

# CITY OF NEWTON, MASSACHUSETTS

## PURCHASING DEPARTMENT

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August 23, 2016

## ADDENDUM #1

### INVITATION FOR BID #17-08

### PROVIDE TEMPORARY NURSE STAFFING SERVICES TO NEWTON PUBLIC SCHOOLS

THIS ADDENDUM IS TO: **Answer the following Questions:**

- Q1. Is the City open to make changes/negotiate contract terms? If so, what sections are able to be modified?  
**A1. No. We are not planning to make any changes to this public bid. Bidders should not assume that there will be any changes to the Project Manual.**
- Q2. Is this a new requirement? If not, who is the incumbent, and what is the contract number?  
**A2. With respect to putting temporary nurse staffing services out to bid, the City has decided that it is in its best interest to seek competitive bids. We have in the past used Maxim Staffing Solutions for temporary nursing staffing services. The prior contract had no contract number.**
- Q3. What is the historical incumbent workforce number of FTEs employed on this contract?  
**A3. We estimate using 4,000 work hours for the upcoming fiscal year.**
- Q4. What has the spending been on this contract for the past two years?  
**A4. FY 15 = approximately \$165,000  
FY 16 = approximately \$219,000**
- Q5. What is the projected spend/budget for the contract?  
**A5. We estimate a budget of \$200,000 to \$230,000**
- Q6. Will contractors be required to drive while on duty?  
**A6. No.**
- Q7. Nurse Finders currently staffs more than 50 School Districts nationwide. We are confident our services are the best in the US, however our prices are rarely the lowest. Would the City be willing to take factors other than price into account for award?  
**A7. This is an Invitation For Bids, which means the City must award the contract to the responsive and responsible bidder offering the lowest price.**
- Q8. I am working on completing the BID forms to Provide Temporary Nurse Staffing Services to Newton Public Schools. What are your current hourly rate for RN, LPN and CNA?  
**A8. RN= \$58/hr; LPN = \$48/hr; CNA = \$23/hr**
- Q9. Would you be able to release the previous agency bill rate? Also, what your per diem hourly pay rate is for your nurses? We are hoping to make a competitive low cost bid, and feel this will be helpful.  
**A9. Please see Q8 answer above.**

Q10. What was Newton Public Schools total spend on Temporary Nurse Staffing Services for the 2015-2016 school year?

**A10. Please see Q4 answer above.**

Q11. Would you like any additional information beyond the 6 mandatory bid documents to make a determination (firm overview, healthcare overview, etc)?

**A11. Not at this time.**

Q12. Are there any M/WBE mandates or expectations?

**A12. Yes. See Article 3 in "Instructions to Bidders" in the Project Manual (p. 3).**

Q13. I am writing in question to section 3.2 of the bid for nursing services. What are the requirements and details of the program during the bidding process? Is this something can be fulfilled after the contract has been awarded?

**A13. Requirements of the City of Newton's Minority/Women Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program can be found at the City website at [www.newtonma.gov/purchasing](http://www.newtonma.gov/purchasing).**

Q14. Is there an incumbent vendor providing services?

**A14. Yes, Maxim Staffing Services.**

Q15. If so, which vendor at what rate?

**A15. Please see Q8 answer above.**

Q16. If not, why has the district chosen to bid services at this time?

**A16. Please see Q2 answer above.**

Q17. Is there a preference for vendors located within Newton or in the state?

**A17. No.**

Q18. Are the average hours noted on page 26 per nurse or the total average hours?

**A18. Estimated hours are based on total annual average.**

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR  
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD  
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read  
Chief Procurement Officer