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Kimberly G. Boswell
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**Temporary Nursing Personnel Q&A
RFP 2027-03**

1. Is this a new contract or renewal of an existing contract? **New.**
2. If there is an existing contract, could you please share the names of the current vendors and their pricing? There are several existing contracts. **However, this is a new RFP with clarified specifications.**
3. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions? **Yes.**
4. What is the estimated budget for this contract? This information will be provided.
5. Is it mandatory to subcontract? **Services cannot be subcontracted.**
6. Could you please provide information on the daily duration of shifts required for the necessary professions? **For example, the number of hours per day? Standard 8-hour shifts with 12-hour every third weekends based on staffing placement for 8 to 13-week assignments and 8-hours based on staffing needs for per-diem with minimum one full weekend per month.**
7. Alabama State Registration:
The RFP states that vendors must be registered with the Alabama Secretary of State. Could you please confirm whether Alabama Secretary of State registration is required at the time of proposal submission, or if it may be completed after award and prior to contract execution?
The SOS registration is a requirement to do business in the State of Alabama and is not contingent upon a contract award.
8. Resumes:
Are candidate resumes required as part of the proposal submission? If yes, are live resumes of proposed RN/LPN personnel required, or will sample resumes/qualifications be sufficient at the proposal stage? Submit RFP in your usual format based on stated requirements. **The vendor must have a method of recruiting, vetting, and verifying potential employee's credentials. All documents must be specific to each employee.**
9. Background Information: We are a Nurse Staffing Company (foreign vendor-located in South Carolina) and want to ensure we are compliant with all requirements before potentially pursuing a proposal in response to this RFP opportunity.
Question: In addition to being registered in the State of AL, as an out-of-state vendor, are we required to be certified by the ADMH prior to submitting a proposal? ADMH does not certify vendors. Vendors must meet all State of Alabama business requirements. Vendor must be licensed to do business in and with the State of Alabama. **Vendor must be registered I the state accounting and resources system and provide the BRC with the proposal.**
10. Will the County make a single award or multiple awards for this RFP? **State agency will make one award.**
11. What is the expected annual volume of staffing requests (number of requisitions or positions)?
Enough to Consistently maintain 30-50 RN positions and up to 20 LPN positions to cover 40 hours per week.



12. How many positions are required? **The total need is variable and dependent on staffing needs. However, the vendor must be able to staff ADMH Systems of facilities with a staffing pool of between 30-50 RN positions and up to 20 LPN positions.**
13. What is the estimated budget or anticipated spend for this contract (annual or total)? **This information will be provided.**
14. Is there any incumbent for this contract? **No. New RFP.**
15. What is the anticipated budget and historical spend for this RFP? **This information will be provided. This is a new RFP.**
16. Do you have a certain format needed for the pricing or will an excel or word work with fully loaded bill rates? To be determined? **The expectation is that the vendor provides invoices for individual providers directly to the assigned facility in a timely manner for reconciliation at each billing cycle. Specific details and process can be determined with the selected vendor.**
17. Is this a new contract or renewal of an existing contract? **New.**
18. If there is an existing contract, could you please share the names of the current vendors and their pricing? **New contract. This is open competitive bidding.**
19. In order to be considered responsive for this solicitation, is it mandatory to bid on all positions? **Yes.**
20. What is the estimated budget for this contract? **This information will be provided.**
21. Is it mandatory to subcontract? **No subcontracting.**
22. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day? **See #6.**
23. Can we review the historical pricing? No pricing data to be provided. **This is a new RFP with open competitive bidding.**
24. Are all hours worked are billable including overtime, lunches, daily hours and orientation. **Overtime at 1.5 times the hourly rate, lunch – unpaid 30-minutes, daily hours – hourly rate, and orientation - unpaid.**
25. Should overtime be "blended" into the hourly bid rate? **No.**
26. Please provide bill rates for the incumbent suppliers. **New RFP. Open competitive bidding.**
27. What is the estimated annual spend of this contract? **\$500,000**
28. What is the total amount of spend broken down by vendor over the last year? **New RFP. Over the duration of the contract period? New RFP.**
29. Can we provide rate ranges per discipline or do we need a flat rate? **Do not provide ranges. Provide flat rate not including built in overtime, per-diem, or holiday, or housing. Provide a specific dollar amount per classification.**
30. Will vendor be required to bill Medicare/Medicaid or any third-party insurance? **No.**

Prior Vendors

31. How many agencies are you using today? **Up to three.**
32. Who are the incumbent suppliers? **New RFP.**
33. How long have the incumbent suppliers held this contract? **New RFP.**
34. What is your motivation to change suppliers? **New RFP.**
35. Are you satisfied with the incumbent suppliers? **If not, what are you unsatisfied with? This is a new RFP.**
36. Please list the top three areas for improvement you would like to see from new contract providers. **Assignment staffing, less call outs, and a viable resource pool managed through a successful staffing process.**
37. What is the current amount of contractor usage over the past year? **Entire contract period? Minimum amount to supplement vacancies.**

38. Is this contract open due to an expired contract, or is this during a renewable cycle? **New RFP.**
39. What is the main cause or reason to send this project to bid? Supplemental staffing needs.
40. Was the expiring contract held by one vendor, or multiple? **New RFP.**
41. Shifts/Scheduling **2:45pm – 11:15pm and 10:45pm – 7:15am Monday through Friday and 2-day Weekends 6:45am – 7:15pm or 6:45pm – 7:15 am.**
42. 1 What can we expect for lead time for requisitions? **Facilities will provide the selected vendor with the number of staff to schedule based on needs. For ongoing staffing without set schedules up to 40 hours, a 48-hour notice of needs will be provided for per diem staffing. However, 24-hour staffing support is required for aid with call-ins and other staffing needs.**

Insurance

What are your insurance requirements? **Vendor is responsible to insurance needs.**

- 43. Q1. After-Hours Administrative Coverage** The RFP requires the contractor to provide an administrative scheduling contact 24 hours a day, seven days a week, including weekends and holidays, and to respond to telephone calls within one hour. Please clarify the types of after-hours calls or service requests the contractor should be prepared to manage, such as urgent staffing requests, employee call-offs, replacement requests, scheduling changes, facility escalations, or other operational concerns. **The question already specifies and clarifies reason a facility might call the vendor after hours. After hours support for staffing call outs and replacement needs, preparation of schedules. Facilities will notify agency and or within 48 hours of scheduling needs and within 2 hours of known need.**

Purpose of Clarification This clarification will help vendors determine the appropriate after-hours coverage model, escalation structure, and staffing resources needed to satisfy ADMH expectations. It will also distinguish routine scheduling support from urgent clinical or employee-management matters that may require different personnel or response procedures.

44. **Q2. Meaning of the 48-Hour Staffing Requirement Question** The RFP states that the contractor must have temporary personnel available to work within 48 hours of a facility request. Please clarify whether the contractor is expected to identify and submit a qualified candidate within 48 hours, or whether the nurse must be fully credentialed, approved by the facility, oriented as required, and ready to report for duty within that timeframe. **The 48-hour reference pertains to already vetted and approved nurses who are needed for per diem staffing, not initial deployment. However, the expectation is that the vendor maintains a ready to work staffing pool available to report to work within 48 hours of the vendor notifying the staff of a need at the assigned facility. For initial deployments, the facilities conduct orientation on the first workday of the 1st and 16th of each month with the exception on one facility that has orientation on the first work day of the month.**

Purpose of Clarification The 48-hour requirement may refer either to candidate submission or to actual deployment. These are materially different obligations because deployment depends on completion of background checks, license verification, health screening, drug testing, facility review, and orientation. Clarification is necessary for vendors to confirm feasibility and describe an accurate fulfillment process.

45. **Q3. Intended Temporary Staffing Model Question**

The RFP requires temporary RNs and LPNs to be available within 48 hours, commit to 32 to 40 hours per week, and provide weekend and holiday availability. Please clarify whether ADMH is primarily seeking last-minute per-diem shift coverage, scheduled temporary nursing assignments, or a combination of both staffing models. Would an agency that primarily provides

scheduled temporary or contract nursing assignments be eligible, provided it can satisfy the 48-hour availability requirement and all weekly, weekend, holiday, credentialing, and performance requirements? **Combination. Yes. Hybrid staffing models are acceptable.**

Purpose of Clarification The weekly commitment and weekend and holiday requirements resemble scheduled temporary assignments, while the 48-hour response requirement may suggest short-notice per-diem coverage. Clarifying the intended model will help vendors propose the correct recruiting, scheduling, and retention approach and confirm whether their service model aligns with ADMH needs.

46. Q4. Acceptance of Multistate Nursing Licenses Question The RFP requires RNs and LPNs to possess a license to practice issued by the Alabama Board of Nursing. Will ADMH accept nurses who are authorized to practice in Alabama under a valid multistate Nurse Licensure Compact license, or must each nurse hold an individual license specifically issued by the Alabama Board of Nursing? **Valid Alabama Board of Nursing License or Compact-Multi-State Licenses for nurses with one year of nursing experience and authorization to practice in Alabama.**

Purpose of Clarification This distinction directly affects candidate eligibility and the size of the available staffing pool. Confirmation will allow vendors to screen candidates correctly and avoid submitting nurses whose license status does not meet ADMH requirements.

47. Q5. Historical Temporary Nursing Utilization Question Please provide historical temporary nursing utilization for ADMH facility, including the approximate number of RNs and LPNs used, total hours worked, typical assignment duration, and the most frequently requested shifts during the previous contract period. **30-50 RNs, 20 LPNs; 8 hour week day shifts and 12 hour weekends, 2:45pm – 11:15pm and 10:45pm – 7:15am.**

Purpose of Clarification Historical utilization is necessary to estimate recruiting capacity, local candidate availability, account-management resources, and pricing. Facility-specific data will also help vendors assess whether demand is concentrated by role, shift, location, or assignment duration.

48. Q6. Contract Term and Renewal Options Question The RFP states that any resulting contract will begin on October 1 but does not identify the contract year, initial contract duration, or renewal options. Please confirm the intended contract start date, the initial contract term, and whether ADMH may exercise any renewal or extension periods. **FY27, 1-year with renewal option.**

Purpose of Clarification The contract duration affects rate development, workforce planning, employee commitments, implementation activities, and any proposed price-hold period.

Confirmation of the start date and renewal structure is therefore necessary for an accurate and sustainable proposal.

49. Q7. Required Insurance Coverage and Limits Question The RFP does not identify the insurance coverages or minimum limits that will apply to the awarded contractor. Please provide the required insurance specifications, including professional liability, commercial general liability, workers' compensation, employer's liability, automobile liability, cyber liability, and any other

coverage required for contract performance. Vendors must submit all evidence of validity and ability to provide needed services in the State of Alabama

Purpose of Clarification Insurance requirements can materially affect vendor eligibility, proposal pricing, and the time needed to obtain endorsements or certificates. Advance disclosure will allow vendors to confirm compliance before submission and avoid delays during contract execution.

50. Q8. Pricing Format and Rate Components Question The RFP requests a detailed budget but does not specify whether pricing should be presented as hourly rates or as an annual amount. Please confirm whether vendors should provide separate hourly bill rates for RNs and LPNs or an estimated annual cost. If hourly pricing is required, should vendors also provide separate rates for overtime, evening and night shifts, weekends, holidays, and mandatory orientation or training? Please also clarify whether the term “pay rate” refers to the employee's wage rate or the contractor's hourly bill rate. Hourly for RN and Hourly rate for LPN. Do not submit invoices for annual rates. Overtime and stated holidays will be paid at 1.5 the hourly rate. Mandatory orientation and training (2-day) will be paid by the vendor. Pay rate refers to the hourly rate of employee.

Purpose of Clarification The solicitation does not provide guaranteed staffing quantities or annual hours, making an annual total difficult to calculate reliably. Clarification will ensure that all vendors submit pricing on a consistent basis and that ADMH can compare proposed rates fairly.

51. Q9. Incumbent Contractor and Current Service Environment Question Please identify the current incumbent contractor or contractors providing temporary RN and LPN staffing services to the ADMH facilities. If available, please also provide the incumbent contract period, approximate annual staffing utilization, and any service challenges, transition considerations, or performance priorities that ADMH expects the awarded contractor or contractors to address under the new contract. This is a new RFP. Submit RFP based on industry standards. The contract will be reviewed quarterly.

Purpose of Clarification Incumbent and operating-environment information will help vendors understand the current delivery model, expected transition requirements, and the service outcomes ADMH considers most important. This information may also help vendors propose practical improvements without making unsupported assumptions about current performance.

52. What is the estimated budget for the contract? If unknown, please provide information on previous spending. \$500,000. Additional information may be provided.

53. Is this an old contract? If yes, please provide a list of the current vendor(s) providing the services and explain how the current services are being procured. Aside from the end of the current contract term, are there any other reasons for issuing this solicitation? Are there any identified pain points? New RFP.

54. What is the average length of the assignment? See #48.

55. Could ADMH please provide the estimated annual hours for Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) separately? This information will not be provided.

56. Could ADMH please provide the current number of temporary nursing personnel (RNs and LPNs) being utilized under the existing contract, if applicable? New RFP.

57. Could ADMH clarify the anticipated number of RN and LPN personnel expected to be required under the resulting contract? **Enough to Consistently maintain 30-50 RN positions and up to 20 LPN positions to cover 40 hours per week.**
58. If this is an existing contract, will the awarded contractor be expected to transition existing personnel from the incumbent contractor? If so, please provide any associated requirements. **New RFP**
59. Are staffing requests expected to be primarily for day, evening, night, weekend, or rotating shifts? **Primarily, evening, night, and weekend.**
60. Are vendors required to submit live candidate resumes as part of the proposal submission? If yes, would submitting two (2) RN resumes and two (2) LPN resumes be sufficient to meet this requirement? **Submit the RFP in your usual format. ADMH does not need resumes as a part of RFP process. The vetting and credentialing processes for the providers will be done by the vendor.**
61. Does ADMH anticipate long-term assignments, short-term assignments, or a combination of both? **Combination of long-term, short-term and per-diem. The expectation is that employees would be committed to continuous periods of work for continuity of patient care.**
62. Please clarify whether ADMH requires any specific drug testing panels and background screening requirements for contractor personnel. If so, kindly provide the required screening criteria and testing standards. **Drug screen and background check is required.**
63. Are vendors required to provide any pre-assignment, orientation, or ongoing training to personnel? If yes, please specify the training requirements. **This information will be provided to selected vendor. ADMH will provide a 2-day orientation paid by the vendor.**
64. Can you please mention why you cut the RN qualification from page no. 9 of the RFP? **The RN and LPN qualification are clearly stated on page 8 of the RFP.**
65. Could ADMH please confirm the pricing information expected as part of the detailed budget submission? Specifically, should vendors provide proposed hourly bill rates, employee pay rates, or both for the RN and LPN labor categories? Submit your RFP based on industry standards. **Consider the information you want to present for clear review and understanding of your pricing per employee.**
66. The RFP requests a detailed budget that includes frequency. Could ADMH please clarify what is meant by "frequency" and specify the information vendors are expected to provide for this requirement? **How often are these funds allocated for availability.**
67. Could you please clarify what is required under "Attach vendor information to include: # Include previous experience" specifically, does this refer to client references, and would providing three (3) references be sufficient to meet this requirement? **References only would require the state department to obtain information that is requested to be in the RFP.**
68. Could you please confirm whether only "RFP 2027-03 Temporary Nursing Personnel" should be clearly printed on the outside of the envelope, or can we also include the vendor's name and address along with it? **See RFP instructions and details.**
69. Could you please confirm whether on-call and as-needed services are required for this engagement? **No on call. But hybrid staffing models of scheduled temporary assignment staffing and/or scheduled per-diem.**
70. What is the estimated budget for the contract? If unknown, please provide information on **See #27.**
71. Is this an old contract? If yes, please provide a list of the current vendor(s) providing the services and explain how the current services are being procured. Aside from the end of the current contract term, are there any other reasons for issuing this solicitation? Are there any identified pain points? **New RFP.**

72. What is the average length of the assignment? **1 year with renewal option.**
73. Could ADMH please provide the estimated annual hours for Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) separately? **Information not available.**
74. Could ADMH please provide the current number of temporary nursing personnel (RNs and LPNs) being utilized under the existing contract, if applicable? **New RFP**
75. Could ADMH clarify the anticipated number of RN and LPN personnel expected to be required under the resulting contract? **See #57.**
76. If this is an existing contract, will the awarded contractor be expected to transition existing personnel from the incumbent contractor? If so, please provide any associated requirements. **New RFP**
77. Are staffing requests expected to be primarily for day, evening, night, weekend, or rotating shifts? **See #59**
78. Are vendors required to submit live candidate resumes as part of the proposal submission? If yes, would submitting two (2) RN resumes and two (2) LPN resumes be sufficient to meet this requirement? **See #60**
79. Does ADMH anticipate long-term assignments, short-term assignments, or a combination of both? **Combination**
80. Please clarify whether ADMH requires any specific drug testing panels and background screening requirements for contractor personnel. If so, kindly provide the required screening criteria and testing standards. **Drug Screen and background check is required.**
81. Are vendors required to provide any pre-assignment, orientation, or ongoing training to personnel? If yes, please specify the training requirements. **Employees are provided with a 2-day onsite, mandatory orientation at the vendors expense. Required assignments and ongoing training will be expected of and provided to employees to maintain employment.**
82. Can you please mention why you cut the RN qualification from page no. 9 of the RFP? **RN qualifications are noted on page 9.**
83. Could ADMH please confirm the pricing information expected as part of the detailed budget submission? Specifically, should vendors provide proposed hourly bill rates, employee pay rates, or both for the RN and LPN labor categories? **Hourly bill rates for both RN and LPN categories.**
84. The RFP requests a detailed budget that includes frequency. Could ADMH please clarify what is meant by "frequency" and specify the information vendors are expected to provide for this requirement? **How frequently is the vendor budget allocated... semi-annually, annually, etc.?**
85. Could you please clarify what is required under "Attach vendor information to include: # Include previous experience" specifically, does this refer to client references, and would providing three (3) references be sufficient to meet this requirement? **Each potential vendor should present proposals based on industry standards.**
86. Could you please confirm that the proposal should be delivered to the following address?
AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union St., Suite 570
Montgomery, AL 36104
See the RFP for details on submitting the RFP.
87. What is the length of contract? **One fiscal year with renewal option**
88. Who are the incumbent(s) providing temporary RN and LPN staffing? Please include pricing, spend and usage by labor category. **New RFP**
89. What is the average assignment length for a temporary nurse? **Duration of contract**

90. How are temporary nursing requests made by ADMH and issued to vendors? **RFP process**
91. Does ADMH intend to award one, or multiple vendors as a result of this RFP? **One**
92. If multiple vendors are contracted to provide services, will there be any preference or prioritization as to how temporary staffing requests are issued to vendors? **Vendors will be provided a number of vacancies to be filled**
93. What is the clinical supervisory structure for temporary RN's and LPN's working at ADMH sites **Staff RN report through facility Nursing leadership**
94. May you please provide a list of all facilities and/or worksites where temporary staff may be requested under this contract? **Bryce Hospital, Mary S. Harper Geriatric Center, and Taylor Hardin Secure Medical Facility, all located in Tuscaloosa, Alabama.**
95. How many days or hours are required to complete facility orientation? Are vendors allowed to bill ADMH for orientation and ongoing training referenced in the Scope of Work? **ADMH will provide a 2-day orientation paid by the vendor.**
96. Are overtime hours and holidays billed at 1.5x the standard hourly rate **Overtime billed at 1.5 the hourly rate. Specified holidays billed at 1.5 the hourly rate.**
97. What is the ADMH standard work week? (i.e. Sun - Sat) Saturday – Friday How should prospective vendors provide pricing when responding to this RFP? Is there a pricing form that needs to be completed? Each potential vendor should present proposals based on industry standards.
98. Evaluation Criteria: How does ADMH evaluate the reputation of prospective vendors? **Objective scoring based on proposal packet**
99. Are references required? If so, how many and what are the parameters? **Each potential vendor should present proposals based on industry standards.**
100. Is ADMH looking for vendors to support RN staffing as well - that section seems to be crossed out. RN and LPN. **RFP shows the detailed qualifications for both RNS and LPNs.**
101. Is a sample contract available? Are references required? If so, how many and what are the parameters? **Each potential vendor should present proposals based on industry standards.**
102. What are the insurance requirements? **Is ADMH open to reasonable changes to the requirements? Please see the posted RFP for specific details.**
103. Does ADMH require any kind of monthly or quarterly reporting? **Contract will be evaluated quarterly. Ongoing dialog and communication is expected and required.**
104. Will ADMH proactively provide orientation to RN's and LPN's to allow vendors to establish the required roster? **ADMH will provide a 2-day orientation paid by the vendor. Orientation will only be provided to employees approved and vetted by vendor as meeting all standards for employment.**
105. Are staffing needs uniform across all facilities, or do certain sites have significantly higher demand? **Staffing needs are consistent across facilities.**
106. Are there any security clearance or additional onboarding steps specific to the forensic facility (THSMF)? **No initial security clearance difference. Facility access clearance daily.**
107. What percentage of requests are typically:
 1. Planned (scheduled in advance)
 2. Urgent / same-day / <48-hour fills?**Unable to provide this information. Selected vendor will be provided with a number of vacancies to fill.**
108. What is the average turnaround time for facility approval once vendor submits credentials. **Goal within 90-days.**

109. Are vendors required to submit timekeeping through a specific system, or can vendor systems be used? **The expectation is that the vendor provides invoices for individual providers to the facilities for reconciliation at each billing cycle. Specific details and process can be determined with the selected vendor.**
110. What are the cancellation rules for:
1. Client-initiated cancellations – **No client cancellations. Staff according to needs.**
 2. Vendor staff call-offs – **Immediate replacement by the vendor to cover the shift.**
111. Are there billable minimums (e.g., 4-hour or 8-hour guarantees)? **8-hour shifts**
112. How frequently will performance reviews occur – **Quarterly**
113. Are there thresholds that could result in vendor removal or reduced work allocation? **Ongoing communication, fulfillment of staffing obligations, and qualified, compliant staff providing safe, efficient, and quality care should negate the need for vendor staff reduction or 30-day notice of removal.**
114. What is the expected transition timeline from award to service start (Oct 1)? **30-day maximum though dependent on date of full execution. However, vendors' response to RFP indicates willingness and ability to meet staffing needs.**
115. Will incumbent staff be allowed to transition to new vendors. **New RFP**
116. To what extent will revisions/exceptions impact final award decisions? **Proposals will be rated based on an objective scoring system and must meet the guidelines at the time of submission.**
1. Is the state receptive to rate/pricing adjustments where unexpected market forces make this a necessary consideration? **No. Vendors must submit the hourly rates for RNs and LPNs for the duration of the contract. No, billing rates as defined in the contract must be honored. New RFPs may be issues rather than continual increases.**
117. Is the state receptive to Net 30 payment terms? **The general rule is payment within 30 days of invoice receipt.**
118. Is this a re-compete RFP? **If yes, New RFP**
119. Could you please the name of Current Suppliers (who are currently providing services to Agency)? **Open competitive bidding. This information will not be provided.**
120. Could you please share current Suppliers pricing and Proposals? **This is an open, competitive bidding process.**
121. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception? **New RFP.**
122. How many resources are currently engaged in the current contract? **Open competitive bidding. This information will not be provided.**
123. Can you please share the no. of positions served in previous years under this contract? **New RFP.**
124. Can you please share the amount of business each vendor did under this contract in previous years? **See #121.**
125. Is there any local preference for this contract? **No**
126. What will be the estimated annual budget for this project? **\$500,000**
127. How many vendors agency is planning to select? **One**
128. What would be the shift timings for the given positions? **6:45am – 3:15pm, 2:45pm – 11:15pm, and 10:45pm – 7:15am Monday through Friday and 6:45am – 7:15pm and 6:45pm**

– 7:15am on weekends. Employees are required to work at minimum one weekend per month.

- 129. How will the requisitions be shared among the awarded vendors? **One vendor**
- 130. Is there any primary, secondary and tertiary level of classification among the awarded vendors? **See #129.**
- 131. Is it mandatory to have registration with Alabama secretary of states at the time of bid submission? **Vendor must be registered in the state accounting and resources system and provide the BRC with the proposal.**
- 132. Can we provide our business registration at the time of award? **See #133.**
- 133. In reference to “A. Vendor Qualifications: 1. Be a **licensed agency** employing graduates from an accredited school of nursing and who possess a license to practice issued by the Alabama Board of Nursing for registered nurses and licensed practical nurses.”

Question: Could ADMH please clarify the term "**licensed agency**"? Is the staffing firm required to hold a specific state-issued license to be eligible for this solicitation? If so, please identify the required license(s) and the issuing authority. **Must be licensed to do business in and with the State of Alabama. Vendor must be registered in the state accounting and resources system and provide the BRC with the proposal.**

- 134. In reference to “D. Contractor must have temporary personnel available to work within forty-eight (48) hours of request”

Question A: Does ADMH require the contractor to maintain an existing bench of credentialed and deployable RNs and LPNs capable of being assigned within 48 hours of a request, or is a database of qualified candidates sufficient provided all credentialing and compliance requirements are completed before the individual begins work? **Deployable PRN/per-diem staff or assigned staff up to 40 hours per week.**

Question B: Please clarify the 48-hour requirement. Is the contractor expected to **submit qualified RN/LPN candidates within 48 hours of a staffing request**, or are the requested personnel expected to **report to work and begin providing services within 48 hours of the request**? **The 48-hour deployment refers to prn as-needed vacancies. However, the vendor will be provided with a list of staffing needs/requisitions to maintain staffing coverage for the duration of the contract.**

- 135. Will it be 13week assignment or longer? **13-week assignments or longer are acceptable and welcomed.**
- 136. Can you please confirm if per diem assignments are expected under this contract? Hybrid option – assignment and per diem is permissible. **Preference for assignment staffing.**
- 137. Do we need provide crisis rate besides the regular rate? **No.**
- 138. What is the intended number of awards (approximate number)? **One.**
- 139. What are the estimated funds allocated for this contract? **\$500,000**
- 140. What is the tentative start date for this engagement? **October 1**
- 141. What is the work location of the proposed candidates? **Bryce Hospital, Mary S. Harper Geriatric Center, and Taylor Hardin Secure Medical Facility, all located in Tuscaloosa, Alabama.**
- 142. Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal. **New RFP.**
- 143. Are there any pain points or issues with the current vendor(s)? **New RFP.**

144. Could you please share the previous spending on this contract, if any? **See #143.**
145. Is there any mandatory subcontracting requirement for this contract? **If yes, is there a specific goal for the subcontracting? Services cannot be subcontracted.**
146. Can we submit good faith efforts if we are unable to find a subcontractor? **Services cannot be subcontracted.**
147. How many positions were used in the previous contract (approximate)? **Enough to Consistently maintain 30-50 RN positions and up to 20 LPN positions to cover 40 hours per week.**
148. How many positions will be required per year or throughout the contract term? **Enough to Consistently maintain 30-50 RN positions and up to 20 LPN positions to cover 40 hours per week.**
149. If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources? **Submit RFP in your usual format based on stated requirements. The vendor must have a method of recruiting, vetting, and verifying potential employee's credentials. All documents must be specific to each employee.**
150. Can we provide hourly rate ranges in the price proposal? **No ranges. Set hourly rate per classification.**
151. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions? **No. Requires a new RFP.**
152. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes? **Requires a new RFP.**
153. Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract? **Hourly rate per classification. Submit what you would like to have considered.**
154. What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields? **Typical invoice payments is 30 days.**
155. What are the candidate reporting requirements? **Unable to determine question.**
156. Is the work entirely onsite, or is there a possibility for remote operations and performance? **RN and LPN work - 100% onsite**
157. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes? **Submit RFP in your usual format based on stated requirements. The vendor must have a method of recruiting, vetting, and verifying potential employee's credentials. All documents must be specific to each employee.**
158. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.? **See RFP for paid holidays. There is no mandated paid time off, vacation, etc. The expectation is the supplemental staffing be provided to cover all vacancies. Arrangements for leave must be made between vendor and employee with adequate coverage at a non-overtime rate to provide services in the absence.**
159. What insurance coverages and limits are required, including professional liability / medical malpractice if applicable? **Vendor is responsible for insurance. See RFP for information.**
160. Can a sample contract be provided? **No. Competitive bidding process.**
161. What are the invoicing requirements? **See #16**
162. Please confirm whether references are required as part of the submission or evaluation. **Submit proposal per instructions. Please see the posted RFP for specific details.**
163. Is this a rebid or a routine procurement, and what is driving the solicitation? **New RFP for supplemental staffing.**

164. If multiple awards are made, how will work be divided across the facilities? **One.**
165. Who are the current incumbent vendor(s) for these services? **New RFP.**
166. Are the current vendors meeting your staffing needs? **New RFP for supplemental staffing needs.**
167. What are the current hourly bill rates for RN and LPN coverage, by facility or shift if they differ? **New RFP.**
168. What were the hours used over the last 12 months, by classification and facility if available? **Not available.**
169. What was the annual spend for this contract over the last 24 months? **New RFP.**
170. Should pricing be submitted as one rate structure for all facilities, or broken out by facility, shift, weekend, and holiday? **One set of rates for the one contract.**
171. How should overtime and holiday hours be billed, if applicable? **1.5 set pay rate for RN and LPN classifications.**
172. Is orientation and ongoing training time billable, and do requirements differ by facility? **New RFP. Competitive bidding process. Same across ADMH System.**
173. Do vendors need to provide any supplies, equipment, or PPE? **No**
174. If vendors submit exceptions or contract edits, will that affect scoring or award eligibility? **See RFP for submission requirements.**
175. The RFP states that temporary employees must sign non-disclosure agreements to protect confidentiality. **Please provide a copy of the required NDA and confirm whether it must be signed by the temporary employee only, the vendor, or both. To be provided to the temporary employee at facility.**
176. Please confirm whether the vendor will be required to access, receive, transmit, store, or otherwise handle any PII on vendor-owned or vendor-managed systems in any capacity. **No recipient protected health or protected identifiable information will be shared with vendor as this would constitute a HIPAA violation.**
177. . Section I, Scope of Work, Paragraph M states that the Contractor shall be responsible for background checks on all temporary personnel and that background checks shall include local, ABI, and FBI data. Can ADMH please provide additional information regarding the ABI background check requirement, including the process vendors must follow to become set up for ABI checks and any specific vendor registration, account setup, authorization, or agency-specific steps required to comply? **To be provided.**
178. 2. Section I, Scope of Work, Paragraph D states that the Contractor must have temporary personnel available to work within forty-eight (48) hours of request. Can ADMH please clarify whether submitting qualified candidate profiles within forty-eight (48) hours of request would satisfy this requirement, or whether temporary personnel must be fully credentialed, accepted by the facility, and available to physically report to work within forty-eight (48) hours of the request? **See #44.**
179. Is this a single-award or multiple-award contract? **Single.**
180. Can you please confirm the total number of vendors to be awarded this contract? **One**
181. How will job requests be shared among multiple awarded vendors? **One award per this RFP.**
182. Will all job requests be shared among all awarded vendors simultaneously? **One vendor.**
183. Is there any ranking system for sharing job requests among awarded vendors, such as the primary bidder, the secondary bidder, and then other awarded bidders? **One vendor.**
184. Is this a new contract or a renewal of an existing contract? **New RFP.**
185. If there is an existing contract, could you please share the name of the Current Suppliers? **New RFP. Competitive bidding process.**
186. Could you please share the current Suppliers' pricing and Proposals? **See #186.**

187. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception? **New RFP.**
188. Please share the historical spending for the previous year. **New RFP.**
189. Can you please share the amount of business each vendor did under this contract in previous years? **New RFP.**
190. Can you please share the agency spending in each category for previous years? **New RFP.**
191. Can you please share the no. of positions served in previous years under this contract? **New RFP.**
192. What were the most commonly filled positions in the past? **RNs and LPNs**
193. Can you share details from where we can get old RFP details? **New RFP.**
194. Can you please tell us where we can see the records for the old contract? **New RFP.**
195. Can you please share the email ID/details where we can raise the public record request for the old RFP? **New RFP.**
18. Will the agency be giving any preference to local vendors over out of state vendors? Please confirm. **All are welcome to submit a proposal**
196. What is the expected budget of this contract? **Please share the rough estimate.**
197. Is it mandatory for Key Personnel's to be onsite or they can work via remote? **Please confirm? RNs and LPNs onsite; vendor support remote.**
21. In order to be responsive, is it mandatory to have experience with government customers? Please confirm. **All are welcome to submit a proposal**
198. Does this contract require any services to be provided in someone's residence (home), excluding any patients in a nursing home or assisted living facility? **Facility**
199. If it does require in-home care, how often will care be provided in someone's home vs in a facility? **Facility**
200. Can we provide references from large commercial clients? **Must be licensed to do business in and with the State of Alabama. Vendor must be registered in the state accounting and resources system and provide the BRC with the proposal.**
201. On page 9 of the RFP, Section I, A. Vendor Qualifications, #2 - The Registered Nurses description is crossed out. Does this mean this solicitation shall NOT include registered nurses, or was the crossing out an inadvertent error? **The RN description is evident on the RFP.**
202. Who are the vendors on the current contract for these services? **New RFP.**
203. What is the pricing for services on the current contract? **New RFP.**
204. Is there a specific format desired for the pricing? **Pay Rate and Bill Rate? Markups only? Provide specific dollar amounts per classification.**
205. What are the specific locations where temporary workers are placed? **Bryce Hospital, Mary S. Harper Geriatric Center, and Taylor Hardin Secure Medical Facility, all located in Tuscaloosa, Alabama.**
206. What was the spend on these roles in the past two fiscal years? **Competitive bidding process.**
207. Could we get a copy of the sample agreement? **Competitive bidding process.**

Historical Utilization

208. Please provide historical utilization for the previous 12-24 months, including total RN hours, total LPN hours, average weekly hours, and peak staffing periods for each facility. **Information will not be provided.**

Number of Open Positions

209. What is the current number of vacant RN and LPN positions at Bryce Hospital, Mary S. Harper Geriatric Center, and Taylor Hardin Secure Medical Facility? **30-50 RN positions and up to 20 LPN positions to be filled with supplemental staffing.**

Shift Information

210. Please provide the standard shift schedules utilized at each facility, including shift lengths, start times, and whether 8-, 10-, or 12-hour shifts are utilized. **See #128.**

Expected Volume

211. What is the anticipated average number of contract RNs and LPNs needed per week and per month at each facility? **Enough to Consistently maintain 30-50 RN positions and up to 20 LPN positions to cover 40 hours per week. Times 4 weeks for the month total.**

Recruiting Questions

212. Psychiatric Experience Requirements: Is prior psychiatric, behavioral health, or forensic nursing experience required or preferred for RN and LPN assignments?
Psychiatric/Behavioral/Forensic nursing experience is preferred but 1-year nursing experience is required.

Taylor Hardin Requirements

213. Are there any additional training, security clearance, or experience requirements for personnel assigned to Taylor Hardin Secure Medical Facility? **See #241**

Orientation Length

214. Please provide the expected duration of orientation and required onboarding training for each facility. **2-day onsite, mandatory orientation paid by vendor.**

Time to Start

215. Following submission of required credentials, what is the average time from candidate submission to first shift worked? **Within 30 days but depending on date of candidate submission and facility orientation date.**

Pricing Questions

Bill Rate Structure

216. Should pricing be submitted as an hourly bill rate by labor category (RN and LPN), and should overtime, holiday, and weekend rates be separately identified? No. Submit hourly pay rate per classification. Do not include additional rates as overtime and holiday is paid at 1.5 the hourly rate.

Holiday Pay

217. Are contractors expected to include holiday coverage within standard hourly rates, or may separate holiday rates be proposed? **See #217.**

Overtime

218. How are overtime hours approved and reimbursed under the contract? **Overtime is approved by facility nursing leadership in collaboration with vendor team. Paid at time 1.5 times the hourly rate per classification.**

Operational Questions

Float Requirements

219. Will temporary personnel be expected to float between facilities or units, and if so, under what circumstances? **No floating between facilities. However, supplemental, temporary staff are assigned to facility work areas based on staffing needs.**

Ratios

220. What are typical patient-to-nurse ratios for RN and LPN assignments at each facility? **One RN and LPN per unit with House Supervisor support**

Safety and Security

221. For Taylor Hardin Secure Medical Facility, please describe the security measures in place to ensure staff safety, including officer presence, emergency response procedures, and staff training requirements. **Daily safety and security measures, code protocol, and ongoing staff training.**

Workplace Violence History

222. Please provide any available information regarding workplace violence prevention programs and staff safety protocols at the facilities. **Ongoing trainings**

Compliance Questions

Alabama License Requirement

223. Must temporary personnel possess an active Alabama license at the time of submission, or may candidates with pending Alabama licensure be considered? **See RFP. Employees must be licensed for employment in Alabama and have one-year verifiable nursing experience.**

CPR Requirements

224. Are BLS certifications from the American Heart Association and American Red Cross both acceptable? **American Health Association**

Background Check Validity

225. How recent must criminal background checks, drug screens, and TB screenings be at the time of assignment? **In accordance with industry standards and OIG.**

Contract Questions

226. The RFP says ADMH may issue multiple awards. **One**
227. Does ADMH intend to make multiple awards, and if so, how will work be distributed among awarded vendors? **One**

Vendor Ranking

228. If multiple awards are made, will vendors be ranked by price, quality score, rotation, or another methodology when staffing requests are issued? **One**