

**Request for Resume/Application (RFR/A)
GARRETT COUNTY HEALTH DEPARTMENT (GCHD)
REGISTERED NURSE HOME VISITS**

Section 1 – General Information			
RFR/A Number:	2024-0522RN		
Functional Area (Enter One Only)	Registered Nurse		
Labor Category			
Enter the Labor Category to be provided:			
1. Registered Nurse			
Anticipated Start Date	07/01/2024		
Duration of Assignment	The initial term of this Contract resulting from this RFR/A shall be from 7/1/2024-6/30/27. Garrett County Health Department (GCHD) will have the option to further extend this Contract for (1) one additional term of (3) three years.		
Issue Date: mm/dd/yyyy	05/01/2024	Due Date: mm/dd/yyyy	05/22/2024
		Time (EST): 00:00 am/pm	9:00 AM EST
Place of Performance	Applicants shall be capable of reporting to various patient locations throughout Garrett County Maryland to perform RN home visits to the patients of the GCHD.		
Special Instructions	<p>GCHD reserves the right to make awards for up to 10 Applicants.</p> <ol style="list-style-type: none"> 1. In the event that more than 10 resumes/applications are received, the Contract Monitor may elect to exercise the following down-select process: <ol style="list-style-type: none"> a. An initial evaluation for all submitted resumes/applications and documentation will be completed. Based on this evaluation, the proposed Applicants will be ranked lowest to highest based on their submitted hourly labor rate and RFR/A Section 4 – Personnel Qualifications. b. Applicants who submitted the top 10 ranked lowest hourly labor rate applications will be notified of selection for Applicant interviews. The Contract Monitor will follow the Selection/Award Process in RFR/A Section 6. c. All other Applicants will be notified of non-selection for this RFR/A. 2. Interviews will be performed by phone or in-person at the following location <u>1025 Memorial Dr, Oakland, MD 21550</u>. At the Contract Monitor’s discretion, an interview via telephone or via the web, e.g., GoogleMeet may be held in lieu of an in-person meeting. All Applicants selected for interview shall be interviewed in substantially the same manner. 		
Security Requirements (if applicable):	<p>Contractor shall obtain at its own expense a Criminal Justice Information System (CJIS) State and federal criminal background check, including fingerprinting. At a minimum, these checks must contain convictions and probation before judgment (PBJ) pleadings within the State of Maryland. This check may be performed by a public or private entity. Refer to RFR/A Attachment 4 – Criminal Background Check Affidavit for additional information.</p> <p>Contractor shall utilize GCHD’s EMR to document services and other relevant documentation along with MDH Google Suite. MDH data may not be used, accessed or stored on any system that is not a State Approved System unless the MDH Unit has been granted a waiver from the Secretary, state approved devices will be provided.</p>		

Late Responses & Mistakes in Applications	<p>Requests for extension of this time or date will not be granted. Applications received after the due date and time listed in Section 1 will not be considered. Applications may be modified or withdrawn by written notice received by the Contract Monitor before the time and date set forth in Section 1 for receipt of Applications.</p> <p>It is imperative that the prices included on the Application Price Sheet have been entered correctly and calculated accurately and that the entries or inaccurate calculations may cause the Application to be rejected.</p>		
Original Signatures	<p>GCHD requires valid signatures on all submissions that this RFR/A or the documentation forms require to be signed. The Contractor may scan and email to the Contract Monitor any document containing such valid signatures.</p>		
Special Invoicing Instructions	<p>In addition to the invoicing requirements the Contractor will not be paid until the service is completed and reviewed for accuracy. Payment will not be made for incomplete services. Compensation shall be paid only for required services actually performed, (which total amount shall include any travel or other expenses), and for which GCHD can reasonably expect reimbursement. The following terms must be met for GCHD to reasonably expect reimbursement:</p> <ol style="list-style-type: none"> 1. Contractor shall notify GCHD office staff of the need for insurance authorizations at least (3) three business days prior to the scheduled visit. 2. Required documentation for services provided has been appropriately recorded. 3. Progress notes will be completed within 24 hours of the visit. 4. Treatment plans will be completed within 24 hours of the visit. <p>Failure by the contractor to complete any of the above duties may result in a reduction or complete loss of payment.</p>		
Section 2 – Procurement Officer Information			
Requesting Agency	Garrett County Health Department (GCHD)		
Procurement Officer	Vickie Weeks	Procurement Officer phone number	240-226-0022
Procurement Officer email address	vickie.weeks@maryland.gov		
Procurement Officer mailing address	Garrett County Health Department, 1025 Memorial Dr. Oakland, MD 21550		
Contract Monitor	Rena Naylor	Contract Monitor phone number	301-334-7750
Contract Monitor email address for emailed application submissions:	rena.naylor@maryland.gov		
Contract Monitor mailing address for submitted applications:	Garrett County Health Department, Attn: Rena Naylor 1025 Memorial Dr. Oakland, MD 21550		
Role Definitions			

1.	Procurement Officer – responsible for managing the RFR/A structure up to the point of release and executing the contract documents.
2.	Contract Monitor – responsible for managing the RFR/A process after the point of release and to oversee the work performance for all contract functions once it is awarded.
3.	Contractor – The Contractor shall provide the resource and be accountable for the resource’s work performance under the Contract.

Section 3 – Scope of Work/Job Description

A. Background

The GCHD is recruiting staff to perform the following service: Home Health Registered Nurse shall provide in-home acute care nursing services to patients requiring complex nursing care under the direction of a physician, advanced practice nurse or physician assistant. As a Home Health Nurse, you will be responsible for delivering high-quality, personalized healthcare services to patients in their homes. You will assess patients' health needs, develop care plans, administer medications, provide wound care, monitor vital signs, and educate patients and their families on managing their health conditions. Collaboration with other healthcare professionals, maintaining accurate patient records, and ensuring compliance with regulatory standards are essential aspects of this role.

B. Job Description

Labor Category (From Section 1 Above)	Duties / Responsibilities
Registered Nurse	Provide in-home nursing care including wound care, injections and monitoring of vital signs of acutely ill patients requiring intermittent nursing care under the direction of a Healthcare provider (i.e doctor, nurse practitioner, physician assistant, etc) and in conformity with accepted home health nursing standards which are an essential service during the following days Sunday through Saturday.
	Assesses the ongoing health status of the patient and the effectiveness of nursing interventions; and in collaboration with attending healthcare providers (i.e doctor, nurse practitioner, physician assistant, etc), and adjust patient treatment plans.
	Assesses the home environment and safety to determine the ability of the patient and primary caregivers to manage care in the home.
	Develops patient care plans using nursing diagnoses and measurable outcomes in coordination with members of the health care team and the patient. Monitors health status and instructs patients and caregivers on appropriate home care, medical treatment and management of the condition. Educate patients and their families on disease management, medications and preventive care.
	Regularly evaluate and reassess patients progress, adjusting care plans as needed.
	Provides telephone consultation, assessment and coordination of patient care.
	Makes appropriate referrals to a variety of health care services and community resources (i.e MAP).
	Documents and maintains accurate information on nursing care provided utilizing the electronic medical record. Documentation shall be complete by 8:00 AM following the date of service.
	Identifies home health program needs and develops alternative solutions and recommendations.
	Participates in orientation of staff, completes assigned training and clinical competencies, participates in staff meetings and quality assurance activities.

	Provide his/her availability in advance and to also provide prompt notification of vacation time, days off or calling off. Applicant agrees to abide by the agency's call off policy.
	Participate in clinical competency appraisals both as a participant and/or possibly an evaluator. Applicant shall provide documentation from another agency which demonstrates current competency in accordance with Home Health standards. The GCHD has a right to review and accept or deny the provided documentation. If the documentation provided does not meet the acceptance of the GCHD, the Contractor shall be required to participate in a clinical competency program.
	Adhere to the Department's Influenza policy and submit appropriate documentation by November 15th (i.e documentation of vaccine administration or declination form).
	Submit Covid-19 vaccine documentation within 30 days of receiving the vaccine. If the Applicant opts to be unvaccinated or partially vaccinated, he/she shall agree to COVID-19 testing every Monday morning at 8:00 AM.
	Complete a Tuberculosis sign and symptom checklist on an annual basis.
	Complete fit testing annually or provide documentation from another agency which includes the date the test was completed, result, and the N95 masks that the Contractor shall safely use.
	Focus his/her activities to the highest level of their scope of practice.
	Participate in the OASIS assessment and relay the appropriate information to the clinician who completed the start of care visit. This dialogue shall occur within four days from the start of care.
	Stay updated on healthcare trends, regulations and best practices.
	Comply with legal and ethical standards regarding patient records and confidentiality.
	Ensure compliance with insurance and reimbursement guidelines.
	Maintain licensure and fulfill continuing education requirements.

C. Minimum Qualifications

Qualified Applicants shall meet the minimum qualifications. **Applicants that do not meet minimum qualifications will be deemed non responsive and will not progress to full evaluation.**

Labor Category (From Section 1 Above)	Minimum Experience/Knowledge/Skill
Registered Nurse	<ol style="list-style-type: none"> 1. A minimum of (2) years of experience as a registered nurse is preferred. 2. Licenses, Registrations and Certifications: <ol style="list-style-type: none"> a. Applicants shall possess a current license as a Registered Nurse. A copy of your license shall be included in your submission. License must be in the State of Maryland. b. Applicants shall be assigned duties which require the operation of an automobile. A copy of a valid driver's license shall be included in your submission. c. Applicants shall complete CPR training and maintain current certification. A copy of that certification shall be included in your submission. d. Applicants shall submit Certificates of Insurance for: General/Professional Liability and Automobile. See attached Insurance Table.

- e. Applicants shall submit a currently dated W-9 (Refer to section 7.5 below), click here for the attachment:
<https://garretthealth.org/wp-content/uploads/2024/04/W9032024Revised.pdf>

Section 4 – Personnel Qualifications

Experience Levels/Qualifications

Applicants will be evaluated on their ability to meet the minimum qualifications, in addition to the preferred experience/knowledge and skills listed below. Applicants possessing the preferred experience/qualifications/knowledge and skills below may receive a higher technical ranking.

Preferred Experience/Qualification/Knowledge/Skills

Registered Nurse	1. Education:
	2. General Experience:
	3. Specialized Experience:

Other Considerations - additional preferred experience

1. Strong clinical assessment and critical thinking skills.
2. Excellent communication and interpersonal skills.
3. Ability to work independently (and collaboratively within a healthcare team) and manage time effectively.
4. Knowledge of relevant healthcare regulations and compliance standards.
5. Compassion, patience and a commitment to patient-centered well-being and approach to care.
6. Previous experience in home health, community health, or a related field preferred.

Section 5 – Required Submissions

Applicants submitting a response to the RFR/A must include the documents below:

1. RFR/A Attachment 1 – RFR/A Resume/Application Form for the labor category described in the RFR/A. Attachment 1 shall include three (3) current references that can be contacted for performance verification for Applicant’s work experience and skills. Telephone number and email address of reference is required.
2. RFR/A Attachment 2 - Applicant Price Sheet.
3. RFR/A Attachment 3 - Conflict of Interest Affidavit.
4. RFR/A Attachment 4 - Criminal Background Check Affidavit.
5. Proof of Licenses, Registrations & Certifications - See Section Minimum Qualifications above.
6. Any relative documentation to demonstrate meeting the qualifications in RFR/A Section 4 – Personnel Qualifications.

Section 6 – Selection/Award Process

1. After completion of interviews, the Applicants will be ranked for merit based on the following evaluation criteria:
 - a. Price
 - b. Relevant technical skills
 - c. Experience
 - d. References
2. Applicant hourly labor rate will be evaluated and ranked from lowest to highest price submitted.
3. The Contract Monitor will recommend awards to the Applicants whose Application is determined to be the best value to the GCHD, considering price and the evaluation factors set forth above. In this evaluation, financial merit is considered to have greater weight. The Procurement Officer will initiate and deliver a Contract to the selected Applicants.

Section 7 – Invoicing Instructions

1. At the end of each week, on Friday @ 4:00 PM, the Contractor shall submit Invoices to the Contract Monitor, for review.
2. The Contractor shall invoice the GCHD at the proposed hourly labor rate for actual hours worked.
3. Errors on Invoices may delay processing and payment. Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information. Invoice verification shall be completed for accuracy, completeness and mathematical accuracy.
4. GCHD may hold payment of the Invoice if the client documentation is incomplete or the visit is unlocked in the EMR.
5. **Tax Identification Number, the Contractor shall complete a currently dated W-9.** This documentation is required to process payment for the Contractor. Payment can be processed with either the Contractor's Federal Tax Identification Number or Social Security Number (Individual Contractor Only). Contractor's Federal Tax Identification Number or Social Security Number shall appear on all invoices submitted by the Contractor to the GCHD for payment.

ATTACHMENT 1 – RFR/A RESUME/APPLICATION FORM

RFR/A # 2024-0522RN

Instructions: Insert Resume/Application information in the fields below; do not submit other Resume/Application formats.

Applicant Name:	Labor Category (from Section 1 of the RFR/A):
Master Contractor (If applicable):	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR/A. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

ATTACHMENT 2

RFR/A APPLICATION PRICE SHEET - RN NURSING HOME VISITS

RFR/A # 2024-0522RN

Acceptable Salary Range (Please select an acceptable hourly labor rate): \$30.00-\$45.00/hour

Initial Term: Year 1-3 (THIS RATE WILL NOT CHANGE DURING THE 3 YEAR TERM)	
Hourly Labor Rate	Estimated Weekly Hours Available
\$	
Renewal Term Year 1-3 (THIS RATE WILL NOT CHANGE DURING THE 3 YEAR TERM)	
Hourly Labor Rate	Estimated Weekly Hours Available
\$	

***Failure to complete the Renewal Term Section will not result in a disqualification of the initial bid, but may result in a continuation of the rates listed in the initial term.*

Authorized Individual Name

Company Name (if applicable)

Title

Individual or Company Tax ID #

This Application Price Sheet must accompany the Resume/Application provided. The "Hourly Labor Rate" is the actual fully-loaded rate that the GCHD will pay for services recorded in dollars and cents.

Attachment 3. - CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

- A) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the GCHD, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B) "Person" includes an applicant, bidder, offeror, contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which an application, bid or offer is made.
- C) The applicant, bidder or offeror warrants that, except as disclosed in D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):
- E) The applicant, bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the applicant, bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the applicant, bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.
- F) No employee of the State of Maryland, county or any department, commission, agency or branch thereof, whose duties as such employee include matters relating to or affecting the subject matter of this contract shall, during the pendency and term of this Contract and while serving as an official or employee of the State of Maryland, county or any department, commission agency, or branch thereof, become or be an employee of the Contractor or any entity that is a subcontractor on this Contract.
- G) No applicant, bidder or offeror shall be covered by the Maryland Tort Claims Act.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____

(Authorized Representative and Affiant)

Attachment 4.- CRIMINAL BACKGROUND CHECK AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am _____ Business Name or Owner or Title (if applicable) _____ and the duly authorized representative of _____ Contractor _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

I hereby affirm that _____ (Contractor or individual) _____ has complied with Section 1, Security Requirements of the RN Nursing Home Visits RFR/A.

I hereby affirm that the _____ (Contractor or individual) _____ has provided the GCHD with a summary of the security clearance results for the applicant that will be working on Solicitation Number RFR/A 2024-0522RN and this applicant has successfully passed all of the background checks required under Section 1 of the RN Nursing Home Visits RFR/A. The Contractor hereby agrees to provide security clearance results for any additional terms of the contract at least ten (10) days prior to the date the applicant commences work on this Contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Business Name

Individual Typed Name

Signature

Date

Submit within 10 days of NTP

Insurance Requirements for the Garrett County Health Department

General Liability Insurance: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations and, if necessary, **Commercial Umbrella Insurance** .

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$2,000,000	Annual Aggregate
\$1,000,000	Fire Damage
\$5,000	Medical Expense Each Person
\$100,000	Medical Expense Each Occurrence

Automobile Liability Insurance: Coverage sufficient to cover owned, hired and non-owned coverage, including bodily injury, per person and occurrence and property damage per occurrence.*

Minimum Limits

\$1,000,000	Combined Single Limit
-------------	-----------------------

**Required for all contracts EXCEPT architectural design, review and/or engineering services and planning, research and/or policy projects.*

Statutory Workers Compensation and Employer's Liability Insurance: Workers Compensation Coverage shall meet statutory limits as required by the State of Maryland or other applicable laws and Employers' Liability Insurance as follows.*

Minimum Limits

\$500,000	Each accident for bodily injury by accident
\$500,000	Policy limit for bodily injury by disease and
\$500,000	Each employee for bodily injury by disease

**Workers' Compensation and Employer's Liability Insurance is required for all contracts who has employees or subcontractors.*

Professional Liability Insurance: Coverage for errors, omissions, and negligent acts per claim and aggregate, with one year discovery period.*

Minimum Limits

\$1,000,000	Each Occurrence
\$5,000	Deductible

**Required for all Professional Service Contracts ONLY including but not limited to architectural design, review and/or engineering services.*

Pollution Liability Insurance: Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions.*

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

**Required for contracts with remedial hazardous material operations.*

Builders Risk Insurance: Coverage equal to the full value of project*

**Required for all property construction projects*