State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

June 24, 2014

To

Request for Proposals

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

Date Issued: June 24, 2014

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
RFP Title: COMMUNITY-BASED SERVICES FOR YOUTH AT-RISK

RFP No. HMS 503-14-03

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 503-14-03 RFP Title: Auxiliary Nursing Services for Hawaii Youth Correctional Facility.

- ☒ Responding to questions that arose at the orientation meeting of June10, 2014 and written questions subsequently submitted in accordance with Section 1, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <new date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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RFP HMS 503-14-03

"Auxiliary Nursing Services for Hawaii Youth Correctional Facility"

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by June 17, 2014, as specified in Section 1 of the RFP.

Q1. Will you award to one vendor or multiple?

A. Only one (1) contract will be awarded.

Q2. What agencies currently service this contract?

A. Altres Staffing Services.

Q3. What rates do those agencies charge?

A. The current rates are: $49.00 for temporary hire; $48.00 for long-term hire.

Q4. Please define level 3 nursing services.

A. Level III refers to the nursing position, not services.

Q5. What is the planned expenditure for this bid and how much did the State spend in 2013?

A. Approximately $188,000 was expended during State Fiscal Year (FY) 2013 (7/1/12 – 6/30/13). Projected expenditures for FY 2014 and beyond may be similar or lower, contingent on factors such as the number of youth incarcerated.

Q6. How many hours were utilized by agencies in 2013?

A. Approximately 3,806 hours were utilized during FY 2013

Q7. Page 2-7, B. states that the applicant must have one year of servicing juvenile correctional facilities. Will you consider applicants who have extensive history serving correctional facilities other than this age range?

A. The applicant shall meet the qualification requirements stated in the RFP.

Q8. How many RNs are currently staffed and working?

A. Approximately 6-8 agency nurses are being utilized.

Q9. Describe any significant developments that occurred during the last contract.

A. **The number of youth incarcerated has decreased during the past year, due to effective strategies implemented in the justice system.**

Q10. Describe any problems that arose during the last contract and how they were handled?

A. There were two providers awarded at the beginning of the last contract period. A supplemental contract with one of the providers was not executed in a timely manner due to unforeseen circumstances. Subsequently, a single provider has been providing nursing services for the HYCF.

Q11. What will the pricing impact be when the minimum wage in Hawaii increases by 75 cents each year for the next 4 years?

A. We are not able to project any pricing impact currently regarding future increases in the minimum wage.

Q12. Can we review the last proposal?

A. Information regarding a request to access government records (proposal) may be found at the State of Hawaii, Office of Information Practices website: http://oip.hawaii.gov/.

RFP No. HMS 503-14-03, "Auxiliary Nursing Services for Hawaii Youth Correctional Facility" is amended as follows:

Subsection	***Page***	
RFP Table of Contents	p. i	This section is amended to read:
		Section 5 – Attachments
		Attachment A Draft Special Conditions Attachment B Wage Certificate

Section 1, Administrative Overview

p. 1-5

This section is amended to read with the following addition regarding **Hawaii Compliance Express (HCE)**:

IV. Requirements for Awardees

Hawaii Compliance Express (HCE). Providers must register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE 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 this section's part II. Website Reference for HCE's website address.

Section 2, Service Specifications

p. 2-10 This section is amended to read:

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 B) by which applicant certifies that the services required will be performed pursuant to Section 103-55, HRS.

p. 2-11 This section is amended to read:

Evaluation Criteria for Pricing (100 Points)

- The lowest unit cost of service and most cost-effective proposal.
- Low tie proposal. In the event of a tie, the contract shall first be awarded to the applicant who received the previous award. If this does not resolve the low tie proposal, the award selection may be made by drawing lots.

Section 3, Proposal Application Instructions

p. 3-1 This section is amended to read:

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
  Wage Certificate (Attachment B)

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.

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

This section is amended to read:

Attachments

Attachment A - Draft Special Conditions
Attachment B - Wage Certificate **(See next page below)**

Attachment B

WAGE CERTIFICATE

FOR SERVICE CONTRACTS
(See Special Provisions)

Subject: RFP No.: HMS-503-14-03

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

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of $25,000, the services to be performed will be performed under the following conditions:

1. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and

2. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Applicant _____

Signature _____

Title _____

Date _____