

Question and Answer

Nursing Services

2022 Request for Qualifications

	Program Area	Question	Answer
1	Nursing Services	Can you tell me what this contract involves, and as an RN what I would be doing? Pay rate?!	See B-Service/Program Model page 5. Nursing Services provides nursing clinical medical expertise, input, and consultation to the assigned Area Agency on Aging (AAA) Case Manager. The RN completes in-home visits, telephone follow-up, and coordinates with community providers, including medical providers, nurses, therapists, pharmacists, and other health care providers. Most recent reimbursement rates were as follows and all are negotiable: Home Visit/Follow Up Visit: \$18/15 min or \$72/hr. Non-Home Visit Contact: \$12/15-min or \$48/hr. Interpreter Services: Reimbursed at actual cost
2	Nursing Services	Can you tell me what I would be applying for? It isn't clear in the email.	Please refer to 2022 Nursing Services Request for Qualifications, Amendment 1 .
3	Nursing Services	I noticed that the budget is up to \$165,755. Would this budget be split between 2 agencies? Also, in another section of the application (page 4, on the top of the page) I noticed that the services are recorded & billed in 15-minute increments. Can you please explain how this works?	If two agencies are awarded contracts from the RFQ process, yes, the budget will be split between both. The nurse consultant will be required to track their time spent in 15-minute increments with and on behalf of the client. The nurse consultant will then bill the Human Services Department for the total number of hours worked by month by submitting a report showing client names and hours worked.
4.	Nursing Services	How many clients will we serve in total? How many staff is appropriate to have on this specific assignment? On page 5, under section F. It stated the contractor shall provide the capacity of up to one full-time equivalent (FTE) RN. What is considered full time?	The number of clients served will vary. See Section A which outlines that this contract is for when/if nursing vacancies, extended leaves, and workload overflow occur. The average client referrals are 14 per month, though the need can vary based on a nursing vacancy or an extended leave.
5.	Nursing Services	Section G, number 4. This section mentioned, applicant must provide for a	This is referring to having a business account as well as an accounting system to be able to produce accurate and reliable financial records. The business account should be separate from

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		separate accounting of funds, from different sources, & financial internal controls. Can you elaborate on this question? Is this referring to having an account that is separate from a business account that already established?	a personal account. The accounting system should allow for the tracking of expenses, receipts, services, and revenue.
6a.	Nursing Services	On the application, page 3 (now page 9 in amendment #1), under section B: Partnerships & Collaboration: Number one mentions describe how the program will collaborate with other agencies/programs to deliver services. Is this in regards to us needing to collaborate with other agencies? Is this a requirement?	In working side-by-side with the case manager and client, the nurse consultant may recommend or refer the client for services that aren't already in place. We would like you to describe your experience working or coordinating with other entities. We are not requiring a formal partnership but want to know how your agency or you as an individual has referred clients to needed services and supports.
6b.	Nursing Services	In this same section above (see page 9 in amendment #1) under number one, letter a. mentioned: What are the benefits of this effort for program participants? Is this in regards to the clients (patients)?	Describe how the program participants/clients/patients will benefit from your agency's collaboration, for example, with DSHS (or the Area Agency on Aging), hospitals, clinics etc. in providing nursing services.
6c.	Nursing Services	Also, what does this question mean in the same section? Please identify any areas that will consolidate the provision of services across agencies.	"Consolidate the provision of services across agencies" means discuss any collaboration that your agency coordinates to reduce duplication of services, for example, with home health nursing, wound care clinics, etc.
6d.	Nursing Services	Can you please explain this question? Section B: Explain the roles & responsibilities of the various partners. Do we need to partner with another agency?	If/when your agency coordinates services with, for example, home health nursing, wound care clinics, etc., describe what the receiving agency's role and responsibilities are.

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7.	Nursing Services	Section E of the application, on page 5 (now page 11 in amendment #1) says, number 2: What costs & expenses are estimated/needed to be covered prior to receiving the grant? (Question now reads, “Describe how your agency has the capability to meet the program expenses in advance of reimbursement.”)	The entity requesting funding must document that they have the ability to incur costs prior to reimbursement.
8.	Nursing Services	Describe program model? What services and how to deliver services?	See Application, Section B. Service/Program Model , page 3: Nursing Services provides nursing clinical medical expertise, input, and consultation to the assigned Area Agency on Aging (AAA) Case Manager. The RN completes in-home visits, telephone follow-up, and coordinates with community providers, including medical providers, nurses, therapists, pharmacists, and other health care providers.
9	Nursing Services	How the fund will be used?	The entity requesting funding through this RFQ must describe how they will utilize the funding to perform nursing services.
10	Nursing Services	Is program budget same as how fund to be used?	Yes
11	Nursing Services	What does it mean by “personal budget?”	This likely refers to Personnel Budget which would include all positions, salaries/wages, and benefits cost for this project.
12	Nursing Services	What is the amount of nurses required to be stationed?	See F, page 5-Key Personnel and Staffing level-The contracted entity shall provide up to 1.0 FTE. The qualifications are listed in this section of the RFQ.
13	Nursing Services	What are the required hours/shifts for each nurse?	See Section A-Overview of investment area-This RFQ for contracted nursing services will be utilized when nursing vacancies, extended leaves, and workload overflow occur. The nurse is expected to be available during regular business hours Monday-through Friday. There is no specific hour/shift per nursing referral.

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14	Nursing Services	Is their mileage reimbursed, what this is the minimal and maximum time (if they are required to travel) and are they reimbursed for expenses?	The service area is throughout King County. In the past, mileage was wrapped into the rate. Mileage reimbursement outside of the rate is negotiable. There is not minimum or maximum timeframe for reimbursement.