour shifts.
- Q. Is the insurance certificate required with bid submittal or upon contract award?
- A. Both. The bidder must submit a copy of their current insurance certificate with the initial response. Upon award and acceptance of the agreement, the agency will be required to submit a modified certificate naming Alameda County Medical Center as additional insured.

- Q. Exhibit K. Are these requirements supposed to be submitted with the RFP or to the ACMC Healthcare Contracting Dept. as requested in the Exhibit? If so, to what person and address at ACMC?
- A. This should be submitted with the RFP. This is part of the required submittals.
- Q. Regarding the system for checking qualifications of employees including evidence of the questions asked, job performance, job knowledge (including all tests) license verification, previous employers. Is this question asking for the agencies screening and hiring process?
- A. Yes
- Q. On page 63. ACMC is asking for a Current H & P. What is H & P? Health Statement?
- A. History and Physical.
- Q. Is a Licensed Psychiatric Technician also a RN?
- A. No, the LPT and the LVN are similar.
- Q. Hayward Health Center and Winton are not listed. Are they both included in the RFP?
- A. Yes. All ACMC locations, including the Ambulatory Clinics, are included in this RFP.
- Q. Is this RFP soliciting travel nursing services? The use of the term “extended placement” throughout this RFP is often followed by terms inconsistent with travel staffing. If this RFP is intended for travel nursing services, please define “extended placement” as it applies to travel nursing services.
- A. All areas of the RFP that state “Extended Placement” should read “Temporary Travel Assignments”.
- Q. Exhibit E does not contain testing requirements and standards. Will ACMC provide testing requirements, standards and questions required for competency testing.
- A. ACMC will evaluate each bidders competency standards. Some of the competencies are unit specific.
- Q. What other training will be required?
- A. ACMC will advise the agency of any additional required training. Additional training is unit specific.
- Q. Can ACMC provide a sample invoice?
- A. The sample invoice can be in the form of a spreadsheet or word processing document. The invoice must contain the following information:
- Company name, address, telephone number and tax i.d. number.
 - Invoice number and date
 - Purchase order number
 - Name of clinician providing services
 - Unit or Department where clinician provided services

- Dates of services
- Total number of hours
- Invoice total
- Remit to name and address

Q. In reference to Exhibit M, please clarify how this applies to this RFP and to travel providers:

A. This is an evaluation tool used by ACMC. It is required to be submitted with the proposal. It applies to travel and per diem staff.

Q. Can an Agency be given thirty days notice of cancellations?

A. Either party may terminate this Agreement with or without cause by providing thirty (30) days notice, in writing, to the other party.