

**STATEMENT OF WORK
PER DIEM NURSING
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of the Per Diem Nursing ITQ is to qualify responsible and responsive Contractors to perform short term (no more than 90 days), per diem, direct care Registered Nurse (RN), Licensed Practical Nurse (LPN), and Certified Nursing Assistant services (CNA) to the Commonwealth of Pennsylvania's agencies.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

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TERM OF CONTRACT: Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date. Any contracts awarded as a result of this ITQ, shall end 5 years after the date this ITQ was issued. There are no renewals available.

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet and adhere to the following requirements. Failure to meet the below requirements may result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Experience.** Contractors must provide documentation showing ten (10) years of experience in the appropriate commodity code selected under Service Categories.
- B. Iran Free Certification Form.** Contractors must complete and provide the Iran Free Procurement Certification form to be eligible for the award of a contract.
- C. Worker Protection and Investment.** Contractors must complete and provide the Worker Protection and Investment Certification Form to be eligible for the award of a contract.

SERVICE CATEGORIES: Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each category.

COMMODITY CODE	DESCRIPTION OF CATEGORY
85100000- ITQ-542 Certified Nursing Assistant (CNA)	Minimum Qualifications: Six (6) months of experience as an Aide Trainee; or one year of paid experience in the care and treatment of geriatric or physically ill patients/residents; and graduation from high school or equivalent. Resources assigned to these positions in a Long-Term Care Unit must be

	<p>registered and certified by the Pennsylvania Department of Health as having met the competency requirements for performing nurse aide work. Basic Computer Skills to include, but not limited to, Microsoft Office Products.</p> <p>Role Description: This is non-professional nursing work in the care of patients/residents and their quarters in a hospital, infirmary, and long-term care unit, or a domiciliary care unit.</p> <p>A resource performs non-professional nursing services in the direct and daily care and rehabilitation of ambulatory and non-ambulatory patients/residents and the maintenance of their quarters. Nurse aide duties are of limited scope and are performed in accordance with established rules and regulations and under specific instructions from registered nurses and/or physicians.</p> <p>Resources participate on the job, in service and formal training in nursing care procedures to update and maintain non-professional nursing care expertise.</p> <p>The work includes assisting and encouraging patients/residents to participate in prescribed rehabilitative and recreational activities as individuals and as members of a group.</p> <p>Work is performed under the close supervision of a licensed professional supervisor who reviews work through reports, ward inspections, and observation, but resources are expected to perform the more routine duties independently.</p>
85100000-ITQ-544 Licensed Practical Nurse (LPN)	<p>Minimum Qualifications: Requires current Pennsylvania License for Practical Nurse or is eligible to sit for the Practical Nurse Licensure Examination.</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p> <p>Ability to enter health data for residents into electronic medical records database.</p>
85100000-ITQ-544 Licensed Practical Nurse (LPN) Corrections	<p>Minimum Qualifications: Requires current Pennsylvania License for Practical Nurse or is eligible to sit for the Practical Nurse Licensure Examination.</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p>

	<p>Ability to enter health data for residents into electronic medical records data base.</p> <p>Role Description: Performs all aspects of general nursing care and clinical duties for which licensing and training apply</p> <p>Reports to work on a regular basis and perform duties for the entire work shift.</p> <p>Must be available to work overtime as required by management.</p> <p>Must negotiate stairways in housing units to provide nursing assistance when called to the site.</p> <p>Interacts with inmate clients to resolve conflicts related to their health care and to supervise them as they work in the medical department.</p> <p>Communicate both written and orally effectively.</p> <p>Lift and/or support to reposition, transfer, and ambulate inmates.</p> <p>Push and pull to move inmates in geri-wheel chairs and meal/medication carts.</p> <p>Manual dexterity of upper extremities to perform direct patient care.</p> <p>Corrected vision to be able to visually assess inmates and maintain personal safety.</p> <p>Must hear sufficiently to communicate and/or telephone, and use stethoscope.</p> <p>Implements nursing care plans as assigned and directed by the Registered Nurse or Physician by checking vital signs, administering medications, performing treatments, utilizing restorative techniques, and activities of daily living, and reinforces education in order to ensure quality service is provided.</p> <p>Assesses inmates' needs by appropriate observations and reports physical and emotional behavior of inmates.</p> <p>Prepares and administers medications ordered by the physician and records the administration of medications and treatments.</p>
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<p>85100000-ITQ-545 Registered Nurse (RN) Direct Care (DC)</p>	<p>Carries out therapeutic treatment prescribed or ordered for the inmate.</p> <p>Minimum Qualifications: Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.</p> <p>Ability to enter health data for residents into electronic medical records database.</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p>
<p>85100000-ITQ-546 Correctional Registered Nurse (RN)</p>	<p>Minimum Qualifications: Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.</p> <p>Ability to enter health data for residents into electronic medical records database.</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p> <p>Role Description: Correctional nurses will provide nursing care and treatment for inmates and other detainees in correctional institutions throughout the State.</p> <p>Resource performs as a charge nurse, staff nurse or an assessment coordinator providing nursing care and treatment services in a Commonwealth facility for individuals with a mental or physical injury or illness, dysfunctional behavior and/or a developmental disability. As charge nurse, the resource directs and coordinates the delivery of nursing care and treatment for individuals in patient or resident care and treatment area(s), ward(s), unit(s) or living area(s), usually on the evening or night shift. Charge nurses make assessments and decisions in regard to staff utilization and supplies and equipment needs. Charge nurse supervises paraprofessional and/or a non-professional nursing direct care personnel assigned to their patient or resident care and treatment area(s), ward(s), unit(s) or living area(s); and ensures that the coordination of services, coverage of services, and maintenance of records is accomplished. The assessment coordinator develops, implements, and evaluates individualized nursing care and treatment plans for residents; directs, evaluates and coordinates the delivery of nursing care and treatment with members of the nursing staff and interdisciplinary teams; meets with family and residents</p>

	<p>to assess residents' condition and completes documentation as required by federal and state regulations. The staff nurse is responsible for providing professional nursing care and treatment services in a patient or resident care area; or may be responsible for a nursing specialty care area, such as, infection control or quality assurance/improvement/risk management activities. Work assignments are received in the form of oral or written instructions and resources exercise independent judgment in the application of professional nursing practices. Work is reviewed and evaluated by a Registered Nurse Supervisor, physician or dentist through observation, review of reports and conferences for quality and adherence to established standards in the application of professional nursing practices. Work may be administratively reviewed by another professional supervisor. Nurses are expected to be competent in the following areas at a minimum but not limited: airway insertion, first aid, catheter insertion, AED, administering oxygen, IV therapy, heparin lock insertion and irrigation, medication administration, injections, treatments , vital signs, nursing protocols, participating in the plan of care, ambu bag, audiogram testing, medications, tele binocular testing, universal/standard precautions, catheter care, catheter insertion, perineal care, documentation of IV therapy, heparin lock insertion, and irrigation, initiation and care of tubing, care of a heparin well, parenteral management, secondary medications, use of IV infusion pump, use of manual flow regulator, venipuncture, IM, intradermal, subcutaneous injections, dose calculations, inhalers, oral, suppository, topical medication administration, documentation on a Medication Administration Record, Tuberculin testing, accepting and documentation of orders from licensed practitioner, if within the scope of practice, transcription of orders, O2 mask and O2 nasal usage, peak flow meter usage, pulse oximeter usage, respiratory mask usage, suctioning, restraints, specimen collection, ventilator care, o & p collection, urine dip stick, wound culture, ace wrap, anti-embolic hose, arm sling, binders, CPR, evacu chair, isolation, knee immobilizer, K-Pad application, braces, traction, control of hemorrhage, decubitus care, drains, dressing changes, ear irrigation, EKG, enemas, eye irrigation, eye staining, glucometer usage, Hoyer lift technique, jejunostomy tube-enteral nutrition, K Pad machine, nasogastric/gastrostomy feedings, nasogastric tube insertion, nasogastric tube irrigation, nebulizer treatment, nephrostomy, neurological checks, ostomy care, suture/removal, vaginal douche, sterile technique, wound care, blood pressure, vital signs venipuncture, tracheostomy care, full body assessments, including mini mental health status exam, assessing and completing a Plan of Care.</p> <p>The nurse must function within his/her standards of nursing practice at all times.</p>
85100000-ITQ-547 Registered Nurse Supervisor (RN)	<p>Minimum Qualifications:</p> <p>3 years as a registered nurse or 4 years of professional nursing experience providing care and treatment service consistent with those needed for</p>

	<p>individuals with mental or physical injury or illness and/or developmental disability.</p> <p>Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.</p> <p>Knowledge of non-professional health care services designed to improve the ability of individuals to perform daily living activities.</p> <p>Ability to read and interpret written materials.</p> <p>Ability to communicate effectively orally.</p> <p>Ability to communicate effectively in writing.</p> <p>Role Description: This is a Registered Nurse Supervisor position that communicates and collaborates on a regular basis with the Chief Nurse Executive, Nurse Manager I, and other supervisors to assure consistent continuity of care and supervision. Serves as a resource person to nursing staff, nursing administration, members of the interdisciplinary team, and consumer support services. The Registered Nurse Supervisor, through his/her daily physical presence, continuously reviews all phases of nursing service, acting as a consumer advocate to ensure that consumers are provided active treatment and has the major responsibility of direct clinical supervision and leadership by planning, directing, controlling, and evaluating the delivery of consumer care in multiple consumer care areas. The Registered Nurse Supervisor establishes and maintains a safe therapeutic environment for consumers and staff; participates and monitors attendance in staff development programs; identifies and provides ongoing orientation/education and on-the-job training to professional and non-professional nursing personnel; applies knowledge and follows hospital/nursing policies and procedures; participates in Nursing Quality PI and Hospital PI activities as well as nursing and facility committees/activities; utilizes therapeutic communication; provides knowledgeable daily communication with consumers and all employees; maintains records, prepares report; completes employee evaluations and competency assessments; acts as a consumer advocate; lifts and positions consumers as necessary; administers prescribed medications/treatments as necessary; transcribes physician orders as necessary; and performs other related duties as requested.</p>
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<p>85100000-ITQ-548 Psychiatric Registered Nurse (RN)</p>	<p>Minimum Qualifications:</p> <p>Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.</p> <p>Minimum one year experience in Psychiatric setting</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p> <p>Role Description:</p> <p>Specialized plan of care: Develops, implements, updates, evaluates and revises as appropriate an interdisciplinary age-specific patient Plan of Care; based on continuous assessment and interpretation of all available patient data - to meet the identified patient care goals.</p> <p>Demonstrates integration of general nursing practice with intervention for emotionally ill patients based on approved Standards of care and practice as well as the patient's treatment plan</p> <p>Identifies and utilizes effective de-escalation measures as alternative to seclusion/restraints</p> <p>Provides for patient safety at all times. Aware of patient safety measures (i.e. contraband, restraint/seclusion, suicide precautions).</p> <p>Maintains routine regular rounds (according to Facility policy) 1:1, precautionary monitoring (suicidal, elopement, contraband, seclusion/restraint), reporting and recoding patient physical and emotional status, activity and behavior</p> <p>Demonstrates knowledge of milieu management in daily practice.</p> <p>Demonstrates effective de-escalation techniques</p> <p>Provides for spiritual and emotional needs of the patient/significant others in times of stress/maladaptive behavior</p> <p>Verbalizes understanding of differences between voluntary and involuntary admissions</p> <p>Verbalizes understanding of legal issues involved with competency and guardianship, and psychiatric care of minors.</p> <p>Demonstrates understanding of suicide and homicide risks and precautions and crisis interventions.</p>
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85100000-ITQ-549 Certified Registered Nurse Practitioner (CRNP)	<p>Minimum Qualifications: Certain certification as Registered Nurse Practitioner by the State Board of Nursing in an Adult Care Specialty area, or Emergency Care, Family Care, Gerontology or Primary Care.</p> <p>Role Description: This resource is responsible for a broad range of health care services including medical assessment and prescription therapeutic measures, promotion and maintenance of health, prevention of illness and disability, care during phases of illness, guidance and counseling of individuals and families, and referral to other health care providers and community resources.</p> <p>Work is performed under the direction of a licensed physician and is received in the form of oral and written instructions, standing orders, and protocols. Supervision of medically-related activities is received from a licensed physician who reviews work through conferences, records audits, and reports for effectiveness, compliance with standards, and adhere to Certified Registered Nurse Practitioners regulations and advanced nursing practices. General Supervision is received from a facility administrator.</p>
85100000-ITQ-550 Certified Registered Nurse Practitioner (CRNP) GYN	<p>Minimum Qualifications: Current/ valid unrestricted license as a Nurse Practitioner in the Commonwealth of Pennsylvania. Successful completion of an approved OB-GYN practitioner Program or equivalent experience. Recent report of National (State) Practitioner Data Bank (within the last 12 months). Basic Computer Skills to include, but not limited to, Microsoft Office Products.</p> <p>Role Description: Resource will provide comprehensive gynecological examinations of individuals, review examinee's medication profile and treatment programs and provide recommendations on treatment programs for individuals with gynecological disorders. Provides training and in-service for facility staff on gynecological issues.</p>
85100000-ITQ-551 Certified Registered Nurse Practitioner (CRNP) Psychiatry	<p>Minimum Qualifications: Possession of a valid certification as Certified Registered Nurse Practitioner as issued by the PA State Board of Nursing . Possession of a valid certification in the adult psych/MH specialty area as issued by the PA State Board of Nursing.</p> <p>Performs CPR and Psychological Evaluations</p>

	<p>Interprets lab values, diagnostic tests,</p> <p>Understands the principle of human physiology</p> <p>Role Description: The resource is responsible for the care and treatment of mentally ill patients on a designated service area(s) and has professional responsibility for diagnosis, determination of treatment methods, and leadership in the implementation of treatment plans, and discharge planning. The work is performed under the general direction of a Physician/ Staff Psychiatrist or the other administrative supervisor for clinical and administrative issues and is reviewed for conformance to current, accepted psychiatrist nursing and medical principles and techniques through staff conferences, case reports, observation during performance, evaluation of results, and performance improvement activities.</p>
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REQUIREMENTS:

Insurance. The Contractors shall be responsible to ensure that all contracted medical professionals shall have all applicable insurance coverage for their position description, which is dictated by law or generally accepted practices, in order to provide services within the Commonwealth of Pennsylvania. The insurance coverage shall be valid for the term of the engagement and shall be provided to the Commonwealth upon request. The Contractors must verify that all medical professionals have the required insurance coverage at all times during the term of the contract and provide to the Commonwealth upon request. Additionally, The Contractor shall, at all times during the term of this Contract, carry at its sole expense appropriate liability insurance, including malpractice coverage.

Licensing, Credentialing, and Recruitment. The Contractors shall be responsible to recruit and credential all potential and current contracted medical professionals.

- A. The Contractors shall be responsible to ensure that all contracted medical professionals have a current and active license in the Commonwealth of Pennsylvania or valid compact license and is in good standing within their profession and regulatory agencies and not currently excluded, suspended, or otherwise barred from participation in Medicare or Medicaid programs, or any other Federal or federally assisted programs.
- B. The Contractors must maintain current and active licensure for all contracted medical professionals at all times during the term of the contract and provide to the Commonwealth upon request.
- C. The Contractors shall be responsible to create, maintain, and update the credentialing file, to include, but is not limited to, background checks, licensure, Drug Enforcement Agency (DEA), data banks and continuing education, for each licensed and contracted resource deployed to a building, facility, or office location.
- D. If required by the using agency, Contractors shall ensure that any medical professionals are credentialed through any requesting facilities credentialing committee (if applicable).
- E. A summary credentialing report may be requested by each using agency, prior to engagement with the contracted medical professional.

Documentation. The following is a non-exhaustive list of licensing and credentialing documentation that may be requested by using agencies:

- A. Current/valid/active unrestricted Pennsylvania license. License must be obtained prior to providing a resource's resume to the using agency.
- B. Current/valid certifications for non-licensed professionals.
- C. Current/valid background check. Background check must be obtained no more than 30 days prior to selection for recruitment and referred to using agency.
- D. Verification of current professional CPR certificate.
- E. List of Continuing Education courses, to include title of course, date attended, and number of CME hours earned for the prior year.
- F. DEA number (all applicable licensed professionals).
- G. Verification of Board Certification.
- H. Valid Medicare/Medicaid ID number.
- I. Evidence of malpractice or applicable insurance.

Request for Quotes (RFQ Procedures). Commonwealth Agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting Agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ (such as Domestic Workforce Utilization Form, Lobbying Certification). The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- A. **Best Value.** Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall quote best suits the agency's needs is selected for each individual project.
- B. **Low Cost.** Refers to the lowest cost quoted from all quotes received that are deemed both responsive and responsible for the project.

REQUEST FOR QUOTES AND AGENCY PROCEDURES:

Labor Relations. All using agencies are required to have labor relations approval prior to obtaining the services of this ITQ. Agencies utilizing this ITQ must follow all provisions of their local collective bargaining unit union/labor relations/HR rules pertaining to hiring contracted medical professionals prior to utilizing the ITQ. Agencies are required by law to abide by the facility's local union agreements for supplemental medical professional staffing to include overtime and holiday staffing before offering the shifts to contracted medical professionals. All attempts will be made to offer the available shifts to Commonwealth of Pennsylvania employees first before utilizing this ITQ for contracted medical professional staffing.

Agency RFQs. Agencies shall not include software or IT equipment in its RFQ. Agencies shall not utilize any software offered for use by the Contractors. Using agencies may be required to provide the following information to the Contractors as it relates to the agency's specific needs:

- A. Response Time to RFQ;
- B. Verify Liability and Malpractice Insurance
- C. Ensure appropriate Certifications, License, and any other required documentation are obtained

- D. Training;
- E. Work Schedule;
- F. Compliance with applicable Federal, State, and Local Laws;
- G. Commonwealth Building, Facility, or Office Security;
- H. Resource Requirements;
- I. Dress Code
- J. Manual Labor
- K. Service Area
- L. Required Background Checks, Certifications and Licensures;
- M. Invoicing; and
- N. Any other agency requirements or specifications.

Overtime and Holidays. The Commonwealth recognizes and observes twelve days throughout the calendar year as Commonwealth Holidays. The Commonwealth reserves the right to add/delete holidays throughout the term of the contract. Agencies will be responsible for specifying in the RFQ and subsequent PO if holiday pay, overtime pay, on-call pay, etc. will be allowable.

- A. New Year's Day
- B. Martin Luther King Day
- C. Presidents' Day
- D. Memorial Day
- E. Juneteenth
- F. Independence Day
- G. Labor Day
- H. Columbus Day/Indigenous People's Day
- I. Veterans Day
- J. Thanksgiving Day
- K. Day After Thanksgiving
- L. Christmas Day