

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
NURSING RECRUITMENT SERVICES
FOR
BREWSTER VILLAGE

Due By: August 27, 2025 – 1:00 pm CT

1.0 **Introduction and Background**

Brewster Village (located at 3300 W Brewster St in Appleton, WI) provides short term rehabilitation as well as long term nursing home services designated to meet individuals' social and medical needs.

Brewster Village currently has on-staff one Director of Nursing, numerous RNs, LPNs and CNAs. We are seeking services of a recruitment agency for various nursing positions within Brewster Village.

2.0 **Scope of Services**

We are seeking a firm that has proven experience in the recruitment/placement of RN positions within a skilled nursing facility.

We are seeking the following in regards to the service:

1. Recruitment of mainly RN positions with a salary range of \$33.61 – 43.85 per hour. However, the service may be used for other nursing positions.
2. The firm shall receive applications for individuals, review applications and provide the first round of interviews.
3. If a candidate is acceptable to Brewster Village, the candidate will be directly hired by the County.

3.0 **Contract**

We are seeking an initial contract to commence at a mutually agreed upon date and continue for 2-years. There will be the option of three (3) 2-year extensions with mutually agreed upon terms.

4.0 **Proposal Submittal**

Include the following information in your proposal in the requested order –

- Cover page (limited to one page) which lists the primary and secondary contact to whom the County may contact regarding your proposal.
- Section 1: Background information. Provide information on your firm and your ability to provide the services as requested for Brewster Village. Include information on the various methods for recruitment. This section shall be limited to 10 pages.
- Section 3: Pricing. Provide information on how the service is priced.
- Section 4: Provide three references your firm has provided similar services for during the past five years. Include dates of service, service description, facility name and location, name, email and phone number.
- Section 5: Any additional information you'd like to include (limited to three pages).

Failure to provide all requested information may result in the rejection of your proposal.

5.0 **Contact Information**

Purchasing Policy and Procedure Information

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

Nicole.Schoultz@Outagamie.org

6.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the service requested). If a provider believes specifications are not within industry standards, they must bring their objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted on the County's website www.outagamie.org under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

7.0 County Reservation

- This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- Outagamie County reserves the right to request clarifications for any proposal.

8.0 Closing Date

Proposals will be received up to 1:00 p.m. CT August 27, 2025.

9.0 Proposal Submittal

Proposals shall be emailed to Nicole.Schultz@outagamie.org

If you are sending a link to download the proposal, the proposal must be able to be downloaded without registration.

10.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

11.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

12.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

13.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org under Bids & Proposals.