

**QUESTIONS AND ANSWERS  
FOR  
MEDICAL ASSISTANT SERVICES  
REQUEST FOR PROPOSAL (RFP) NO: DCRL-2014-A-0052**

1. **Question:** Is this a new requirement?

**Response:** Yes

2. **Question:** What was the previous bid price for this procurement base and option years?

**Response:** The previous bid price for the base and option years was \$37,000.00 for each year.

3. **Question:** How many medical assistants are needed?

**Response:** Two

4. **Question:** When will this job begin?

**Response:** The services will begin after the solicitation has been awarded.

5. **Question:** What are the background check procedures and how long will that take?

**Response:** Background checks will be conducted by CFSA and normally it takes about two weeks to complete.

6. **Question:** Will there be overtime? What are the hours during the weekend? What are the shifts?

**Response:** No, there is no overtime pay. Refer to Section 6.4.21 in the BPA. This is a contract and not employment with CFSA.

7. **Question:** The medical assistant must be certified?

**Response:** Please refer to Section 6.5.2 in the BPA.

8. **Question:** How many labor hours is it per year?

**Response:** There are approximately 2080 labor hours per year.

9. Question: Can I meet with the Nurse Practitioner and the Administrator?

Response: CFSA is unable to schedule a meeting at this time, due to your potential submission to be considered for the Medical Assistant Services contract.

10. Question: Will the candidate be considered if they have not worked in a pediatric setting?

Response: Please refer to Section 6.5.3 in the BPA.

11. Question: Will you interview the candidates? Will the candidates interview with the Administrator?

Response: This is a contract and not employment with CFSA. The candidate will have to do a presentation to the technical review panel. The technical review panel has not been identified at this point.

12. Question: How many resumes should be submitted?

Response: A minimum of three (3) copies should be submitted.

13. Question: You want a proposal explaining the methodologies of completing each task what do you mean by deployment, design and ongoing support? Ongoing support meaning if there is a staff shortage or an emergency? Documentation meaning that a status report will be submitted by the medical assistant and incident reports?

Response: Section 26.1.1b has been deleted in its entirety from the BPA. Please see amendment 2 that replaces the language. The medical assistant hired under this BPA will be responsible for covering when there is a staffing shortage and the Healthy Horizons Assessment Center (HHAC) has protocols in place for emergencies.

14. Question: Should the proposal discuss how hospital evaluations will be done? What is involved in hospital evaluations?

Response: The Medical Assistant is not responsible for completing hospital evaluations. Refer to Section 6.4 in the BPA, which list the requirements expected of the Medical Assistant.

15. Question: What are the pediatric medical conditions?

Response: The pediatric medical conditions are the same as the ones in a Pediatrician's office.

16. Question: Will there be an oral presentation?

Response: Yes

17. Question: Is there currently an incumbent providing these services for the facility at this time?

Response: Yes

18. Question: What are the insurance requirements?

Response: Medical Assistants are covered under CFSA's insurance policy.

19. Question: Could you please provide an estimated schedule? How much is on the weekend or holidays? Is it a set schedule or does it vary, how much in advance is a schedule given?

Response: CFSA's estimated schedule is 40-52 hours per week. Weekends and holidays are rotated with existing staff. Schedules can vary from month-to-month. CFSA attempts to provide schedules two weeks in advance.

20. Question: Can we have multiple candidates or is one preferred?

Response: Multiple candidates can apply, but only two will be awarded the position.

21. Question: Will the winning contractor provide all the Medical Assistants to cover the clinic operations 24/7 365 days or 366 leap year?

Response: Please refer to Section 6.4.21 of the BPA.

22. Question: Will there be multiple awards from the Blanket Agreement DCRL-2014-A-0052; Medical Assistant?

Response: Two Medical Assistants will be awarded the position.

23. Question: Is there a current contractor performing the Blanket Agreement, and if so how many employees are they using?

Response: Yes, there is a current contractor performing the position. CFSA has three in this position.

24. Question: What was the award amount of the current contract?

Response: Please refer to question number 2 of this document, the response is provided.