

ADDENDUM #005

Solicitation Number: FDC ITB-20-026
Solicitation Title: Temporary Pharmacy Staffing
Bids due by: February 9, 2021 at 2:00 p.m., Eastern Time
Addendum Number: 005
Addendum Date: January 26, 2021

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the information contained on the next page is applicable to the original specifications of the above referenced Solicitation. Added language to the ITB is highlighted in yellow, while deleted language has been stricken.

This Addendum includes the Department's written answers to the written questions received.

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**Responses to Written Questions
ITB-20-026
Temporary Pharmacy Staffing**

Question Number	Question	Answer
1	I am hoping you can email me a copy of any specifications and/or documents associated with this project. If they can't be emailed, please let me know. Please do not send them if a fee is required.	All publicly available information, including the solicitation documents and any subsequent addenda, can be found on the Vendor Bid System at the link below: https://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=154788
2	ICG Medical USA, Inc wishes to participate in the Solicitation Process for Temporary Pharmacy Staffing for Department of Corrections, vide advertisement number FDC ITB-20-026. In regards to the same, we request you to please share the complete set of RFP documents along with any addendums issued thus far.	Please see the Answer to Question Number 1.
3	I came across the ITB below on Florida BIDS and would like to request more information for this contract. I'm with pharmacy-focused staffing firm, Soliant Health, we have an office in West Palm Beach, FL, and would like to participate in this Bid. Can you please send me the information I need in order to participate?	Please see the Answer to Question Number 1.
4	a. Are references needed for this.?[sic] b. if yes, then how many.?[sic]	No, the Department does not require references for this opportunity.
5	We have an active license with SOS of Florida, do we need a good standing certificate with The State of Florida to be submitted with the proposal or only the proof of license would be enough.?[sic]	A Bidder is not required to provide a good standing certificate or proof of license with their Bid. Please see Section 4.6, Mandatory Responsiveness Requirements, and Section 4.16, State Licensing Requirements.

Question Number	Question	Answer
6	What is the current annual usage for each of the pharmacist and pharmacy tech positions for the Florida Department of Corrections?	<p>The current annual usage for each position varies as a temporary staffing contract. Below hours are for the 2019/2020 Fiscal Year</p> <p>Region I Pharmacy: 0 *</p> <p>Region II Pharmacy:</p> <ul style="list-style-type: none"> • Pharmacist – 480.5 * • Pharmacy Technician - 2,534.5* <p>Reception & Medical Center Pharmacy:</p> <ul style="list-style-type: none"> • Pharmacist: - 28.5* • Pharmacy Technician – 430* <p>Lowell Correctional Institution Pharmacy: 0*</p> <p>*Currently, this is the information the Department has available; however, we are working to validate the hourly totals. If any changes arise, additional information will be advertised on the Vendor Bid System.</p>
7	Please provide the current awarded bill rates for pharmacist and pharmacy tech staff with the Florida Department of Corrections.	<p>The current hourly rates in contract C2835 are \$59.49 for a Pharmacist and \$27.49 for a Pharmacy Technician. The link to the current contract is provided below:</p> <p>https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=C2835</p>
8	Please provide a breakdown of pharmacist and pharmacy tech usage by facility.	Please see the Answer to Question Number 6.
9	Could we set up a time to talk?	<p>Per Section 4.2, Bidder Inquiries:</p> <p>"Questions related to this ITB must be received in writing, via email, by the Procurement Officer listed below, within the time indicated in the Timeline. Oral inquiries, or those submitted after the period specified in the Timeline, will not be acknowledged."</p>

Question Number	Question	Answer
10	Are vendors required to submit Insurance certificate along with the response OR at a later stage - upon getting shortlisted?	No, an insurance certificate is not required to be submitted with the Bid. Please see Section 4.6, Mandatory Responsiveness Requirements. Insurance requirements apply upon execution of the Contract as described in the PUR 1000, Section 35, incorporated via Section 5.1 of the ITB.
11	Is this a new procurement or reissue of previous/cancelled procurement(s)?	The existing contract is the result of an ITB completed in 2014. The current solicitation is re-procurement of those services to establish a new Contract.
12	Who was the staffing partner before this ITB?	The Contractor for the current contract is JayKay Services, Inc. d/b/a JayKay Staffing. Please see link below to view the existing contract. https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=C2835&Tab=1
13	What is the past spend on this contract?	Please see link below to view the existing contract spend: https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=700000&ContractId=C2835
14	What is the required head count of Pharmacists and Pharmacy Technicians?	Please see the Answer to Question Number 6. Additionally, the Bidder must meet the needs of the Department in accordance with the ITB.
15	What is your budget for this procurement?	The estimated budget for the Contract is approximately \$200,000 per fiscal year.
16	Is this ITB for temporary "travel" positions (13-week contracts or longer, guaranteed hours) or "per diem" positions (no guaranteed hours, positions requested as needed and paid only for hours worked)?	The temporary positions have no guaranteed hours as they supplement the Department's staffing, are requested on an as-needed basis, and will be paid hourly.
17	How many hours is the nurse expected to work in a day, in a week, as well as in a month?	Nurses are not requested as part of this ITB.

Question Number	Question	Answer
18	How many temporaries are currently working under this contract?	The amount of Pharmacist and Pharmacy Technicians varies based on need. Region II Pharmacy currently utilizes three (3) Pharmacy Technicians per day until the Department hires permanent Pharmacy Technicians.
19	Are holidays billed at time and a half?	No, hourly rates are the same regardless of when or where a Pharmacist or Pharmacy Technician performs work.
20	What are the shift timings for the 4 service locations described in the ITB document?	The shift time varies from 8:00 a.m., Eastern Time (E.T.) to 5:00 p.m., E.T. (one hour lunch) or to 4:30 p.m., E.T. (1/2 hour lunch) strictly based on the location and time staffing is needed.
21	What are the anticipated guaranteed hours of work for Pharmacists and Pharmacy Technicians in all the 4 service locations?	Please see the Answer to Question Number 16.
22	a. Will this be a single or multi-award? If multi-award, how many awards does the Department anticipate issuing?	The Department intends to issue a Contract to a single Bidder. Per Section 4.10, Basis of Award, "An award will be made to the Responsible Bidder with the lowest Grand Total Price".
23	When does the Department expect services to begin?	The Department expects the Bidder begin services on May 1, 2021.
24	What are the minimum required amount of service hours to be provided?	There are no minimum number of hours required for the Contract. Please see the Answer to Question Number 16.
25	What is the hourly rate currently being charged for these services by your current vendor?	Please see the Answer to Question Number 7.
26	Which certificates and licenses are the vendors expected to provide with the response? Clarity required.	Please see the Answer to Question Number 10. Once the Contract is awarded, Pharmacist and Pharmacy Technicians will be required to be licensed by the State of Florida Board of Pharmacy per the definitions provided in Section 1.4 of the ITB.
27	a. Is this Bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.	a. Yes. Please see the Answer to Question Number 11. b. Please see the Answer to Question Number 12.

Question Number	Question	Answer
28	<p>a. How many temporary resources are currently engaged in the current contract?</p> <p>Please also provide the bifurcation of the resources supplied by each incumbent.</p>	<p>a. Please see the Answer to Question Number 18.</p> <p>b. Please see the Answer to Question Number 6.</p>
29	When was the existing contract got [sic] started, and what is the annual monetary spent value of the current contract since inception?	Please see the Answer to Question Number 13.
30	Is there any defined Not-To-Exceed (NTE) budget of this Bid for the base term?	No. Please see the Answer to Question Number 15.
31	How many vendors does the Department intend to award?	Please see the Answer to Question Number 22.
32	What is the correct due date to submit a proposal?	<p>Please refer to the revised Timeline advertised as Addendum #004. Any modifications to the Timeline will be posted to the Vendor Bid System as a subsequent addendum at the link below:</p> <p>https://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=154788</p>
33	Do we need to submit a good standing certificate issued by the Florida Department of State with the proposal?	Please see the Answer to Question Number 5.
34	We are interested to Bid on subject mention Temporary Pharmacy Staffing (FDC ITB-20-026) RFP. Please provide the Bid document.	Please see the Answer to Question Number 1.
35	<p>a. What is the estimated budget for this ITB?</p> <p>If unknown, please specify previous spending.</p>	Please see the Answer to Question Numbers 13 and 15.
36	Is this a single or multiple award ITB?	Please see the Answer to Question Number 22.

Question Number	Question	Answer
37	For how many years, does the incumbent is serving [sic] the contract?	The Department's current Contract began in 2014 and consists of an initial three (3) year term, with a three (3) year renewal term for six (6) years in total.
38	Kindly provide current minimum living wage?	Minimum wage requirements are not set by the Department.
39	<p>a. Is this a new requirement?</p> <p>b. If not, please provide the current vendor(s) providing the service and how are the current services being procured?</p> <p>c. Apart from the end of tenure, is there any other reason to release this Solicitation?</p> <p>Are there any pain points?</p>	<p>a. No. Please see the Answer to Question Number 11.</p> <p>b. Please see the Answer to Question Numbers 7 and 12.</p> <p>c. The Department is issuing this ITB to ensure its needs are met in relation to these services at the expiration of the current contract.</p> <p>d. The availability of Pharmacy Technicians at Region I Pharmacy.</p>
40	<p>a. Please provide the total number of temporary staff on current assignments?</p> <p>Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.</p>	<p>a. Please see the Answer to Question Numbers 6 and Number 18. As of December 1, 2020, Region II Pharmacy is utilizing three (3) temporary Pharmacy Technicians.</p> <p>b. Please see the Answer to Question Number 7. Please refer to Section 1.4 of the ITB, for the definitions of Pharmacy Technician and Pharmacist. All workers will be considered employees or staff of the Successful Bidder.</p>
41	Please provide a copy of the proposal [sic] of all current vendors providing temporary staffing, including rate/cost sheets.	Please see Exhibit 1 to this Addendum, Current Contractor's Original Bid.
42	What are the most frequently used job categories in the subject matter ITB?	The only job categories for temporary pharmacy staffing are Pharmacy Technicians and Pharmacists. The Pharmacy Technician category is utilized the most.
43	What is the average length of the assignment?	Please see the Answer to Question Numbers 16 and 18.

Question Number	Question	Answer
44	List of benefits current employees receiving from the incumbent.	This information is not tracked, it's up to the current contractor to determine what benefits are provided to their employees providing temporary staffing services.
45	List of client mandates holidays	All Pharmacist and Pharmacy Technicians at the Region I Pharmacy, Region II Pharmacy, and Lowell Correctional Institution Pharmacy observe the official State holidays listed at the following link: https://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_personnel_system_hr_practitioners/state_holidays The Pharmacist and Pharmacy Technicians at the Reception and Medical Center do not observe any holidays.
46	List of vacation and holidays current employees receiving from the incumbent.	The Department does not track this information, and pays the current contractor based on the hours worked.
47	What is Mandate Living wage and Supplemental benefits?	Please see the Answer to Question Numbers 38 and 44.
48	Details on benefits package current incumbent providing to temp staff.	Please see the Answer to Question Number 44.
49	Do we need to provide sample or live resumes on the job titles mentioned in the Solicitation? If yes how much per job title?	Samples and resumes are not required. Please see Section 4.6 and Section 2.4 of the ITB.
50	Could you please change the mode of submission of the response to email due to Covid-19?	No, per Section 4.4 of the ITB: "Bids may be sent by U.S. Mail, Courier, Overnight, or hand-delivered to the location indicated in the Timeline. Electronic submission of bids will not be accepted for the ITB."
51	Is it mandatory to take a sub-contractor?	No, subcontractors are not mandatory.
52	Is there any benefit for local vendors?	A preference for Florida based companies is only provided for purchases of personal property; however, local vendors may be able to best provide temporary staffing solutions.

Question Number	Question	Answer
53	Is it mandatory to have a local office?	No, subcontractors are not mandatory.
54	Kindly provide a specific format for ITB.	Please see the Answer to Question Number 1. Additionally, please refer to Section 4.4 and Section 4.6 of the ITB for complete instructions on Bid submission.
55	What is the estimated value of the contract?	Please see the Answer to Question Numbers 13 and 15.
56	Who is the incumbent vendor?	Please see the Answer to Question Number 12.
57	What are the current staffing levels for pharmacists and pharmacy technicians at each respective site?	Please see the Answer to Question Number 6.
58	What are the current average hours performed for pharmacists and pharmacy technicians for each respective site?	Use three (3) pharmacy technicians at 40 hours each.
59	How often are penalties currently assessed for non-performance?	Financial consequences have not been assessed on the current contract.