



June 9, 2014

Request For Letters Of Interest (RFLOI): Nurse Aide Program Evaluator

Purpose:

The Department of Commerce, Community, and Economic Development (Commerce), Division of Corporations, Business and Professional Licensing (CBPL) is requesting Letters of Interest from qualified individuals or firm(s) to provide professional evaluation services of existing, new, and proposed nurse aide training programs in the state. The Contractor will provide a report of his/her findings and recommendations to the Board of Nursing of the State of Alaska. The board is responsible for approving the nurse aide training program. There are currently twenty two nurse aide training programs in the state that require an evaluation every two years. Commerce is looking to enter into a four year contract.

Prior Experience Requirements:

In order for offers to be considered responsive offerors must meet these prior experience requirements:

1. Hold a current unencumbered RN license or be eligible for one.
2. Have a working knowledge and understanding of statutes and regulations pertaining to Certified Nurse Aide's (CNA).
3. Three years of experience as an approved instructor in a nurse aide training and competency program approved by a state board of nursing.
4. Be willing to travel throughout the State of Alaska to both rural and urban locations to conduct program evaluations.

Desired Experience:

1. Hold a current unencumbered RN license in the State of Alaska or be eligible for one.
2. Have a working knowledge and understanding of the current Alaska nurse aide statutes and regulations.

Budget:

Please propose the budget you believe is required to perform the scope of work based on evaluations of approximately eleven programs per year.

Background:

The Board of Nursing's mission is to actively promote and protect the health of the citizens of Alaska through the safe and effective practice of nursing as defined by law. Since 1998, one of the duties of the Board of Nursing is to certify nurse aides. To that end, the nurse aide training programs are evaluated when they apply for approval and every two years after approval to determine whether the programs are in compliance with the Board of Nursing regulations (12 AAC 44.830-862). These regulations are based on federal requirements.

Scope of work:

The vendor will be required to provide the following deliverables:

- (a) *evaluations of the approved and proposed nurse aide programs including:*
 - i. review and evaluate written information regarding the nurse aide program including syllabi, textbooks, student handbook, MOUs for clinical sites, and instructor resumes to assess compliance with Alaska statute and regulations;
 - ii. provide feedback to the board regarding any deficiencies in the written material;
 - iii. re-assess changes in written material after deficiencies are addressed.
- (b) *on-site evaluation of the nurse aide programs including:*
 - iv. interview instructors of the nurse aide program;
 - v. interview students who have completed the nurse aide program;
 - vi. tour and evaluate clinical sites and skills laboratory facilities utilized by the nurse aide training program for compliance with the statute and regulations.
- (c) *post on-site visit*
 - vii. prepare a written report to the Board of Nursing that includes:
 - 1. the evaluation of the program with a summary of the site visit, and evaluation of the written documents of the program, and;
 - 2. recommendations for approval of the nurse aide training program.
 - viii. be available in person or by conference call to present the evaluations during the Board of Nursing meeting.

Insurance Requirements:

See Appendix B-1. Successful offeror must comply with all requirements of Appendix B-1. If you have no employees and therefore have no worker's compensation insurance; please state that in your letter of interest. If you have any other requests for modification of the insurance requirements, please also state that in your letter of interest.

Questions and Contact Information:

Offerors (including subcontractors, employees, consultants or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFLOI, to Gina Chalcroft. Offerors may not contact any state employee or state agency other than the procurement officer regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements.

To be eligible for consideration, firms or individuals must indicate their interest by written response and include the following information:

- Firm/Individual name
- Mailing address
- Physical address
- Phone number
- Fax number
- Email address
- Individual authorized to sign contracts
- Proposed Annual Cost
- Details describing how you or your firm meets or exceeds the prior experience requirements and the desired experience, if any.

This request for Letters of Interest does not constitute a formal solicitation. The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of this Request for Letters of Interest provides no guarantee that the State of Alaska will proceed with a formal solicitation and/or contract award and based on responses may issue a single source contract.

Please submit your letter of interest by July 31, 2014, 2:00 p.m. Alaska Standard Time to:

Email: gina.chalcroft@alaska.gov

Fax: 907-465-5441

Mailing Address:

Department of Commerce, Community and Economic Development

Division of Administrative Services

Attention: Gina Chalcroft

Project name: Letter of Interest for Nurse Aide Program

Evaluator

PO Box 110803

Juneau, AK 99811-0803

APPENDIX B¹

INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.