

Procurement Department
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ADDENDUM #1
Bid #25-DSP-019
CONTRACTUAL NURSING SERVICES

TO: ALL BIDDERS
FROM: Denise Semenkow, Procurement Agent
DATE: April 25, 2025

This Addendum is issued to provide corrections to the bid document and in response to prospective bidder's inquiries.

Corrections:

Correction #1:

DELETE: **Bid Document, Page 30, Qualification of Bidder, Section 15, Item 15.1** - All bidders SHALL INCLUDE COPIES of any and all appropriate licenses and certifications necessary to perform this work, including but not limited to their current Nursing Agency license in the State of Maryland. Failure to submit documents, may deem bidder as non-responsible.

ADD: **Bid Document, Page 30, Qualification of Bidder, Section 15, Item 15.1** – All bidders must hold a State of Maryland **Residential (RSA)** or **Home Health Agency License** that is approved by Determination of Need (DONS) as a Medical Assistance (MA) provider. All bidders shall include copies of the licenses/certificates with their Bid Form. Failure to submit these documents may deem bidder as non-responsible.

Correction #2:

DELETE: **Bid Document, Page 33, CHECK LIST, Bullet Point 3** -
☐ Submitted a copy of current Nursing Agency license in the State of Maryland (*)

ADD: **Bid Document, Page 33, CHECK LIST, Bullet Point 3** –
☐ Submitted a copy of current Residential (RSA) or Home Health Agency License in the State of Maryland (*)

Bidders Inquiries:

1. **QUESTION:** Are nurses expected to **ride school buses** with students, or only meet at the school? (Page 25 mentions "portal-to-portal" care.)

ANSWER: Refer to the bid document, Page 24, 3. Specific Roles and Responsibilities of Contracted Nurses, Item 3.1.
2. **QUESTION:** If a student attends a **field trip or after-school activity**, is the nurse required to accompany them?

- ANSWER:** Refer to the bid document, Page 24, 3. Specific Roles and Responsibilities of Contracted Nurses, Item 3.1
3. **QUESTION:** Beyond CPR/AED, are there **additional certifications** (e.g., ventilator training) HCPS prefers?
- ANSWER:** Refer to the bid document, Page 23, 2. Scope of Work, Item 2.4.2 and see Page 24, 3. Specific Roles and Responsibilities of Contracted Nurses, Item 3.6.
4. **QUESTION:** How strict is the **2-year pediatric experience** requirement? Would pediatric home health experience qualify?
- ANSWER:** HCPS requires any potential contractual nursing candidates have a minimum of two years pediatric experience.
5. **QUESTION:** Are there **financial penalties** for nurse no-shows or late replacements?
- ANSWER:** No, however these may lead to contract termination.
6. **QUESTION:** If HCPS requests a nurse, what's the **expected turnaround time** for deployment? (Page 22 mentions 7 days to acknowledge—but is faster response preferred?)
- ANSWER:** Each situation will be different. Expected start dates will be provided when the request is made by HCPS.
7. **QUESTION:** How are **disputes** (e.g., school staff vs. nurse) typically resolved?
- ANSWER:** Any issues should be brought to the attention of the Supervisor of Health Services and the clinical supervisor of the contracted agency.
8. **QUESTION:** Does HCPS provide **orientation/training** for nurses on school-specific protocols?
- ANSWER:** No, the agency should be sure that any candidates are trained on any skills needed but the HCPS Health Specialist may visit the contractual nurse and answer questions as needed. The school nurse is also available for questions.
9. **QUESTION:** What's the **most common reason** vendors fail to meet HCPS's needs in this contract?
- ANSWER:** Lack of RN and LPN availability.
10. **QUESTION:** Is there a **preference for local staffing agencies** over national ones?
- ANSWER:** There is no preference for local staffing agencies, however, HCPS prefers agencies currently providing contractual staff in Harford County, Maryland.
11. **QUESTION:** How will the district communicate staffing needs...Will the needs be shared as task orders, or will they be open to all approved vendors?
- ANSWER:** All contracted providers will receive a communication, generally an email, regarding the vacancies.
12. **QUESTION:** Is this a new contract or renewal of an existing contract?
- ANSWER:** The current contracts will expire on June 30, 2025.
13. **QUESTION:** If there is an existing contract, could you please share the names of the current vendors and their pricing?

- ANSWER:** Compassionate Healthcare Nursing – RN \$42.00, LPN \$37.00. Crownhills Enterprise – RN \$80.00, LPN \$75.00 and Legacy PRN – RN \$55.04, LPN \$46.32.
14. **QUESTION:** What is the estimated budget for this contract?
- ANSWER:** Estimated budget is unknown, dependent on need. Refer to the bid document, Page 22, 2. Scope of Work, Item 2.2 for historical data.
15. **QUESTION:** Is it mandatory to subcontract?
- ANSWER:** No.
16. **QUESTION:** In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?
- ANSWER:** No.
17. **QUESTION:** Is there a minimum number of hours required for the service?
- ANSWER:** Hours are determined on a case by case basis. Refer to the bid documents, Page 22, 2. Scope of Work, Item 2.8.
18. **QUESTION:** Will you consider an agency with no past performance?
- ANSWER:** Refer to the bid document, Page 30, 15. Qualification of Bidder, for minimum requirements.
19. **QUESTION:** Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district?
- ANSWER:** This information will not be provided at this time; it will be provided to the awarded bidder(s).
20. **QUESTION:** How many hours are there per school day?
- ANSWER:** Refer to the bid document, Page 23, 2. Scope of Work, Items 2.7 and 2.8.
21. **QUESTION:** When is the anticipated award date for this RFP?
- ANSWER:** HCPS intends to award contracts in June, for a July 1st start date.
22. **QUESTION:** Is the district open to using teletherapy?
- ANSWER:** No.
23. **QUESTION:** Can we sign with electronic signatures?
- ANSWER:** Yes.
24. **QUESTION:** Does the district require resumes for this bid?
- ANSWER:** Resumes are not required with the bid submittal.
25. **QUESTION:** Can we use any district personnel as references for this RFP?
- ANSWER:** One (1) of the three (3) references may be from an HCPS employee/department.
26. **QUESTION:** Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

- ANSWER:** Proposals are not available at this time. Refer to Question and Answer #13.
27. **QUESTION:** Can you clarify the expected number of awards for this solicitation?
- ANSWER:** HCPS expects to award multiple contracts, however, the number of contracts is not known at this time.
28. **QUESTION:** Can we provide rate ranges (i.e. \$65-70) or does the district prefer a flat rate (\$70)?
- ANSWER:** A flat rate.
29. **QUESTION:** How long have the incumbent suppliers held this contract? Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?
- ANSWER:** The current contracts began in July 2019. We have been satisfied with the providers, however, due to the shortage of nurses, placements have been a challenge.
30. **QUESTION:** Please clarify if the district or vendor provides any materials (i.e. medical supplies, assessments, protocols/scoring sheets, computers, printers, PPE, etc.).
- ANSWER:** Medical supplies will be provided by the family; schools can provide limited use of printers and paper. The contracted agency will need to provide the computer/device, PPE, and assessment tools, these items will not be reimbursed.
31. **QUESTION:** Is a technical proposal required or are we just to complete the required forms? If a technical proposal is required, is there a specific structure/formatting we must adhere to?
- ANSWER:** No technical proposal, complete and submit the Bid Form and the required documents.
32. **QUESTION:** Will the school district nurse oversee the physician-directed orders for the student, or will this be a requirement of the contracted agency?
- ANSWER:** The contracted agency will get the orders and will update the orders as per the state guidelines for their agency.
33. **QUESTION:** Will the skilled nurse staff document care for the student on forms provided by the school/district?
- ANSWER:** HCPS prefers the contracted agency use their own forms.
34. **QUESTION:** Is there any expectation for the contracted agency to provide supervision of the contracted school staff? If yes, how often, and can supervision be done via phone?
- ANSWER:** Refer to the bid document, Page 24, 2. Scope of Work, Items 2.20, 2.25 and 2.26.
35. **QUESTION:** What is your projected spend on nursing services in the 2025 and 2026 school year?
- ANSWER:** Estimated budget is unknown, dependent on need.
36. **QUESTION:** What was your total spend on nursing services in the 2024 and 2025 school year?
- ANSWER:** Refer to the bid document, Page 22, 2. Scope of Work, Item 2.2 for historical data.
37. **QUESTION:** How many nurses do you anticipate needing in 2025 and 2026 school year?
- ANSWER:** This information is not known.
38. **QUESTION:** How many nurses did you need in 2024 and 2025 school year?
- ANSWER:** 5.

39. **QUESTION:** Can the district explain how contract needs will be disseminated to awarded vendors post-implementation?
- ANSWER:** Emails notifications will be sent to Awarded Bidders when HCPS has a need for services. Refer to bid document, Page 22, Scope of Work, Item 2.3 for additional information.
40. **QUESTION:** How many vendors does the district expect to award a contract to for the 1:1 Nursing Services requested in this solicitation?
- ANSWER:** Refer to Question and Answer #27.
41. **QUESTION:** *2.23 After a qualified contractual nurse is identified and approved by HCPS, the Awarded Bidder will be required to complete an “intake” of the student, into the agency system, at the student’s residence. The nurse will be introduced to the student and parent/guardian at this time, this will be done at the Awarded Bidders expense.*
Is there a way that these intakes can be completed elsewhere? Our firm has a NSA license and has staffed school nurses, but we do not have a homecare license and our nurses are not permitted to enter the student’s residence per insurance requirements. Any clarification would be appreciated.
- ANSWER:** Depending on the circumstances, we may be able to schedule the intake on HCPS property or virtually, but we cannot guarantee this for each student.
42. **QUESTION:** Are nurses expected to work on teacher workdays or only student attendance days?
- ANSWER:** Refer to the bid document, Page 23, 2. Scope of Work, Item 2.6.
43. **QUESTION:** Can you clarify the 'portal-to-portal' requirement—does this include transportation time in the 8-9 hour daily cap?
- ANSWER:** The average work day is eight (8) to nine (9) hours per day. The billable time for the contractual nurse begins when the bus arrives at the students’ home bus stop for morning pick-up and ends when the bus arrives back at the home bus stop.
44. **QUESTION:** What happens if a nurse calls in sick and no substitute is available? Are there penalties?
- ANSWER:** Refer to bid document, Page 24, Scope of Work, Item 2.22. No penalties, however, the contract may be terminated.
45. **QUESTION:** Can you confirm if the hourly rate must include travel costs, or is mileage reimbursed separately?
- ANSWER:** Refer to the bid document, Page 26, 5. Form of Proposal, Item 5.3.
46. **QUESTION:** Will HCPS accept temporary nursing licenses pending full MD Board approval?
- ANSWER:** Yes, however, the agency must ensure full licensure is obtained as soon as possible.
47. **QUESTION:** Are there specific pediatric experience requirements (e.g., school vs. hospital)?
- ANSWER:** See Question and Answer #4.
48. **QUESTION:** Can fingerprinting be done through HCPS-approved vendors, or must agencies arrange it?
- ANSWER:** Awarded Bidders may arrange for background checks and fingerprinting through HCPS, all fees must be paid by the Awarded Bidder.
49. **QUESTION:** Beyond price, what technical evaluation criteria carry the most weight?

- ANSWER:** This is an Invitation for Bid, the contract(s) will be awarded to the most responsive and responsible bidder(s) meeting the specifications.
50. **QUESTION:** How are tie-breakers handled if multiple bidders propose identical rates?
- ANSWER:** HCPS expects to award multiple contracts, a tie-breaker would not be required.
51. **QUESTION:** If awarded, how quickly must nurses be deployed after HCPS requests services?
- ANSWER:** Each situation will be different. Expected start dates will be provided when the request is made by HCPS.
52. **QUESTION:** Are 'claims-made' professional liability policies acceptable if retroactive dates align?
- ANSWER:** Yes, claims-made professional liability policies are acceptable, provided that:
- The retroactive date is prior to the start of services under the HCPS contract
 - Coverage remains continuously in force (including through any tail coverage or extended reporting period for at least two years post-contract).
53. **QUESTION:** What constitutes 'inappropriate billing practices' that could trigger termination?
- ANSWER:** Inappropriate billing practices may include, but is not limited to: billing for services not rendered, duplicate billing, failure to provide: timesheets, nursing narrative notes, and documentation, incorrect hourly rates, failure to follow monthly invoice requirement.
54. **QUESTION:** What is the anticipated number of full time and part time positions?
- ANSWER:** The number of either position is not known at this time.
55. **QUESTION:** Are your current vendors meeting your needs?
- ANSWER:** No, the availability of nurses has been a challenge.
56. **QUESTION:** Will the district utilize its own contract, the vendor's contract, or the RFP as the agreement?
- ANSWER:** HCPS will use its own contract, a sample contract was included in the solicitation.
57. **QUESTION:** Does the district have a cap on the hourly rate for these services?
- ANSWER:** No.
58. **QUESTION:** How will the vendors be notified of an award?
- ANSWER:** Email notifications will be sent.
59. **QUESTION:** Is the vendor expected to have a clinic or local office?
- ANSWER:** No.
60. **QUESTION:** Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
- ANSWER:** Refer to Question and Answer #30.
61. **QUESTION:** Will assigned candidates have access to computers/laptops and printers?
- ANSWER:** Contractual nurses will have access to printers, the agency must provide the computer/laptop.
62. **QUESTION:** Will the district reimburse for mileage traveled between school campuses on the same

day?

ANSWER:

No.

63. **QUESTION:** Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement?

ANSWER:

Currently, HCPS does not have the One-to-One nurses bill through HCPS.

64. **QUESTION:** Will the district accept and consider submissions from staffing agencies?

ANSWER:

Yes.

65. **QUESTION:** What are the hourly rates for the positions outlined in the bid?

ANSWER:

Each bidder must submit their hourly rates for RN's and LPN's.

66. **QUESTION:** What onboarding and orientation processes should we align with?

ANSWER:

Refer to Question and Answer #8.

67. **QUESTION:** Do you require training for candidates before placement?

ANSWER:

Each candidate proposed by the Awarded Bidder must be properly trained and have the required experience, license(s) and certifications prior to placement.

68. **QUESTION:** Is there an incumbent vendor currently providing these services?

ANSWER:

Yes.

69. **QUESTION:** Is this a sole-source bid?

ANSWER:

No.

70. **QUESTION:** Will all vendors that submit a bid be notified of their Award/Non-Award status?

ANSWER:

Yes.

71. **QUESTION:** Does this RFP require any narrative to be submitted? (i.e. info about our history, experience, methodology)

ANSWER:

Refer to Bid Document, 15. Qualification of Bidder, Item 15.4.

72. **QUESTION:** Does this RFP require the submission of sample candidate resumes?

ANSWER:

No.

73. **QUESTION:** We cannot accept Pcard, do we need to issue an exception if we can accept Check or ACH?

ANSWER:

This information can be noted on the Bid Form, Page 34.

74. **QUESTION:** Is a technical response required / accepted in addition to the information and cover letter?

ANSWER:

No.

75. **QUESTION:** Will this be provided upon award? *22.1.3 Submission of Section 000325 Contract Affidavit (HB 486/SB 541 Compliance)* is required to be submitted prior to award of contract?

- ANSWER:** The Affidavit has been provided in the solicitation, Page 39.
76. **QUESTION:** If a nurse works over 40 hours, OT will be on the vendor, is that correct?
- ANSWER:** Yes, that is correct.
77. **QUESTION:** Could you please let me know if this contract has been previously awarded? if yes, can you provide the name and contact information for any of the prime contractors it was previously awarded to?
- ANSWER:** Yes, contracts were awarded in 2019. Legacy PRN 410.879.6571, CrownHills Enterprises 410.630.1376 and Compassionate Healthcare Nursing Services 410.719.0672.
78. **QUESTION:** Why is the contract out for bid? Is it required to be put out for bid?
- ANSWER:** Current contracts expire June 30, 2025. Yes.
79. **QUESTION:** What were your hours of usage by each classification for the last 12 months?
- ANSWER:** This information is not available.
80. **QUESTION:** Do vendors need to provide any supplies?
- ANSWER:** Refer to Question and Answer #30.
81. **QUESTION:** Do we need to store or transport any goods? If yes, what needs to be transported and what goods are needed?
- ANSWER:** The nurse must transport any emergency supplies/bags that the student may need.
82. **QUESTION:** If contract changes or exceptions are made, will they impact our score or possibility of being awarded?
- ANSWER:** Refer to Bid Document, Page 26, 4. Specific Conditions, Item 4.5.
83. **QUESTION:** Page 17, Section 1.1 and 1.2: Will an Acord form be sufficient for confirmation of our insurance policy in our response? If not, can certified copies of the policies be provided upon award? Or, can the request for copies of full insurance policies be removed?
- ANSWER:** Yes, an Acord form is acceptable.
84. **QUESTION:** The contract requests that any deductibles or retentions of \$10,000 or more shall be disclosed to the contracting partner. Can this be removed as it's outside of industry standard to require disclosure of deductibles.
- ANSWER:** The requirement to disclose deductibles or retentions in excess of \$10,000 is intended to ensure HCPS is aware of potential risk exposure in the event of a claim. While we understand this may be outside certain industry norms, it will remain in place to allow for adequate risk assessment. Disclosure does not disqualify a bidder but provides transparency in evaluating overall financial responsibility
85. **QUESTION:** This contract is requiring contractual liability coverage for the general and auto liability coverages. Can you please specify what you are intending to cover with this term? We want to be sure that the intent of using "contractual liability" is to only insure the items in which, Favorite, the insured, is liable for and not the intent of having the nurse staffing agency (Favorite) pick up all liability from claims that may or may not be related to our services.
- ANSWER:** The intent of the contractual liability requirement in general and auto liability coverage is to

ensure that the bidder's insurance policy responds to liabilities the vendor has expressly assumed under the contract. HCPS does not expect the vendor to assume liabilities unrelated to its performance or services. This aligns with typical coverage included in ISO standard Commercial General Liability (CGL) and auto liability policies.

86. **QUESTION:** Professional liability limits of \$3M/\$3M limit are required. Please confirm that excess coverage can be used to meet these limits.

ANSWER: Yes, excess or umbrella coverage may be used to satisfy the required \$3,000,000 per claim and \$3,000,000 aggregate professional liability limits, provided the underlying policy limits and terms are maintained and the excess policy is clearly applicable to professional liability.

87. **QUESTION:** The contract states that "Vendor's liability of self-insurance required herein, including, but not limited to, umbrella and excess liability or excess liability policies, shall apply separately to each insured against whom claim is made". Can you please clarify if you are asking for a separation of insureds endorsement with this verbiage?

ANSWER: Yes, the contract language referencing application of insurance "separately to each insured" refers to a Separation of Insureds or Severability of Interests clause. This is a standard provision in most general liability and umbrella/excess policies and ensures that coverage applies independently to each insured, as if they were the only insured under the policy (except with respect to limits).

88. **QUESTION:** HCPS is asking for primary non-contributory coverage for all lines of coverage. Can you please specify which lines of coverage PNC needs to apply to? Workers' compensation coverage is requested in the contract and PNC cannot apply to this line of coverage.

ANSWER: Primary and non-contributory language should apply to the following lines of coverage:

- Commercial General Liability
- Business Auto Liability
- Umbrella or Excess Liability (to the extent it follows form over the above)

89. **QUESTION:** If awarded, will a detailed credential list for each nurse be provided?

ANSWER: A detailed credential list for any nursing candidate must be provided to HCPS for the candidate to be considered.

90. **QUESTION:** Page 40: 9. *The contractual nurse must document nursing care on the agency's approved paperwork in addition to school documentation and include notes with weekly timesheets.* . How is documentation maintained? We do not keep/store PHI.

ANSWER: The agency must make accommodations to store their own documentation.

91. **QUESTION:** Page 24 – Section 2.19 - What types of supplies will Awarded Bidder be required or expected to provide? Can HCPS provide a list of supplies anticipated and/or previously required?

ANSWER: Refer to Question and Answer #30.

92. **QUESTION:** Will you accept both RNs and LPNs for this opportunity?

ANSWER: Yes.

93. **QUESTION:** As per Page 4, Section 2.1, which states that the Bidder must submit "one (1) original with original signatures of the Bid using HCPS bid forms," can you please clarify whether a scanned copy of a wet-ink signature or an electronic/digital signature (e.g., DocuSign or Adobe Sign) will be acceptable to fulfill the original signature requirement?

- ANSWER:** Yes, electronic/digital signatures are acceptable.
94. **QUESTION:** Please provide the total number of temporary staffs on current assignment. Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.
- ANSWER:** This information is not available. Refer to Question and Answer #13.
95. **QUESTION:** What is the average length of the assignment?
- ANSWER:** The school year, however it will be dependent on the needs of the student.
96. **QUESTION:** Do we need to submit the Certificate of Insurance and Business License with the proposal?
- ANSWER:** Yes.
97. **QUESTION:** Kindly provide specific list of attachments and documentation required to be submitted with the proposal so to avoid compliance issues.
- ANSWER:** Refer to Bid Document, page 33 – Check List and note Correction 2 on Addenda.
98. **QUESTION:** As per Page 5, Section 2.3, which states: "All correspondence concerning the Bid and Contract, including Letter of Intent, copy of Contract, and Purchase Order, will be mailed or delivered to the contact information shown on the Bid in the absence of written instructions from the Bidder to the contrary," — can you please clarify whether the Letter of Intent is required to be submitted with the bid, or only after award?
- ANSWER:** After award.
99. **QUESTION:** As per Page 5, Section 3.8, which states: "For Information Technology (IT), Operational Technology (OT), and Software solicitations ONLY. Should HCPS receive responses that offer products of similar cost and functionality, HCPS reserves the right to award a contract to the more secure offering and/or supplier to meet cybersecurity requirements as outlined by the National Institute of Standards and Technology," — can you please confirm that this section does not apply to our bid, as we are not submitting an IT, OT, or Software-related proposal?
- ANSWER:** Not applicable, this is for Information Technology and Software Solicitations only.
100. **QUESTION:** As per Page 13, Section 23.0 regarding Minority Business Enterprise (MBE) Participation, can you please clarify whether the use of a minority subcontractor is **mandatory** for this contract, and if so, what are the **required participation goals** and the **type of certification(s)** needed from the subcontractor to meet the MBE requirements?
- ANSWER:** No MBE requirements.
101. **QUESTION:** Could you please provide the current number of medically fragile students within Harford County Public Schools who require nursing services, specifically for one-to-one care?
- ANSWER:** 5 Students.
102. **QUESTION:** Would you require substitute nursing services as part of this contract? If so, could you provide more details on the expected frequency and specific needs for substitute nurses?
- ANSWER:** No, not at this time.
103. **QUESTION:** Can you please clarify how many facilities within Harford County Public Schools will require nursing services under this contract?
- ANSWER:** We are not requiring nurses for specific facilities.

104. **QUESTION:** According to page 23, section 2.4.1, could you please clarify if we are required to provide live or sample resumes with our proposal submission? If so, how many resumes per job title should be included? Additionally, are there any specific licenses or certifications for the candidates that we need to provide with our proposal?
- ANSWER:** No. Licenses and Certifications for nursing candidates are not needed at this time.
105. **QUESTION:** As per page 24, section 2.19, it states that the awarded bidder(s) must provide each nurse with fully functioning equipment and supplies necessary to perform their duties. Could you please clarify what specific equipment and supplies are required to be provided by the bidders? Additionally, will the cost for these items be reimbursed?
- ANSWER:** Refer to Question and Answer #30.
106. **QUESTION:** As per page 24, section 2.20, it states that Clinical Supervision will be supplied by the awarded bidder(s) and that the Clinical Supervisor must be available via phone while the contractual nurses are working with the students. Could you please clarify the job titles or roles for which clinical supervision services will be required?
- ANSWER:** Clinical Supervision will be required for both RN's and LPN's and the Clinical Supervisor should be a licensed Registered Nurse with specialized experience in supervising professional staff.
107. **QUESTION:** As per page 24, section 2.22, it states that at least one qualified substitute nurse must be available in case an assigned nurse is unavailable on any given day or part of the day. Could you please clarify if we are also required to provide substitute nurses as part of our proposal?
- ANSWER:** If a contractual nurse, from your agency, is working for HCPS and is going to be out for the day or any portion of the day, the agency must provide coverage (a substitute nurse) during this time.
108. **QUESTION:** As per page 24, section 3.1, it is mentioned that the nurse will meet the student at their home bus stop, accompany them throughout the day, including the ride to and from the school, and continue care at school-sponsored events. Could you please clarify if the nurse will be reimbursed for their travel costs associated with these duties?
- ANSWER:** Refer to Question and Answer #43. Travel/mileage are not reimbursable.
109. **QUESTION:** As per page 25, section 4.2, HCPS will consider past performance, i.e. the quality of services of bidders who have previously contracted with HCPS for similar services. Could you please clarify if there is any possibility for the requirement regarding past performance and defaulted contracts to be waived off?
- ANSWER:** No, this will not be waived.
110. **QUESTION:** As per page 30, section 15.2, HCPS strongly prefers that bidders have contractual staff currently working in Harford County, Maryland. Could you please clarify if this criterion can be waived, as it may limit competition for the contract?
- ANSWER:** It is a preference, not a requirement.
111. **QUESTION:** As per the checklist on page 33, could you kindly clarify what is required by statement "Submitted a copy of current Nursing Agency license in the State of Maryland"? Does this refer to a specific type of license or certification that needs to be provided along with the proposal?
- ANSWER:** A current Residential or Home Health Agency License issued by the State of Maryland, refer to Correction #1 and #2.

112. **QUESTION:** As per page 30, section 15.4, is proof of good standing required to be submitted with our proposal, even though it is not included in the checklist?
- ANSWER:** Item 15.4 is listed on the Check List. Item 15.4 does not reference "Good Standing".
113. **QUESTION:** As per page 30, section 15.8, do the references need to be specifically from clients where we have provided similar services for medically fragile students, or can the references be from any type of services provided in a school setting?
- ANSWER:** References must be from clients similar in size of HCPS and needs of this solicitation.
114. **QUESTION:** As per page 30, section 15.8, do the references need to be from similar services provided within Maryland, or can they be from services provided in other states as well?
- ANSWER:** The proposer will need to determine for themselves which of their references meet the requirements.
115. **QUESTION:** As per page 32, do we need to provide a contract sample with our proposal to meet the compliance requirements?
- ANSWER:** The HCPS contract provided within this solicitation is the only contract that will be executed in regards to this solicitation.
116. **QUESTION:** As per page 40, Exhibit A, could you please clarify if we need to include this with our proposal submission?
- ANSWER:** No, this should not be included with the Bid Response.
117. **QUESTION:** As per the checklist on page 33, could you kindly clarify what is required by statement "Submitted a copy of current Nursing Agency license in the State of Maryland"? Do we need to provide the nursing license of each candidate? Please clarify what specific license(s) we need to submit with the proposal.
- ANSWER:** Proposers must submit copies of the agency license(s) - Residential or Home Health Agency that is approved by Determination of Need as a Medical Assistance Provider from the State of Maryland. No nursing candidate license(s) should be submitted at this time.
118. **QUESTION:** Is the School open to sole source Manage Service Provider platform to manage all vendor spend and contract obligations?
- ANSWER:** No.
119. **QUESTION:** Does the School have any DEI or MBE goals?
- ANSWER:** No.
120. **QUESTION:** Does the bidder/vendor need to be a Nursing Agency licensed and located in the State of Maryland?
- ANSWER:** Refer to Addenda Correction 1 for corrected requirements. Bidders must have license(s) issued by the State of Maryland, they do not need to be located in Maryland.
121. **QUESTION:** HCPS states a strong preference for bidders with contractual staff currently working in Harford County, Maryland. Is this preference a scored criterion or a threshold requirement for bid responsiveness?
- ANSWER:** No, it is not scored nor a threshold.

122. **QUESTION:** Our Professional Liability Insurance provides 1,000,000 per claim and 3,000,000 aggregate, supplemented by a \$7,000,000 Umbrella policy. Does this combined structure satisfy the insurance requirements outlined in the solicitation?
- ANSWER:** Based on the solicitation's insurance requirements, Professional Liability Insurance must carry limits of \$3,000,000 per claim and \$3,000,000 aggregate. Your current structure — \$1,000,000 per claim / \$3,000,000 aggregate in Professional Liability, supplemented by a \$7,000,000 Umbrella policy — may satisfy the requirement provided that, the umbrella policy explicitly applies to Professional Liability coverage, and the combined limits meet or exceed \$3,000,000 per claim, without any relevant exclusions or limitations. We recommend confirming with your insurer that the umbrella policy "follows form" or specifically extends to Professional Liability to ensure full compliance with the solicitation.
123. **QUESTION:** Is there a maximum time limit (e.g., 4 hours) to provide a substitute nurse after an absence is reported? Are there any liquidation damages or penalties?
- ANSWER:** Ideally, a substitute nurse would be available so that the student does not miss any school time. No liquidated damages, however, repetitive absences may lead to contract termination.
124. **QUESTION:** Aside from the Maryland Nursing Agency License, are additional licenses or permits required to comply with federal, state, and local laws (e.g., local business licenses, health department approvals)
- ANSWER:** Refer to Addenda Correction 1, for revised requirements.
125. **QUESTION:** Could you clarify the specific types of nursing services you are seeking for the medically fragile students?
- ANSWER:** Refer to bid document, Page 25, 3. Specific Roles and Responsibilities of Contracted Nurses, Item 3.6.
126. **QUESTION:** Do you anticipate additional needs compared to the 5 contractual nurses for 2024?
- ANSWER:** This will be dependent on student needs.
127. **QUESTION:** Is the nurse required to drive the student to and from school?
- ANSWER:** No, the nurse will ride the bus to and from school with the student.

I hereby acknowledge receipt of Addendum #1 dated April 25, 2025, to Bid# 25-DSP-019 Contractual Nursing Services.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit Addendum with submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.