



**ADDENDUM #1**  
RFA-2024-NHH-01-TEMPO  
TEMPORARY STAFF SERVICES

(Changes are in ***bold, underlined and italicized text*** below to enable vendors to quickly recognize changes in paragraphs and/or wording.)

On March 16, 2023, the New Hampshire Department of Health and Human Services, New Hampshire Hospital (NHH) and Glenclyff Home ("Department") published a Request for Applications, soliciting qualified Staffing Agencies (hereinafter "Vendors") to secure Temporary Staff to support NHH and Glenclyff Home.

The Department is publishing this addendum to:

**1. Modify and replace Section 1, Purpose and Overview, Subsection 1.1, Introduction, with the following:**

- 1.1. The New Hampshire Department of Health and Human Services, New Hampshire Hospital (NHH) and Glenclyff Home ("Department") is seeking responses to this Request for Applications (solicitation) from qualified Staffing Agencies (hereinafter "Vendors") to secure Temporary Staff to support NHH and Glenclyff Home.

Temporary Staff is defined to include the following positions:

Registered Nurses.

Licensed Practical Nurses.

Licensed Nursing Assistant.

Mental Health Workers.

Psychiatric Social Workers.

The Department anticipates awarding one (1) or more contract(s) for the services in this solicitation. Vendors may submit an application to provide all or some of the Temporary Staff positions listed above; however higher scores will be rendered to Vendors that are able to provide all positions. **It is estimated a total of 80 professional staff will be needed over the course of the contract.**

**2. Modify and replace Section 2, Statement of Work, Subsection 2.1, Scope of Services, Paragraph 2.1.4 with the following:**

- 2.1.4. The selected Vendor(s) must ensure all Temporary Staff attend a minimum of eight (8) hours of orientation provided by the Department that includes, but is not limited to:

- 2.1.4.1. Specific information regarding infection prevention.



- 2.1.4.2. Client confidentiality.
- 2.1.4.3. Medical records and other documentation practices.
- 2.1.4.4. Safety and emergency protocols including, but not limited to “Cues to Crisis” training regarding how to recognize and respond safely to patients who may be experiencing psychiatric crises.
- 2.1.4.5. *Completion of the required Department Information and Security Privacy Training(s).***
- 2.1.4.6. *Signatures of documentation to ensure all Temporary Staff are bound by the policies and procedures of NHH and Glencliff.***

**3. *Delete, Exhibit I, Health Insurance Portability and Accountability Act, Business Associate Agreement, from Appendix A.***