

State of Hawaii
Department of Human Services
Office of Youth Services

Request for Proposals

RFP No. HMS 503-14-03

**RFP Title: Auxiliary Nursing Services for
Hawaii Youth Correctional Facility**

Date Issued: June 3, 2014

Proposal Submittal Deadline: July 8, 2014

Orientation Session: June 10, 2014 Honolulu

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP Interest form may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

June 3, 2014

REQUEST FOR PROPOSALS

**RFP Title: Auxiliary Nursing Services for Hawaii Youth Correctional Facility
RFP No: 503-14-03**

NOTICE

The Department of Human Services, Office of Youth Services is requesting proposals from qualified applicants to provide auxiliary nursing services for youth in residence at the Hawaii Youth Correctional Facility in Kailua, Oahu.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by 12:00 midnight Hawaii Standard Time (HST) July 8, 2014 to the mail-in address and received no later than ten days from the submittal deadline. Hand delivered proposals shall be received no later than July 8, 2014 4:30 p.m. HST at the drop-off site.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS:

Office of Youth Services
707 Richards Street, Suite 525
Honolulu, Hawaii 96813

HAND DELIVERIES (DROP-OFF SITE):

Office of Youth Services
707 Richards Street, Suite 525
Honolulu, Hawaii 96813

Applicants are encouraged to attend the Orientation Meeting. (See Section 1)

INQUIRIES

Inquiries regarding this RFP should be directed to the RFP contact person:
Merton Chinen
Office of Youth Services
Phone: 808-587-5712
Fax: 808-587-5734
mchinen@dhs.hawaii.gov

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Section 1

Administrative Overview

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	6/3/14
RFP orientation session	6/10/14
Due date for written questions	6/17/14
State purchasing agency's response to written questions	6/24/14
Proposal submittal deadline	7/8/14
Proposal evaluation period	7/14 – 8/14
Final revised proposals (optional)	
Provider selection	8/14
Notice of statement of findings and decision	8/14
Contract start date	11/1/14

II. Websites Referenced in this RFP

The State Procurement Office (SPO) website is www.spo.hawaii.gov

For	Click
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-notices-for-solicitations
3 Hawaii Administrative Rules (HAR) for Procurement 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	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

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"

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

III. The Procurement Process

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 application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

RFP Organization. This RFP is organized into 4 sections:

Section 1, Administrative Overview - The procurement process; requirements for awardees.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Evaluation - The method by which proposal applications will be evaluated.

Section 4, Attachments - Information and forms necessary to complete the application.

RFP Orientation Session. An orientation session to familiarize applicants with the procurement process and the requirements of the RFP shall be held. Applicants are encouraged to submit written questions prior to the orientation. Questions at the orientation are permitted, but oral questions should be submitted in writing by the date indicated in the Procurement Timetable to ensure an official written response.

Date and time: June 10, 2014 10:00 – 11:30 a.m.
Location: Office of Youth Services
707 Richards Street
Suite 525, Conference Room
Honolulu, Hawaii 96813

Submission of Questions. Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants and placed on the RFP website.

Deadline for submission of questions: June 17, 2014 12:00 Midnight HST

Discussions with Applicants. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline.

Discussions may also 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 section 3-143-403, HAR.

Multiple or Alternate Proposals - Multiple/alternate proposals are not applicable to this RFP.

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.

Opening of Proposals. Upon receipt by a state purchasing agency at the designated location(s), proposal applications shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

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

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

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.

Cancellation of Request for Proposals. 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.

Costs for Proposal Preparation. Any costs incurred by applicants in preparing or submitting a proposal are the applicants’ sole responsibility.

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.

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))

Notice of Award. A statement of findings and decision shall be provided to all applicants 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 awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

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
David Hipp	David Hipp
Title: Executive Director	Title: Executive Director
Mailing Address: 707 Richards Street, Suite 525 Honolulu, Hawaii 96813	Mailing Address: 707 Richards Street, Suite 525 Honolulu, Hawaii 96813
Business Address: same as above	Business Address: same as above

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 Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

IV. Requirements for Awardees

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.)

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.)

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.)

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.)

Monitoring and Evaluation. Criteria by which contracts will be monitored and evaluated in Section 2.

General and Special Conditions of Contract. The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

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

I. Overview, Purpose or Need and Goals of Service

The Hawaii Youth Correctional Facility (HYCF) is the only institution statewide responsible for the care and incarceration of juvenile offenders. Approximately 150 youth between the ages of 12-19 are committed to the HYCF on a yearly basis. The average daily youth population under the HYCF jurisdiction ranges from 40 to 50 youths. The HYCF is responsible for the health care and well-being of these youth. The purpose of this procurement is to augment the State of Hawaii nursing staff with Registered Professional Nurse (RPN) Level III nursing services for individuals under the jurisdiction of the HYCF. The services provided will affect the health and recovery of youth patients and will have an impact on their mental and physical health.

The goal of the service is to provide the HYCF with nurses who are capable of providing a full range of professional nursing proficiency from assessment of needs to a wide variety of patient illnesses, i.e., administering medication, operating special equipment, reacting to emergency situations and conditions, and who are capable of treating patients with the goal of maintaining or improving health care conditions. The nurses shall be auxiliary to the existing HYCF nursing staff and shall provide services for any shift, seven (7) days per week, in a variety of work schedules as requested and dependent on the facility's needs.

II. Planning Activities

A Request for Information (RFI) was issued on February 14, 2014. The RFP Orientation Session is planned for June 10, 2014 from 10:00 a.m. to 11:30 a.m. for discussion and input from interested parties regarding the nursing services. Feedback will be solicited via telephone and email.

III. Demographics and Funding

Target population to be served:	Youth (males and females) ages 12-19 under the jurisdiction of the HYCF
Geographic coverage of service:	<hr/> HYCF, 42-477 Kalaniana'ole Highway, Kailua, Oahu, Hawaii, 96734 <hr/>

Probable funding amounts, source, and period of availability:

There is a high probability for continued funding throughout the contracted period. HYCF will make the final determination as to the specific amount of the award. The source of funding is general (State) funds. Purchase orders shall be issued for services rendered.

Single contract to be awarded: (Refer to §3-143-206, HAR)

Single **Multiple** **Single & Multiple**

Term of Contract(s)

Initial term:	<u>November 1, 2014 – October 31, 2015</u>
Length of each extension:	<u>Twelve (12) months</u>
Number of possible extensions	<u>Five (5)</u>
Maximum length of contract:	<u>Six (6) years or November 1, 2014 to October 31, 2020</u>

Conditions for Extension:

The applicant shall enter into a contract for a one (1) year period effective November 1, 2014 through October 31, 2015. Unless terminated, the contract may be extended for not more than five (5) additional twelve-month periods or portions thereof without the necessity of re-bidding, if mutually agreed upon in writing.

IV. Service Activities

A. General Overview

The scope of work encompasses the following tasks and responsibilities:

1. When the need for nursing services under this contract is determined by the HYCF, the facility’s nursing representative shall place an oral request via telephone with the applicant. The request shall include all necessary information pertaining to the assignment of the nurse during the request period including the type of nurse required and the dates and shifts which the nurse is required to work. The applicant shall telephonically confirm within one (1) week the request for services.
2. For same day or next day coverage, the applicant shall confirm telephonically within one (1) hour of the request for services.
3. The applicant shall provide nurses for any shift, seven (7) days per week, twenty four (24) hours per day, three hundred sixty five (365) days a year, as requested. The work schedules are determined according to the facility’s needs and may be arranged in a variety of work schedules.

4. Shifts are either twelve (12), eight (8), or four (4) hours per day, forty (40) hours per week. Regular time is considered an eight (8) hour day, forty (40) hours per week regardless of the shift. Overtime is considered after forty (40) hours per week and reimbursed at time and a half. The nurse shall not qualify for overtime if the forty (40) hours is accumulated as a result of being referred by more than one service provider for that work week.
5. Pay for other than regular pay shall be allowed for holidays. Established holidays are New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
6. If the HYCF requests applicant's nurse to work on a recognized holiday between 12:01 a.m. and 11:59 p.m., the holiday rate applies whether or not the nurse has worked forty (40) hours in that work week.

B. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Nurse Responsibility and Duties
 - a. General Duties
 - (1) While providing patient care services at the HYCF, each nurse shall comply with all provisions of the licensing laws under which he/she is licensed, with regulations promulgated there under, and each shall comply with all nursing policies and procedures adopted by the HYCF to protect the health and welfare of its patients.
 - (2) Guidelines under which the nurses will be required to work are the guidelines that are the well-established departmental policy, doctor's orders, memoranda, nurse protocols, and policies and procedures of the HYCF. The nurse shall use his/her judgment in selecting a course of action when any one of several could be appropriate, i.e., a patient's change in condition may warrant either continual intensive observation, informing charge nurse, calling a physician, or initiating pre-planned emergency treatment.
 - (3) The RPN IIIs shall attend orientation sessions at the HYCF to become acquainted with the correctional nursing policies as may be necessary for performance of their duties. The HYCF will provide up to sixteen (16) hours of unpaid orientation time to all new assignees to the HYCF. Orientation includes, but is not limited to (1) blood borne

pathogens, (2) universal precautions, (3) tuberculosis, (4) infection control practice, (5) fire and electrical safety, (6) patient's rights, and (7) body mechanics with annual updates.

b. Specific Duties

- (1) The RPN IIIs shall report to the HYCF administrator or designee at the facility each day at the start and end of his/her shift.
- (2) Duties of the RPN IIIs shall include, but not be limited to the following:
 - Continually assesses any changes based on observation of the patient's condition, receives the medical treatment plan, and brings to the attention of the physician any changes in the patient's condition.
 - Observes and assesses patient's clinical condition; recognizes, identifies and interprets serious situations and immediately decides proper action, i.e., calls physician or starts preplanned emergency measures.
 - Initiates appropriate action such as starting resuscitative measures in an emergency situation when a physician is not present or immediately available.
 - Develops nursing care plans utilizing the nursing process and nursing diagnosis related to the needs of the assigned patients.
 - Administers prescribed medications, gives intramuscular and oral medication, observes patients for adverse reactions and takes appropriate action.
 - Performs duties as required such as admissions, transfers, discharges, and making appointment with outside clinics and laboratories.
 - Utilizes the physician orders and nursing standards of care related to redirecting behavior of the mentally ill and the chemically dependent.

- Works closely with other members of the health care staff for formulation of the total care plan for specific patients.
- Observes and assesses patients closely for any significant behavioral changes. Documents changes in behavioral terms and notifies the mental health staff.

2. The Applicant shall:

- a. Ensure that all work required under this contract shall be performed by the applicant or its employees. The applicant shall be responsible for the accuracy, completeness, and adequacy of any and all work and services performed under this contract. The applicant intentionally, voluntarily, and knowingly assumes the sole and entire liability (if such liability is determined to exist) to the applicant's employees and agents, and to any individual not a part to this contract for all loss, damage, or injury caused by the applicant or the applicant's employees or agents in the course of their employment.
- b. Ensure that payments for all applicable federal, state and county taxes and fees which may become due and owing by the Applicant by reason of this contract, including but not limited to, (a) income taxes, (b) employment related fees, assessments, and taxes, and (c) general excise taxes. The applicant is further responsible for obtaining all licenses, permits and certificates that may be required by reason of the contract, including but not limited to, a general excise tax license from the Department of Taxation, State of Hawaii.
- c. Secure any and all insurance coverage for the applicant and the applicant's employees and agents which may be required by law during the duration of this contract. The applicant shall further be responsible for payment of all premiums, costs, and other liabilities associated with securing said insurance coverage.
- d. Secure, at the applicant's expense, all personnel required to perform the services required by this contract. Applicant shall ensure that the applicant's employees or agents are experienced and fully qualified to engage in the activities and services required under this contract, and that all applicable licensing or operating requirements imposed or required under federal, state or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.

- e. Ensure that all nurses have:
- Valid current Hawaii Nurses License
 - Valid current State of Hawaii Driver's License
 - Minimum of 6 months of recent acute level nursing care experience
 - Current CPR and AED certification card
 - Current TB clearance
 - Current FBI criminal background check (Re-certified once a year)
- f. Not assign or subcontract any of the applicant's duties, obligations, or interests under this contract without the prior written consent of the State. If the applicant finds it necessary to subcontract some of the work herein, and the State consents to the subcontract, it is understood that no subcontract shall, under any circumstances, relieve the applicant of its obligation and liability under this contract with the State and all persons engaged in performing the work covered by this contract shall be considered employees of the applicant.
- g. Include, but not be limited to the following responsibilities:
- (1) The applicant shall comply with all pertinent provisions of the Occupational Safety and Health Act in order to provide safety controls for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruption in the performance of this proposal.
 - (2) The applicant shall maintain an accurate record of, and shall report to the HYCF administrator in the manner and on the forms prescribed by the facility, exposure data and all accidents resulting in death, traumatic injury, occupational disease and damage to property, materials, supplies, and equipment incident to work performed under the proposal.
 - (3) The HYCF administrator or designee will notify the applicant of any noncompliance with the foregoing provisions and the action to be taken. The applicant shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the applicant or their representatives at the site of the work, shall be deemed sufficient for the purpose of appropriate notification of

deficiency. If the applicant fails or refuses to promptly comply by correcting the deficiency, the HYCF administrator or designee may issue an order stopping all or parts of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made the subject claim for extension of time or for excess costs or damages by the applicant.

3. Supervisory Controls

- a. The physicians provide direct instructions concerning patients. The nurse independently plans, schedules, and provides comprehensive nursing skills with specific instructions for each patient. The physician or supervisory nurse, if one is available, will have a discussion with the nurse about assigned patients at some time during the shift. Emergencies or unusual problems are reported to the physician or the supervisory nurse, as appropriate. Work is subject to review during rounds. The HYCF administrator is ultimately responsible for the operations.
- b. The HYCF administrator or designated representative will monitor the applicant and the applicant's nurses' compliance with the terms of this contract and evaluate the services performed. Unacceptable "professional nursing" practice will be evaluated by the HYCF administrator or representative who may at any time suspend the nurse from performing the services under the provisions of this contract. The HYCF administrator also retains the right of suspension or termination of privileges. Any such suspension shall not be subject to challenge by the applicant.

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

1. Applicant shall have at least twelve (12) months experience operating a nursing service business providing nursing services with juvenile correctional facilities. Evidence shall be furnished upon submittal of the proposal in response to the RFP No. HMS 503-14-03.
2. Applicant shall conduct business during normal working hours and non-business hours and shall also be accessible twenty-four (24) hours a day, seven (7) days a week, to respond to request and/or complaints.
3. Applicant shall have an office, staffed and located in the State of Hawaii.
4. Applicant shall be responsible for payment of all applicable federal, state and county taxes and fees which may become due and owing by the applicant by

reason of this RFP, including, but not limited to income taxes, employment related fees, assessments and taxes, and the State of Hawaii General Excise Tax.

5. Applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPOH-205 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
6. Applicant shall be required to maintain a commercial general liability insurance and medical professional liability insurance of one million dollars (\$1,000,000.00) per occurrence and two million (\$2,000,000.00) in the aggregate. Automobile liability, no less than one million dollars (\$1,000,000.00) per accident. The State of Hawaii shall be added as an additional insured as respects to operations performed for the State of Hawaii as additional insured. Any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by the applicant.
7. Applicant shall ensure that each of the RPN IIIs referred to the HYCF possesses a current and valid nursing license issued by the State of Hawaii, current and valid driver's license issued by the State of Hawaii, a current CPR card, a current AED card, a current TB clearance and a current FBI criminal background check (not more than one year old). The FBI criminal background check must be re-certified on an annual basis. A copy of the State of Hawaii nursing license, State of Hawaii driver's license, CPR card, AED card, TB clearance, and FBI background check shall be provided to the HYCF.

V. Qualifications

1. Experience

Applicant shall have at least twelve (12) months experience operating a nursing service business providing nursing services with juvenile correctional facilities. Evidence of experience shall be furnished upon submitting a proposal for RFP No. HMS-503-14-03 Auxiliary Nursing Services for Hawaii Youth Correctional Facility.

Requirements for the Proposal Application

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

Evaluation Criteria for Experience (Pass/Fail)

2. Organization

Applicant shall be required to maintain a commercial general liability insurance and medical professional liability insurance of one million dollars (\$1,000,000.00) per occurrence and two million (\$2,000,000.00) in the aggregate and automobile liability, no less than one million dollars (\$1,000,000.00) per accident. The State of Hawaii shall be added as an additional insured as respects to operations performed for the State of Hawaii as additional insured. Any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by the applicant.

Requirements for the Proposal Application

Applicant must demonstrate ability to comply with insurance requirements.

Evaluation Criteria for Pricing (Pass/Fail)

3. Personnel

Applicant shall ensure that each of the RPN IIIs referred to the HYCF possesses a current and valid nursing license issued by the State of Hawaii, a current and valid driver's license issued by the State of Hawaii, a current CPR and AED certification card, and a current FBI criminal background check (not more than one year old). The FBI criminal background check must be re-certified on an annual basis. A copy of the State of Hawaii nursing license, State of Hawaii driver's license, CPR card, AED card, TB clearance, and FBI background check shall be provided to the HYCF.

Requirements for the Proposal Application

Applicant must provide narrative and documentation to demonstrate staff utilized for the services will have required qualifications such as licenses and resume.

Evaluation Criteria for Personnel (Pass/Fail)

4. Facilities

Clinic space, staff support, equipment, and supplies are provided by the HYCF, Kailua, Oahu, Hawaii. The awarded Applicant shall abide by the security procedures at the HYCF and shall be subject to the policies and procedures of the HYCF.

Requirements for the Proposal Application

Applicant shall have an office located in the State of Hawaii staffed with personnel to respond to requests for nursing services within one (1) hour from notification from the HYCF and shall also be accessible twenty-four (24) hours a day, seven (7) days a week to respond to requests and/or complaints.

Evaluation Criteria for Facilities (Pass/Fail)

VI. Pricing Structure

Pricing shall be based on unit of service pricing structure. The proposed hourly rate shall include all labor, administrative cost, applicable taxes, training costs and any other expenses necessary to perform the services specified herein. Travel to and from HYCF is at the applicant's expense.

1. Pricing shall be based on a cost per hour service pricing. The rates submitted shall be subject to negotiation.
 - a. The Applicant shall invoice the State at the unit price for the categories of RPN III nurse requested by the HYCF.
 - b. The applicant shall submit monthly itemized invoices, original and three copies to the HYCF at the address listed in Section 2. Invoices shall detail the services provided, by the number of nurses, number of hours of services provided per nurse, and any other pertinent information needed for invoicing. Invoices shall be based on the contracted unit price per hour.
 - c. A current tax clearance certificate must accompany the invoice for final payment.
2. Statutory Requirements to Section 103-55, HRS
 - a. Applicants are advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public employees for similar work. Applicants shall complete and submit the wage certificate (Attachment C) by which applicant certifies that the services required will be performed pursuant to Section 103-55, HRS.
 - b. The State SR-20 Registered Professional Nurse III perform work similar to the work required herein. The current wage rate for the State SR-20 RPN III: \$35.74 per hour.
 - c. Applicants are further advised that the State will allow increases to the contract price subsequent to bid opening since only the current wages of State employees performing similar work are known at the release of this solicitation. If the new wage rates to public employees are lower than the direct labor rate the nurses are being paid by the applicant, then the applicant shall not be allowed an increase. If applicable, the increase will only be applied to the direct labor rate (hourly rate paid to the nurses by the applicant)

and to the affected Federal and State requirements directly affected by the wage increase.

- d. The Applicant shall be obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and the current wage rate for public employees performing similar work. The Applicant may meet this obligation by posting a notice to this effect in the applicant's place of business which is accessible to all employees, or the applicant may include such notice with each paycheck or pay envelope furnished to the employees.

Requirements for the Proposal Application

Pricing shall be based on unit of service pricing structure. The proposed hourly rate shall include all labor, administrative cost, applicable taxes, training costs and any other expenses necessary to perform the services specified herein. Travel to and from HYCF is at the applicant's expense.

Evaluation Criteria for Pricing (100 Points)

- The lowest unit cost of service and most cost-effective proposal.

VII. Other

Litigation

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

Statements regarding litigation will not carry any value but are required.

VIII. Reporting Requirements for Program and Fiscal Data

The applicant shall submit monthly invoices and timesheets to HYCF.

IX. Monitoring and Evaluation

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

- The OYS and HYCF administrators will determine the compliance of the terms of the contract in conjunction with feedback from the HYCF Health Care Services Supervisor.
- Timely response time to requests for nurses.

Section 3

Proposal Application

I. Instructions for Completing the Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *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 when completing the proposal.*

II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPOH-200) - Identifies the proposal application.*
- *Table of Contents - Include a listing of all documents included in the application.*
- *Proposal Application Short-Form 1 (SPOH-250)*
 - Qualifications
 - Pricing
 - Other – Litigation
- Attachments
No attachments required.

The required format for the Proposal Application Short Form 1 (SPOH-250) follows. Note that the form is available on the SPO website (see Section 1, paragraph II, Website Reference). The form on the website will not include items specific to each RFP. If using the website form, the applicant must incorporate all items listed on the next page.

RFP No: _____
Title: _____
Applicant: _____

Proposal Application Short Form 1

I. Qualifications

Experience

Organization

Personnel

Facilities

II. Pricing

III. Other

Litigation

Section 4

Proposal Evaluation

Evaluation Process

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

Evaluation Criteria

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached upon completion of the evaluation process.

Evaluation of
RFP HMS-503-14-03
RFP Title: Auxiliary Nursing Services for HYCF
RFP Issued: June 3, 2014

SAMPLE

Applicant:
Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications	Pass/Fail	
<i>Experience</i>	Pass/Fail	
Must provide a description of experience/projects/contracts pertinent to the services required. Including points of contact, addresses, e-mail/ phone numbers. The State reserves the right to contact references to verify experience.		
Comments:		
<i>Organization</i>	Pass/Fail	
Evidence of ability to comply with insurance requirements.		
Comments:		
<i>Personnel</i>	Pass/Fail	
Must provide narrative and documentation to demonstrate staff utilized for the services will have required qualifications such as licenses and resume.		
Comments:		
<i>Facilities</i>	Pass/Fail	
Must have an office located in the State of Hawaii staffed with personnel to respond to requests for nursing services within one (1) hour from notification from the HYCF and shall also be accessible twenty-four (24) hours a day, seven (7) days a week to respond to requests and/or complaints.		

Comments:		
Pricing	100	
The lowest unit cost of service and most cost-effective proposal		
Comments:		
	TOTAL:	100

Section 5

Attachments

- Draft Special Conditions

DRAFT SPECIAL CONDITIONS

1. **The PROVIDER** shall operate the program services in accordance with the rules, regulations, and policies of the STATE and the Hawaii Youth Correctional Facility.
2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, General Conditions, the PROVIDER further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Contract, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, General Conditions. The PROVIDER further agrees as follows:

The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Contract. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Contract. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **HIPAA.** In this Contract "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.