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## **ADDENDUM NO. 4 TO RFP 9600-61: Locum Tenens Referrals**

**Date:** May 15, 2018  
**To:** All Vendors Interested in Re-Released RFP # 9600-61  
**From:** Kristen Aldrich, Deputy Purchasing Agent, NMC Contracts Division  
**Subject:** Addendum No. 4 to RFP #9600-61

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**This Addendum No. 4 is to reiterate that this is a re-release of RFP 9600-61 for Locum Tenens Referrals. The re-release is solely for the purpose of potentially extending the existing list of contractors who provide Locum Tenens Referrals for Natividad. It is not for the purpose of renegotiating existing agreements.**

**This Addendum No. 4 also contains a revised RFP Calendar with an extended due date for the proposals. The proposal due date has changed from May 29, 2018 to June 4, 2018.**

**This Addendum No. 4 also contains additional questions and answers. NOTE that all questions have not yet been answered and there will be one additional Addendum released within the next few days containing the remaining Q&A for this RFP.**

- This acknowledgement signature page of Addendum No. #4 must be submitted with your bid proposal.
- If this acknowledgement signature page is not submitted with your bid proposal, your entire bid package may be considered non-responsive.

**RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDUM NO. 4 TO RFP # 9600-61**

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Authorized Company Signature

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Date

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Printed Name

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Company Name

**Question 1:** Would we be required to execute the Business Associate Agreement? Is there any flexibility with this?

Answer: Yes, awarded contractors will be expected to sign the BAA if awarded. Bidders may follow the RFP instructions with regards to submitting Exceptions to any of the terms and conditions, including those in the BAA.

**Question 2:** Will the County of Monterey/Natividad Medical Center be in need of Psychiatry services per this bid or in the future per a separate bid?

Answer: Natividad answered this in Addendum #3 (Question 2). All released Addenda are posted online at <http://www.natividad.com/about-us/vendors>

**Question 3:** Will the County of Monterey/Natividad Medical Center be billing for Medicare/Medicade or will this be the responsibility of the contractor?

How many hours per each position will be requested on a fiscal year basis?

Answer: County bills under the name and billing number of the physician for whom the locum tenens physician is covering.

**Question 4:** How many hours per each position will be requested on a fiscal year basis?

Answer: Unknown due to the unpredictable need for locum tenens physicians to cover during periods when employed/contracted physicians are not available (e.g., vacation; illness; continuing medical education; etc.)

**Question 5:** Does a current company hold this awarded contract now? If yes, what company holds the current contractual agreement?

Answer: Yes, currently there are six (6) contractors holding service agreements for Locum tenens Referrals from the original release of RFP 9600-61: Medical Search LLC, SUMO Medical Staffing, Staffcare Inc., Next Medical Staffing LLC, MDA Holdings (dba Medical Doctor Associates), and Jackson & Coker.

**Question 6:** How long has the incumbent provided these services to NMC?

Answer: Since August 1, 2015.

**Question 7:** Is there a specific reason why an RFP being issued at this time?

Answer: The re-release of RFP 9600-61 is solely for the purpose of potentially extending the existing list of contractors who provide Locum Tenens Referrals for Natividad.

**Question 8:** Are there any areas of focus/improvement that NMC would like to see addressed?

Answer: Refer to the specialties listed on the rate sheet

**Question 9:** Other than the use recruitment and staffing agencies, what other means have been used to recruit medical providers?

Answer: Community outreach

**Question 10:** Will NMC please provide the projected usage in the first full year of the proposed contract? It appears that the budget of a similar locums tenens contract from 2015 was approximately \$2,000,000.

Answer: Unknown due to the unpredictable need for locum tenens physicians to cover during periods when employed/contracted physicians are not available (e.g., vacation; illness; continuing medical education; etc.)

**Question 11: Please provide an estimate of anticipated future usage by position requested.**

Answer: Unknown due to the unpredictable need for locum tenens physicians to cover during periods when employed/contracted physicians are not available (e.g., vacation; illness; continuing medical education; etc.)

**Question 12: Please provide the most frequently requested positions for locums tenens assignments during the most recent contract year.**

Answer: Critical Care Surgery; Gastroenterology; Neurology; Physical Medicine & Rehabilitation (PM&R); Vascular Surgery

**Question 13: How much advance notice is expected to be given for a locum tenens assignment?**

Answer: The typical advance notice is 30-60 days, unexpected absence may be less than two weeks depending on the ability to credential a new provider.

**Question 14: What is the average length of a locum tenens assignment for NMC? If unavailable, please provide the best estimate.**

Answer: The average assignment length is 7-10 days per month.

**Question 15: Does NMC expect the majority of the assignments to be at least a month or more in length?**

Answer: The length the assignment is dependent on the need for coverage, typically 1-3 months.

**Question 16: When candidates are accepted by NMC, will separate credentialing be completed by NMC?**

Answer: Yes, agencies are expected to provide complete applications and work closely with the Medical Staff Office.

**Question 17: What is the expected length of time for NMC or the WSH to complete that credentialing?**

Answer: Typically no more than 30-60 days from the receipt of a complete application.

**Question 18: Will individual job descriptions be provided when a need occurs?**

Answer: Yes.

**Question 19: Will NMC staff be available telephonically for consultation on the assignment and candidate(s) needed?**

Answer: Yes.

**Question 20: Please describe the process and timing of NMC for assignment notification and candidate requirements.**

Answer: As soon as NMC becomes aware of a need for coverage, the Medical Staff Office contacts the approved vendors with the assignment details and candidate requirements.

**Question 21: Does the County or NMC have bylaws in place to govern call? Please identify any distance or time limits in travel to respond to call.**

Answer: Yes, providers assigned to call, not including restricted call coverage, are expected to respond within 30 minutes by phone and within 45 minutes if required to be physically present.

**Question 22: Please provide the electronic medical records system(s) that will be utilized.**

Answer: Meditech

**Question 23: Is there any chance a partial (i.e. less than 8 hours) day would be scheduled? If so, would any scheduled day be less than 4 hours?**

Answer: Not at this time.

**Question 24: In the past NMC would accept invoices submitted electronically, but would not issue payments electronically. Does NMC now consider ACH payment options (so we may incorporate into proposed rates)?**

Answer: The County of Monterey currently only issues printed checks.

**Question 25: Would NMC consider utilization of a workforce management program/would NMC accept proposals that outline our existing capabilities around the provision of this service model?**

Answer: Not at this time.

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**REVISED RFP CALENDAR WITH DUE DATE CHANGED FROM MAY 29, 2018 to JUNE 4, 2018:**

**3.0 CALENDAR OF EVENTS**

3.1	Issue RFP	Tuesday May 1, 2018
3.2	Deadline for Written Questions	<b>By 1:00 PM (PST) Monday May 14, 2018</b>
<b>3.3</b>	<b>Proposal Submittal Deadline</b>	<b>Tuesday June 4, 2018</b>
3.4	<b>Estimated</b> Notification of Selection	June 2018
3.5	Estimated AGREEMENT Date	August 1, 2018

*This schedule is subject to change as necessary.*