

Attachment L
DMHA Medical Staffing Services – State Duties and Responsibilities

RFP 25-81223 ISPHN Staff Augmentation

- The state shall maintain and provide contractor access to an electronic medical record system and other patient care systems, programs or applications and shall ensure that the state systems perform at an effective and efficient functionality level to support the delivery of patient care.
- The State shall provide at each location the space and use rights, including software, hardware, equipment, office furnishings, and fixtures, to the extent utilized by the State to provide support within the scope of services as the contractor reasonably requires performing applicable services.
- The State will perform all its responsibilities and obligations necessary to support the delivery of Contractor's services in a competent and timely manner. The State will be responsible for the operation, maintenance, repair (including capital improvements) and management of any state facility.
- The State shall be responsible for providing all required State training as directed by DMHA to contractor staff. This does not include remedial training.
- The State will follow the process below for new or backfilled Contractor Staff:
 1. State Psychiatric Hospital Designee will contact Contractors and indicate a need for a new Contractor Staff.
 2. The contractor will follow up with State Psychiatric Hospital Designee within one business day.
 3. Contractor will begin the process of identifying a new Contractor Staff.
 4. All Candidates will be recruited, pre-screened and qualified by Contractors.
 5. Qualified Candidate summary information, including proposed hourly rate under Scope D1, will be submitted to the State Psychiatric Hospital Designee.
 6. Contractors will select and determine the final Candidate to work on assignment at State Psychiatric Hospital and begin the onboarding process.
- The State will provide the necessary supervision, medical direction and clinical support services to all contract staff, as required to perform applicable services.