



El Paso County  
Contracts and Procurement Division  
15 East Vermijo Avenue  
Colorado Springs, Colorado 80903

**STATEMENT OF QUALIFICATIONS SOQ # SOQ-22-167  
Addendum #2 – December 20, 2022**

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**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION  
AND MUST BE ACKNOWLEDGED**

**Statement of Qualifications SOQ-22-167- El Paso County Medical Staffing Clinic - dated November 30, 2022**

**CLARIFICATIONS:**

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

**ADMINISTRATION:**

- The question period has expired
- Responses should follow the Response Format on pages 18-19 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
  - Addendum acknowledged
  - Provide documentation that satisfies the Required Document Requirements
  - Provide documentation that satisfies the criteria to be evaluated
  - Provide the completed and signed Cover Sheet
  - Submission Form
  - Pricing Form
  - Completed W9
  - Universal Entity Identifier (UEI) Number
  - Additional attachments if applicable

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

## **RESPONSE TO QUESTIONS:**

1. Q: Are we required to provide any supplies or equipment? Badges, uniforms, medical equipment, and transportation.  
A: No equipment will need to be provided but you will be required to provide your own uniforms, scrubs or business casual attire and close toed shoes. Badges/nametags will be provided by El Paso County.
2. Q: What are the job titles and their job descriptions?  
A: There are not specific titles or descriptions, however there are specific qualifications which would be communicated with the vendor before-hand on a case-by-case basis.
3. Q: What are the historical annual spending volumes in the project?  
A: Spending volume will not be disclosed, past years have varied dependent on community need.
4. Q: What is the estimated budget for this project?  
A: Budget will not be disclosed.
5. Q: What is the payroll processing frequency? Weekly or bi-weekly?  
A: Dependent on vendor policy.
6. Q: Is this a re-compete RFP? If yes, a. Could you please the name of Current Suppliers (who are currently providing services to Agency)?  
A: This is not a new initiative, and El Paso County is issuing out another solicitation for these services. The current contracts are with WSi Healthcare Personnel, Inc. (WSi) and 3-Point Recruiting, LLC.
7. Q: Could you please share current Supplier's pricing and Proposals?  
A: This can be requested through the County's Public Information Office through a CORA (Colorado Open Records Act).
8. Q: How many awards were made in the Past?  
A: Three awards were made in the past.
9. Q: When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?  
A: The existing contract was started on March 26, 2021. Value will not be disclosed.
10. Q: How many resources are currently engaged in the current contract?  
A: Various resources are utilized depending on competing priorities.
11. Q: Can you please share the number of positions served in previous years under this contract?  
A: Varied, depending on current staffing and community need. Staff are typically needed for short periods of time, under 5 hours. We typically ask for 1-5 staff members at a time, duties ranging from administrative to clinical.
12. Q: Can you please share the amount of business each vendor did under this contract in previous years?  
A: Varied, depending on current staffing and community need. Staff are typically needed for short periods of time, under 5 hours. We typically ask for 1-5 staff members at a time, duties ranging from administrative to clinical.

13. Q: Is there any issue that the agency is currently facing with the incumbents?  
A: No, there have been no issues with the incumbents.
14. Q: Are incumbents allowed to bid on this RFP?  
A: Yes, this solicitation is open for any to submit a proposal, including the incumbent.
15. Q: How many nurses were used in year 2021 and 2022?  
A: Varied, depending on current staffing and community need. Staff are typically needed for short periods of time, under 5 hours. We typically ask for 1-5 staff members at a time, duties ranging from administrative to clinical.
16. Q: Is this a single award or multiple award contract?  
A: Multiple award contract.
17. Q: If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?  
A: Awarded number of contracts will be determined based on evaluation scores.
18. Q: How will job requests be shared among multiple awarded vendors?  
A: Dependent upon vendor response time and pricing.
19. Q: Can you share details from where we can get old RFP details?  
A: This can be requested through the County's Public Information Office through a CORA (Colorado Open Records Act).
20. Q: Do we have to provide resumes of our key personnel's?  
A: Yes, please provide resumes of key personnel.
21. Q: Would you be accepting references from large commercial entities?  
A: Yes, references from large commercial entities are accepted.
22. Q: How many positions are required under this contract? How many positions are currently open? How many positions are currently used in a single day?  
A: Varied, depending on current staffing and community need. Staff are typically needed for short periods of time, under 5 hours. We typically ask for 1-5 staff members at a time, duties ranging from administrative to clinical.
23. Q: Out of RN, LPN, NP staffing positions, which is the most filled positions?  
A: RNs are the most filled positions.
24. Q: In order to be responsive, is it mandatory to bid for all staffing positions?  
A: When a staffing need arises, the vendor will be contacted with the staffing request. The vendor is expected to respond asap and no longer than 24 hours post request with potential candidates. The responses with candidates do not have to be for all requests, the vendor may supply partial requests, i.e., admin only, RN only, etc..
25. Q: Can you please mention the administration staffing positions the agency is looking for, so we can provide the correct pricing?  
A: Admin staffing qualifications will range on scope and pricing due to staffing need. Data entry and verifying information are examples of possible qualifications.

26. Q: Can you please provide Job descriptions, qualifications and level of experience required for all the positions?  
A: This is for PRN assignments, so it may change with each request dependent on staffing needs. Qualifications for these positions will also vary by staffing need. More specific descriptions will be released with each individual position release.
27. Q: What would be the estimated hours for given positions? Please confirm minimum guaranteed hours per week for these positions.  
A: Varied, depending on current staffing and community need. Staff are typically needed for short periods of time, under 5 hours. We typically ask for 1-5 staff members at a time, duties ranging from administrative to clinical.
28. Q: Are these full-time positions or weekly assignments?  
A: No, not full-time, as these positions will be on a as needed basis.
29. Q: Can you please confirm the weekly assignments duration (7 week/13 week or more) if any? What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate?  
A: This is for PRN assignments
30. Q: What is average response time to provide resume of qualified resources?  
A: When a staffing need arises, the vendor will be contacted with the staffing request. The vendor is expected to respond as soon as possible and no longer than 24 hours post request with potential candidate
31. Q: Do we have to provide Sample Insurance Certificate with the proposal response?  
A: No, a sample Insurance Certificate is not required with the proposal response.
32. Q: In order to be responsive, is it mandatory to have physical office in Metro Colorado Springs, Colorado, area?  
A: Yes, a physical office is required in the Metro Colorado Springs. In order to be responsive, is it mandatory to provide Certificate of Good Standing with the proposal response?
33. Q: Can we provide Certificate of Good Standing after the award?  
A: PROOF OF REGISTRATION WITH THE COLORADO SECRETARY OF STATE: Successful Consultants that are corporations or limited liability companies will be required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of award.
34. Q: Do we need to provide hourly rate or crisis rate? Do we need to provide hourly bill rate or markup percentage?  
A: Hourly bill rate and markup percentage is required.
35. Q: Please provide the list of all the certifications/Licensure which is necessary to attach in the proposal.?  
A: Staff will have licenses verified through DORA, by full legal name. Some examples of licensure are RN, LPN or NP. This may vary depending on staffing need but that will be announced with assignment posting.
36. Q: Is it mandatory to provide wet signatures?  
A: ALL signatures on required documents must be in blue ink or a verifiable electronic time and date stamped signature in ONE PDF document.

37. Q: What does County refer to "Documentation" under "Evaluation Criteria"? Does it mean the experience section? If not, please clarify for what documentation county is looking for?

A: County is looking for documentation of the following:

- Experience and Qualifications
- Fee Rates/Schedule
- Ability to meet scope
- Onboarding and Vetting Process

38. Q: As Covid - 19 pandemic and monkeypox both have settled down and most of the population is vaccinated, what does the County anticipate from this new contract? Is there are estimated number of FTE that will be used under new contract?

A: Varied, depending on current staffing and community need. Staff are typically needed for short periods of time, under 5 hours. We typically ask for 1-5 staff members at a time, duties ranging from administrative to clinical.

39. Q: Is the County expecting workers on-site, ready to work, within 2 days of notification, or just expecting to receive candidate packets/profiles/resumes of those available within 2 days of notification?

A: Staffing qualifications will be verified in DORA, Consultant shall provide full legal name and license type. Consultant must respond within two (2) business days with temporary staff assigned. Drug screen and background check must be completed within thirty (30) days prior to first work assignment with EPCPH.

40. Q: Is the County seeking a pool of previously vetted workers to be on-call and work as-needed?

A: No, the workers can be new but will be verified through DORA by full legal name.

41. Q: Can staffing agencies respond to this SOQ?

A: Yes, staffing agencies are able to respond.

42. Q: Is this bid separate from the state of Colorado bid for Medical Related Temporary Staff (ITN-SPCO-22-BS02) that was recently released?

A: Yes, this is not related.

43. Q: Is Overtime common/necessary?

A: Overtime is not common

44. Q: Is travel rates acceptable?

A: Please submit rates you feel you will be billing on pricing form, and it will be evaluated.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Statement of Qualification and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_