

**REQUEST FOR QUALIFICATIONS
FOR
FURNISHING AND DELIVERY
OF
INTERNATIONAL NURSE RECRUITMENT
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
MU HEALTH CARE
RFQ # 22005
DUE DATE: JULY 13, 2021
TIME: 12:00 PM CDT**

THE CURATORS OF THE UNIVERSITY OF MISSOURI

Prepared by:

Kyla Rogers

Sr. Business Services Consultant

University of Missouri Procurement

2910 LeMone Industrial Blvd

Columbia, MO 65201

Date Issued: July 6, 2021

RFQ # 22005

**INTERNATIONAL NURSE RECRUITMENT
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NOTICE TO RESPONDENTS

The University of Missouri requests proposals for the Furnishing and Delivery of International Nurse Recruitment, **RFQ #22005** which will be received by the undersigned at University of Missouri Procurement, until **July 13, 2021 at 12:00 p.m. CDT. The University assumes no responsibility for any supplier's on-time receipt at the designated location for proposal opening.**

In the event a Respondent chooses to use the Word version of the RFQ to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFQ shall be the prevailing document.

If you have any questions regarding the RFQ, please send them to:

*Kyla Rogers
University of Missouri Procurement
2910 LeMone Industrial Blvd
Columbia, Missouri 65201
rogersk@umsystem.edu*

All questions regarding the RFQ must be received no later than 12:00 PM CDT on 09 of July, 2021.

The University reserves the right to waive any informality in Request for Qualifications and to reject any or all Request for Qualifications.

THE CURATORS OF THE UNIVERSITY OF MISSOURI

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Sr. Business Service Consultant
University of Missouri Procurement
2910 LeMone Industrial Blvd
Columbia, MO 65201

**UNIVERSITY OF MISSOURI
REQUEST FOR QUALIFICATIONS (RFQ)
GENERAL TERMS AND CONDITIONS
&
INSTRUCTIONS TO RESPONDENTS**

A. General Terms and Conditions

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFQ shall be construed according to the laws of the State of Missouri. Additionally, the supplier shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The supplier shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services, and firms when the goods or services to be provided are equally or better suited for the intended purpose. In assessing overall value, consideration will be given to the extent to which proximity or Missouri preference of the supplier provides potential advantages or reduction of risks. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days' notice.

7. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.
8. **Supplier Diversity Participation:** The University of Missouri System is committed to and supports supplier diversity as an essential part of the University's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse suppliers should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
 - African American
 - Asian American (including Pacific Asian and Subcontinent Asian)
 - Hispanic American
 - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service-Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

Tier 2 Diverse Supplier Spending and Reporting: The University strongly encourages Supplier Diversity participation in all contracts for goods and services. Tier 2 spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers may be asked to submit Tier 2 information with Women and Diverse Owned Companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms on the contract: Direct and Indirect. Definitions and further explanation of these options is included in the Supplier Diversity Participation Form attached hereto.

Supplier Diversity Participation Form: If a respondent will be utilizing a diverse supplier as part of this contract, they must indicate their Supplier Diversity participation levels on the Supplier Diversity Participation Form included in this RFQ (see Attachment A). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals shall include the proposed level of Supplier Diversity participation. Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers will be responsible for reporting Tier 2 diverse supplier participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University may monitor the supplier's compliance in meeting the Supplier Diversity participation levels committed to in the awarded proposal. If the supplier's payments to participating diverse suppliers are less than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the supplier from participating in future contracts.

9. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
10. **Anti-Discrimination Against Israel Act:** If this Contract involves the acquisition or disposal of services, supplies, information technology, or construction and has a total potential value of \$100,000 or more, and if Supplier is a company with ten (10) or more employees, then Supplier certifies that it, and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of this Contract. In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.
11. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Supplier shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product's current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a "roadmap" plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and requests for accommodation from users with disabilities resulting from supplier's failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the supplier must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the supplier agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

- 12. Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Supplier agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Supplier with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of MU Health Care, is regulated under federal or state laws with regard to contracting with suppliers. The Respondent represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Respondent agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

13. Compliance with CDC Guidelines: (If Applicable)

Due to the changing nature of the COVID-19 pandemic, successful Supplier will monitor and comply with CDC and other federal, state, and local guidance; modifications to University operating procedures; and directives of University relating to protection of the health and safety of the University community.

NOTIFICATION TO UNIVERSITY IN EVENT OF POSITIVE COVID-19 CASE:

In the event any of the successful Contractor's personnel who have or are presently performing services for the University of Missouri (a) tests positive for COVID-19, or (b) has been in close contact with someone that tests positive for COVID-19, the successful Contractor shall immediately notify the University designated contact, and take immediate action to quarantine such person and any other Contractor Personnel who may have come in contact with the person testing positive for COVID-19, and assist University in identifying any other persons on the University campus who may have come in contact with such person. Contractor must clean and disinfect all areas any infected person may have contacted on University's campus, and any cleaning or sanitation costs resulting from a positive COVID-19 test of Contractor personnel are the sole cost and responsibility of Contractor.

14. Inventions, Patents, and Copyrights: The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

15. Contractor Gifts: The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Policy #26301, Suppliers.

B. Instructions to Respondents

1. **Request for Qualifications (RFQ) Document:** Respondents are expected to examine the complete RFQ document and all attachments including drawings, specifications, and instructions. Failure to do so is at Respondents' risk. It is the Respondents' responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of the RFQ appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFQ to a single source.

Any and all communications from Respondents regarding specifications, requirements, competitive Request for Qualifications process, etc., should be directed to the University buyer of record referenced in this RFQ. It is the responsibility of the person or organization communicating the request to ensure that it is received.

The RFQ document and any attachments constitute the complete set of specifications and Request for Qualifications response forms. No verbal or written information that is obtained other than through this RFQ or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that contained in or amended to this written RFQ document. In case of any doubt or difference of opinion as to the true intent of the RFQ, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Request for Qualifications:** All Request for Qualifications must be submitted in the format and number of copies as specified in the detailed specifications and must be enclosed in a sealed envelope plainly marked: **Request for Qualifications #22005 for INTERNATIONAL NURSE RECRUITMENT, mailed and/or delivered to University of Missouri Procurement, 2910 LeMone Industrial Blvd, Columbia, MO 65201, ATTN: Kyla Rogers.**

To receive consideration, Request for Qualifications must be received, prior to the Proposal due date and time stated in this RFQ. It is the respondent's full responsibility for the actual delivery of Proposals

Unless otherwise specifically stated in the RFQ, all specifications and requirements constitute minimum requirements. All Requests for Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFQ clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFQ is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications, it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Qualifications form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFQ. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondents Proposal and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

3. **Submission of Proposals:** Respondent shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the Respondent's organization. Signature on the proposal certifies that the Respondent has read and fully understands all RFQ specifications, plans, and terms and conditions.

By submitting a proposal, the Respondent agrees to provide the specified equipment, supplies and/or services in the RFQ, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Respondent has not directly or indirectly induced or solicited any other Respondent to submit a false or sham proposal; (3) the Respondent has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Respondent has not sought by collusion or otherwise to obtain any advantage over any other Respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the RFQ closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted marked "Proposal Modification" and clearly identifying the RFQ title, RFQ number and closing date and time. Proposals may not be modified after the RFQ closing date and time. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for RFQ closing. Proposals may be withdrawn in person before the RFQ closing upon presentation of proper identification. Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFQ response shall be deemed open records pursuant to 610.021 RSMo. If a Respondent believes any of the information contained in the Respondent's response is exempt from 610.021 RSMo, the Respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt

4. **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the Respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the Respondent's response in order to verify the intent. The Respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible Respondent whose product or service meets the terms, conditions, and specifications of the RFQ and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the Respondent; the previous and existing compliance by the Respondent with related laws and regulations; the sufficiency of the Respondent's financial resources; the availability, quality and adaptability of the Respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

5. **Contract Award and Assignment:** The successful Respondent(s) shall enter into a contract prepared by the University. The Contract Documents shall include the Advertisement for Request for Qualifications, Specifications and Addenda, Exhibits, Request for Qualifications Form, Form of Contract, Statement of Work, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFQ, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

9. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment may not occur unless this information has been provided.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The Contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

12. **Cooperative Purchasing:** The intended coverage of this RFQ, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations, and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities is at the discretion of respondents and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

UNIVERSITY OF MISSOURI
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

1. OBJECTIVE

The Curators of the University of Missouri, a public organization, propose to contract on behalf of MU Health Care (hereinafter referred to as "University") with an organization (hereinafter referred to as "Supplier"), to provide **INTERNATIONAL NURSE RECRUITMENT** as described herein.

This RFQ may be awarded to multiple suppliers at the sole discretion of the University. An award does not guarantee a commitment. Additional suppliers may be added to a list of approved suppliers during the duration of the RFQ; providing all University of Missouri Request of Qualifications proposal requirements are met in accordance with this RFQ.

2. SCOPE

University of Missouri Health Care is seeking professional search and recruitment services from firms specialized and experienced in recruiting international nursing (RNs) for full time employment at its facilities located in Columbia, Missouri. This scope of work outlines a request for assistance to fill positions and meet goals within the next couple years. Following a successful experience with the firm (Long Term) we desire the option to extend the contract to utilize services as needed for additional periods following.

Short Term Goal and Required Commitment by Firm

University of Missouri Health Care has been growing and thus creating the demand for full time bedside nurses. While we have agency contracts in place to supplement our staffing needs our full time permanent positions have been difficult to recruit. Any firm interested in this agreement must be able to give us priority on this project and on an ongoing basis following. The goal is to recruit and hire fifty (50) full time experienced international registered nurses to perform clinical bedside care. We will expect the awarded firm to have the following immediate tasks to complete:

1. Learn about MUHC, its culture, working environment, departmental specifics, clinical needs assessment, compensation, benefits and hiring standards.
2. Identify and present experienced (at least two years' experience as a Registered Nurse) specifically target nurses who have worked in Joint Commission International (JCI) accredited hospitals or equivalent in the Middle East, UK, or other international locations.
3. Screen and conduct preliminary interviews that include clinical competency, critical thinking, and English screening with candidates and determine if they should be considered further and if they are eligible for hire/rehire at MUHC.
4. Strong English proficiency, including a 7.0 verbal score on the International English Language Testing System (IELTS).

5. Present nurses that are close to completing the immigration process who can arrive within three – six months of their interview.
6. Arrange for either telephone and/or in-person interviews with departmental management.
7. Solicit feedback from both hiring department and candidate post interview.
8. Conduct reference checks, x2, on selected candidates.
9. Conduct criminal background check, using MUHC's vendor, on selected candidates.
10. Present candidate and accepted offer to MUHC HR for final vetting and on-boarding (Hires).
11. Handle all phases of the immigration process to ensure that nurses receive their visas and state licensure.
12. Act as a facilitator for both candidate and departmental managers to hire RNs as quickly as possible.
13. Provide weekly updates and monthly reporting to MU Health Care on their nurses' pending arrival timeline.
14. Provide pre-start preparations to include cultural and pre-arrival clinical preparation.
15. Provide assistance and support for nurses to include but not limited to: setting up bank accounts, get a social security number, stock their apartment, complete any required compliance tasks, and successfully settle into the community.
16. Upon start, provide continuous support through ongoing communication to include 30 – 60 – 90 day and annual evaluations.
17. Provide resources and onsite trainings on acculturation and best practices to integrate international nurses.

3. BACKGROUND UNIVERSITY INFORMATION

The University of Missouri has provided teaching, research and service to Missouri since 1839. It was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Today, the University of Missouri is one of the nation's largest higher education institutions with more than 73,000 students, 24,000 faculty and staff on four campuses, an extension program with activities in every county of the state, comprehensive distance learning services and an extensive health care network.

MU HEALTH CARE. As part of the state's premier academic health system, University of Missouri Health Care offers a full spectrum of care, ranging from primary care to highly specialized, multidisciplinary treatment for patients with the most severe illnesses and injuries. Patients from each of Missouri's 114 counties are served by approximately 7,146 physicians, nurses and health care professionals at MU Health Care. MU Health Care is comprised of five hospitals: Ellis Fischel Cancer Center, the Missouri Orthopaedic Institute, the Missouri Psychiatric Center, University Hospital, and Women's and Children's Hospital, as well as 58 outpatient clinics. The inpatient hospitals have a combined 632 beds. Affiliates of MU Health Care include Capital Region Medical Center, Columbia Family Medical Group, Columbia Surgical Associates, Health Network of Missouri, MPact Health and Rusk Rehabilitation Center. MU Health Care also partners with Cerner Corporation, a Missouri based supplier of health information technology solutions, services, devices and hardware through the Tiger Institute for Health Innovation. The Tiger Institute serves as MUHC's IT function along with working alongside MUHC clinicians and staff to develop innovative improvements to Cerner technology products. The health system is consistently ranked as a top performer in information technology advances. MU Health Care is one of only two tier-one safety net health systems in Missouri (the other being Truman Medical Center in Kansas City).

4. VENDOR PRESENTATION/DEMO

Vendors may be required to provide demo/presentations to the RFQ review team. Once response have been received, opened, and reviewed, invites will be sent to those vendors selected to participate in presentations if required.

5. CONTRACT PERIOD

The contract period shall be from the date of award to July 31, 2022 with the option by the University to renew for four (4) additional one-year periods.

Each respondent is required to state their maximum percent increase for items awarded for the successive annual renewal periods, if applicable. The percent increase shall be a percentage change in the unit prices and shall not exceed that percent. The percent increase will be considered when evaluating the financial proposals.

The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

6. INSTRUCTIONS FOR PROPOSAL RESPONSE

Responses should be enumerated in the same order and fashion of the Mandatory and Desirable Specifications outlined within. Respondents are required to **fully** respond with compliance statements to each of the mandatory specifications. Respondents are required to fully respond with description of ability and how to meet the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee both Mandatory and Desirable specifications are met. If “no response” or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject supplier’s proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked and do not include large graphics. These are not valuable in the volume of information the various evaluating teams must review.

Please limit your proposal responses to no more than thirty (30) pages in response to the criteria.

Proposals must be submitted in the number and manner as specified below: **All submissions are requested via email to Kyla Rogers rogersk@umsystem.edu**

Submit two separate emails for each volume listed below, with the subject lines as follows:
RFQ#22005 Volume I and RFQ#22005 Volume II

Volume I – Functional Section must be submitted electronically through email and contain:

- Response to Information for Respondents and General Conditions
- Mandatory Specification with vendor confirmation response
- Desirable Specifications and vendor response
- Any vendor related contract documentation that must be signed as part of doing business
- Any additional documentation requested from the University of Missouri Health Care
- **No pricing information should be included in Volume 1.**

Volume II – Financial Section must be submitted electronically through email and contain:

- Authorized Respondent Representation Form
- Request for Qualifications Form (Pricing form with any supplemental pricing schedules, if applicable. Also include financial summary including additional costs, if any, for Desirable Specification Compliance, functional or technical.)
- Supplier Diversity Participation Form.
- Supplier Registration Information Form.
- Financial statements that may be required are also to be included in this section.

Note: Any Respondent’s Request for Qualifications that makes material modifications to the University’s Terms and Conditions may be found non-responsive, as solely determined by the University.

Confidentiality of Information:

All records received from a Supplier will be deemed public records and presumed to be open. If the supplier submits with the Request for Qualifications any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Qualifications; however, if a contract is awarded to this Supplier as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

7. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL

Respondents must meet the mandatory/limiting criteria to be "qualified" for scoring. If requirements are not met, the respondents are disqualified from further evaluation/award. Qualified remaining respondents will be scored on their ability to meet scored desirable criteria, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to suppliers' responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request suppliers to perform a presentation/demonstration to confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits/presentations revealed compliance inconsistency.

The University may request suppliers selected as finalists to come onsite to the University, at the supplier's expense, for presentations as part of the RFQ selection.

Proposals will be awarded based upon the functional and financial evaluation.

8. INSURANCE REQUIREMENTS

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- IX.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 Each Occurrence. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the University as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Workers’ Compensation & Employers Liability Contractor agrees to maintain Workers’ Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

Professional Liability Contractor agrees to maintain Professional Liability at a limit of not less than \$1,000,000 Each Occurrence, \$3,000,000 aggregate.

Contract Language

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to notify the University of a Carrier Change or cancellation within 2 business days. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the Request for Qualifications for such contract.

Indemnification

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor’s operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

9. BACKGROUND AND HEALTH SCREENING REQUIREMENTS ON SITE CONTRACTED CLINICAL PERSONNEL

The following terms and conditions apply to any vendor/agency/student/volunteer/school hereinafter referred to as "AGENCY" and their personnel, hereinafter referred to as "STAFF" having contact with patients in University Health Sciences" clinical treatment areas: University of Missouri Health Care only, has the discretion to waive or extend requirements.

i. Indemnification of Customer.

Agency agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, its Officers, Agents, Employees, and Volunteers (Customer) from and against all loss or expense from any cause of action arising from the Agency's operations. Agency agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Agency, or at the option of the Customer, agrees to pay to or reimburse the Customer for the defense costs incurred by the Customer in Connection any such liability claims, or demands.

The parties hereto understand and agree that the Customer is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the Customer, or its officers, employees, agents, or volunteers.

ii. Pre-Assignment Background Screening.

Before any Staff may perform any services at MU Healthcare for any length of time. Agency must thoroughly investigate the Staff's background and work history at no additional charge. At a minimum, Agency must:

- a. Investigate whether the Staff has ever been subject to any board action (including any pending action) at time of staffing assignment. Agency must notify Customer immediately if Agency or Booked Staff are notified of any action by state board;
- b. Investigate whether the Staff has any criminal record in each county in which the Staff resided or worked within the seven years immediately preceding the staffing assignment. Agency must provide Customer with results prior to staffing assignment start date;
- c. Investigate whether Staff is a registered sex offender through a national search, all results must be dated within thirty days of assignment start date; taken directly from Broadlane #3 at the request of Diana Hood. Old content removed.
- d. Administer a 14-panel drug screen within thirty days of staffing assignment start date. Agency must provide Customer with results prior to assignment start date;
- e. Obtain and provide to Customer at least two performance references from the Staff's most recent employment (no older than 12 months). The reference must be from an actual supervisor or manager who supervised the proposed Staff person and must indicate that proposed Staff is eligible for rehire;
- f. Complete and maintain all I-9 Employment Eligibility Verification Form documentation for the Staff and any other work permit documentation for the Staff as required by federal law or regulation. Copies of actual documentation must be provided to Customer prior to staffing assignment start date;
- g. Verify the Staff's current resume and, ensure it contains all work history and personal contact information, resume must be provided to Customer prior to interview;
- h. Ensure that the Staff has completed the appropriate Skills Checklist and is provided to Customer prior to interview;
- i. Verify that the Staff possesses all applicable certification cards and provide to Customer. If applicable, card must be American Heart Association BLS healthcare provider card or military network BLS provider card.

- j. Verify the Staff's identity by examining the Staff's current photo identification or a copy of the current photo identification and provide to Customer;
- k. Verify any other required certification documents if requested by the Customer;
- l. Verify with the Missouri Department of Mental Health and Senior Services to ensure that the Staff's name does not appear on the Background Caregiver Registry or Employee Disqualification Listing (EDL) and provide results to Customer. If their name is listed, the Staff is disqualified from working with the Customer; and
- m. Customer may additionally perform background screenings for those individuals. If the employee has a criminal record, Customer will decide if the convictions are relevant to the position for which they are being considered and either accept or deny assignment.
- n. Agency must complete the health and background screening attestation to this Agreement warranting that: (a) Agency has completed a background check and health screening for each Staff in accordance with the requirements set forth in this agreement; (b) there has been no break in service of the Staff with the agency since conducting these background checks and health screening; and (c) the background check revealed no issues likely to either (i) render staff unacceptable to Customers under this Agreement; or (ii) otherwise impact patient health or safety; and

Verify any other required certification documents if requested by the Customer;

Agency must ensure that all background investigations comply with the FCRA, and must release the findings of the background investigation to Customer, to the extent permitted or required by law. If Agency fails to provide any information required under this agreement, then Customer is not liable for payment for any part of that staffing assignment. If any Staff reports for any staffing assignment before the Agency has performed the investigation or verified the information as required under this agreement, Customer may immediately terminate or cancel the staffing assignment without cost or penalty.

iii. Health Screening

If applicable to staffing assignment, in the discretion of the Customer, Agency must conduct the health screenings annually as described in this section III. Agency must assure that Staff has had all immunizations, diagnostics, and examinations as required by applicable law, including but not limited to the health screenings as described in this Section III. Agency must maintain all records provided by the Booked Staff under this Section III for the duration of each Staff Booking and as required by any applicable law or regulation. If requested by the customer, Agency must provide the customer all records and documentation that ensures Booked Staff is compliant.

- 1. Current Health and Physical Limitations.** Agency must maintain records regarding each Staff's current health, and must obtain a release from each Booked Staff permitting Customer access to the Booked Staff's health history to the extent permitted by the ADA, the Rehabilitation Act, or any other applicable federal or local law or regulation. Prior to the first day of any Staff Booking, Agency must notify the Customer of any physical limitations that may affect a Booked Staff's performance of Services, to the extent permitted by the ADA, the Rehabilitation Act, or any other applicable federal or local law or regulation. Agency must maintain all records provided by the Booked Staff under this Section III for the duration of each Staff Booking and as required by any applicable law or regulation. If requested by Customer, Agency must retain an independent third-party agent at no additional charge to verify the authenticity of the records provided by the Booked Staff for any Staff Booking provided to Customer under this Section III. Agency must maintain mandatory annual screening notices to Booked Staff to ensure compliance.
- 2.** In compliance with requirements for health care setting employees, Booked Staff are required to provide proof of required Tb testing, vaccines, or positive titers for: Measles, Mumps, Rubella, Chickenpox, and Flu diseases as well as any other disease or conditions as specified by Customer. Booked Staff born prior to 1957 may provide disease history only of Measles and Mumps. Those born in 1957 or later must provide proof of all vaccinations or blood titers as noted above.
- 3. Immunization Records.** Each Staff member, prior to beginning any assignment, or within the timeframe determined by the applicable Customer, must provide to Agency records that establish the following:
 - a. Records showing The Staff is free of Tb or has had a Tb consult as set forth in Section III.2.

- b. For those with potential blood exposure during job performance, Booked Staff will be offered the Hepatitis B three part vaccine series Staff will be asked to decline in writing if choosing not to be vaccinated against Hepatitis B. They will be advised of the risks of declining the immunization as required under OSHA regulations and any applicable local laws or regulations. All Booked Staff working in departments with potential blood or blood product exposure must have signed declinations to Hepatitis B vaccination, or have documentation of a positive quantitative Hepatitis B titer, or proof of three Hepatitis B vaccinations; This vaccine series recommendation is required to be reviewed annually if the Booked Staff has not been vaccinated.
- c. **Tuberculosis Screening-** A two-step Tuberculosis (Tb) skin test (with two Tb skin tests placed at least seven days apart), or a blood test known as Quantiferon-Gold (QFT-Gold) must be provided on hire. Alternately, a record of one Tb test during the preceding twenty four months will be followed by a one-step Tb skin test. If a positive Tb skin or QFT-Gold test occurs, then Booked Staff must obtain a chest x-ray to verify absence of active Tb lung infection. If any Staff with a history of Tb exposure or a positive Tb skin/ QFT-Gold test followed by a negative chest x-ray history reports symptoms of active Tb, Agency must ensure that the Staff undergoes additional appropriate testing and/or chest x-rays at no additional charge, and must ensure that (a) the results indicate that the Staff is free from active Tb, or (b) if the skin test or x-ray is positive for Tb, the Staff has completed a Tb consult form before continuing or reporting for any staffing assignment. **Any Booked Staff with a history of a positive Tb test and negative chest x-ray must have a negative Tb symptom review documented annually on their hire month with Staff Health or a health care provider.** Annual Tuberculosis (Tb) testing reminder notifications must be maintained and provided to staff by Booking Agency.
- d. Staff Booking.

If Agency or Booked Staff have not complied with the requirements of Section III.3, or cannot provide proper documentation, Booked Staff may, with approval from Customer's Chief Human Resources Officer, be vaccinated according to Customer's internal fee schedule.

Also, if requested by Customer, Agency must retain an independent third-party agent at no charge to Customer to verify the authenticity of the records provided by the Booked Staff for any Staff Booking provided to Customer under this agreement.

Before the staffing assignment, Agency must present records on the Booked Staff to the Customer confirming that all the Background Screening related requirements (including but not limited to Immunization and Tuberculosis screening related requirements) in this agreement are met. These required immunization and Tb requirements must be updated annually on the hire month,

Flu vaccine will be required annually every Fall season following the annually designated flu vaccine completion schedule.

4. Immunizations

Proper immunizations and Tb skin tests are requirements for working at University of Missouri Healthcare (MUHC). All agencies, independent contractors, and vendors with potential direct patient contact are required to provide documentation to MUHC Staff Health verifying the following immunizations and Tb screening have been completed prior to starting the assignment for all persons working at MUHC. For any group these records must be accessible to MUHC Staff Health prior to starting an assignment and within twenty four hours of formal requests **any time** during the assignment. These Tb tests and Flu immunization must be updated annually with Staff Health on the month of hire and for the Flu vaccine annually each Fall during the designated flu campaign.

- a. Documentation of immunity to Measles, Mumps, and Rubella airborne diseases usually provided as MMR vaccines. Persons born after 1957 must provide documentation of: 1). Receipt of **two** doses of live Measles and Mumps vaccine after their first birthday (one dose should be **after** 1980) or 2). Physician diagnosed Measles or Mumps or 3). a blood test record showing Measles, Mumps, and Rubella immunity. If any of the blood tests are negative showing no immunity, two MMR vaccines will be required. Those without a record showing immunity will be vaccinated as noted above. Any person born before 1957 without a documented history of disease must also be vaccinated without blood testing done.
- b. Documentation of Rubella immunity by **one** vaccination, or blood test showing immunity. Rubella disease history is not accepted in lieu of vaccine or test.
- c. Documentation of immunity to Chickenpox, either by record of **two** vaccinations (given at least one month apart) or a blood test showing immunity. If the blood test doesn't show immunity, the person is required to obtain two Chickenpox immunizations as noted above.
- d. **One Influenza vaccine is required annually for all staff by early November.**

Tuberculosis Screening. Agency must ensure that each Booked Staff has undergone Mantoux Tb skin testing within the three months immediately preceding any Staff Booking. If greater than 24 months since the preceding Tb skin test then a two-step Tb test must be given at least seven days apart. If a positive Tb skin test occurs, then Booked Staff is required to obtain a chest x-ray to confirm there is no active Tb infection in lungs. If any Staff with a history of Tb exposure or positive Tb skin or QFT-Gold testing which was previously followed with a negative chest x-ray history reports new respiratory symptoms of active Tb, the Agency must ensure that the Staff undergoes additional appropriate chest x-ray or other diagnostic lung testing as indicated, at no additional charge, and must ensure that (a) the results indicate that the Staff is free from active Tb, or (b) if the skin test or x-ray is positive for Tb, the Staff has completed a Tb consult form before continuing or reporting for any staffing assignment., Annually during the original hire month for those with positive Tb tests, Booked Staff must undergo a Tb symptom review to verify absence of active Tb symptoms and acknowledge understanding of active Tb symptoms which could occur. Annual Tuberculosis (Tb) testing reminder notifications must be maintained and provided to staff by Booking Agency.

5. Immunization Records. Each Staff member, prior to beginning any staffing assignment, or within the timeframe determined by the applicable Customer, must provide to Agency records that establish the following:

a. The Staff is free of Tb or has had a Tb consult as set forth in Section III.2.

b. **For Booked Staff potentially exposed to blood during their assigned work**, the Staff will be asked if they are immunized against Hepatitis B. If they have not received the Hepatitis B vaccine series previously and choose to decline, they will be asked to sign a declination. They will also be advised of the risks of declining the immunization as required under OSHA regulations and any applicable local laws or regulations. **This vaccine is reviewed annually if declined.** All Booked Staff working in departments with potential blood or blood product exposure must have signed declinations to Hepatitis B vaccination, or have documentation of a positive quantitative Hepatitis B titer, or proof of three Hepatitis B vaccinations.

c. Acceptable documentation could include:

1. A copy of immunization booklets signed by a physician.
2. Copies of reports from a physician's office, hospital, or

health departments, showing specific dates of immunizations, blood tests, or Mantoux Tb skin tests results.

Staff Health Services Option

If agency, vendor, or contract staff have not completed their immunizations/testing or cannot provide proper documentation, they may, with approval from the Chief Human Resources Officer, be vaccinated or tested at MUHC. **The agency, vendor, or independent contractor agrees to pay/reimburse MUHC the following amounts if vaccinations or testing of these groups is performed at MUHC Staff Health. The Agencies, independent contractors and vendors must be able to produce these records on hire, and annually during month of hire, and within twenty four hours anytime during the assignment. The Company representing each Agency, vendor and contract staff are required to track and notify their staff of the annual Tb testing month and flu vaccine requirement, and confirm Tb compliance annually on the staff member's month of hire and the flu vaccine given annually prior to early November deadline.**

The following list reflects current cost of discussed vaccinations and testing at MUHC Staff Health.

<u>VACCINATIONS</u>	<u>COST</u>
MMR each	\$65.00*
Tuberculin (TB Skin test)	\$5.00*
Chicken pox each	\$110.00*
Hepatitis B each (3 in series)	\$55.00*
Flu vaccine (1 dose)	00.00*
Chest x-ray with interpretation	\$225.00*
 <u>BLOOD VERIFICATION</u>	
Chickenpox Antibody (Ab)	\$15.00*
Quantitative Hep B Surface Ab	\$15.00*
Rubella Antibody	\$15.00*

Quantiferon-Gold

\$40.00*

(*Subject to market changes-verify cost prior to obtaining).

iv. Drug Testing

Vendor acknowledges that MUHC has implemented a policy requiring an **eight panel** drug and alcohol test for all staff (1) initially, at the time that the staff member is conditionally offered employment as a member of the workforce of MUHC; and (2) when there is reasonable cause to believe that a member of staff is under the influence of such substances while on MUHC premises.

In accordance with this policy, Vendor agrees that prior to placing any staff for assignment at MUHC, the Vendor shall advise the staff member(s) of the existence of MUHC's policy and that the staff member (1) will be required to submit to an **eight panel** alcohol and drug testing at the time of the assignment to MUHC; and (2) when there is reasonable cause to believe that a staff member is under the influence of such substances while on MUHC premises, the staff member will be required to submit to an **eight panel** alcohol and drug testing. Vendor agrees to bear the total expense of the initial testing of their staff members and any subsequent testing that may be required by the University as stipulated in (2) above. Any failure on behalf of the Vendor or Vendor's staff to comply with the policy will result in immediate removal of staff member from MUHC and may result in immediate cancellation of the contract.

v. Criminal Background Checks

Vendor agrees to perform and provide satisfactory result the following criminal background checks for any agency staff member who will work at University facilities.

- a. Criminal Background Check – Missouri State Highway Patrol**
- b. Office of Inspector General – Exclusion and Debarment Listing**
- c. Employee Disqualification Listing – Missouri Department of Health and Senior Services**

The University may additionally perform background screenings for those individuals. If the employee has a criminal record, University Hospitals will decide if the convictions are relevant to the position for which they are being considered and either accept or deny placement.

10. SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY PURCHASES

As part of the selection process, Respondents must demonstrate compliance with the security criteria listed in the categories stated on the attached “SecureAuth IdP Integration Questionnaire” (Attachment C) and “University of Missouri Information Security Requirements Questionnaire” (ITSQ) spreadsheet (Attachment D) by responding in writing to every statement and question. It is the respondent’s responsibility supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations. Validation of the answers provided by the respondent may be conducted during the review/assessment process. Any erroneous information could limit the respondent’s ability to finalize implementation of the proposed solution. Please include any security white papers, technical documents, or policies that are applicable. Failure to provide the necessary information to meet the requirements in this section could lead to disqualification. The University assigns data classification levels (DCL) for all University owned or hosted IT-based systems. **This system will have a DCL level of 1.** Security requirements for all DCS levels can be found at: <https://www.umsystem.edu/ums/is/infosec/classification-device-guidelines>. The University of Missouri reserves the right to periodically audit any or all hardware and/or software infrastructure provided by the supplier to ensure compliance with industry standards and best practices, as well as the requirements of the University’s DCS. When applicable, the University of Missouri requires compliance with the Health Insurance Portability and Accountability Act (HIPAA), FERPA, GLBA, PCI specifications, and all other applicable state, local and federal laws and regulations.

11. BUSINESS ASSOCIATE REQUIREMENTS

If the services requested by MUHC via this RFQ require the respondents to use and/or disclose protected health information (PHI), a “Business Associate” relationship exists. The following 19 identifiers, together or individually, may constitute PHI:

1. Names;
2. All geographic subdivisions smaller than a state (e.g. street address, city, county, precinct, zip code);
3. All dates related to the individual (e.g. date of birth, admission date, discharge date, date of death);
4. Telephone number;
5. Fax number;
6. Electronic mail addresses;
7. Social Security Number (SSN);
8. Medical record number;
9. Health plan numbers;
10. Account numbers;
11. Certificate or license numbers;
12. Vehicle identification/serial numbers, including license plate numbers;

- 13. Device identification/serial numbers;
- 14. Universal resource locators (URL's);
- 15. Internet protocol (IP) addresses;
- 16. Biometric identifiers;
- 17. Full face photographs and comparable images;
- 18. Genetic information; or
- 19. Any other unique identifying number, characteristic or code

12. MANDATORY CRITERIA

Respondents must meet all mandatory requirements in this section in order to continue with a response to this RFQ. Any Respondent that does not meet all the following requirements will be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

1. It is mandatory that vendor have a minimum of 7 years' experience with outsourced nurse (RN) recruitment services under like circumstances: Confirm Compliance including examples of past engagements.
Confirm Compliance: Yes ____ or No ____
2. Must have at least two years' experience recruiting RNs for academic healthcare organizations: Confirm Compliance including where and when experience was obtained.
Confirm Compliance: Yes ____ or No ____
3. Provide at least two reference sites where like or similar services were performed with success. Provide the institution names, the contact names and titles plus contact information.
Confirm Compliance: Yes ____ or No ____
4. Must be able to activate a working recruitment plan within 31 days of contract signature with the firm.
Confirm Compliance: Yes ____ or No ____
5. It is mandatory that the respond confirms compliance to the short term goal and required commitment within the scope of the RFQ.
Confirm Compliance: Yes ____ or No ____
6. Respondent must provide all pertinent vetting information as required by MUHC regarding each prospective staffer prior to placement and start date.
Confirm Compliance: Yes ____ or No ____

13. DESIRABLE CRITERIA

It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

1. It is desirable for the respondent to provide company background and history to include but not limited to:
 - a. Years in business
 - b. Years' experience in providing the desired services within the scope of this RFQ.
 - c. Financial performance
2. Have the sourcing tools and skills to reach 50% of the goal with the first 90 days. Describe the plan.
3. It is desirable to achieve days to fill for this project of less than 50 days. Describe how this will be achieved.
4. Provide a detail summary of your organizations key success in recruiting permanent RNs for large health systems.
5. Provide references to substantiate that their experience with your firm provided an acceptable to stellar outcome. Example: 50 qualified RNs recruited with staff ready to work within six months of engagement. Provide the institution names, contact information for at least two large and complex healthcare organizations where you have provided these services.

REQUEST FOR QUALIFICATIONS FORM
REQUEST FOR QUALIFICATIONSS
FOR
FURNISHING AND DELIVERY
OF
INTERNATIONAL NURSE RECRUITMENT
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
MU HEALTH CARE
RFQ # 22005
DUE DATE: JULY 13, 2021
TIME: 12:00 PM, CDT

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Qualifications issued by the University of Missouri.

- 1) Provide overall pricing detail for each of the items listed below.
 - a. Hourly Rate \$ _____

AUTHORIZED RESPONDENT REPRESENTATION

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone No.		Federal Employer ID No.	
Fax No.		E-Mail Address	
Number of calendar days delivery after receipt of order: _____		Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.	
Select Payment Method: SUA ACH Check			
Circle one: Individual Partnership Corporation			
If a corporation, incorporated under the laws of the State of _____			
Licensed to do business in the State of Missouri? ____yes ____no			
Maintain a regular place of business in the State of Missouri? ____yes ____no			

This signature sheet must be returned with your proposal.

ATTACHMENT A
SUPPLIER DIVERSITY PARTICIPATION FORM

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University's mission and core values. The University's Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.

- Indirect dollars - based on a percentage of revenue the University represents to the supplier. An example is as follows:

- Supplier's Total Revenues: \$10,000,000
- Revenues from University \$: \$ 4,000,000
- University % of Total Revenues: 40% (#2 divided by #1)
- Total MBE Dollars \$: \$ 150,000
- Total WBE Dollars \$: \$ 150,000
- Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
- Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
- Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
- University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): _____

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, vestt@umsystem.edu.

-----**THIS FORM MUST BE SUBMITTED WITH THE RESPONSE**-----

ATTACHMENT B
SUPPLIER REGISTRATION INFORMATION

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: ☐ Yes ☐ No

The term "small business concern" shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a "small business concern".

WOMAN OWNED BUSINESS (WBE): ☐ Yes ☐ No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): ☐ Yes ☐ No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh ☐ (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. ☐ (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. ☐ (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. ☐ (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. ☐ (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE ☐ Yes ☐ No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE ☐ Yes ☐ No

MISSOURI FIRM: ☐ Yes ☐ No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer	<input type="checkbox"/> (M)
Distributor/Wholesaler	<input type="checkbox"/> (D)
Manufacturer's Representative	<input type="checkbox"/> (F)
Service	<input type="checkbox"/> (S)
Retail	<input type="checkbox"/> (R)
Contractor	<input type="checkbox"/> (C)
Other	<input type="checkbox"/> (O)

SOLE PROPRIETORSHIP: ☐ Yes ☐ No

SUPPLIER'S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes.

Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: _____

Date: _____