

REQUEST FOR PROPOSALS

ADDENDUM # 3

ISSUED: 06/11/15

**RFP NUMBER: CSP900516
INDEX NUMBER: MAC107**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for State Agencies, and Cooperative Purchasing Members is requesting proposals for a:

THIS SOLICITATION CONTAINS AN EMBEDDED MINORITY SET-ASIDE COMPONENT

Advanced Level Provider Temporary Staffing Services

Attached are page(s) 23, 65 and 66 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to update the position description for Job Code 119 and add a Job Code for On-Call Services.

**PROPOSAL DUE DATE:
OPENING LOCATION:**

**June 26, 2015
Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

DRUG TESTING: It is the policy of the state to ensure a drug-free workplace for all employees at all work locations. The Contractor must adhere to the agencies policies. The Contractor must be able to verify that all employees have passed a pre-employment drug test prior to working at any facility. The Contractor must also provide specific procedures in their response for random drug testing of their employees working at any facility under this Contract during the term of their employment. Agencies may request a drug screen test of any on-site provider that displays behaviors that indicate the use of drugs at any time during the term of this Contract and any subsequent renewals. The cost of the drug screen test will be the responsibility of the Contractor.

ORIENTATION TRAININGS: Some Agencies may require that the Candidate attend orientation prior to working in their facility.

ORDER PROCESS

- Step 1: End user Agency personnel must obtain all necessary internal approvals from appropriate State personnel prior to requesting a candidate (Request) to include but not limited to labor relations releases. Each end user Agency must follow the procedure(s) prescribed by the requesting agency and obtain all approvals prior to moving on to Step 2.
- Step 2: Authorized end user Agency personnel will complete a request for medical service staffing candidates. End user Agency personnel will be required to use standard job titles and descriptions identified in the Contract or any executed Amendment, to request an advanced level provider candidate.
- Step 3: An authorized end user Agency employee shall finalize the request for the medical service staffing candidate and submit to the Offeror(s). The request will include specific information on the candidate, role, professional responsibilities, schedule, and start date. The timeframe candidate is expected to remain at the facility and location of the position.
- Step 4: Offeror(s) must generate an automated electronic confirmation (email or fax) for receipt of the request for a candidate within one (1) hour of receipt.
- Step 5: Offeror(s) will review the request for completeness and submit any questions seeking clarification of the request to the end user Agency. Offeror(s) must accept the request within 1 business day.
- Step 6: Offeror(s) will review its pool of candidates for potential matches with the request.
- Step 7: Offeror(s) will coordinate final screening and credential validation.
- Step 8: Offeror(s) will review the resumes of potential candidates and will select a group of resumes to pass on to the end user Agency based on quality, credentials, licensing, skill, experience, availability, and the Agency Work Statement.
- Step 9: Offeror(s) will send resumes to the end user Agency, for each type of request as stated below.
- a. ALP Staffing Positions
Offeror(s) will provide (electronically, via fax, or email) a minimum of 3 resumes per request within ten (10) business days. The ten (10) business days shall begin within one (1) business day of confirmation of receipt of the Agency request for a candidate. The term "normal medical staffing position" shall mean any position that is not designated by the State as an "Urgent or Locum Tenens Request Staffing Position" as defined below.
 - b. Urgent or Locum Tenens Requests for Staffing Positions
The State recognizes that Urgent or Locum Tenens needs will arise during administration of the Contract. The end user Agency shall be responsible for making Urgent or Locum Tenens requests. Offeror(s) will have five (5) business days to provide resumes for an Urgent or Locum Tenens request. If the Offeror(s) fails to provide resumes within five (5) business days, the End user Agency may follow the Exceptions Procedure set forth below. If the Offeror(s) submits resumes and the end user Agency is unable to identify an acceptable ALP staffing candidate, then the end user Agency may follow the Exceptions Procedure set forth below.
 - * c. On-Call Services
The End user Agency will identify if on-call services will be needed in addition to standard hours at the time of request.
- Step 10: The end user Agency representative shall review the group of resumes posted or provided by Offeror(s) to determine which candidates the end user Agency wishes to interview.

* Indicates update to the order procedure for on-call services.

ATTACHMENT TEN
COST SUMMARY FORM

Advanced Level Provider Temporary Staffing Services
CSP900516
UNSPSC CATEGORY CODE: 80110000

JOB CODE	POSITION	BILL RATE PER HOUR REGION 1	BILL RATE PER HOUR REGION 2	BILL RATE PER HOUR REGION 3	BILL RATE PER HOUR REGION 4	BILL RATE PER HOUR REGION 5	BILL RATE PER HOUR REGION 6
104	Advanced Practice Nurse – Psychiatric – Mental Health						
119	Correctional Physician Administrator 2						
121	Mental Health Physician Assistant						
122	Mental Health Physician Specialist						
123	Mental Health Psychiatrist						
103	Nurse Practitioner						
105	Nurse Practitioner Supervisor						
110	Optometrist						
113	Pharmacist						
114	Pharmacy Supervisor						
107	Physician						
101	Physician Administrator 2						
102	Physician Administrator 3						
100	Physician Assistant						
106	Physician Resident						
108	Pediatric Physician Specialist						
112	Podiatrist						
109	Psychiatric Physician						
111	Psychiatrist						
115	Psychologist						
116	Psychologist Supervisor						
** * OC	Psychiatrist On-Call Services						
** OC	Physician On-Call Services						
Total Cost for Each Region							

CONVERSION COST % OFFERED FOR PLACEMENT FEE

The conversion cost will be calculated by multiplying the # of months remaining by the average hours worked per month by the hourly rate by the percent not to exceed offered to come up with the Total Conversion Fee.

# of Months Remaining in 6 month period	Percent not to exceed Offered
5	
4	
3	
2	
1	

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses.

Hourly Rate shall be "Firm Fixed".

* Indicates updated position description to remove on-call services

** Indicates new positions

SUPPLEMENT ONE

JOB CODES AND POSITION DESCRIPTIONS

JOB CODE	POSITION
104	Advanced Practice Nurse – Psychiatric – Mental Health
119	Correctional Physician Administrator 2
121	Mental Health Physician Assistant
122	Mental Health Physician Specialist
123	Mental Health Psychiatrist
103	Nurse Practitioner
105	Nurse Practitioner Supervisor
110	Optometrist
113	Pharmacist
114	Pharmacy Supervisor
107	Physician
101	Physician Administrator 2
102	Physician Administrator 3
100	Physician Assistant
106	Physician Resident
108	Pediatric Physician Specialist
112	Podiatrist
109	Psychiatric Physician
111	Psychiatrist
115	Psychologist
116	Psychologist Supervisor
OC	On-Call Services for (Psychiatrist & Physician)

To view the position descriptions click the link by clicking on the job code above.

To view a listing of State Agency Locations please go to: <http://www.procure.ohio.gov/proc/viewContacts.asp> and view the Additional Procurement Contacts link.

* Indicates updated position description to remove on-call services

** Indicates new position