

Amendment No. 1 to IFB 07.14.2015.418 For Nursing Services & CNA Services

June 11, 2015

All Prospective Bidders:

Reference is made to our Invitation For Bid (IFB), 07.14.2015.418, for Nursing Services, dated June 10, 2015. This letter will acknowledge that the IFB is modified and superseded by the following change in terms, conditions and specifications:

1. Change: The following has been revised (Section I – Page #9 – Paragraph #50) (Section II – Page #12 – Paragraph J) (Section III – Page #16 – Chart #3 & Page #18 Assignment and Service Hour Charts). Changed pages attached.

In the event that any provision of this first amendment conflicts in whole or in part with any of the terms, conditions, or specifications of the invitation for bid, the provisions of this first amendment will control. The effective date of this amendment is June 11, 2015.

All other terms, conditions, and specifications of this solicitation remain unchanged.

Bid Opening Date and Time: July 14, 2015 at 3:00 P.M. CST

Issued By: H.L. Lockhart/Purchasing Chief – (601) 351-8056

Acknowledgment

This amendment must be signed and returned with your bid, or otherwise acknowledged prior to the opening date and time shown above. If you have already submitted your bid and need to make corrections, submit a corrected bid with this amendment prior to the opening date and time shown above.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

cost to MSH in excess of the defaulted contract price. Lack of knowledge by the Contractor will in no way be a cause for relief from responsibility.

50. Order of service utilization. The MSH IPS and WMSH Divisions shall utilize the services of the lowest bidder, for both LPNs and/or RNs and the MSH JNH Division shall utilize the services of the lowest bidder for RNs and/or LPNs, first when nursing services are required. The lowest bidder, for each nursing category, shall be considered the primary vendor. If the lowest overall bidder cannot meet the needs of the requesting MSH Division, then the designated MSH Officer shall proceed to the second lowest bidder, for the nursing category required, in an attempt to procure needed nursing services. The MSH Officer shall proceed in order of bids from lowest to highest until nursing needs are met for a qualified, competent who possesses the required knowledge and skills.
51. Recognized Holidays. MSH shall only pay holiday rates for the following major holidays: Christmas Day (December 25<sup>th</sup>), Thanksgiving Day (Fourth Thursday in November), and New Years Day (January 1<sup>st</sup>), Independence Day (July 4<sup>th</sup>). No other holidays will be paid at the vendor's holiday rate to include any additional days as may be declared by the Governor of Mississippi or the President of the United States of America.
52. The contract shall be governed by and construed in accordance with laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. The contractor shall comply with applicable federal, state and local laws and regulations.
53. The MDMHF Director or designated Procurement Officer, may, by written order to the contractor at any time, and without notice to any surety, require the Vendor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to the Vendor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the Vendor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the MDMHF Director or Procurement Officer shall either:
  - A. Order to Stop Work.
    - (1.) cancel the stop work order; or
    - (2.) terminate the work covered by such order as provided in the 'Termination for Default Clause' (paragraph 13) or the 'Termination for Convenience Clause' (paragraph 12) of this contract.
  - B. Cancellation or Expiration of the Order. If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the Vendor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Vendor price, or both, and the contract shall be modified in writing accordingly, if:
    - (1) the stop work order results in an increase in the time required for, or in the

provide a pager number for 24 hour contact during contracted service periods. Successful Vendor shall have an established place of business operations domiciled within a 215 mile radius of the main campus of Mississippi State Hospital (ALL)

- C. Successful vendor(s) shall provide qualified LPNs and RNs for assignment in MSH Divisions as shown in the procurement schedule. (AS SPECIFIED)
- D. Successful vendor(s) shall provide copy of current license, registration, or certification as applicable, for each contract employee who is assigned to any MSH division. Licenses must be on file with the appropriate division prior to the contract employees' assignment. Vendor shall be responsible for ensuring that any nurse assigned under this contract is properly licensed by the State of Mississippi. (ALL)
- E. Successful vendor(s) shall ensure each contract employee has results of an annual TB test on file and also evidence of current CPR certification must be on file prior to assignment. (ALL)
- F. Successful vendor(s) shall provide orientation for all contract employees which shall include a competency checklist showing competence in oxygen administration, glucose monitoring, medication administration and facility information, etc., as required by MSH Divisions. (ALL) Contract employees must attend building specific orientation, IPS-2 days/JNH-1 day/WMSH-2 days, prior to the beginning of first assigned shift. (IPS, JNH & WMSH)
- G. Successful vendor(s) shall ensure that each of its assigned contract employees is identified by a name and photo ID badge worn by the employee at all times while on assignment at MSH. Vendor(s) shall also ensure that contract employee is properly attired and adheres to the dress code of the MSH division to which they are assigned. (ALL)
- H. Successful Vendor(s) shall understand that any personnel assigned to MSH, pursuant to this agreement shall, for all purposes, be considered employees of the Vendor only. The Vendor shall assume sole and exclusive responsibility for the payment of wages and benefits to nurses providing services under this agreement, maintaining workers' compensation and all other insurance required by this agreement, withholding federal taxes and state taxes, FICA, unemployment insurance, and all other employer's federal and state income taxes on behalf of its contract employees as required by all applicable laws. (ALL)
- I. Successful vendor(s) shall ensure that contract employees fully comply with the policies and procedures of the division to which they are assigned. Contract employees will also be required to comply with applicable standards of practice, and all applicable regulations as now existing and as may be modified or amended. Contract employees must also comply fully with Joint Commission standards. Successful vendor(s) shall demonstrate a capability to meet applicable regulations and bid requirements prior to being awarded a contract. (ALL)
- J. Successful vendor(s) shall ensure that contract employees assigned to the MSH IPS Division have at least one year of nursing experience, preferably in psychiatric nursing prior to being assigned to the MSH IPS Division. Nurses assigned to all MSH Divisions shall have no documented evidence of variations in clinical practice, must have demonstrated skill in care documentation in accordance with established nursing standards, must be flexible, and have good communication skills. RNs assigned to the MSH Whitfield Medical Surgical Hospital Division, JNH Division, and IPS Division must also have demonstrated expertise in delivery of direct patient care and supervision/direction of LPNs, Direct Care Staff and Mental Health

Line No.	Qty	Description	Bid Price(\$)
2.	Open – As Needed	<p>Successful Vendor(s) shall provide professional temporary RN nursing services to the <b>MSH Inpatient Services Division Receiving Units</b>, composed of four buildings which include 9 wards, with an average census of 30 patients per ward. The male receiving unit has 2 buildings and 4 wards and the female receiving unit has 1 building and 5 wards. The medical psychiatric unit consists of one building with 1 ward. The MSH IPS receiving units are part of Mississippi State Hospital, located at 3550 Hwy 468 West, Whitfield MS 39193. Patient ages range from 18 years to geriatric. Services will be required primarily for the B &amp; C shift. Successful nursing agencies (<b>4 each</b>) shall provide nursing coverage on an occasional basis to supplement staffing levels in the MSH IPS receiving units. MSH complies with all federal, state and local licensure/certification regulations. The MSH IPS Receiving units are administered by a qualified director assigned to each IPS Receiving unit. All licensed nursing personnel are directed by a licensed nurse administrator. All operations are overseen by the MSH Director and the Mississippi Department of Mental Health.</p> <p>Shifts: A(7a.m.-3:30p.m) B(3:00p.m.-11:30p.m.) C(11:00p.m.-7:30a.m.)</p>	<p>\$ _____</p> <p>Standard Hourly Rate – RN</p> <p>\$ _____</p> <p>Overtime Hourly Rate – RN</p> <p>\$ _____</p> <p>Holiday Hourly Rate - RN</p>

Line No.	Qty	Description	Bid Prices (\$)
3.	Open – As Needed	<p>Successful Vendor(s) shall provide professional temporary LPN and RN nursing services to the <b>MSH Jaquith Nursing Home Division</b>, a 388 bed licensed nursing facility. Services shall be required primarily for the B &amp; C shift, however, during emergencies services may be required on the A shift. Successful nursing agencies (<b>4 each</b>) shall provide coverage on an occasional basis to supplement staffing levels at JNH. JNH is composed of five separately licensed inns located in nine (9) buildings on the grounds of Mississippi State Hospital. The average number of residents is 40. JNH complies with all federal, state and local licensure/certification regulations and is Joint Commission accredited. The minimum number of nursing staff required by the state licensing authority for the B &amp; C shifts is one licensed nurse per building. The MSH JNH Nursing Home Division is administered by qualified administrators assigned to each nursing home unit. All licensed nursing personnel are directed by a licensed nursing director. All operations are overseen by the MSH Director and the Mississippi Department of Mental Health.</p> <p>Shifts: A(7:00a.m.-3:30p.m.) B(3:00p.m.-11:30p.m.) C(11:00p.m.-7:30a.m.)</p>	<p>\$ _____</p> <p>Standard Hourly Rate – LPN</p> <p>\$ _____</p> <p>Overtime Hourly Rate – LPN</p> <p>\$ _____</p> <p>Holiday Hourly Rate – LPN</p> <p>\$ _____</p> <p>Standard Hourly Rate – RN</p> <p>\$ _____</p> <p>Overtime Hourly Rate – RN</p> <p>\$ _____</p> <p>Holiday Hourly Rate - RN</p>

Line No.	Qty	Description	Bid Prices (\$)
6.	Open – As Needed	Successful Vendor(s) shall provide professional temporary certified nursing assistant services to the <b>MSH Jaquith Nursing Home Division</b> , a 388 bed licensed nursing facility. Services shall be required for the A, B & C shifts. Successful nursing/healthcare agencies ( <b>4 each</b> ) shall provide coverage on an occasional basis to supplement staffing levels at JNH. JNH is composed of five separately licensed inns located in nine (9) buildings on the grounds of Mississippi State Hospital. The average number of residents is 40. JNH complies with all federal, state and local licensure/certification regulations and is Joint Commission accredited. The MSH JNH Nursing Home Division is administered by qualified administrators assigned to each nursing home unit. All licensed nursing personnel are directed by a licensed nursing director. All operations are overseen by the MSH Director and the Mississippi Department of Mental Health. Shifts: A(7:00a.m.-3:30p.m.) B(3:00p.m.-11:30p.m.) C(11:00p.m.-7:30a.m.)	\$ _____ Standard Hourly Rate – CNA  \$ _____ Overtime Hourly Rate – CNA  \$ _____ Holiday Hourly Rate - CNA

**ASSIGNMENT BREAKDOWN RN & LPN**

DIVISION	LPN	RN	A SHIFT	B SHIFT	C SHIFT
IPS	Yes	No	Emergency Only	Yes	Yes
IPS Receiving Units	No	Yes	Emergency Only	Yes	Yes
JNH	Yes	Yes	Emergency Only	Yes	Yes
WMSH	Yes	Yes	Yes	Yes	Yes

**ASSIGNMENT BREAKDOWN CNA**

DIVISION	CNA	A SHIFT	B SHIFT	C SHIFT
IPS	Yes	Yes	Yes	Yes
JNH	Yes	Yes	Yes	Yes

**ESTIMATED ANNUAL SERVICE VOLUME (HOURS): THESE ARE PROJECTIONS AND SUBJECT TO CHANGE**

DIVISION	LPN	RN	CNA
IPS	11855	NA	29218
IPS RECEIVING	NA	8445	Included in IPS
JNH	22228	1000	20000
WMSH	312	1760	NA

**NOTE: BIDDERS SHALL NOT ENTER ANY OTHER HOURLY PRICING RATES OTHER THAN THOSE ALREADY REQUESTED ABOVE AND WILL UNDERSTAND THAT DOING SO WILL BE CAUSE FOR REJECTION OF BID.**