



State of Hawaii  
Department of Health  
Communicable Disease and  
Public Health Nursing Division  
Hansen's Disease Branch

**Request for Proposals**

**RFP No. HTH-100DG-16-01**

**General Medical Care Services for Patients of  
Kalaupapa Care Home and Hale Mohalu Care Home**

Date Issued: December 4, 2015

Proposal Submittal Deadline: January 11, 2016

**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.

December 4, 2015

**REQUEST FOR PROPOSALS**

**General Medical Care Services for Patients of Kalaupapa Care Home  
and Hale Mohalu Care Home  
RFP No. HTH-100DG-16-01  
NOTICE**

The Department of Health, Communicable Disease Division, Hansen's Disease Branch is requesting proposals from qualified applicants to provide general medical services for the outpatients and inpatients of the Kalaupapa Care Home ("KCH") on the island of Molokai, and Hale Mohalu Care Home ("HMCH") on the island of Oahu.

**SUBMITTAL DEADLINE**

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by January 11, 2016 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 January 11, 2016, 2:30 pm Hawaii Standard Time (HST) at the drop-off sites.

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:**

Hansen's Disease Branch  
3627 Kilauea Avenue, Room 102  
Honolulu, HI 96816

**HAND DELIVERIES (DROP-OFF SITES):**

**Oahu**

Hansen's Disease Branch  
Diamond Head Health Center  
3627 Kilauea Avenue, Room 102  
Honolulu, HI 96816

**INQUIRIES**

Any inquiries regarding this RFP should be directed to the RFP point-of-contact:

Baron Chan  
3627 Kilauea Avenue, Room 102  
Honolulu, HI 96816  
Phone: (808) 733-9831  
E-mail: baron.chan@doh.hawaii.gov

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There are no attachments for this RFP

# Section 1

## Administrative Overview

### 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.**

Activity	Scheduled Date
Public notice announcing RFP	12/4/2015
RFP orientation session	12/15/2015
Due date for written questions	12/18/2015, 2:30 pm
State purchasing agency's response to written questions	12/23/2015
Proposal submittal deadline	1/11/2016
Proposal evaluation period	January 2016
Final revised proposals (optional)	TBD
Provider selection	January 2016
Notice of statement of findings and decision	January 2016
Contract start date	7/1/2016

### 1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a>
2 RFP website	<a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “References” tab.
4 General Conditions, AG-103F13	<a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>
5 Forms	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.
6 Cost Principles	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Search: Keywords “Cost Principles”

Item	Website
7 Protest Forms/Procedures	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>
8 Hawaii Compliance Express (HCE)	<a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>
9 Hawaii Revised Statutes	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
10 Department of Taxation	<a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>
11 Department of Labor and Industrial Relations	<a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>
12 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a> click "Business Registration"
13 Campaign Spending Commission	<a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>
14 Internal Revenue Service	<a href="http://www.irs.gov/">http://www.irs.gov/</a>
<b>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a>)</b>	

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

### 1.4 RFP Organization

This RFP is organized into 5 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, Proposal Application** – General and specific instructions for proposal application submission.

**Section 4, Evaluation** - The method by which proposal applications will be evaluated.

**Section 5, Attachments** - 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 Health, Communicable Disease &  
Public Health Nursing Division  
Hansen's Disease Branch  
3627 Kilauea Avenue, Room 102  
Honolulu, HI 96816  
(808) 733-9831 (phone)  
(808) 733-9836 (fax)  
baron.chan@doh.hawaii.gov (email)

## 1.6 RFP Point-of-Contact

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.

Baron Chan  
(808) 733-9831 (phone)  
(808) 733-9836 (fax)  
baron.chan@doh.hawaii.gov (email)

## 1.7 Orientation

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

<b>Date:</b>	<b>December 15, 2015</b>	<b>Time:</b>	<b>10:00 am</b>
<b>Location:</b>	Leahi Hospital, Sinclair Building, Hansen's Disease Conference Room (2 <sup>nd</sup> Floor), 3650 Maunalei Avenue, Honolulu, HI 96816		

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 Section 1.8, Submission of Questions.

## 1.8 Submission of Questions

Applicants may submit written questions to the RFP point-of-contact identified in Section 1.6. Written question should be received by the date and time specified in the procurement schedule in Section 1.1. The purchasing agency will respond to written questions by way of an addendum to the RFP.

## **1.9 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 HAR §3-143-403.

## **1.10 Multiple or Alternate Proposals**

Multiple/alternate proposals are not applicable to this RFP.

## **1.11 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.

## **1.12 Opening of Proposals**

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

## **1.13 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.

## **1.14 Public Inspection**

Procurement files shall be open to public inspection after contracts have been awarded and executed by all parties.

## **1.15 RFP Addenda**

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

### **1.16 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 best and final revised proposal.

### **1.17 Cancellation of Request for Proposals**

The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with HAR §3-143-613.

### **1.18 Costs for Proposal Preparation**

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

### **1.19 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 request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with HAR §§3-142-202, 3-142-203.

### **1.20 Rejection of Proposals**

A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons:

- 1) Failure to cooperate or deal in good faith (HAR §3-141-201);
- 2) 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)).

### **1.21 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.

**1.22 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. (Refer to Section 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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Virginia Pressler, M.D.	Name: Janis Morita
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, HI 96801	Mailing Address: P.O. Box 3378, Honolulu, HI 96801
Business Address: 1250 Punchbowl Street, Honolulu, HI 96813	Business Address: 1250 Punchbowl Street, Honolulu, HI 96813

**1.23 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.

**1.24 Provider Compliance**

All providers shall comply with all laws governing entities doing business in the State.

- A. 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 the Hawaii

State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.

- B. 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. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
- C. 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 Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and 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 Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

## **1.25 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 Section 1.2, Website Reference for statutes and DLIR website address.

## **1.26 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 Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.

## **1.27 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.

## **Section 2**

### **Service Specifications**

#### **2.1 Overview, Purpose or Need, and Goals of Service**

The State of Hawaii Department of Health Hansen’s Disease Branch is responsible for the provision of health care services for the population of patients, primarily of Hawaiian ancestry, residing at Kalaupapa on the island of Molokai. There are approximately nine elderly previously institutionalized Hansen’s Disease patients which reside in Kalaupapa, and six that reside in the Hale Mohalu Care Home on Oahu. The patients in Kalaupapa remain there at their own choice and do so as long as they choose to in accordance with State Statutes. Many of the health problems encountered by the Kalaupapa patients are the results of a rapidly aging population (average age = 82) and disabilities due to Hansen’s disease.

A physician is needed to provide general medical services approximately one day a week for the outpatients and inpatients of the Kalaupapa Care Home, and approximately 16 hours per month for the outpatients and inpatients of the Hale Mohalu Care Home. Services include, but are not limited to episodic care, annual physical examinations of all patients, urgent care, general internal medicine clinics, case management of patients, coordination of patient care, phone consultative services to the nursing staff, and on call services as needed for additional medical services.

#### **2.2 Planning Activities**

Planning activities related to this Request for Proposal (RFP) included a Request for Information (RFI) which was posted on the State Procurement Notices website on July 7, 2015. Copies of the RFI are available from the Hansen’s Disease Branch, 3627 Kilauea Avenue, Room 102, Honolulu, HI 96816.

#### **2.3 Demographics and Funding**

Target population to be served:	Hansen’s Disease patients at Kalaupapa, Molokai and Hale Mohalu Care Home on Oahu.
Geographic coverage of service:	<u>Kalaupapa, Molokai and Kaimuki, Oahu.</u>

Probable funding amounts, source, and period of availability:

Funding Amounts: Approximately \$55,000 per fiscal year.  
Funding Source: G 020 H 270.

## 2.4 Contract Award and Term

Single or multiple contracts to be awarded (HAR §3-143-206):

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

### Term of Contract(s)

Initial term:	<u>7/1/2016 to 6/30/2018</u>
Length of each extension:	<u>2 years</u>
Number of possible extensions	<u>2</u>
Maximum length of contract:	<u>6 years</u>

Conditions for Extension: Contract may be extended pending availability of funds.

## 2.5 Secondary Purchaser Participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

## 2.6 Service Activities

The PROVIDER shall provide medical services for the patients of the Kalaupapa Care Home ("KCH") on the island of Molokai, and the Hale Mohalu Care Home ("HMCH") on the island of Oahu. Medical services shall include episodic care, annual physical examinations of all patients, urgent care, and a general internal medicine clinic.

The PROVIDER shall:

- a. Provide on-site medical services to outpatients and inpatients of the KCH one (1) day per week for approximately five (5) to eight (8) hours on each of those days. For general internal medicine clinics that fall on weekends or State holidays, the physician shall confirm patient needs with the nursing staff and cancel or reschedule clinics as appropriate.
- b. Provide on-site medical services to outpatients and inpatients of the HMCH for approximately sixteen (16) hours per month and be on call as needed for additional medical services. For general internal medicine clinics that fall on weekends or State holidays, the physician shall confirm patient needs with the nursing staff and cancel or reschedule clinics as appropriate.
- c. As a part of the time spent on-site pursuant to paragraphs 2.6.a. and 2.6.b. above, provide and supervise case management of KCH and HMCH patients, including writing referrals to sub-specialists.

- d. Work with the KCH and HMCH nursing staff to coordinate patient care issues with other healthcare facilities.
- e. Maintain confidential medical records in an on-site chart for each patient in the KCH and HMCH.
- f. Assist the KCH nursing supervisor in maintaining KCH pharmacy stock. Assistance shall include reviewing standing orders and new medication orders. Work quarterly with the State's contracted pharmacy consultant in reviewing patient medications for comparable efficacy and cost of prescriptions. Perform quarterly review of all medication orders for KCH and HMCH patients and renew medication orders as appropriate.
- g. Provide approximately one (1) hour of telephone consultative services per week to nursing staff for patient care issues for each KCH and HMCH.
- h. Participate in monthly HMCH Governing Body, Medical Staff & Medical Advisory Meetings.
- i. In addition to the time spent on-site under paragraphs 2.6.a and 2.6.b. above, the PROVIDER shall provide stand-by in person and on-call services for both KCH and HMCH. PROVIDER shall be compensated based on time spent on calls.
- j. Report on patient health status via e-mail or phone to Hansen's Disease Branch Chief when significant changes in patients' health are observed, or when an update is requested. The Branch Chief shall provide supervision of medical services provided.
- k. Make medical arrangements with an emergency air evacuation service for those patients requiring such services where medical treatment is unavailable at the patient's location and the patient's condition requires a medevac to an appropriate medical facility.
- l. Provide patient escort services to patients flying between Honolulu and Kalaupapa on occasions where it is medically necessary.
- m. Complete patient death certificates for patients expiring in Kalaupapa.
- n. The PROVIDER shall be fully licensed to practice medicine in the State of Hawaii and Board certified in Internal Medicine, Family Medicine, or Geriatric Medicine.
- o. The PROVIDER shall have admitting privileges to at least one (1) hospital in the City and County of Honolulu, State of Hawaii.
- p. The PROVIDER shall possess a current Federal Drug Enforcement Agency number and a current State of Hawaii Certificate of Registration for Controlled Substances.

- q. The PROVIDER shall be proficient in the English language and have the ability to effectively communicate orally and in writing with a broad range of people.
- r. The PROVIDER shall provide monthly updates about all patients at KCH and HMCH to the HMCH Governing Body, Medical Staff & Medical Advisory Meetings.

## **2.7 Qualifications**

### **A. Experience**

The applicant shall be proficient in the English language and have the ability to effectively communicate orally and in writing with a broad range of people. Due to the number of elderly Hawaiian patients being served, a physician who speaks the Hawaiian language would be preferred.

The applicant shall provide a description of experience pertinent to the services required. Applicant shall include at least two (2) points of contact, addresses, e-mail, and phone numbers. The State reserves the right to contact references to verify experience. Curriculum Vitae (CV) must be attached.

### **B. Organization**

Not applicable.

### **C. Personnel**

At the time of the proposal submission and throughout the contract period, the applicant must be fully licensed to practice medicine in the State of Hawaii and Board certified in Internal Medicine, Family Medicine, or Geriatric Medicine, have admitting privileges to at least one (1) hospital in the City and County of Honolulu, State of Hawaii, and possess a current Federal Drug Enforcement Agency number and a current State of Hawaii Certificate of Registration for Controlled Substances.

## **2.8 Pricing Structure**

Pricing structure will be based on a unit of service rate which the applicant shall list in the proposal. The units of service shall be on an hourly basis (rate/hour) and computed to the nearest quarter (1/4) hour. The Provider will be compensated based on hours of service required and rendered.

## **2.9 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 point value but are required.*

## **2.10 Reporting Requirements for Program and Fiscal Data**

For patient medical examination, the provider shall provide written entry for the patient's medical record describing all pertinent examination information.

The provider shall provide update at the monthly Hale Mohalu Care Home Governing Body, Medical Staff and Medical Advisory Meeting.

For fiscal/billing purposes, the provider shall submit monthly invoices to the State. Time sheets verifying the medical services provided with the documentation of submission of invoices to the State must be on file with the Provider.

The provider shall submit monthly invoices to the purchasing agency showing at a minimum the following:

- Name of facility service provided for
- Date of Service
- Time of Service
- Name of employee who provided the service
- Unit rate for MD or DO
- Total cost

## **2.11 Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are: Provision of services in accordance with the Kalaupapa Care Home and Hale Mohalu Care Home policies and procedures. The contract shall be monitored by the Hansen's Disease Branch in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes.

## Section 3 Proposal Application

### 3.1 Instructions for Completing and Submitting 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.*
- *The proposal application documents shall be submitted in the following order:*

Proposal Application Identification Form (SPO-H-200)

Table of Contents- Include a listing of all documents included in the application.

Proposal Application Short-Form 1

- 1.0 Qualification
  - A. Experience
  - B. Organization
  - C. Personnel
  - D. Facilities
- 2.0 Pricing
- 3.0 Other
  - A. Litigation

### 3.2 Specific Proposal Application Instructions

#### 3.2.1 Qualifications

##### A. Experience

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five (5) years that are pertinent to the proposed services. The applicant shall include points of contact, addresses, e-mail, and phone numbers. The state reserves the right to contact references to verify experience.

##### B. Organization

Not Applicable.

C. Personnel

At the time of the proposal submission and throughout the contract period, the applicant must be fully licensed to practice medicine in the State of Hawaii and Board certified in Internal Medicine, Family Medicine, or Geriatric Medicine, have admitting privileges to at least one (1) hospital in the City and County of Honolulu, State of Hawaii, and possess a current Federal Drug Enforcement Agency number and a current State of Hawaii Certificate of Registration for Controlled Substances.

Provider must provide copies of the following documents for each medical staff member who will be providing services:

- A. CV (Curriculum Vitae).
- B. Current license to practice medicine in the State of Hawaii.
- C. Certificate of Board certification in Internal Medicine, Family Medicine, or Geriatric Medicine.
- D. Current Federal Drug Enforcement Agency number.
- E. Current State of Hawaii Certificate of Registration for Controlled Substances.
- F. Admitting privileges to at least one hospital in the City and County of Honolulu, State of Hawaii.

D. Facilities

Not applicable.

3.2.2 Pricing

Pricing structure will be based on a unit of service rate which the applicant shall list in the proposal. The units of service shall be on an hourly basis (rate/hour) and computed to the nearest quarter (1/4) hour. The Provider will be compensated based on hours of service required and rendered.

3.2.3 Other

A. 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 point value but are required.*)

## **Section 4**

### **Proposal Evaluation**

#### **4.1 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.

#### **4.2 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

##### **4.1.1 Qualifications - Evaluation Criteria (70 total points)**

- A. Experience (50 points)**
  - Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
  - Demonstrated capability to coordinate services with other agencies and resources in the community.
- B. Personnel (20 points)**
  - The proposed pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
  - Minimum qualifications (including experience) for staff assigned to the program.

##### **4.1.2 Pricing - Evaluation Criteria (30 points)**

- The Hansen's Disease Branch will evaluate the competitiveness and reasonableness of each applicant's proposed unit of service rate. The Provider will be compensated based on hours of service required and rendered.

Evaluation of: RFP HTH-100DG-16-01, Medical Services

Issued December 7, 2015

Applicant:  
Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>		<i>Score</i>
<b>Qualifications</b>	<b>70</b>		
<b>Experience</b>	50		
<ul style="list-style-type: none"> <li>Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>			
<b>Comments:</b>			
<b>Personnel</b>	20		
<ul style="list-style-type: none"> <li>The proposed pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.</li> </ul>			
<ul style="list-style-type: none"> <li>Minimum qualifications (including experience) for staff assigned to the program.</li> </ul>			
<b>Comments:</b>			
<b>Pricing</b>	<b>30</b>		
<ul style="list-style-type: none"> <li>Evaluate the competitiveness and reasonableness of each applicant's proposed unit of service rate. The Provider will be compensated based on hours of service required and rendered.</li> </ul>			
<b>Comments:</b>			
<b>TOTAL:</b>	<b>100</b>		