

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch

Addendum 2

September 15, 2015

STATEWIDE FAMILY PLANNING SERVICES INCLUDING
CLINICAL FAMILY PLANNING AND RELATED
PREVENTIVE HEALTH SERVICES

Request for Proposal

HTH-560-CW-014

Issued: July 17, 2015

September 15, 2015

ADDENDUM NO. 2

**TO
REQUEST FOR PROPOSAL NO., HTH 560-CW-014**

**STATEWIDE FAMILY PLANNING SERVICES INCLUDING CLINICAL FAMILY
PLANNING AND RELATED PREVENTIVE HEALTH SERVICES**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Women's and Reproductive Health Section is issuing this addendum to HTH 560-CW-014 Statewide Family Planning Services including Clinical Family Planning and Related Preventive Health Services for the purposes of:

- Responding to questions that arose at the orientation meeting of July 31, 2015. There were no written question subsequently submitted.
- Responding to questions raised and responses for purposes of clarification of the RFP requirements.
- Amending the RFP.

The proposal submittal deadline:

- is not amended. Deadline is October 15, 2015.

Attached is (are):

- Responses to questions that arose at the orientation meeting of July 31, 2015. There were no written question subsequently submitted.
- Responses to questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.

If you have any questions, contact:

Maria Lee

Email: maria.lee@doh.hawaii.gov

Phone: 733-9027

Address: 741-A Sunset Avenue, Room 108

Honolulu, HI 96816

**Responses to Question Raised by Applicants during the Orientation Meeting, July 31, 2015,
For Request for Proposal No. , HTH 560-CW-014
STATEWIDE FAMILY PLANNING SERVICES INCLUDING CLINICAL FAMILY
PLANNING AND RELATED PREVENTIVE HEALTH SERVICES**

1. **Question:** Is there a health education quarterly report?

Response: No, there will be no health education quarterly report.

2. **Question:** What is the difference in the scope of service of this request for proposal (RFP) compared to the current contract?

Response: This RFP as compared to the current family planning contract requires:

- a. Implementation of the Program Requirements for Title X Funded Family Planning Projects version 1.0 (April 2014); CDC and OPA recommendations for providing quality family planning services (released in April 2014); 2 CFR 200/45 CFR part 75.
- b. Reporting on two performance measures on fiscal sustainability.
- c. Reporting of Clinical Services Quarterly Report that includes number of positives for chlamydia, gonorrhea and retesting data; HIV medical referral for HIV positive clients.
- d. No Health Education Services Quarterly Report but the Annual Community Participation plan is still required.
- e. The budget to include the breakdown of total reproductive health expenses and income (column A) and the cost for Title X project (column B).
- f. A cost breakdown for clinical and non-clinical supplies in the budget and expenditure reports
- g. Availability of an electronic medical record system (EMR) with recommendation to have in place a system to capture Client Visit Record data from the EMR.

3. **Question:** Is the cost report required when submitting the RFP?

Response: Yes, the cost report for 2014 or later is required material to include in the RFP.

**Responses to Questions Raised by Applicants Prior to Proposal Submittal Deadline
For Request for Proposal, HTH 560-CW-014
STATEWIDE FAMILY PLANNING SERVICES INCLUDING CLINICAL FAMILY
PLANNING AND RELATED PREVENTIVE HEALTH SERVICES**

4. **Question:** It appears from the RFP that you have to submit a separate, complete application for each island. Thus, our organization would need to submit two complete applications, one for Honolulu and one for Maui. Is that correct?

Response: Yes.

5. **Question:** If we would like to open another health center/Title X service site in Kona in the future, say 2017, would we need to submit an application now-or wait to submit something when we have more solid plans?

Response: Any service site(s) confirmed to open by July 1, 2016 and the projected number of clients to be served should be included in the Program Service Site Information table, Appendix P.

6. **Question:** Would we need to submit an application for an island if we plan to provide only online health services there (i.e. no bricks and mortar site)?

Response: All clinical services are to be provided through a facility and not through other methods (e.g. online, etc.).

7. **Question:** Do we need to submit three separate budgets (one for each year) for each application (e.g. six budgets for Maui and Honolulu)?

Response: Yes. The application requires a budget per geographical area for July 1, 2016-June 30, 2017, July 1, 2017-June 30, 2018, and July 1, 2018-June 30, 2019.

8. **Question:** How do we know what the award amount is for each island? Can you please clarify how much money is available for each area, not just the total award?

Response: There is no specified allocation for each area or island.

9. **Question:** Are there any page limits beyond the 40 page limit stated on page 3-1 of the RFP?

Response: No.

10. **Question:** Are there any formatting requirements regarding word spacing or font size?

Response: No, provided that the format, word spacing and font size are readable.

**Responses to Questions Raised by Applicants Prior to Proposal Submittal Deadline
For Request for Proposal, HTH 560-CW-014
STATEWIDE FAMILY PLANNING SERVICES INCLUDING CLINICAL FAMILY
PLANNING AND RELATED PREVENTIVE HEALTH SERVICES**

11. **Question:** It appears from the RFP that there will no longer be any Performance Measures or Outputs required for Education/Outreach. Is that correct?

Response: Yes.

12. **Question:** It appears from the RFP there are no more quarterly reports required for Education/Outreach. Is that correct?

Response: Yes.

13. **Question:** In the process of writing the application for the Family Planning RFP HTH-560-CW-014 needed to clarify the Section 3 Application portion of the RFP. The Section 3 Application has many sections that the Section 4 Proposal Evaluation does not cover. Should I the sections that are not covered in the proposal evaluation be covered as part of the application. The following sections from Section 3 Service are not covered as evaluated sections within Section 4:

Page 3-13 Management Requirements 1. Personnel

Page 3-15 2. Administrative

Page 3-21 3. Quality assurance and evaluation specifications

Page 3-23 4. Output and performance/outcome measurements

Page 3-24 5. Experience

Page 3-24 6. Coordination of services

Page 3-25 7. Reporting requirements for program and fiscal data

And then on page 3-28, the application resumes to 3.5 Financial

It seems the areas above are covered in earlier sections of Section 3. Section 4 Proposal Evaluation, page 4-10, be the evaluation on that page starts with iii. Community Participation, Education and Project Promotion and then skips directly to page 4-11 5. Financial which skips over:

Page 3-13 Management Requirements 1. Personnel

Page 3-15 2. Administrative

Page 3-21 3. Quality assurance and evaluation specifications

Page 3-23 4. Output and performance/outcome measurements

Page 3-24 5. Experience

Page 3-24 6. Coordination of services

Page 3-25 7. Reporting requirements for program and fiscal data

Response: Duplicate sections have been deleted. This is addressed in the amendments for Addendum 2, Section 3 for this RFP.

**Responses to Questions Raised by Applicants Prior to Proposal Submittal Deadline
For Request for Proposal, HTH 560-CW-014
STATEWIDE FAMILY PLANNING SERVICES INCLUDING CLINICAL FAMILY
PLANNING AND RELATED PREVENTIVE HEALTH SERVICES**

14. **Question:** In the same Financial section, it says B. Other Financial Related Materials, 1. Accounting System. The application doesn't specifically say that anything is required. Do you want us to tell you what system is used? e.g. Quickbooks?

Response: This is addressed in Addendum 2, page 3-14. It reads:

- “a. Annual Schedule of Fees and Discount. The Applicant shall submit a schedule of fees and discount based on current federal poverty level guidelines for Hawaii and designed to recover the reasonable cost of providing family planning and related reproductive health services.
 - i. The Applicant shall submit a cost method analysis report based on a method selected by the Applicant.

- b. Independent Audit. The Applicant shall submit the most current independent audit report.”

**Amendments to Request for Proposal No. HTH 560-CW-014
Statewide Family Planning Services including Clinical Family Planning and Related
Preventive Health Services is amended as follows:**

Subsection	Page	Description
Section 2, Service Specifications		
	2-22	x.v.d)i) change 250% to 100% for the sentence to read: “i) Fees shall be waived for individuals with family income above 100% of the FPL, who as determined by the service site project director, are unable for good cause, to pay for family planning services.”
	2-23	x.v.e)i) delete “who receive confidential services.” The sentence should read: “i) Eligibility for discounts for minors shall be based on the income of the minor.”
	2-25	x. Update the reference to read: “x. Centers for Disease Control Sexually Transmitted Diseases Treatment Guidelines, 2015. MMWR 2015:64(RR3), 1-137, http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6403a1.htm ”
Section 3, Proposal Application Instructions		
	3-2	Add to 3.2 Experience and Capacity B. Experience “This is also detailed in Section 2, Service Specifications, 2.4. Scope of Work, 5. Experience, pages 2-26 to 2-27.”
	3-3	Add to last paragraph under 3.2 Experience and Capacity, B. Experience to read: “In addition to existing service site(s), any service site(s) confirmed to open by July 1, 2016 and the projected number of clients to be served should be included in the Program Service Site Information table, Attachment P.”
	3-5	Add to E. Facilities to read: “All clinical services are to be provided through a facility and not through other methods (e.g. online, etc.).”
	3-13 to 3-25	Delete 3.4 Scope of Delivery, B. Management Requirements (minimum and/or mandatory requirements) 1. Personnel 2. Administrative 3. Quality assurance and evaluation specifications 4. Output and performance/outcome measurements

Subsection	Page	Description
		5. Experience 6. Coordination of services
	3-25 to 3-27	<p>Renumber 3.4 Scope of Delivery, B. Management Requirements (minimum and/or mandatory requirements) 7. Reporting requirements for program and fiscal data as 3.4 Service Delivery, A. Service Activities, 4. Reporting Requirements for Program Data</p> <p>This is revised in Addendum 2, page 3-13 as follows:</p> <p>“4. Reporting Requirements for Program Data</p> <p>This is also detailed in Section 2 Service Specifications, 2.4 Scope of Work, pages 2-27 to 2-30.</p> <p>a. Output and performance/outcome measurements. The Performance measures are estimated on Table A – Performance Measures for Family Planning Client Services and Table B – Performance Measures for Family Planning Fiscal Sustainability. See Section 5, Attachment H.</p> <p>The Applicant shall report all clients that are projected to receive family planning services regardless of the payers for the visits. The Applicant will project the number of unduplicated clients to be served. The expectation is that services will be provided the full contract year even if the agreed upon client number is met prior to the end of the year. In order to earn the full contracted amount, a minimum number of clients, as specified in the contract, must be served. The estimated number of family planning clients and family planning visits will be noted on Table A – Output Measures for Family Planning Client Services. See Section 5, Attachment I.</p> <p>b. Community Participation, Education and Project Promotion Annual Plan. The Applicant shall submit a CPEPP Annual Plan documenting the organization’s planned promotional and educational activities including timeline. See Section 5, Attachment D, Community Participation, Education, and Project Promotion Annual Plan.</p> <p>All of the above will adhere to the format established by the DOH.</p>

Subsection	Page	Description
	3-28	<p>Add to the last paragraph, 3.5 Financial, A. Pricing Structure to read:</p> <p>The Budget, Form SPO-H-205, Column A shall indicate in the Budget Category A, Personnel Cost, and B, Other Current Expenses, the Applicant’s cost to provide clinical family planning and related reproductive health services for the entire project. The information in Column B shall indicate the budget request for this application. The Budget Category C, Sources of Funding, shall indicate all revenue including client collections or self-pay, third-party payers, and other revenue such as 330/donations.</p> <p>The Budget Justification, Forms SPO-H-206A – 206F and SPO-H-206H, shall reflect cost indicated in column A.</p> <p>This amendment is found in Addendum 2, pages 3-13 and 3-14.</p>
	3-28	<p>Add requested documents to 3.5 Financial B. Other Financial Related Materials 1. Accounting System, to read:</p> <p>“a. Annual Schedule of Fees and Discount. The Applicant shall submit a schedule of fees and discount based on current federal poverty level guidelines for Hawaii and designed to recover the reasonable cost of providing family planning and related reproductive health services.</p> <p style="padding-left: 40px;">i. The Applicant shall submit a cost method analysis report based on a method selected by the Applicant.</p> <p>b. Independent Audit. The Applicant shall submit the most current independent audit report.”</p> <p>This amendment is found in Addendum 2, page 3-14.</p>
Section 4, Proposal Evaluation		
	4.2	<p>4.3 Evaluation Criteria B. Phase 2-Evaluation of Proposal Application. Change “(165 Points)” to “(200 Points)”</p> <p>This amendment is found in Addendum 2, page 4-2.</p>
	4-2	<p>4.3 Evaluation Criteria B. Phase 2-Evaluation of Proposal Application. 1. Program Overview</p> <p>Add a paragraph under Program Overview to read:</p> <p>“A five (5) point rating scale will be used to rate the proposal content. Only whole numbers will be assigned (1, 2, 3, 4, or 5), half numbers are not utilized in this five (5)-point rating scale.”</p> <p>This amendment is found in Addendum 2, page 4-2.</p>

Subsection	Page	Description
	4-9	<p>Add under 4. Service Delivery. A. Service Activities, “iv. Reporting requirements for program data”</p> <p>Move the last two bullets under “ii. Clinical Family Planning and Related Preventive Health Services” to “iv. Reporting requirements for program data.” The new paragraph to read:</p> <p>“iv. Reporting requirements for program data</p> <ul style="list-style-type: none"> • Are the Applicant’s performance objectives both reasonable achievable, and approach is adequate to meet them? • Are the Applicant’s output measures reasonably achievable?” <p>This amendment is found in Addendum 2, page 4-10.</p>
	4-11	<p>Under 5. Financial, change heading “a. Pricing structure based on cost-based reimbursement: Clinical” to “a. Pricing Structure and Other Financial Related Materials.”</p> <p>This amendment is found in Addendum 2, page 4-10.</p>
Section 5, Attachments		
		<p>The Table A. Sample of Service Site Information, 2015, Attachment P, Footnote 1 should read:</p> <p>“¹Note: Any service site confirmed to open by July 1, 2016 and the projected number of clients to be served should be included.”</p>