

**PROFESSIONAL SERVICES DESCRIPTION  
FOR THE POSITION OF:**

**Nursing Staff Agency**

**SUBMISSION DEADLINE:**

**December 7, 2021**

**2:00 pm**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS  
FOR PROFESSIONAL SERVICES**

**FOR**

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY  
109 BUDD BOULEVARD  
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as Nursing Staff Agency for the term **March 1, 2022 through February 28, 2023**. This contract will be awarded through a fair and open process pursuant to *N.J.S.A.* 19:44A-20.4 et seq.

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021 at 2:00 P.M.** at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

### **Specs for Nursing Staff Agency**

- A completed and signed employment application with the agency.
- A completed pre-employment criminal background check and drug screen.
- A completed and signed clinical skills competency checklist.
- A valid NJ license or certification to practice as a Health care Professional.
- A minimum of one year experience in long term care and sub acute rehab nursing.
- A pre-employment physical and subsequent statement of good health, issued within the last 12 months indicating the Health Care Professional is in good health and free from communicable disease, including PPD, MMR, Varicella and Hepatitis B, which will remain valid through the term of the assignment.
- A current BLS card issued within the last 12 months which will remain valid through the term of the assignment.
- A current IV Certification / Re-certification within the last 12 months which will remain valid through the term of the assignment.
- Certificates or other written documentation verifying any applicable clinical expertise and training.
- Documentation of annual core competency requirements; including universal precautions / blood borne pathogens as safety guidelines established by OSHA.
- Sign a copy of the Policy and Procedure for the Shady Lane Home for the following; Resident Rights, Abuse and Neglect, Incident and Accident Report, Medication Error, Medication Times and Administration of Medications.
- Agency staff not to exceed 8 hours per day unless agreed upon by management prior and/or 40 hours a week, overtime is meant any time that exceeds 40 hrs in a one week period.
- If agency staff is more than 30 minutes late 7:15am or a No Call No Show agency will deduct 2 hrs from SLH bill for each occurrence.
- Shady Lane Home shift hours are as follows;  
6:45am to 3:15pm  
2:45pm to 11:15pm  
10:45pm to 7:15am
- Un-paid 30 minute lunch
- It is the responsibility of the agency to ensure that their staff has been in serviced on ensuring the kiosk is at zero before staff leaves from their shift.
- The ability to use Sigma Care EMR System for documentation.

- Agency will provide profile of each employee to SLH via email to Director of Nursing at [sfaulkner@gcianj.com](mailto:sfaulkner@gcianj.com) prior to first shift worked. Profile will include the following; background check, verification of certification/ licensure, PPD, drug screen and in servicing which includes Medication and Treatment administration, Incident and Accident reporting, Abuse and Neglect.
- The ability to use Sigma Care Electronic System by accurately documenting into the system Medication, Treatment, order writing, Accident and Incident, Admission, Re-admission and episodic entries.
- Verification of staff coming to facility verbally and via fax 856-224-8707 to the staffing coordinator / designee.
- Provider warrants that it has, and will maintain at all times throughout the term of this agreement, all necessary qualifications, certifications, and/or licenses required by federal, state, laws and regulations to provide services covered by this agreement.

Must contact Danae Ciociola for the rest of the proposal Packet at (856) 373-5481 or email at [dciociola@gcianj.com](mailto:dciociola@gcianj.com).

**COST PROPOSAL**- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided under the terms of the retainer and hourly billing rates. The Authority does not provide payment or reimbursement for travel expenses.