

State of Hawaii  
Department of Health  
Adult Mental Health Division  
Hawaii State Hospital

## **Addendum 1**

**April 25, 2016**

**To**

**Request for Proposals**

**RFP No. HTH 430-1-16  
Physicians Services  
For Hawaii State Hospital**

**Proposal Deadline  
May 5, 2016**

April 25, 2016

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
Physicians Services For Hawaii State Hospital  
RFP No. HTH 430-1-16**

The Department of Health, Adult Mental Health, Hawaii State Hospital is issuing this addendum to RFP Number HTH 430-1-16 for the purposes of:

- Responding to questions that arose at the orientation meeting of April 14, 2016 written questions subsequently submitted in accordance with Section 1.7, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to \_\_\_\_\_
- is not amended.
- for Final Revised Proposals is \_\_\_\_\_

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:

Mr. Stephen Teeter

Contact phone: (808) 236-8257

Contact e-mail address: Stephen.teeter@doh.hawaii.gov

RFP No. HTH 430-1-16, Physicians Services for Hawaii State Hospital is amended as follows:

<i>Subsection</i>	<i>Page</i>	
<b>Section 1, Administrative Overview</b>		
I. RFP Table of Contents		Section 2 - Service Specifications, page i is modified as follows: <b>2.1 Overview, Purpose or Need, and Goals of Service 2-1</b> <b>2.2 Planning Activities 2-2</b> <b>2.3 Demographics and Funding 2-2</b> <b>2.4 Contract Award and Term 2-2</b> <b>2.5 Secondary Purchases Participation 2-3</b> <b>2.6 Service Activities 2-3</b> <b>2.7 Qualifications 2-6</b> <b>2.8 Pricing Structure 2-11</b> <b>2.9 Other 2.12</b> <b>2.10 Reporting Requirements for Program and Fiscal Data 2-12</b> <b>2.11 Contract Monitoring and Evaluation 2-12</b> Section 2- Reporting Requirements, page 2-12 is modified as follows: Replace " <u>nursing</u> " contract with " <u>physicians</u> " contract...
<b>Section 2, Service Specifications</b>		
2.7 Qualifications		Page 2-10, m should read ...contract period: June 1, 2016- for 1 year.
<b>Section 3, Proposal Application Instructions</b>		
No changes		
<b>Section 4, Proposal Evaluation</b>		
No changes		
<b>Section 5, Attachments et al.</b>		
No changes		

**Responses to Questions Raised by Potential Applicants  
For RFP No. HTH 430-1-16  
Physicians Services  
Hawaii State Hospital**

**1. Question:**

Is the need full time/40 hours a week? If not, what is the average length of time a physician was needed?

**Answer:**

HSH has planned for Physicians to work full time, 40 hours per week.

**2. Question:**

Who are current vendors? What is the current rate? How many hours were contracted in 2015?

**Answer:**

HSH has not previously contracted Physicians services.

**3. Question:**

Is there a format requirement for the RFP submittal?

**Answer:**

Yes, Please reference Section 3, page 3-1:

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. Service Delivery

2.0 Pricing

3.0 Other

A. Litigation

4.0 Attachments

Note: The Hawaii SPO website will have documents, including SPO-H-200 and further instructions for downloading.

**4. Question:**

Does the RFP need to be bound?

**Answer:**

No

**5. Question:**

Do you require copies of the RFP in addition to the original?

**Answer:**

No

**6. Question:**

2.6 – Orientation: Is the credentialing process along the same lines as your psychiatry department?

**Answer:**

Yes, it is exactly the same.

**7. Question:**

2.6-2.7 – Cancellation of Requests for Services and Qualifications: The cancellation policy conflicts on each of these – one states 2 hours prior to assignment and the other states 7 days prior. Can you clarify which is correct?

**Answer:**

When the contract is awarded, HSH will contact the vendor to arrange initiation of services and may cancel all or part of the start of services with a 7 day notice for the provider to withdraw its commitment to its physicians. Thereafter, scheduled Physicians may be notified 2 hours before the start of a shift if necessary to cancel a particular shift.

**8. Question:**

2.6-2.7 – Cancellation of Requests for Services and Qualifications: Orientation information conflicts on each of these – one states unpaid and the other states paid. Can you clarify if they are 2 separate orientations and if in fact whether or not they're paid?

**Answer:**

There are two orientations. The first is unpaid and includes training that other direct care staff must also take prior to performing official duties. The second is paid and “on the job”, i.e., after the reporting date and while they are engaged in clinical activities on behalf of the HSH. Such orientation includes meeting coworkers, learning routines, where supplies and equipment are located, etc.

**9. Question:**

2.7 k.-Are you referring to the billing codes?

**Answer:**

No. financial records of all transactions refers to documents, such as invoices, pertinent receivables records, submission dates, billing information and the like.