**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 2 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202504054 Locum Tenens Services |
| **RFP ISSUED BY:** | Department of Health and Human Services, Dorothea Dix and Riverview Psychiatric Centers |
| **SUBMITTED QUESTIONS DUE DATE:** | August 4, 2025 no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | August 25, 2025 |
| **PROPOSALS DUE DATE:** | September 4, 2025, no later than 11:59 p.m., local time **(as amended)** |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Part II, B.2.e. is revised. 2. Part II, C.4.a. is removed in its entirety. 3. Part II, D.7. is removed in its entirety. | |
| **REVISED LANGUAGE IN RFP:**   1. *Part II, B.2.e. is amended to read:* 2. Receive an email assignment confirmation prior to the start date of the Delivery Order, to include but not be limited to: 3. Terms of the assignment; 4. Compensation; 5. Work hours; 6. Termination; 7. Knowledge and certification requirements; and 8. Duties and deliverables. | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the estimated volume, need, and positions you expect to have per year? (if there is information from the past 2 years, this will be very helpful!) |
| **Answer** | |
| Refer to Part I, D. of the RFP, the Department cannot guarantee any awarded Bidder will receive a specific volume of work, a specific total contract amount, or a specific order value under the Master Agreements resulting from this RFP. In addition, the Department cannot predict the estimated volume, need, or position expected per year. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the expected release date for questions? |
| **Answer** | |
| Refer to Part III, A.2. of the RFP. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Is there an expected number of vendors that are expected to be awarded a contract for this RFP? |
| **Answer** | |
| Refer to Part I, D. of the RFP. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | 1. Please provide the current vendor(s) contracted; and 2. The billable rates for each service. |
| **Answer** | |
| 1. Vista Staffing, Alliance Recruiting, LocumTenens.com, AB Staffing, RCM Technologies, Medical Doctor Associates, 22nd Century Technologies. 2. As this is a competitive process, the Department declines to answer. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, E.1.ii. Page 11 | This section states hours of coverage that may be included.   1. Are holidays billable at 1.5 times the hourly rate? 2. If so, which holidays are recognized? |
| **Answer** | |
| 1. Yes. 2. New Year’s Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part II, E.1.ii. Page 11 | This section states hours of coverage that may be included.   1. Is overtime billable at 1.5 times the hourly rate? 2. Is overtime expected for each discipline rare or normal during the work week? |
| **Answer** | |
| 1. Overtime is billable at 1.5 times for hours over forty-eight (48) per week for nursing and mental health workers and for hours over forty (40) for physicians. 2. Generally, overtime is rare for physicians and can be normal for nursing/mental health workers. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part II, F.1.  Page 12 | 1. How long is orientation? 2. Is orientation billable at the normal pay rate? |
| **Answer** | |
| 1. Riverview orientation is currently two (2) days in classroom and then unit time for nursing and two (2) days in-person for physicians.   Dorothea Dix is two (2) weeks in the classroom and additional unit time for up to two (2) for nursing. PAs are five (5) days in the classroom.  For both locations the orientation time requirements could change throughout the terms of the contract(s).   1. Yes. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we submit invoices weekly? |
| **Answer** | |
| Yes. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are HCP Assignments based on 18-week, 26-week, or longer periods? |
| **Answer** | |
| Typically, assignments are 13-week periods, with the possibility of extensions. Longer assignments could be needed up to a year or longer. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Cost Proposal Page 31 | Compensation question regarding Locum placements  Example: If a psychiatrist is accepted under the contract with an annual salary of $468,000 and our markup is “X”, and this same Psychiatrist is renewed for the next renewal period and has a salary increase to $480,000 will we receive compensation of the new salary rate with our markup “X” remaining the same? |
| **Answer** | |
| Yes. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Part II, B.3.g.i. Page 9 | Please clarify how the bidder is expected to assess the competency of the locum tenens? |
| **Answer** | |
| Refer to Part II, 2.d. of the RFP. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Part II, B.3.h. Page 9 | Please clarify what is expected when asking for a ‘yearly evaluation’. |
| **Answer** | |
| Expectations of yearly evaluations will be determined during contract negotiations. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Competency Assessments are a required report. Please define what the assessment should consist of. |
| **Answer** | |
| Refer to the answer to question 11 of this document. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part IV, Section II, 3.  Page 17 | As a private company our financial statements are not shared. Is there an alternative document in lieu of the statements? |
| **Answer** | |
| Failure to respond to all questions and instructions throughout the RFP may result in the proposal being disqualified as non-responsive or receiving a reduced score.  Bidders may mark some portions of their proposal as confidential.  If a Bidder marks some portion of their proposal as confidential then the Department will provide the Bidder with a reasonable opportunity to object to public disclosure of the proposal.  The Department, however, provides no assurance regarding whether any portion of the proposal will ultimately be determined to be confidential and not publicly disclosed. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV, 1.b.  Page 18 | Confirming the cost proposal should not include travel and lodging costs. T&L can be billed separately, correct? |
| **Answer** | |
| No, Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Not Provided | What would be the number of awards you intend to give (approximate number)? |
| **Answer** | |
| Refer to Part I, D. of the RFP. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| Not Provided | What are the estimated funds that are estimated to be allocated for this contract? |
| **Answer** | |
| The Department declines to answer. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the tentative start date of this engagement? |
| **Answer** | |
| Refer to Part I, C. of the RFP. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the work location of the proposed candidates? |
| **Answer** | |
| * Dorothea Dix Psychiatric Center has two locations one at 656 State St Bangor Maine and the other at 81 State Hospital Dr Bangor Maine. * Riverview Psychiatric Center is located at 250 Arsenal St Augusta Maine. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again? |
| **Answer** | |
| Refer to the answer to question 4 of this document. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are there any pain points or issues with the current vendor(s)? |
| **Answer** | |
| As this is outside the scope of the RFP, the Department declines to answer. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Not Provided | Could you please share the previous spending on this contract, if any? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting? |
| **Answer** | |
| No. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many positions were used in the previous contract (approximate)? |
| **Answer** | |
| The Department does not have this data readily available. | |

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| **25** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many positions will be required per year or throughout the contract term? |
| **Answer** | |
| Refer to the answer to question 1 of this document. | |

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| **26** | **RFP Section & Page Number** | **Question** |
| Not Provided | If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources? |
| **Answer** | |
| Resources should not be identified as part of this RFP process, refer to Part I, D. of the RFP. | |

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| **27** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we provide hourly rate ranges in the price proposal? |
| **Answer** | |
| No, Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **28** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance? |
| **Answer** | |
| Locum Tenens will perform all services onsite at the assigned Hospital. | |

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| **29** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes? |
| **Answer** | |
| No. | |

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| **30** | **RFP Section & Page Number** | **Question** |
| Not Provided | Could you please provide a list of holidays? |
| **Answer** | |
| Refer to the answer to question 5 of this document. | |

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| **31** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are there any mandated Paid Time Off, Vacation, etc.? |
| **Answer** | |
| No. | |

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| **32** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 18 | What was the total annual spend for this contract fiscal year 2023 and 2024? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **33** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 18 | What is the annual budget / projected spend for this contract? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **34** | **RFP Section & Page Number** | **Question** |
| Not Provided | Who are the current, incumbent contracted vendors? |
| **Answer** | |
| Refer to the answer to question 4 of this document. | |

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| **35** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | How many psychiatrists were placed under this contract in 2023 and 2024? |
| **Answer** | |
| Four (4) | |

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| **36** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | How many psychiatrists are currently contracted to work under this contract in 2025? |
| **Answer** | |
| Zero (0) | |

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| **37** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 18 | What are the current hourly bill rates utilized for placements for psychiatrists? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **38** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | How many primary care physicians were placed under this contract in 2023 and 2024? |
| **Answer** | |
| Three (3) Nurse Practitioners | |

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| **39** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | How many primary care physicians are currently contracted to work under this contract in 2025? |
| **Answer** | |
| Zero (0) | |

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| **40** | **RFP Section & Page Number** | **Question** |
| Part IV, Section IV  Page 18 | What are the current hourly bill rates utilized for placements for primary care physicians? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **41** | **RFP Section & Page Number** | **Question** |
| **Appendix F** | How is Recruitment Fee defined by the State of Maine? |
| **Answer** | |
| The Recruitment fee is the cost to be invoiced to the Department when an acceptable resources is identified by a Vendor on the Master Agreement. | |

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| **42** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page10 | Would the State of Maine consider a MSP technology to manage the contracted vendors, credentialing, invoicing and reporting requirements? |
| **Answer** | |
| No. | |

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| **43** | **RFP Section & Page Number** | **Question** |
| **Appendix E**  Page 30 | The link to the DHHS RFP Response Submission Template is not working. Are you able to provide a copy as a standalone file? |
| **Answer** | |
| The Department provided the Requestor with a standalone copy of the Response Submission Template. | |

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| **44** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | 1. Is the Recruitment Fee specific to the Locums and their temporary work, or is that intended to be a Fee for Conversion to Permanent employment with the State? 2. If the former, how should we provide our usual Conversion to Perm fee schedule? 3. If a Conversion to Perm schedule is provided, will that be a graded component of the final score? |
| **Answer** | |
| 1. Refer to the answer to question 41 of this document. 2. Refer to the Response to Proposed Services Template attachment within **Appendix E**. The liquidation fee structure must be included as **Attachment 5** with the Bidder’s proposal submission. 3. The liquidation fee structure will be evaluated and scored as outlined in Part V, B. of the RFP. | |

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| **45** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Is the Markup intended to be taken on the Pay Rate to the Locum? |
| **Answer** | |
| Markup is a percentage of the Locums hourly rate. | |

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| **46** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Yearly salary is mentioned as a potentially agreed upon value. Is it acceptable to the State to agree on hourly rates and use those for Markup purposes? |
| **Answer** | |
| Yes. | |

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| **47** | **RFP Section & Page Number** | **Question** |
| Definitions  Page 4 | The definition of a Locum includes Nurses, Behavioral Health Workers and other non-physician/NP roles. The markup model for these titles differs. How should we provide markups for these titles? For example, related to our question below about expenses, Nurses and Behavioral Health techs typically have an all-inclusive bill rate that includes stipends for housing, meals, etc. Whereas Physicians and NPs do not. |
| **Answer** | |
| Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **48** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Expenses are not mentioned other than a cap on Housing. Does the State expect to pay for approved Expenses (airfare, transportation, etc.) and if so, are there any additional stipulations they have? |
| **Answer** | |
| Refer to Part II, A.1.b.i. of the RFP for costs associated with pre-engagement and Part II, D.5. for Locum Tenens travel reimbursement requirements. | |

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| **49** | **RFP Section & Page Number** | **Question** |
| Part VI, A.4.  Page 22 | 1. Can you clarify what 'as an agent' entails? 2. Is this intended to prevent or exclude the ability to subcontract services and/or secondary agencies? |
| **Answer** | |
| 1. "as an agent" means anemployee of the State of Maine. 2. This provision is included to clarify that the awarded Bidder is responsible for how they carry out the work defined in the contract, using their own methods, tools, and judgment. The awarded Bidder and any of their subcontractors will not be considered employees of the State of Maine. | |

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| **50** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can the State provide any estimates on usage or hours that may be requested (ideally by title) based on previous years of utilization? We understand that there are no guarantees on future volume. We would like as much information as possible to provide the State with the best pricing. |
| **Answer** | |
| Refer to the answer to question 1 of this document. | |

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| **51** | **RFP Section & Page Number** | **Question** |
| Not Provided | Have contracts for this type of fulfillment been previously issued or fulfilled? Are there any incumbent vendors? |
| **Answer** | |
| Yes, refer to the answer to question 4 of this document. | |

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| **52** | **RFP Section & Page Number** | **Question** |
| Not Provided | Does the State have any preferences or requirements on the technology platforms used to facilitate fulfillment and invoicing of the labor provided under the contract? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **53** | **RFP Section & Page Number** | **Question** |
| Not Provided | Does the state have needs for Licensed Clinical Social Workers, Licensed Marriage & Family Therapists, and Licensed Professional Counselors? |
| **Answer** | |
| Not at this time. | |

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| **54** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Which companies are on the Department's current list of Master Agreements for Locum Tenens Staffing Services? |
| **Answer** | |
| Refer to the answer to question 4 of this document. | |

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| **55** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Why is the department putting this bid out if they already have contracts set up for these services? |
| **Answer** | |
| To ensure the Department has a sufficient number of Vendors who have access to Locum Tenens resources as needed by the Hospitals. | |

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| **56** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | 1. How will the department decide which locum tenens vendor they send the job requests to? 2. Is there an order of preference to be determined? |
| **Answer** | |
| 1. Refer to Part I, D. of the RFP. 2. The Department intends to provide equal opportunity to all Vendors on the Master Agreement. | |

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| **57** | **RFP Section & Page Number** | **Question** |
| Part II, B.1. Page 8 | Please clarify which document is the Department’s Rider D mentioned under Section B, Pre-Engagement Requirements. The link does not clearly show a Rider D. |
| **Answer** | |
| Refer to the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx). | |

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| **58** | **RFP Section & Page Number** | **Question** |
| Part II. B.2.e.  Page 9 | Please provide a sample Memorandum of Understanding (MOU) for our review. |
| **Answer** | |
| A Memorandum of Understanding (MOU) is not required, refer to the amended language at the beginning of this document. | |

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| **59** | **RFP Section & Page Number** | **Question** |
| Part II, B.2.e.  Page 9 | Can we suggest edits to the MOU? |
| **Answer** | |
| Refer to the answer to question 58 of this document. | |

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| **60** | **RFP Section & Page Number** | **Question** |
| Part II, D.1. Page 10 | What are the medical malpractice limits required by each hospital? 1/3 are standard industry limits. |
| **Answer** | |
| 1M/3M | |

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| **61** | **RFP Section & Page Number** | **Question** |
| **Appendix C**  Page 27 | Can we provide more than 3 business references? |
| **Answer** | |
| No, Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. | |

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| **62** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the estimated budget for this RFP? If unknown, please specify  previous spending. |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **63** | **RFP Section & Page Number** | **Question** |
| Not Provided | Please provide a list of all attachments and forms necessary to include  with the proposal. |
| **Answer** | |
| Refer to Part III, C.3. and Part IV for all required forms and attachment to be included with the proposal. | |

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| **64** | **RFP Section & Page Number** | **Question** |
| Not Provided | Do we need to submit the Certificate of Insurance and Business License with the proposal? |
| **Answer** | |
| Bidders must submit a Certificate of Insurance with their proposal. The RFP does not require Bidders to submit a Business License. | |

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| **65** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the average length of the assignment? |
| **Answer** | |
| Refer to the answer to question 9 of this document. | |

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| **66** | **RFP Section & Page Number** | **Question** |
| Not Provided | Please provide the number of FTEs required under the current contract. |
| **Answer** | |
| Currently the Hospitals have sixteen (16) Locum Tenens across four (4) separate vendors. | |

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| **67** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is the incumbent vendor allowed to list the State of Maine as a  reference? |
| **Answer** | |
| Vendors under the current Locum Tenens Master Agreement will not be removed from the Master Agreement and do not need to submit a proposal. | |

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| **68** | **RFP Section & Page Number** | **Question** |
| Not Provided | If a vendor is already on the current master list, are they still required to submit a bid for Locum Tenens services under this solicitation, or is this process solely for adding new vendors to the pool? |
| **Answer** | |
| Vendors under the current Locum Tenens Master Agreement will not be removed from the Master Agreement and do not need to submit a proposal. | |

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| **69** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are vendors expected to provide temporary-to-hire services, full-time  placements, or both under this contract? |
| **Answer** | |
| The Department expects the need for temporary services only. Future conversion to state line may be possible. | |

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| **70** | **RFP Section & Page Number** | **Question** |
| Page 4 | On Page 4, two hospital locations are mentioned. Could you please clarify how many staff members are currently assigned at each location? |
| **Answer** | |
| Four (4) at Dorothea Dix; and  Twelve (12) at Riverview. | |

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| **71** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. How many personnel are currently working at each location? 2. What has been the total spent under the previous contract for each site? |
| **Answer** | |
| 1. Refer to the answer to question 70 of this document. 2. As this is a competitive process, the Department declines to answer. | |

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| **72** | **RFP Section & Page Number** | **Question** |
| Not Provided | Could you please provide the specific shift hours and scheduling  details for each position? |
| **Answer** | |
| Nursing positions and Behavioral Health techs are generally 12-hour shifts and dependent on where the staff are needed for day. Physicians are generally 8-hours, 5 days a week. | |

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| **73** | **RFP Section & Page Number** | **Question** |
| **Appendix C**  Page 27 | For the required references, are you specifically looking for clinical or hospital-based references, or would references from similar healthcare settings also be acceptable? Kindly clarify. |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **74** | **RFP Section & Page Number** | **Question** |
| **Appendix E**  Page 30 | 1. Are we required to submit Appendix E with our proposal response? If yes, should the questions within it be answered directly in the appendix, or should the responses be provided as a separate document? Additionally, many of the questions in Appendix E appear to be for compliance and acknowledgment purposes. 2. Please clarify the level of detail expected in our responses should we provide brief confirmations, or are detailed explanations required for each item? 3. Also, confirm the preferred format and method of submission for this appendix. |
| **Answer** | |
| 1. Yes, refer to the “Instructions” at the top of the Response to Proposed Services attachment within **Appendix E**. 2. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP. 3. Refer to Part III, C.3. of the RFP. | |

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| **75** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. Are we required to submit all appendices as separate documents? 2. Should each appendix be submitted individually, or should they be included within the four files outlined in the solicitation? 3. Please confirm the preferred format and submission structure. |
| **Answer** | |
| Refer to Part III, C.3.b. of the RFP for submission requirements. | |

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| **76** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. Is there any preference for a local vendor? 2. Will it affect in evaluation? |
| **Answer** | |
| 1. No. 2. No, refer to Part V, A.2. of the RFP. | |

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| **77** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are there any specific challenges or pain points you are currently facing under the existing contract that you would like the new vendor to address? |
| **Answer** | |
| As this is outside the scope of the RFP, the Department declines to answer. | |

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| **78** | **RFP Section & Page Number** | **Question** |
| **Appendix E**, Section H  Page 30 | Reports, are vendors required to submit these reports as part of the bid response, or are they only required after contract award? |
| **Answer** | |
| Bidders are only required to describe in detail how they will track, record, and submit all data/information necessary to complete the required reports. Vendors who are provide an approved Locum Tenens resources will enter into a delivery order will be required to meet the Reporting requirements as part of the Master Agreement. | |

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| **79** | **RFP Section & Page Number** | **Question** |
| **Appendix E**  Page 30 | Are we required to provide any supporting documentation under Appendix E as part of the bid response? If so, please specify what documents are expected. |
| **Answer** | |
| Refer to Part III, C.3. and Part IV for all required forms and attachment to be included with the proposal.  Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP. | |

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| **80** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page 10 | 1. Can the Department clarify whether vendors will be notified in advance of the intent to renew the contract for each renewal period? 2. If so, what is the expected timeline for such notification? |
| **Answer** | |
| 1. Yes, Vendors will be notified in advance for renewals. 2. Approx. sixty (60) calendar days prior to the contract end date. | |

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| **81** | **RFP Section & Page Number** | **Question** |
| Part I, C.  Page 6 | Will vendors be required to submit updated pricing or documentation at the time of renewal, or will the original proposal terms carry through the full potential five-year term? |
| **Answer** | |
| The Department will consider reasonable updates to the Recruitment and Mark-up Rates during contract renewal negotiations. | |

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| **82** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 10 | Can the Department clarify the process and timeline for coordinating meetings when performance concerns arise, especially in urgent or high-risk situations? |
| **Answer** | |
| For any performance concerns, the Hospitals require immediate or next business day discussion. | |

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| **83** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 10 | Will the Department provide a standardized protocol or documentation template for reporting adverse actions or license issues? |
| **Answer** | |
| Standardized protocol and required documentation for reporting adverse actions or license issues will be determined during contract negotiations. | |

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| **84** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 10 | Is there a formal appeals or dispute resolution process for Locum Tenens who are terminated at the discretion of the Hospital(s)? |
| **Answer** | |
| No. | |

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| **85** | **RFP Section & Page Number** | **Question** |
| Part II, C.  Page 10 | Can the Department confirm whether the 30-day replacement timeline applies to all specialties, including hard-to-fill roles? |
| **Answer** | |
| Yes, the 30-day replacement timeline applies to all Locum Tenens specialties. | |

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| **86** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page 10 | Will the Department provide a template or guidance for the annual staffing plan review, including budget parameters and forecasting tools? |
| **Answer** | |
| No. | |

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| **87** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page 10 | Can the Department confirm whether travel reimbursement rates and policies will align with federal GSA rates or a separate State-specific schedule? |
| **Answer** | |
| Travel reimbursement must align with the [State’s travel policy](https://www.maine.gov/osc/travel). | |

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| **88** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page 10 | Will the Department provide a sample audit request format or checklist to help vendors prepare for travel record reviews? |
| **Answer** | |
| Any audit requests are requested by the [Office of the State Controller](https://www.maine.gov/osc/). The Department will work with the Vendor in the event the Department receives an audit request. | |

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| **89** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page 10 | Are there specific remote work safeguards or technologies the Department expects vendors to implement (e.g., VPNs, secure EMR access)? |
| **Answer** | |
| Locum Tenens will not be permitted to perform work remotely. Refer to the amended language at the beginning of this document. | |

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| **90** | **RFP Section & Page Number** | **Question** |
| Part II, D.  Page 10 | 1. Will the Department provide a reporting template or system for sentinel incidents? 2. Is there a required timeframe for submission? |
| **Answer** | |
| 1. Reporting templates are provided within the electronic health records. 2. Yes, specific timeframes for report submissions will be reviewed with the Locum Tenens during orientation. | |

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| **91** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | Can the Department clarify whether Locum Tenens will be required to provide services across multiple Hospital(s), or if engagements will be site-specific? |
| **Answer** | |
| Engagements will be site specific to each Hospital. | |

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| **92** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | Will the Department provide a standardized Delivery Order format outlining expectations, hours, and scope of privileges? |
| **Answer** | |
| Yes. | |

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| **93** | **RFP Section & Page Number** | **Question** |
| Part II, E.  Page 11 | Is there a process for requesting approval for outside practice duties, and what criteria will be used to evaluate such requests? |
| **Answer** | |
| Requests to perform outside practice duties will be referred to the respective Hospital’s clinical director; decisions will be made regarding any conflict of interest, or perceived inability to be able to adequately perform the Hospital’s contracted duties when additional outside practice activities occur. | |

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| **94** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 12 | Will the Department or Hospital(s) provide a training calendar or schedule to help vendors plan Locum Tenens availability accordingly? |
| **Answer** | |
| Yes. | |

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| **95** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 12 | Are any of the listed training courses available online or via remote modules, or must all be completed in person? |
| **Answer** | |
| In person orientation will be required, additional training will be available both in person and online. | |

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| **96** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 12 | Will the Department provide training materials or access to Hospital(s) systems for tracking completion and compliance? |
| **Answer** | |
| Training materials will be provided electronically and/or in a paper format. | |

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| **97** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 12 | Is there a grace period for completing orientation and training requirements for Locum Tenens starting on short notice? |
| **Answer** | |
| No, orientation and training will begin on the Locum Tenens start date, refer to the answer to question 7 of this document. | |

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| **98** | **RFP Section & Page Number** | **Question** |
| Part II, G.  Page 12 | Can the Department provide a copy or summary of the State’s human resources procedures that vendors must follow during the conversion process? |
| **Answer** | |
| To convert to State employment the Locum Tenens would be required to apply for an open position with the [Maine Bureau of Human Resources](https://www.maine.gov/bhr/state-jobs). All Human Resource procedures would be explained at that time. | |

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| **99** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Will the Department provide standardized templates or reporting formats for each report type listed in Table 1 and Table 2? |
| **Answer** | |
| No, Vendors will be required to develop and submit required reports. | |

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| **100** | **RFP Section & Page Number** | **Question** |
| Part I, C.  Page 6 | If there are changes in scope or service needs during the renewal periods, how will those be communicated and incorporated into the Master Agreement? |
| **Answer** | |
| The Hospitals will discuss and negotiate any changes to the Master Agreement with all Vendors. All changes will be identified in a redline version of the Master Agreement. | |

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| **101** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | 1. Can the Department provide an estimate of how many vendors are currently on the Master Agreement list; and 2. How many new vendors it anticipates awarding under this RFP? |
| **Answer** | |
| 1. Refer to the answer to question 4 of this document. 2. Refer to Part I, D. of the RFP. | |

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| **102** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Will the Department provide annualized locum tenens spend by specialty for the last 5 years? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **103** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Will the Department provide annualized pay-out by vendor for the last 5 years? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **104** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Will there be any prioritization or ranking among awarded vendors, or will all vendors be treated equally when hospitals issue Delivery Orders? |
| **Answer** | |
| All Vendors on the Master Agreement will be treated equally. | |

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| **105** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | In the event multiple vendors submit qualified candidates for the same request, what criteria will the hospitals use to select the vendor for the Delivery Order? |
| **Answer** | |
| Each qualified candidate will be interviewed to assess relevant work experience and educational background to determine which candidate is the best fit. | |

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| **106** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Will vendors be notified when a Delivery Order is awarded to another vendor, or will there be transparency around the selection process for each order? |
| **Answer** | |
| No, however, vendors will be notified if a candidate is not selected. | |

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| **107** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Is there a minimum performance threshold or activity level required to remain on the Master Agreement list throughout the contract term? |
| **Answer** | |
| No. | |

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| **108** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Can the Department clarify whether the 15-day fulfillment timeline applies to all specialties and geographic locations, or if exceptions may be granted for hard-to-fill roles? |
| **Answer** | |
| The fifteen (15) calendar day fulfillment timeline applies to all specialties. | |

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| **109** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Will the Department provide historical data or anticipated volume of requests to help vendors plan recruitment capacity? |
| **Answer** | |
| No, refer to Part I, D. of the RFP. | |

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| **110** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Are there any restrictions or guidelines on advertising channels or recruitment methods vendors must follow? |
| **Answer** | |
| No. | |

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| **111** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Can the Department confirm whether it will provide a standardized template or checklist for the documentation required prior to engagement? |
| **Answer** | |
| Yes, each Hospital will provide a standardized template/checklist for documentation required prior to engagement. | |

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| **112** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Will the Department or Hospital(s) provide access to their credentialing systems or portals to streamline submission and tracking? |
| **Answer** | |
| No. | |

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| **113** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Will the Department provide guidance or support for out-of-state background checks and license verifications, especially for providers relocating to Maine? |
| **Answer** | |
| Yes, on a case-by-case basis. | |

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| **114** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Is there a designated turnaround time for Hospital(s) to review and approve submitted documentation and start dates? |
| **Answer** | |
| No. | |

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| **115** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Will the Department provide a sample Memorandum of Understanding (MOU) template in advance to help vendors prepare for compliance? |
| **Answer** | |
| Refer to the answer to question 58 of this document. | |

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| **116** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Can the Department clarify whether the competency assessments will be standardized across all Hospital(s), or vary by facility and specialty? |
| **Answer** | |
| Competency assessments vary by specialty and Hospital. | |

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| **117** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Is there a preferred format or system for submitting the Locum Tenens file and annual packets, and will electronic submissions be accepted? |
| **Answer** | |
| Locum Tenens files and annual packets are not required to be submitted to the Hospital(s) unless specifically requested, refer to Part II, B.3. of the RFP. In the event the Hospital(s) request a Locum Tenens file or annual packet, the Department and awarded Vendor will collaborate to determine how files will be submitted to the Hospital(s). | |

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| **118** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 8 | Will vendors be notified of any changes to immunization or screening requirements during the contract term, and how will updates be communicated? |
| **Answer** | |
| Vendors will be notified of any changes to immunization or screening requirements during the contract term through written notification and an amendment to the Master Agreement. | |

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| **119** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Can the Department clarify whether supportive documentation must be submitted with each report, or retained for audit purposes only? |
| **Answer** | |
| Supportive documentation must be submitted with each report. | |

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| **120** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Is there a preferred method or platform for report submission (e.g., secure portal, email, shared drive)? |
| **Answer** | |
| The Hospitals and awarded Vendors will negotiate to preferred method for report submission. | |

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| **121** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Will the Department provide feedback or performance metrics based on submitted reports to help vendors improve service delivery? |
| **Answer** | |
| Yes. | |

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| **122** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Can the Department confirm whether the Cost Report should include only direct compensation to Locum Tenens, or also administrative, travel, and overhead costs incurred by the vendor? |
| **Answer** | |
| The Department expects all costs associated with Locum Tenens services to be included in the Cost Report. | |

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| **123** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Are there penalties or corrective actions for late, incomplete, or inaccurate report submissions? |
| **Answer** | |
| The Department may issue a corrective action for late, incomplete, or inaccurate report submissions. | |

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| **124** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Will the Department allow vendors to request deadline extensions in cases of data delays or system issues? |
| **Answer** | |
| Yes, with prior communication. | |

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| **125** | **RFP Section & Page Number** | **Question** |
| Part II, H.  Page 13 | Is there a process for updating or revising submitted reports if errors are discovered post-submission? |
| **Answer** | |
| The Department would require the Vendor to communicate when an error was found and resubmit the report with corrections. | |

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| **126** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Can the Department clarify whether different Recruitment Fees or Mark-up Rates may be proposed for different specialties or provider types, or must the rates be uniform across all engagements? |
| **Answer** | |
| Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **127** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Will the Department provide historical or anticipated salary ranges by specialty to help bidders calculate realistic multipliers? |
| **Answer** | |
| The Department does not have this data readily available. | |

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| **128** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Is there a cap or ceiling on the Recruitment Fee or Mark-up Rate that bidders should be aware of when structuring their proposal? |
| **Answer** | |
| No, Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **129** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Will the Department allow for renegotiation of the Mark-up Rate or Recruitment Fee during renewal periods if market conditions change? |
| **Answer** | |
| Refer to the answer to question 81 of this document. | |

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| **130** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Can the Department confirm whether the Mark-up Rate should include all administrative, compliance, and overhead costs, or if certain costs may be billed separately? |
| **Answer** | |
| The single Mark-up Rate must include all costs related to the management of a Locum Tenens engagement. | |

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| **131** | **RFP Section & Page Number** | **Question** |
| Part I, C.  Pages 6-7 | Given that the existing DHHS Contract for this service had renewal periods available, what precipitating factors prompted the Department to elect a new procurement in lieu of renewing the existing master services agreement? Why did they not renew the existing contracts? |
| **Answer** | |
| This RFP was issued to ensure the Department has a sufficient number of Vendors who have access to Locum Tenens resources as needed by the Hospitals. Existing contracts with Vendors under the current Locum Tenens Master Agreement have been renewed and will continue through each contract period. | |

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| **132** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.b.i.  Page 8 | It is indicated that travel and lodging costs for interviews would be the responsibility of any awarded bidder. Are onsite interviews for positions required? |
| **Answer** | |
| No. | |

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| **133** | **RFP Section & Page Number** | **Question** |
| Part I, D.1.  Page 7 | How many Delivery Orders were issued for the respectively listed locum tenens personnel categories (1. Psychiatrist 2. Primary Care Physicians 3. Psychologist 4. Physician Assistants 5. Nurse Practitioners) on the contracts resulting from predecessor RFP #202007113? |
| **Answer** | |
| 1. Psychiatrist – Six (6)  2. Primary Care Physicians – Five (5) MDs  3. Psychologist – One (1)  4. Physician Assistants – Zero (0)  5. Nurse Practitioners – Five (5) | |

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| **134** | **RFP Section & Page Number** | **Question** |
| Part 1  Section A  Page 5 | What was the total utilization in monetary spend for contracts awarded for RFP#202007113 (the predecessor solicitation to this RFP)? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **135** | **RFP Section & Page Number** | **Question** |
| Part IV  Section II. 3  Page 17 | 1. Would DHHS consider waiver of the Financial Viability requirement of 3 years of CPA audited records? 2. Are there any alternatively acceptable solutions if these cannot be provided? |
| **Answer** | |
| 1. No. 2. If Bidders are not required to have or do not have audited financial statements, the Bidder must provide the following information for each of the past three (3) tax years:    * 1. Balance Sheets (Statements of Financial Position)      2. Income (Profit/Loss) Statements (Statements of Activity) | |

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| **136** | **RFP Section & Page Number** | **Question** |
| Part IV  Section 2  Page 18 | Reference to the stipulation that on-call services not exceed $2000 per performance period;   1. Can DHHS clarify what constitutes an on-call period? Is this a 24 hr. block? 2. Is there a set on call shift schedule? |
| **Answer** | |
| 1. Yes, an on-call period generally would be a twenty-four (24) hour block. 2. No, an on-call request would only occur when the Hospital(s) cannot find coverage for its regular staffing positions. | |

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| **137** | **RFP Section & Page Number** | **Question** |
| Not Provided | Who are the incumbent vendors providing services if applicable and how long has each vendor been contracted? |
| **Answer** | |
| Refer to the answer to question 4 of this document. All Vendors currently on the Master Agreement are from the RFP 202007113. | |

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| **138** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the annual spending associated with these services currently? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **139** | **RFP Section & Page Number** | **Question** |
| Not Provided | What are the current billing rates for vendors providing services? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **140** | **RFP Section & Page Number** | **Question** |
| Not Provided | Have your current vendor(s) met expectations around key deliverables? |
| **Answer** | |
| As this is outside the scope of the RFP, the Department declines to answer. | |

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| **141** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many hours of service have been utilized by the labor category during most recent fiscal year? |
| **Answer** | |
| The Department does not have this data readily available. | |

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| **142** | **RFP Section & Page Number** | **Question** |
| Not Provided | What percentage of staff utilization is considered full-time versus part-time? |
| **Answer** | |
| All Locum Tenens provide services on a full-time basis. | |

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| **143** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the estimated number of hours per week/year? |
| **Answer** | |
| The number of hours per week/year will be determined when the Department has a need for recruitment of a Locum Tenens. | |

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| **144** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. What is the anticipated number of positions needed for this service? 2. How many positions are filled? |
| **Answer** | |
| 1. Refer to the answer to question 1 of this document. 2. Refer to the answer to question 66 of this document. | |

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| **145** | **RFP Section & Page Number** | **Question** |
| Part IV  Page 16 | Is the bidder required to submit resumes for potential candidates? |
| **Answer** | |
| Not with the proposal submission. | |

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| **146** | **RFP Section & Page Number** | **Question** |
| Part IV  Page 16 | Can we submit sample resumes representative of the type of candidates we would present? |
| **Answer** | |
| No, Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. | |

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| **147** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can licenses and certificates be submitted upon approval of candidates and interviews? |
| **Answer** | |
| Licenses and certifications are required to be submitted as part of the Hospital credentialing process, refer to Part II, B.2.c. of the RFP. | |

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| **148** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. Are on-call services needed? 2. If so, when and how often (if applicable)? |
| **Answer** | |
| 1. Not at this time. 2. N/A | |

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| **149** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. How many billable work hours in a full day for an FTE? 2. How many billable days per year? |
| **Answer** | |
| 1. Billable work hours depends on the specialty. 2. Varies. | |

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| **150** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are there or will there be any contract terms in regard to performance? |
| **Answer** | |
| Yes. | |

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| **151** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the average duration of engagement for individuals placed on engagement with ME DHHS Locum Tenens? |
| **Answer** | |
| Refer to the answer to question 9 of this document. | |

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| **152** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Will a template be provided for the Cost proposal section or do we need to create one? |
| **Answer** | |
| Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **153** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many contractors will be awarded? |
| **Answer** | |
| Refer to Part I, D. of the RFP. | |

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| **154** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Do vendors need to provide pricing for each labor category or can we choose which labor categories we are interested in responding to |
| **Answer** | |
| Bidders are to provide a single mark-up rate for all Locum Tenens positions. | |

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| **155** | **RFP Section & Page Number** | **Question** |
| Not Provided | Once the bid is awarded who will be the primary Point of Contact? What is their contact information? |
| **Answer** | |
| Awarded Bidders will be notified of the primary point of contact during contract negotiations. | |

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| **156** | **RFP Section & Page Number** | **Question** |
| **Appendix F**  Page 31 | Can the Department share the established rates for the Locum Tenens positions? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **157** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can the Department provide a comprehensive list of all positions that will be included as part of the services requested? |
| **Answer** | |
| The Department cannot predict the estimated volume, need, or position expected. | |

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| **158** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can you describe what clinicians would fall under “ mental health workers” category? |
| **Answer** | |
| Mental health workers are not clinicians; they are considered behavioral health technicians. | |

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| **159** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can you clarify more around travel stipend mentioned. |
| **Answer** | |
| The RFP does not reference travel stipends. Refer to the [State’s travel policy](https://www.maine.gov/osc/travel) for travel expense reimbursements. | |

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| **160** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many vendors will be awarded. |
| **Answer** | |
| Refer to Part I, D. of the RFP. | |

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| **161** | **RFP Section & Page Number** | **Question** |
| Not Provided | What does a competency assessment entail? |
| **Answer** | |
| Refer to Part II, B.2.d. of the RFP. | |

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| **162** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we assume “per on call period” refers to one particular call shift. Example 24-hour call = $2,000 per day? |
| **Answer** | |
| Yes. However, not all on-call shifts are 24 hours. | |

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| **163** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we get clarity as to why they are releasing this RFP early, we were under the impression it would be a 10-year contract. |
| **Answer** | |
| To ensure the Department has a sufficient number of Vendors who have access to Locum Tenens resources as needed by the Hospitals. Existing contracts with Vendors under the current Locum Tenens Master Agreement have been renewed and will continue through each contract period. | |

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| **164** | **RFP Section & Page Number** | **Question** |
| Not Provided | Can we submit a rate range for each position? |
| **Answer** | |
| No, Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **165** | **RFP Section & Page Number** | **Question** |
| Definitions  Page 4 | Understanding that needs fluctuate, can the Department share how many of each locum tenens specialty are needed at Dorothea Dix and Riverview Psychiatric Centers, respectively? If exact numbers can’t be provided, can you estimate the needed headcount by specialty? |
| **Answer** | |
| The Department cannot predict the estimated volume, need, or position expected. | |

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| **166** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 5 | How many locum tenens by specialty are currently being utilized by Dorothea Dix and Riverview Psychiatric Centers to fill temporary needs? |
| **Answer** | |
| Four (4) nurses at Dorothea Dix; and  Twelve (12) nurses at Riverview. | |

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| **167** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Page 7 | Will the Department consider proposals for a Managed Service Provider (MSP), a single vendor who will support all of the department’s needs for Locum Tenens? |
| **Answer** | |
| No. | |

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| **168** | **RFP Section & Page Number** | **Question** |
| Part II, B.1.  Page 8 | The linked webpage in this section for “Rider D” doesn’t have any form called “Rider D.” Could you please provide Rider D or a link to it for vendors to review? |
| **Answer** | |
| Refer to the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx). | |

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| **169** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will there be an opportunity to negotiate contract terms post-award, including to submit proposed edits and additional proposed terms? |
| **Answer** | |
| Yes. | |

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| **170** | **RFP Section & Page Number** | **Question** |
| Not Provided | If the bidder would like to propose additional contract terms to address the particular scope of work, do they need to be submitted with the bidder’s proposal? |
| **Answer** | |
| It is at the Bidder’s discretion to provide a detailed response to each requirement listed in the Response to Proposed Services form. | |

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| **171** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will the bidder’s score be negatively impacted if the bidder submits exceptions or additional proposed terms to address the particular scope of work? |
| **Answer** | |
| Refer to Part V, A. of the RFP. | |

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| **172** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. Is the Department open to reviewing a contract on the successful bidder’s paper? 2. If so, does the bidder need to submit a copy of its proposed contract with its proposal? |
| **Answer** | |
| 1. No. 2. N/A | |

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| **173** | **RFP Section & Page Number** | **Question** |
| Part VI, A.  Page 22 | The URL included in Section A.1. of Part IV of the RFP links to a website with multiple contracts and terms and conditions. Can you please confirm which of these document(s) is applicable to this RFP? |
| **Answer** | |
| Refer to the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx). | |

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| **174** | **RFP Section & Page Number** | **Question** |
| Part VI, A.  Page 22 | If the bidder would like to take exception to any of the terms in the applicable contract document(s) on the Department's Office of State Procurement Services website, should the bidder submit proposed redlines with its response? |
| **Answer** | |
| No. | |

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| **175** | **RFP Section & Page Number** | **Question** |
| Part VI, A.  Page 22 | If the IT Service Contract found on the Department's Office of State Procurement Services website is applicable to this RFP, can you please confirm if the insurance terms in the contract negotiable? |
| **Answer** | |
| Refer to the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx) for all applicable contact terms. The Department and awarded Bidder(s) will negotiate the terms of the contract. | |

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| **176** | **RFP Section & Page Number** | **Question** |
| Part VI, A.  Page 22 | If the Service Contract Terms & Conditions found on the Department's Office of State Procurement Services website is applicable to this RFP, would the Department be willing to permit the bidder to provide 30 days’ notice of cancellation, modification, or non-renewal of its insurance policies if the bidder, as a staffing agency, is unable to obtain a cancellation endorsement on its insurance policies? |
| **Answer** | |
| Prior to contract execution, the awarded Bidders will be required to meet all insurance requirements outlined in the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx). | |

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| **177** | **RFP Section & Page Number** | **Question** |
| Part II,  Page 8 | It is not clear which of the documents on the website contains Rider D. Could you please clarify where Rider D is located, or alternatively provide a separate copy of Rider D? |
| **Answer** | |
| Refer to the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx). | |

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| **178** | **RFP Section & Page Number** | **Question** |
| Part II,  Page 8 | Section B.8. of Part I of the RFP instructs the bidder to mark as confidential any information it believes to be confidential and to include a citation to legal authority in support of its claim. Is there a particular way in which this should be formatted/submitted? (e.g., in a separate document that lists the Page numbers with confidential information and the corresponding explanation for why the information in those Pages is confidential) |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **179** | **RFP Section & Page Number** | **Question** |
| Part IV, Section 2, (File #2)  Pages 16-17 | Customarily the bidder, as a privately held company, does not provide certain proprietary information at the initial RFP submission stage, such as copies of its financial statements and litigation history, unless the parties have entered into a non-disclosure agreement. Will the bidder’s score be negatively impacted if it does not provide detailed information relating to these items at the initial RFP submission stage? |
| **Answer** | |
| Refer to Part V, A. of the RFP. | |

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| **180** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is staffing subcontracting allowed? |
| **Answer** | |
| Yes. | |

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| **181** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will you accept electronic responses to the RFP in zipped folders? |
| **Answer** | |
| Refer to Part III, C.2. of the RFP. | |

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| **182** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are there any specific challenges or pain points that this project aims to address? |
| **Answer** | |
| As this is outside the scope of the RFP, the Department declines to answer. | |

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| **183** | **RFP Section & Page Number** | **Question** |
| Not Provided | Who are the primary stakeholders for this project? (e.g., HR, Nursing, Supply Chain) |
| **Answer** | |
| The Department’s Dorothea Dix and Riverview Psychiatric Centers. | |

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| **184** | **RFP Section & Page Number** | **Question** |
| Not Provided | Who is the current Vendor or Vendors providing this services under this RFP |
| **Answer** | |
| Refer to the answer to question 4 of this document. | |

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| **185** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will responses to vendor questions be shared with all bidders? |
| **Answer** | |
| Refer to Part III, A.2. of the RFP. | |

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| **186** | **RFP Section & Page Number** | **Question** |
| N/A | What is the spend for the contract as specified? If current figures are not available, what was spend last year? |
| **Answer** | |
| As this is a competitive process the Department declines to answer. | |

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| **187** | **RFP Section & Page Number** | **Question** |
| Not Provided | Could the State provide a breakdown of the spend by specialty? |
| **Answer** | |
| As this is a competitive process the Department declines to answer. | |

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| **188** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is the current hourly bill rate you are paying for each positions specific to this RFP? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **189** | **RFP Section & Page Number** | **Question** |
| Not Provided | How do you handle overtime, holiday, on-call, call-back charge, and other non-standard pay? |
| **Answer** | |
| Overtime and holiday are 1.5 times the hourly rate. | |

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| **190** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is there a minimum pay rate (wage determination) that must be observed? |
| **Answer** | |
| No, the hourly wage for individual Locum Tenens will be negotiated with the Hospital(s) and awarded Bidder | |

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| **191** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many hours are required for orientation/training do you require for temporary clinicians, and are these billable? |
| **Answer** | |
| Refer to the answer to question 7 of this document. | |

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| **192** | **RFP Section & Page Number** | **Question** |
| Not Provided | What time & attendance software do you currently use (for example Kronos)? |
| **Answer** | |
| The Hospitals do not use a time and attendance software for Locum Tenens. | |

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| **193** | **RFP Section & Page Number** | **Question** |
| **Appendix C**  Page 27 | 1. Should the client references have specific requirements; and 2. When might references be contacted, i.e., during the review process or after finalists have been chosen? |
| **Answer** | |
| 1. It is at the Bidder’s discretion. 2. References would be contacted during the Evaluation Teams consensus scoring process. | |

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| **194** | **RFP Section & Page Number** | **Question** |
| Not Provided | Could you please provide a breakdown of current calendar year spend by specialty, along with projected spend for 2026 and beyond? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **195** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is your process for distributing orders to staffing vendors? |
| **Answer** | |
| All vendors on the Master Agreement, including current and those conditionally awarded under this RFP, will be notified via email of the need for a Locum Tenens which will include the specific requirements of the position. The Vendor who provides a viable candidate to the Hospital(s) will enter into a Delivery Order with the Department. | |

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| **196** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. Can you describe your procurement process in detail? 2. Are you utilizing centralized technology or platforms to manage it? |
| **Answer** | |
| 1. The State of Maine RFP Process Overview can be found at the Office of State Procurement Services [RFP webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). 2. Not at this time. | |

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| **197** | **RFP Section & Page Number** | **Question** |
| Not Provided | How do you prioritize, rank, or tier your staffing partners within your vendor network? |
| **Answer** | |
| The Department doesn’t prioritize, rank, or tier staffing partners. | |

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| **198** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is this RFP considered a license to pursue opportunities (“license to hunt”), or are awards based on fixed costs and predetermined purchase order volumes? |
| **Answer** | |
| Refer to Part V of the RFP. | |

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| **199** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. What is the total volume of purchase orders awarded annually; and 2. How much of that volume is typically awarded to your largest vendors? |
| **Answer** | |
| 1. As this is a competitive process, the Department declines to answer. 2. The volume of work for any Vendor is based on their ability to recruit viable candidates when the Department has a need for Locum Tenens services. | |

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| **200** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. How many providers are currently on assignment, and 2. Can you share the associated FTE count and spend? |
| **Answer** | |
| 1. Refer to the answer to question 66 of this document. 2. The Department does not have this data readily available. | |

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| **201** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is your annual spend for locum tenens staffing? |
| **Answer** | |
| As this is a competitive process, the Department declines to answer. | |

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| **202** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are vendors required to bid on all listed positions in order to be considered for an award? |
| **Answer** | |
| No. | |

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| **203** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will this RFP include any virtual or telehealth positions? |
| **Answer** | |
| No. | |

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| **204** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many vendors do you anticipate awarding contracts to as part of this RFP? |
| **Answer** | |
| Refer to Part I, D. of the RFP. | |

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| **205** | **RFP Section & Page Number** | **Question** |
| Not Provided | Are on-call services included in the scope of this RFP, and are there caps or stipends provided for housing and airfare? |
| **Answer** | |
| Refer to Part IV, Section IV, 2. of the RFP. Airfare is not reimbursable by the Department. | |

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| **206** | **RFP Section & Page Number** | **Question** |
| Not Provided | What stipend amounts do you anticipate for car rental and airfare, and will there be a cap on these reimbursements? |
| **Answer** | |
| The Department will not provide reimbursement for car rental or airfare expenses. | |

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| **207** | **RFP Section & Page Number** | **Question** |
| Not Provided | What provider volumes are you anticipating across specialties and geographic regions? |
| **Answer** | |
| Refer to the answer to question 1 of this document. | |

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| **208** | **RFP Section & Page Number** | **Question** |
| Definitions  Page 4 | 1. Will all of the modalities listed under the definition of locum tenens be accessible through the awarded MSA, or only provider level / advanced practitioner modalities? 2. If not, could the State specific which positions will ONLY fall under this contract? |
| **Answer** | |
| 1. All modalities listed under the Locum Tenens definition will be accessible through the resulting Master Service Agreement. 2. N/A | |

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| **209** | **RFP Section & Page Number** | **Question** |
| Definitions  Page 4 | Is the awarded MSA intended to replace the previously awarded RFPs for Temporary Nursing RFP#201807138, Locum Tenens RFP #unknown, and Peer Support Services RFP #201704081? |
| **Answer** | |
| This RFP was issued to ensure the Department has a sufficient number of Vendors who have access to Locum Tenens resources as needed by the Hospitals. Existing contracts with Vendors under the current Locum Tenens Master Agreement have been renewed and will continue through each contract period. | |

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| **210** | **RFP Section & Page Number** | **Question** |
| Definitions  Page 4 | Does the Department intend to award staffing providers outside of the incumbents who have provided resources through the aforementioned RFPs? |
| **Answer** | |
| This opportunity is for all Vendors who may or may not have been awarded under a previous Department RFP or contract and those who are not on the current Locum Tenens Master Agreement. | |

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| **211** | **RFP Section & Page Number** | **Question** |
| Part II, C.4.  Page 10 | If a Locum Tenens provider resigns or separates from the Hospital without a 30-calendar day written notice, or fails to complete the 30 days, our fees shall be prorated. Would you be able to share the details of how the prorated fee schedule is structured? |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **212** | **RFP Section & Page Number** | **Question** |
| Part II, G.1.  Page 12 | In converting the Locum Tenens provider to a State Employee, we are required to follow the State procedures and liquidation fee structure. The structure as outlined in G. of the Response to Proposed Services, is:   1. The liquidation fee must be less than or equal to ten percent (10%) of the top step in the Hospital(s) State line classifications. 2. Would you be able to share the details of the steps in the Hospitals(s) State Line classifications? 3. The Department shall not be charged a liquidation fee for Locum Tenens who have been providing services under the resulting Delivery Order for six (6) months or more. 4. Would this provision be open to negotiation as part of the contracting process? |
| **Answer** | |
| 1. State line classifications are available at the State’s [Bureau of Human Resources website](https://apps.web.maine.gov/cgi-bin/bhrsalary/jobs.pl). 2. Yes. | |

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| **213** | **RFP Section & Page Number** | **Question** |
| Part VI, A.  Page 22 | To what extent will revisions/exceptions requests impact proposal scoring and final award decisions? |
| **Answer** | |
| Refer to Part V, A. of the RFP. | |

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| **214** | **RFP Section & Page Number** | **Question** |
| Part VI, A.  Page 22 | Is the contract template that the state will use for the purposes of negotiations, the version titled "Service Contract"? |
| **Answer** | |
| Refer to the [DHHS State Services - Service Contract Template](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/sc-template-dhhs-state-ns-apr-2025-v3.docx). | |

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| **215** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 5 | What security measures will the state have in place at the facilities vendors will be tasked with staffing? |
| **Answer** | |
| The Department maintains high security measures which include security officers, cameras, procedures and policies outlining infection control measures in order to protect all patients and staff in the Hospitals. | |

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| **216** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 12 | The solicitation references vendors ensuring that locums staff attend required hospital training and orientation. Will the state be responsible for conducting the training and orientation referenced? |
| **Answer** | |
| Yes. | |

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| **217** | **RFP Section & Page Number** | **Question** |
| Part II, G.  Page 12 | Please clarify what the state contemplates in terms of a "liquidated fee structure"? |
| **Answer** | |
| Refer to **Appendix G**, Response to Proposed Services form for additional information related to the terms of the liquidation fee structure to be included with the Bidder’s proposal as Attachment 5. | |

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| **218** | **RFP Section & Page Number** | **Question** |
| Part I, D.1.  Page 7 | If locums providers are needed, will all of the openings be released to all awarded agencies? Or will there be preferred agencies? |
| **Answer** | |
| The Department intends to provide equal opportunity to all Vendors on the Master Agreement. | |

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| **219** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.a.  Page 8 | Please define "fulfilled".  Will best efforts and constant communication suffice? Or does this mean candidate submission? Or actively credentialed provider ready to go to work? |
| **Answer** | |
| The Department expects fulfillment to include constant communication of the Vendor’s recruitment process. The Department understands there will be times when a Vendor does not receive any interest in a selected request for recruitment. | |

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| **220** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.b.  Page 8 | Are there penalties if the candidate backs out and/or doesn't interview? |
| **Answer** | |
| No. | |

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| **221** | **RFP Section & Page Number** | **Question** |
| Part II, A.1.b.i.  Page 8 | 1. What is the interview process? 2. Are they in person? |
| **Answer** | |
| 1. Qualified candidates would be contacted to set up a remote interview. 2. No. | |

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| **222** | **RFP Section & Page Number** | **Question** |
| Part II, B.2.c. Page 9 | How long does the privileging process usually take? Is there a committee that meets? How often do they meet? |
| **Answer** | |
| Privileging can take up to three (3) to four (4) months. There is a committee who meets regularly to conduct the privileging process. | |

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| **223** | **RFP Section & Page Number** | **Question** |
| Part II, B.2.d.iii.  Page 9 | Are follow-up competency exams administered by the Hospitals directly? Or are the agencies responsible? |
| **Answer** | |
| Administration of periodic competency assessments are determined on a case-by-case basis between the Department and awarded Vendor. | |

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| **224** | **RFP Section & Page Number** | **Question** |
| Part II, C.4.a. Page 10 | Can we get further details on what the pro-rated rates look like? |
| **Answer** | |
| Refer to the amended language at the beginning of this document. | |

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| **225** | **RFP Section & Page Number** | **Question** |
| Part II, C.5.  Page 10 | Are there penalties if a replacement is not found in the 30-day window? |
| **Answer** | |
| No. | |

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| **226** | **RFP Section & Page Number** | **Question** |
| Part II, D.5. Page 11 | Are 1099 contractors acceptable? They will not be reimbursed per GSA travel guidelines. |
| **Answer** | |
| The Department does not regulate the relationship between the awarded Vendor and selected Locum Tenens provider. | |

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| **227** | **RFP Section & Page Number** | **Question** |
| **Appendix F** Page 31 | Can vendors submit separate pricing for locum tenens candidates vs nursing candidates? |
| **Answer** | |
| No, Bidders are required to use **Appendix F** to provide a single competitive and reasonable proposed Recruitment Fee and Mark-up Rate. | |

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| **228** | **RFP Section & Page Number** | **Question** |
| Part II, E.1.b. Page 11 and  **Appendix F**  Page 31 | Can the State please confirm that there will be no additional holidays/PTO requirements/Maine-specific PTO required to be covered by the vendor outside of what is listed in the RFP? |
| **Answer** | |
| The Department does not offer holiday or PTO pay for Locum Tenens. | |

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| **229** | **RFP Section & Page Number** | **Question** |
| Not Provided | Do you have any insights to offer regarding volume of clinicians required? |
| **Answer** | |
| Refer to Part I, D. of the RFP, the Department cannot guarantee any awarded Bidder will receive a specific volume of work, a specific total contract amount, or a specific order value under the Master Agreements resulting from this RFP. In addition, the Department cannot predict the estimated volume, need, or position expected per year. | |