

State of Hawaii
Department of Human Services
Division of Vocational Rehabilitation
Disability Determination Branch

Request for Proposals

HMS 238-CE14 Consultative Examination Services for the Disability Determination Branch

February 24, 2014

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

February 24, 2014

REQUEST FOR PROPOSALS

Medical, Psychiatric and Psychological Examinations

For the Disability Determination Branch

RFP No. HMS 238 CE14

The Department of Human Services, Division of Vocational Rehabilitation, Disability Determination Branch is requesting proposals from qualified applicants to provide consultative examinations in the areas of internal medicine, psychiatry, psychology, orthopedics and physiatry. Services are needed state wide, The contract term will be from July 1, 2014 through June 30, 2015 with possible extensions. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before March 27, 2014, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on March 27, 2014, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Disability Determination Branch will conduct an orientation on March 05, 2014 from 10:00 a.m. to 11:00 a.m., at 1580 Makaloa St., 6th Floor, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on March 05/2014. All written questions will receive a written response from the State on or about March 20, 2014.

Inquiries regarding this RFP should be directed to the RFP contact person, George Yamashiro at 1580 Makaloa St., 6th Floor, Honolulu, Hawaii 96814, telephone: (808) 979-7056 or 800-362-1526 ext. 7056, fax: (808) 973-1399, e-mail: george.yamashiro@ssa.gov. Hand Deliveries: Disability Determination Branch, 1580 Makaloa St., 6th Floor, Honolulu, HI 96814.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One original and one copy

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **March 27, 2014** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

Disability Determination Branch
P.O. Box 2458
Honolulu, HI 96804
By March 27, 2014

Disability Determination Branch RFP COORDINATOR

George Yamashiro
808-979-7056
808 973-1399
George.yamashiro@ssa.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), March 27, 2014.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., March 27, 2014.

Drop-off Sites

Disability Determinatin Branch
1580 Makaloa St., 6th Floor
Honolulu, HI 96814

By March 27, 2014

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	02/24/14
Distribution of RFP	02/24/14
RFP orientation session	03/05/14
Closing date for submission of written questions for written responses	03/05/14
State purchasing agency's response to applicants' written questions	03/20/14
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	03/27/14
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	03/28/14
Provider selection	04/14/14
Notice of statement of findings and decision	04/28/14
Contract start date	07/01/14

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

	For	Click on “Doing Business with the State” tab or
1	Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2	RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4	Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5	Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6	Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7	Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9	Department of Taxation	http://hawaii.gov/tax/
10	Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click “Business Registration”
12	Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services, State of Hawaii
Division of Vocational Rehabilitation
Disability Determination Branch
1580 Makaloa Street, 6th Floor
Honolulu, Hawaii 96814
Phone (808) 979-7056 or (800) 362-1526 ext. 7056
Fax (808) 973-1399 or 1-888-337-3910
E-mail George.yamashiro@ssa.gov

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

George Yamashiro
(808) 979-7056 or 1-800-362-1526 ext. 7056
E-mail George.yamashiro@ssa.gov

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: March 05, 2014 **Time:** 10:00 -11:00 am
Location: Disability Determination Branch

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: March 05, 2014 **Time:** 4:30 pm HST

State agency responses to applicant written questions will be provided by:

Date: March 20, 2014

1.9 Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE's website address.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
 - **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS

§103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)

- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
 1. Postmarked after the designated date; or
 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means is not permitted. See HAR §3-143-504.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

- (2) A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Patricia McManaman	Name: Albert Perez
Title: Director	Title: Administrator
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: 600 Kapiolani Blvd., Rm. 304 Honolulu, HI 96813
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 600 Kapiolani Blvd., Rm. 304 Honolulu, HI 96813

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. **Overview, purpose or need**

The Disability Determination Branch (DDB) determines whether Hawaii applicants for Social Security and Supplemental Security Income (SSI) disability benefits meet the required medical and/or psychiatric/ psychological and vocational criteria to be found disabled.

The basic sources of evidence for Social Security and Supplemental Security disability claims are physicians, psychologists, therapists, hospitals and others who have treated, examined or have had contact with the claimants in the past. If information from these sources do not provide all of the details necessary for a disability evaluation under the Social Security guidelines, a consultative examination is arranged with a treating source if the source is qualified and willing to perform the examination. If the treating source is not qualified or is unwilling to perform the examination or if a claimant has no treating sources, we purchase consultative examinations from qualified individuals in the community.

B. **Planning activities conducted in preparation for this RFP**

Request for information (RFI) has been posted on the Procurement notice website form 02/07/14 with a due date of 02/21/14.

C. **Description of the service goals**

The reports of the examinations will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria. When pertinent, the reports will help to resolve conflicts in evidence.

D. **Description of the target population to be served**

Claimants who have applied for disability with the Social Security Administration or whose condition is being evaluated to determine continuation of disability.

E. **Geographic coverage of service**

Examinations of all types are needed on all islands.

F. Probable funding amounts, source, and period of availability

The Disability Determination Branch is 100% federally funded.

Contracts will be multi-term (1 year), subject to availability of funding and satisfactory performance. Contract amounts will be awarded by the number of examinations expected to be needed in any specialty and geographic location.

The total dollar amount of the individual contract will depend on the number of examinations anticipated for the specialty in the particular geographical area(s) where contractor is able to perform the examinations and the number of contractors in that area.

The state reserves the right to amend the funding amount of individual contracts according to utilization, without rebidding.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1) Be able to furnish proof of current and appropriate State licenses and professional certifications.

2) Not be excluded, suspended or otherwise barred from participation in any Federal or State program.

B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases *None*

C. Multiple or alternate proposals

(Refer to HAR §3-143-605)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR §3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards:

E. Single or multi-term contracts to be awarded

(Refer to HAR §3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial term of contract: Twelve (12) months

Length of each extension: Twelve (12) months

Number of possible extensions: Three (3)

Maximum length of contract: Forty eight (48) months

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: The contract for the proposed services may be extended without the necessity of re-bidding, subject to appropriation and availability of funds to DHS, community need, and the State's determination of satisfactory provider performance, or unless this Agreement is terminated. The option to extend the services will be offered in writing by the DHS, at least sixty (60) days prior to expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not provide any services until the agreement is fully and properly executed.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

The contractor must do an examination and submit a signed narrative report of the findings within two weeks of the examination. For information regarding the specific details that should be provided in the narrative reports, please refer to "Consultative Examinations, A Guide for Health Professional"(green book).

The booklet is included in this packet.

Also included is "Disability Evaluation Under Social Security" (blue book), a publication which provides additional information on the Social Security disability program.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Scheduling of examinations

Contractor will provide appointment dates within two weeks of the time the Disability Determination Branch calls to make arrangements.

2) Minimum time for each examination

Contractor will set aside the following minimum times for each individual:

Internal medicine examination: at least 30 minutes

Orthopedic and physiatric examinations: at least 20 minutes

Psychiatric examination: at least 40 minutes

Psychological examination: at least 60 minutes

3) Due dates of Reports

Contractor will furnish a signed narrative report of the examination within 2 weeks of the date of the examination. A Remote Telephone Dictation system is available for use by the contractor and transcription service is provided free of charge.

1. **Personnel**

Medical professionals must be currently licensed in the State and have the training and experience to perform the type of examination or test that the Disability Determination Branch Request. The medical professional must not be barred from participation in Federal or State programs.

2. **Administrative**

Contractor will set aside the following minimum times for each individual:

Internal medicine examination: at least 30 minutes

Orthopedic and physiatric examinations: at least 20 minutes

Psychiatric examination: at least 40 minutes

Psychological examination: at least 60 minutes

3. **Quality assurance and evaluation specifications**

The Disability Determination Branch will review the report of the contractor to determine whether the specific information requested has been furnished. The report will include the evidence requested in “Consultative Examinations, A Guide for Health Professional” (green Book) and Disability Evaluation Under Social Security.

4. **Output and performance/outcome measurements**

Contractor will furnish a signed narrative report of the examination within 2 weeks of the date of the examination. The report must provide evidence that serves as an adequate basis for disability decision making in terms of the impairment it assesses. If the report is inadequate or incomplete, the Disability Determination Branch will contact the contractor and ask the contractor to furnish the missing information or prepare a revised report.

No report will be paid after 30 days of the examination.

5. **Experience**

Contractors must be currently licensed in the State and have the training and experience to perform the type of examination or test the Disability Determination Branch request. Contractor must not be barred from participation in Federal or State programs.

6. **Coordination of services**

Not Applicable

7. **Reporting requirements for program and fiscal data**

The report will include the evidence requested in “Consultative Examinations, A Guide for Health Professional” (green Book). The report must be personally reviewed and signed by the contractor who actually performed the examination. The signed report will be furnished within 2 weeks of the date of the examination.

Contractor must consult with the Disability Determination Branch (Hawaii) before disclosing to the public, any information derived from work performed as a result of the contract. Contractor is responsible for maintaining and guarding the privacy of the claimant, the health care facility and the attendant physician.

C. **Facilities**

Not Applicable

2.5 COMPENSATION AND METHOD OF PAYMENT

A). Pricing Structure - Units of service and unit rate

Fees to be paid are fixed and not subject to negotiation. Fees listed below are inclusive of all taxes.

Internists, psychiatrists, orthopedists and physiatrists will be paid up to \$149.76 for each exam.

Psychologists will be paid up to \$149.76 for intelligence assessments and up to \$149.76 for personality assessments and up to \$299.52 for complete psychological examinations.

Payments will be processed when billing invoice and completed report is received by the Disability Determination Branch.

No payments will be made for reports received after 30 days of the schedule examination.

No payments will be made for invoices received after 6 months from the date of scheduled examination.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.0. Items that must be Included in the proposal

- A. A completed and signed Professional Qualifications Form.
- B. Confidentiality Requirements Form that is signed and dated.

C. A current curriculum vitae, if one has not been submitted to the Disability Determination Branch in the last 3 years.

D. An actual consultative examination report with all personal identification information obliterated, unless the applicant has performed examinations for the Disability Determination Branch within the last 2 years.

E. Verification prior to award and upon final payment on Hawaii Compliance Express (HCE) to obtain Certificate of Vendor Compliance for:

Internal Revenue Service (IRS),
Department of Taxation (DOTAX),
Department of Labor and Industrial Relations (DLIR), and
Department of Commerce and Consumer Affairs (DCCA).

Hawaii Compliance Express is required upon award of contract.

F. Proof of current and appropriate State licenses and professional certifications.

G. Any other information that shows the applicant's qualifications and that the applicant would like the Disability Determination Branch to consider when evaluating the proposal.

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3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

No budget forms required.

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

B. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

3.6 Other

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	Pass or Rejected
<i>Proposal Application</i>	
Experience in Specialty Area	15 points
Experience in Performing Consultative Examinations	20 points
Timeliness of Reports	15 points
Ease of Scheduling	10 points
Response to Feedback and Courtesy to Staff	20 points
Rating of a Sample Examination Report	20 points
TOTAL POSSIBLE POINTS	100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Hawaii Compliance Express Clearance .
- Registration Form submitted to the State Procurement Office (if not pre-registered with the State Procurement Office).
- Proof of current and appropriate State licenses and professional certifications.
- A completed Professional Qualifications Form.
- Confidentiality Requirements Form that is signed and dated.
- Passing of credentials check that applicant is not excluded, suspended or otherwise barred from participation in any Federal or State program.

2. Mandatory POS Proposal Application Requirements

- A current curriculum vitae, submitted or on file.
- An actual consultative examination report, submitted or on file.
- A completed Professional Qualifications Form.
- Site where examinations are performed must meet minimal SSA requirements.

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1) Experience in Specialty Area (15 points)

Will be evaluated based on the number of years of experience in providing satisfactory services in the applicants medical, psychiatric and psychological area of specialty.

2) Experience in Performing Consultative Examinations(20 points)

Will be evaluated based on the number of consultative examinations performed and reported satisfactory for Social Security disability purposes.

3) Timeliness of Reports(15 points)

Will be evaluated by the frequency and regularity that the required written reports are submitted.

3) Ease of scheduling (10 points)

Will be evaluated based on past performance and/or information provided by applicant on how readily and consistently the applicant schedule examinations.

4) Response to Feedback and Courtesy to Staff (20 points)

Will be evaluated based on past performance and/or information provided by applicant on the responsiveness of the applicant to DDB staff inquiries and request for changes regarding examinations.

5) Rating of a Sample Examination Report (20 points)

Will be evaluated based on past performance and/or information provided by applicant on the quality of the examination reports including their completeness, clarity and organization.

B. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample of Table of Contents
- C. “Consultative Examinations, A Guide for Health Professionals”,
The Green Book
- D. Professional Qualifications Form
- E. Confidentiality Form
- F. About the Disability Determination Branch
- G. Disability Evaluation Under Social Security

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Professional Qualifications form			X	
Confidentiality form			X	

*Refer to subsection 1.2, Website Reference for website address.

Sample

Proposal Application Table of Contents

1.0	Program Overview	1
2.0	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities	6
3.0	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

Organization: _____

RFP No: _____