



January 5, 2021

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# FDC-1101**
Dated: December 11, 2020
Commodity: Clinical Staffing and Services for COVID Testing/Vaccinations Clinics
RFP Closing On: **January 12, 2021 @ 2:00pm**

Please note the clarifications and/or changes made on this proposal program:

1. Section VI., B – Award is now changed to read as follows:

AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

2. Question: Is there an incumbent on the contract? If yes, could you please share any estimate on spending done so far?

Answer: There is no incumbent as this is a new request for this type of service.

3. Question: Could you please let us know if the vendors which are not SWaM certified are eligible to submit proposal?

Answer: All vendors are able to submit a proposal. If your firm is SWaM certified, please include the necessary certification information with your proposal submission – see Attachment B in the RFP document.

4. Question: What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

Answer: There is not a current contract for these services. There are not persons currently in these positions.

5. Question: Is the budget allocated for this contract? If yes, can you please let us know the same?

Answer: As this is a new request, there is no budget information available.

6. Question: What's the tentative award/execution date for this contract?

Answer: The evaluation process will be conducted quickly and thoroughly once the RFP closes. Award will be made as soon as possible. The tentative award will be made in late January or early February. However, this is an estimation. The number of proposals received and the time it takes to thoroughly evaluate them may impact the estimate award timeline.

7. Question: Does customer anticipate any future need of clinics to administer COVID-19 vaccinations linked with this contract?

Answer: JMU will need the contract as long as there is a need to administer COVID-19 vaccines. It is possible that this will last through fall of 2021, but JMU has no way of knowing that at this time.

8. Question: Is there any estimate on total count needed along with position title that client prefer in completing the scope of services? Also, could you please share the job description of position needed?

Answer: The count of each position will be dependent on the number of tests/vaccines the company can perform in a day/shift. For testing and vaccines there will need to be administrative staff and staff to perform testing (these staff do not need to have a medical license). For vaccines we will need administrative staff and RN to give the injections. The number of staff depends on how many the company does in a day.

9. Question: Could you please explain the role of (SWaM) Utilization Plan? Also, Is there any minimum mandatory small business goal requirement that customer encourage to meet? If yes please specify the total percentage of goal that vendor need to meet?

Answer: There is no minimum requirement; JMU is encouraged to work with SWaM vendors for purchases whenever possible and has university goals related to purchases. This is in accordance with initiatives mandated by the Governor of the Commonwealth of Virginia. The Commonwealth of Virginia has a 42% goal related to the use of SWaM businesses.

10. Question: How many vendors are expected to be awarded for this contract?

Answer: This is a multi-award RFP. The resulting contracts will be cooperatively awarded so that any other state agency could potentially utilize the contract. The number of awards/contracts will depend on the responses received.

11. Question: Do vendors need to propose pricing inclusive for the attached Zone Map, of which JMU falls within Zone?

Answer: This will be a cooperatively awarded contract. Therefore, pricing for all zones will need to be provided.

12. Question: Are hourly rate range acceptable for proposed personnel including key?

Answer: Yes.

13. Question: Are there any specific expectations that customer is looking in shortlisting vendors on this contract?

Answer: Vendors are asked to respond to all questions in the RFP as thoroughly as possible so that JMU can use the information to evaluate vendors for potential award.

14. Question: RFP Stated that Specify at least three (3) clients, preferably from a higher education institution, for similar staffing and services related to testing and/or vaccination clinics, and so considering COVID-19 is recent pandemic virus is this mandatory to submit all three clients experience having similar experience of testing and or vaccination clinics related to COVID-19?

Answer: Understanding that specific COVID-19 experience may not exist, please provide references that relate as closely as possible to the services request in the RFP.

15. Question: Could you please confirm if total of 5 references with similar services are needed at a firm level to qualify the past performance requirements other than above three client references?

Answer: The three client references can be included with the request for five references of similar services.

16. Question: Do the services needs to be delivered onsite or is there a possibility for remote operations and performance?

Answer: These services must be delivered through onsite operations and performance.

17. Question: How many clinics across Harrisonburg do you want?

Answer: For JMU, all clinics will be on the JMU campus. The number of clinics will depend on the number of tests/vaccine available.

18. Question: Have you identified areas or specific sites for those clinics?

Answer: We have multiple locations available for potential clinics. These sites include gyms, outside locations, and a convocation center.

19. Question: Will JMU provide clinic space or is that the vendors responsibility?

Answer: See the answer to question 18. JMU will provide necessary access to these spaces.

20. Question: Confirm JMU will procure testing units and test cartridges/ kits?

Answer: JMU is currently working to procure testing when/as it is available.

21. Question: Confirm JMU will procure vaccinations when made available?

Answer: JMU has applied to the CDC to become a vaccination site.

22. Question: Confirm what should be included in our pricing, any or all of the following?

Answer: Staffing and PPE should be included in the pricing.

23. Question: What is the current testing process? How many tests have been performed to date?

Answer: JMU has not yet completed a clinic with the BinaxNow Cards. JMU has performed up to several hundred test per week on campus using a reference lab for PCR testing and in-house antigen and PCR testing. The Virginia Department of Health also performed multiple testing events on our campus.

24. Question: Is there a strategy or process to determine when participants will get tested (i.e. scheduled cadence, mass testing, symptomatic testing, etc.)?

Answer: JMU is mostly looking at entry and exit testing at this time. It is possible that this could increase to weekly testing if/when we get BinaxNow cards. The plan is for this testing to be asymptomatic.

25. Question: Who will be tested, employees, students, etc.?

Answer: At this time JMU is only planning to test students at these large events. This may change with the addition of BinaxNow card availability.

26. Question: Is there a preferred staffing model and hours of operation per clinic?

Answer: As long as there is adequate staff to meet the requirements, there is not preferred staffing model. JMU can be flexible with clinics hours. Some evening and weekend hours may be necessary to meet the needs of students.

27. Question: Has JMU held conversations with any vendors to this point around the scope of this RFP?

Answer: No. The only vendor related is for our weekly PCR testing which is an end-to-end service.

28. Question: Is JMU looking for dedicated COVID-19 testing and vaccine clinics or integrated into existing clinics offering other medical services?

Answer: JMU is looking for dedicated COVID-19 testing/vaccine clinics that will be operated outside of our normal medical clinics.

29. Question: Is there willingness to consider additional testing strategies and devices beyond the BinaxNow device?

Answer: If the price is similar to the BinaxNow tests, JMU would be willing to consider other/additional testing strategies and devices. However, this RFP is specifically seeking firms that can provide staffing to run clinics with JMU purchased testing and vaccines; with the current plan to be utilization of the BinaxNow tests.

30. Question: Given COVID-19 is a new phenomenon that provides very little opportunity for experience and 3 Client References, is JMU willing to consider references for employer-sponsored medical services that includes COVID-19 response?

Answer: Understanding that specific COVID-19 experience may not exist, please provide references that relate as closely as possible to the services request in the RFP.

31. Question: How many FTE will you be looking for?

Answer: This depends on the number of tests/vaccines per clinic. The vendor needs to specify how many tests/vaccines they can appropriately process per clinic.

32. Question: Are you only interested in RNS? Or could you utilize admins/LPNS?

Answer: Admins will be needed for both testing and vaccine clinics. LPNs are acceptable.

33. Question: How many hours a week do you anticipate utilizing the caregivers?

Answer: This will depend on the number and length of clinics, which is still to be determined.

34. Question: Will a vendor be considered if they can only provide personnel?

Answer: JMU is not looking for just temporary staff. We are looking for a vendor who can supply the necessary staffing and testing site infrastructure.

35. Question: Is there an opportunity for these positions to assist with COVID-19 testing during Sporting events?

Answer: At this time there is not a need for testing during sporting events. If that changes, then this contract will be evaluated for use.

36. Question: Will James Madison University provide medical oversight for the testing? Medical oversight includes writing the prescription for the 6k COVID-19 tests and having our clinical staff who administers the test work under the prescribing physician's license. This is typically not an issue if you have an on-campus clinic staffed by a doctor.

Answer: This should not be an issue as JMU has an on-campus clinic staffed by a doctor. JMU will provide medical oversight.

37. Question: What are the most frequently used job categories in the subject matter RFP?

Answer: The question unclear. If you are asking what positions are needed, JMU needs admins, persons to perform testing, and nurses.

38. Question: What is the average length of the assignment?

Answer: JMU does not have a set limit at this time. An estimate would be 6-12 months. Many items related to COVID-19 are unknown, the provider will need to be flexible in understanding that the number of length of clinics will be determined by ongoing COVID-19 crisis and the availability of tests and vaccines to hold clinics.

39. Question: Is there any benefit for local vendor?

Answer: All vendors will be evaluated based on the criteria included in the RFP.

40. Question: Is it mandatory to take a sub-contractor?

Answer: It is not required. However, if you do utilize a sub-contractor as part of your proposed solution, please include the necessary information about the sub-contractor so that they evaluated properly – See Attachment B of the RFP document.

41. Question: Kindly change the mode of submission to email only due to COVID-19.

Answer: Electronic proposal submissions will not be accepted. Only sealed proposals will be accepted. JMU routinely receives parcels from UPS, FedEx, DHL, and USPS.

42. Question: Kindly provide specific format for the technical proposal.

Answer: The intent of the question is unclear, however, review section V of the RFP document for proposal submission requirements.

43. Question: Kindly provide specific format for Cost.

Answer: The intent of the question is unclear, however, review section V of the RFP document for proposal submission requirements.

44. Question: How has JMU managed COVID-19 testing prior to this RFP?

Answer: Symptomatic testing in our medical clinics, weekly PCR testing with end-to-end services from a vendor, and a large amount of support/testing from VDH.

45. Question: Is JMU looking for an end-to-end solution?

Answer: JMU is looking for a turnkey solution for testing and vaccination clinics. JMU currently plans to provide the BinaxNow testing and vaccines, when available, for the clinics.

46. Question: What laboratory service does JMU utilize for current testing?

Answer: LabCorp and in-house testing are currently utilized. The BinaxNow test is anticipated as the testing for the clinics referenced in this RFP.

47. Question: Will JMU offer laboratory services under this RFP?

Answer: JMU will be using BinaxNOW cards.

48. Question: Is JMU open to alternative COVID-19 test kits?

Answer: BinaxNOW cards will be expected unless the price for the other antigen tests are similar to these tests. JMU is not seeking testing via this RFP. Should any awarded vendor for our clinics additionally have testing options available we may consider them as additional goods and services, but actual use of any testing would require additional negotiation and documentation to meet the university's requirements.

49. Question: Will JMU and other locations provide physical testing space with basic furnishing and utilities for testing/vaccination?

Answer: See questions 18 and 19.

50. Question: Is PCR with 48 hours TAT an accepted testing modality?

Answer: Yes, but JMU is expecting to use BinaxNow cards for these testing events. JMU will not consider PCR testing unless the cost is similar to the BinaxNOW cards. At this time the price difference is too great.

51. Question: As testing begins, are you expecting to initially staff the clinics with licensed individuals who are able to administer vaccines? Or would there be additional licensed staff members brought on to do vaccination when the vaccine becomes available?

Answer: Staff performing testing does not need to be licensed. Staff performing vaccinations will need to be licensed.

52. Question: Will the vendor be responsible for materials related to vaccine administration? Or only test administration?

Answer: JMU's understanding is that the vaccine comes with the supplies at this time. JMU will need to reevaluate when/if that changes.

53. Question: How many students and/or employees are expected to be tested and at what frequency?

Answer: This is mainly for entry and exit testing. JMU expects to do approximately 1,500 tests per day for multiple days in the row at the start and end of school.

54. Question: How many students and/or employees are expected to be vaccinated?

Answer: JMU has approximately 25,000 in our community. We do not expect these to all be vaccinated at the same time. We expect to have vaccine allotted to us in smaller quantities. Again, we have not yet been notified what this will look like.

55. Question: Does this work require insurance collection and registration?

Answer: No. At this time there is not insurance collection. This will change if the vaccine is not provided by VDH/CDC.

56. Question: How many clinic locations are you anticipating?

Answer: That is unknown at this time. It will depend on the number of tests/vaccines to be performed.

57. Question: What will be standard operating hours and days for the clinics?

Answer: JMU can be flexible with clinic times. Evenings/weekends may be necessary to meet student needs.

58. Question: Will client allow for a HIPAA-compliant software solution to be used for test ordering and resulting or is an existing system to be used?

Answer: JMU is open to either of these options. Any additional software solution would require risk assessment by our IT team and would require additional documentation (SOC II) and a JMU IT Addendum to be signed. The BinaxNow test has an incorporated APP for results and the BinaxNow test is our current expected test for these clinics.

59. Question: Is the solicitation for Clinical Staffing only or does the contractor must be a testing facility?

Answer: The vendor is not required to be a reference lab. BinaxNOW cards are administered onsite. This solicitation is for clinical staffing.

60. Question: Is the solicitation a year-round engagement or just during the regular school and summer only?

Answer: This is for the regular school year only.

61. Question: Will there be any Pre-Bid Virtual Conference regarding the solicitation?

Answer: No pre-proposal conference is scheduled for this RFP.

Signify receipt of this addendum by initialing “*Addendum #1*_____” on the signature page of your proposal.

Sincerely,

Doug Chester
Buyer Senior
Phone: (540-568-4272)