

May 12, 2022

To: All Interested Vendors {Bidders}

Bid Solicitation: # 01-04-01-22 NJDOH - Infection Preventionist (IP) Placement for the NJ Long-term Care Facilities

Quote Submission Due Date: Friday, May 20, 2022, by 3 PM EST

Bid Amendment #4

The following constitutes Bid Amendment #1 to the above-referenced Bid Solicitation:

- This Bid Amendment includes answers to questions.

It is the sole responsibility of the Vendor {Bidder} to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the Bid Solicitation and/or the New Jersey Standard Terms and Conditions relative to this Bid Solicitation as set forth in all Bid Amendments.

All other instructions, terms, and conditions of the Bid Solicitation shall remain the same.

Answers to Questions

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
1	Bid Solicitation Section 1.0	<p>Q: We understand that participation in nursing homes and assisted living facilities is voluntary. Approximately how many participants does the DOH expect?</p> <p>A: We can't give an approximation of the number of participants we expect. However, we do not expect there to be "downtime" for contracted staff. When an IP is available, we would look to quickly move them to another facility and don't anticipate issues with finding placements at facilities.</p>
2	General Question	<p>Q: Will the DOH consider accepting IPs who are 1099 contractors of the Contractor and not W2 employees?</p> <p>A: Yes, DOH will consider accepting IPs who are 1099 contractors, however, the primary contractor must also provide the following documents for their 1099 subcontractors with their proposal:</p> <ul style="list-style-type: none"> • Subcontractor Utilization Plan https://nj.gov/treasury/purchase/forms/SubcontractorUtilizationPlan.pdf • list of all 1099 subcontractors including NJSTART vendor ID#, • all 1099 Subcontractors' resume reflective of the proposed work, • all 1099 subcontractors NJ Business Registration Certificate • all 1099 subcontractors General Liability & Professional Liability Insurance coverage certificate (COI) • all 1099 subcontractors' proof of Affirmative action compliance • All 1099 subcontractors must be registered in NJSTART https://nj.gov/treasury/purchase/forms.shtml <p>Checklist for required documentation -active links in the checklist take you directly to the required document. https://nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf</p> <p>Awarded bidder (primary contractor) must submit monthly cumulative reports for every subcontractor to NJDOH and the Office of Diversity & Inclusion.</p>
3	Bid Solicitation Section 5.8	<p>Q: We have sent the AA-302 form in via mail along with a check. If there is anything else I am missing or needs to be done on my end, from a compliance perspective, please let me know.</p> <p>A: Review instructions provided on the form for submission, and use the contact information provided for assistance. https://www.state.nj.us/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf</p>

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
4	Bid Solicitation Section 1.0-2.0	<p>Q: The RFP states, "Local health departments in conjunction with DOH will select facilities for participation in this program and assign IPs accordingly" and also that the contractor will "Work in conjunction with DOH staff to plan and assign IPs to facilities." Does NJ DOH want the contractor's project manager to do any recruiting/scheduling of facilities? If yes, can you elaborate on the role of the contractor, local health department and NJ DOH in recruiting/scheduling facilities?</p> <p>A: No. There will be no recruiting/scheduling by Contractor. NJDOH and LHD will do all scheduling and recruiting of facilities. The contractor will not select facilities for IP placement. The contractor can choose <i>which</i> of the contracted IPs will go to the facilities, but public health (NJDOH/LHD) will select the facilities. Contractors shall work in conjunction with DOH staff to plan and assign IPs to facilities.</p>
5	Bid Solicitation Section 2.0 Scope of Work 1.0-2.0	<p>Q: For this statement in the RFP, "Contractor shall have the capacity to provide necessary staffing to ensure project goals are met. Contractor shall have the capacity and relevant experience to provide remote assistance to facilities as well as education and training pertaining to infection prevention and control of COVID-19" --. Can you elaborate on NJ DOH's expectations for remote work? Will the 10 hourly consultants stationed onsite at facilities do the remote work, education, training, and policy documents? Or do you anticipate this work from other consultants? If other consultants are needed for this work, please elaborate on the expectations of time worked throughout the year.</p> <p>A: See sections 1.0-2.0 for expectations (scope of work, responsibilities, deliverables experience). Deployed IPs are expected to be on-site full-time at facilities. In the event that a consultant is sick or needs to take a temporary leave, they may continue to work remotely per discussion with NJDOH. Remote work not to exceed 20% of weekly time. Most of the remote work will revolve around larger training and education provided to the entire long-term care community. The virtual trainings will be conducted by the same consultants being deployed, possibly in concert/consultation with subject matter experts employed by the contractor.</p>
6	Bid Solicitation Section 3.0	<p>Q: Given that all travel expenses will be rolled into the hourly rate, does NJ DOH expect any receipts to be furnished at any time during or after the project?</p> <p>A: No. Firm Fixed Price means a price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction, and any other costs. For billing purposes, please base pricing on an all-inclusive hourly rate per FTE.</p>

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
7	Bid Solicitation Section 1.1 & 3.0 - 4.0	<p>Q: What is meant by “rolling roster” in the phrasing, “The Contractor(s) will immediately provide a rolling roster of ten (10) Infection Preventionists (at an all-inclusive per person rate) for placement at long-term care facilities for one month”?</p> <p>A: “Rolling roster” is a network of at least 10 (ten) qualified Infection Preventionists (IPs) certified in infection prevention and control from the <i>Certification Board of Infection Control (CBIC)</i> to be on-site at a facility for a maximum of one month (approximately 30 days) at a time for day-to-day leadership and oversight of infection prevention practices, education of staff, auditing staff, and creation or revision of policies and procedures.</p> <p>See Sections 1.1 through 4.0</p>
8	Bid Solicitation Reference Contract Term (pg.1)	<p>Q: What is the proposed start date for this work, and what is the likelihood that the work may start later than the scheduled start date? Note: In determining which consultants will do this work, it is important for consultants to have the start date, or at least a range of dates for the commencement of work.</p> <p>A: Contract term- Award date (TBD) through June 30, 2024 Projected date: June,2022 subject to change.</p>
9	Bid Solicitation Section Paragraph 1 (pg. 1) Scope of Work 1.0-2.0	<p>Q: Given the following statement from the RFP, “Length of assignment would be variable based on the need of the facility and the need of the program” and the fact that pricing is on an hourly basis for IPC consultants, can consultants whose monthly assignments have not yet started or have ended early use their hourly time/hourly rate to do recruitment/scheduling, education, training, policy documents, etc.?</p> <p>A: There will be no recruiting/scheduling by Contractor. NJDOH and LHD will do all scheduling and recruiting of facilities. Training will be conducted by the same consultants being deployed, possibly in concert/consultation with subject matter experts employed by the contractor. For IPs who are part of the cadre assigned to this project, there is no “early ending,” just re-deployment. Infection prevention policies and procedure templates are anticipated to be organization-specific. Creation or revision of policies and procedures and auditing staff is done while on-site at the assigned facility. Please see sections 1.0-2.0 for the expectations (scope of work, responsibilities, deliverables, and experience).</p> <p>Work is expected to happen on-site at facilities and is the priority. If there is “downtime,” work on education is permissible; however if there is a need at another facility, the IPs will not be able to delay re-deployment in order to finish education development. They need to be ready to go on-site at any point.</p>

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10	Bid Solicitation Section Scope of Work 1.0-2.0	<p>Q: Similarly, does NJ DOH anticipate that the consultants will use their hourly time/hourly rate to facilitate the preparation and distribution of “packaged online training and education” and “infection prevention policies and procedures templates”?</p> <p>A: Yes. They are also expected to do live in-person education, as appropriate, on-site at their assigned facilities. Any packaged online training and education would be expected to be used by the fleet of IPs; that is, each IP is not expected to develop their own set of trainings but rather, contribute to a set of tools for the group of IPs to utilize.</p>								
11	Bid Solicitation Number 3.0	<p>Q: In addition to detailing the pricing in the following chart, does NJ DOH require a spreadsheet with additional details (i.e., budget line items for project manager, oversight, and general/administrative percentage)?</p> <table border="1" data-bbox="669 779 1214 837"> <thead> <tr> <th>Description</th> <th>\$ Price per hour</th> <th>Total at Estimated 40 Hrs</th> <th>Total at 52 weeks</th> </tr> </thead> <tbody> <tr> <td>One Infection Preventionist</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <p>A: No. Follow the guidance provided using the chart provided. See section 3.0</p>	Description	\$ Price per hour	Total at Estimated 40 Hrs	Total at 52 weeks	One Infection Preventionist	\$0.00	\$0.00	\$0.00
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12	NJ Standard Terms and Conditions Section 2.0 Standards Prohibiting Conflicts of Interest	<p>Q: With regard to bundled IPC training/education, is there an option to include the bidder’s online training/education school as available on the bidder’s business web portal.</p> <p>A: At this time the State has determined there is insufficient information to provide a response at this time.</p> <p>Please see State of NJ Standard Terms and Conditions Please note: Section 2.0 Standards Prohibiting Conflicts of Interest. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he/she is employed or associated or in which he/she has an interest within the meaning of N.J.S.A. 52:13D-13g.</p>								