

State of Hawaii
Department of Health
Disease Outbreak Control Division

Request for Proposals

RFP No. HTH 131-08-1

INFLUENZA IMMUNIZATION CLINICS

Date Issued: April 3, 2007

Proposal Submittal Deadline: May 3, 2007
Orientation Session: April 9, 2007
Orientation Time: 10:00 a.m. to 12:00 p.m.
Orientation Location: Department of Health
Disease Outbreak Control Division
1132 Bishop Street, Suite 1900
Honolulu, Hawaii 96813

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.

April 3, 2007

REQUEST FOR PROPOSALS

**Influenza Immunization Clinics
HTH 131-08-1**

NOTICE

The Department of Health, Disease Outbreak Control Division is requesting proposals from qualified applicants to administer influenza vaccinations to children and adults.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by May 3, 2007 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 May 3, 2007, 4:00 p.m., 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:
Department of Health
Disease Outbreak Control Division
1132 Bishop Street, Ste 1900
Honolulu, Hawaii 96813

HAND DELIVERIES (DROP-OFF SITES):

Department of Health
Disease Outbreak Control Division
1132 Bishop Street, Ste 1900
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:

Mr. Carl Chu

1132 Bishop Street, Ste 1900, Honolulu, Hawaii 96813

Phone: (808) 586-8329

Email: carl.chu@doh.hawaii.gov

RFP Table of Contents

Notice

Section 1 - Administrative Overview

I.	Procurement Timetable.....	1-1
II.	Websites Referenced in This RFP	1-1
III.	The Procurement Process.....	1-2
IV.	Requirements for Awardees.....	1-5

Section 2 - Service Specifications

I.	Overview, Purpose or Need and Goals of Service.....	2-1
II.	Planning Activities.....	2-2
III.	Demographics and Funding	2-2
IV.	Service Activities	2-3
V.	Qualifications.....	2-6
VI.	Pricing Structure	2-8
VII.	Other	2-10
VIII.	Reporting Requirements for Program and Fiscal Data.....	2-10
IX.	Monitoring and Evaluation	2-10

Section 3 - Proposal Application

I.	Instructions for Completing the Proposal Application	3-1
II.	Submission of Proposal Application Documents	3-1
III.	Proposal Application Short Form 1 (SPO-H-250).....	3-2

Section 4 - Proposal Evaluation

I.	Evaluation Process.....	4-1
II.	Evaluation Criteria.....	4-1

Section 5 - Attachments

- Exhibit A: General Recommendations on Immunization
- Exhibit B: Prevention and Control of Influenza

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	4/3/07
RFP orientation session	4/9/07
Due date for written questions	4/11/07
State purchasing agency's response to written questions	4/16/07
Proposal submittal deadline	5/3/07
Discussions with applicant after submittal deadline (if required)	5/3/07 - 5/8/07
Final revised proposals (optional)	5/10/07
Proposal evaluation period	5/11/07 - 5/15/07
Provider selection	5/16/07
Notice of statement of findings and decision	5/16/07
Contract start date	9/1/07

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	“Health and Human Services, Chapter 103F, HRS...”
2 RFP website	“Health and Human Services, Ch. 103F...” and “RFPs”
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4 Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5 Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6 Standard Contract -General Conditions	“Health and Human Services, Ch. 103F...” “For Private Providers” and “Contract Template – General Conditions”
7 Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

Non-SPO Websites

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	www.hawaii.gov/campaign

(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 5 sections:

Section 1	Administrative Overview	Procurement process; requirements for awardees
Section 2	Service Specifications	Services to be delivered, applicant responsibilities, requirements for the proposal application
Section 3	Proposal Application	Instructions and proposal application.
Section 4	Proposal Evaluation	Method by which proposal applications will be evaluated
Section 5	Attachments	Provides applicants with 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: April 9, 2007 10:00 a.m. to 12:00 p.m.
Location: Department of Health
Disease Outbreak Control Division
1132 Bishop Street, Suite 1900
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: April 11, 2007, 4:00pm 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 best and final offer/proposal.

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 section 3-143-613, HAR.

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 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 sections 3-142-202, 3-142-203, HAR.

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 (Section 3-141-201, HAR); 2) Inadequate accounting system (Section 3-141-202, HAR), 3) Late proposals (Section 3-143-603, HAR); 4) Inadequate response to request for proposals (Section 3-143-609, HAR); 5) Proposal not responsive (Section 3-143-610(a)(1), HAR), 6) Applicant not responsible (Section 3-143-610(a)(2), HAR).

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. Any applicant may file a protest against the awarding of a contract. The Notice of Protest form, SPO-H-801, all other forms and a detailed description of procedures are on the SPO website. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F, HRS;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F, HRS; 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 mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer 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
Chiyome Leinaala Fukino, M.D.	Ann H. Kinningham
Director, Department of Health	Fiscal Officer, Department of Health
P.O. Box 3378 Honolulu, Hawaii 96801	P.O. Box 3378 Honolulu, Hawaii 96801

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. If awarded, a certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required upon notice of award.

Wages and Labor Law Compliance. Prior to contract execution for service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, “Wages, hours, and working conditions of employees of contractors performing services.”

Compliance with all Applicable State Business and Employment Laws. All providers shall comply with all laws governing entities doing business in the State. 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 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. (See paragraph II, Website Reference.)

Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

Monitoring and Evaluation. Criteria by which contracts will be monitored and evaluated is 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.

Section 2

Service Specifications

I. Overview, Purpose or Need and Goals of Service

Hawaii Department of Health is responsible for protecting the public from, and mitigating the consequences of, the hazards associated with Public Health Emergencies, including the necessity for a properly integrated response in the event of such an incident. With this responsibility in mind, the Department of health has developed policies and procedures to respond to a public health incident (Influenza Pandemic) and had determined the need to conduct exercises testing these protocols.

This exercise will include an effort to offer vaccination against influenza to children of age 5 to 12 and occupationally exposed adults statewide. In order to accomplish this task in a timely manner, it may be necessary to employ additional resources.

Types of services required:

- A. Trained and licensed personnel to administer influenza vaccinations to children and adults statewide.
- B. Administrative personnel to coordinate scheduling of vaccination clinics.
- C. Trained personnel (i.e. medical assistant or certified nursing assistant) to screen persons prior to receiving vaccination (i.e. temperature check, review of consent forms for contraindications/precautions to vaccination, etc.)
- D. Trained and licensed personnel to respond to acute medical adverse events following vaccine administration.
- E. Trained personnel to properly store and transport vaccines, medications, and medical supplies according to manufacturers' recommended specifications.

Goals of Service:

- 1. Coordinate scheduling and provide staffing for influenza immunization clinics statewide.

2. Administer influenza vaccinations to children and adults in a non-traditional medical setting.
3. Effectively respond to and manage any adverse medical events following vaccine administration.
4. Properly store, transport, and maintain vaccines, medicines, and medical supplies.

II. Planning Activities

Request for Information (RFI) issued on March 5, 2007 with a deadline of March 15, 2007 for responses.

General Recommendations on Immunization, Recommendations of the Advisory Committee on Immunization Practices. MMWR2006;55(RR15);1-47 (Exhibit A)

Prevention and Control of Influenza, Recommendations of the Advisory Committee on Immunization Practices. MMWR2006;55(RR10);1-41 (Exhibit B)

III. Demographics and Funding

Target population to be served:	Consenting children (kindergarten through middle school) and adults statewide.
Geographic coverage of service:	State of Hawaii <ol style="list-style-type: none"> a. Oahu b. Kauai c. Maui d. Lanai e. Hawaii f. Molokai

Probable funding amounts, source, and period of availability:

The funds for this contract will be from private grants and state funds. Estimated funding will not exceed \$200,000. Period of availability: September 2007 through August 2008.

Single or multiple contracts to be awarded **Single** **Multiple** **Single & Multiple**

(Refer to §3-143-206, HAR)

Criteria for multiple awards:

A single Contractor may or may not be able to provide a 100% fill rate for all geographical locations, therefore, this Request for Proposal will result in the award of one or more contracts.

Term of Contract(s)

Initial term:	<u>12 months</u>
Length of each extension:	<u>12 months</u>
Number of possible extensions	<u>5</u>
Maximum length of contract:	<u>6 years</u>

The initial contract term shall commence on the contract start date or the State’s Notice to Proceed, whichever is later.

Conditions for Extension:

Extensions must be requested in writing 60 days prior to expiration of the existing contract and execution of a supplemental agreement. Extensions are subjected to availability of funds

IV. Service Activities

A. The CONTRACTOR shall:

1. Provide administrative services, service delivery, and employ sufficient staff to conduct the Influenza Immunization Clinics.
2. Provide logistical planning and coordination of personnel to fulfill the staffing requirement for vaccination clinics as determined by State of Hawaii, Department of Health, Disease Outbreak Control Division (“DOCD”).
3. Maintain, at minimum, weekly communications with DOCD to review clinic schedules and provide updates regarding clinics.
4. Follow protocols, procedures, and standing orders for vaccine administration (including management of adverse events post vaccination) developed by DOCD.
5. Ensure screening of each consent form for contraindications prior to vaccine administration.
6. Administer influenza vaccine (including trivalent inactivated influenza vaccine [“TIV”] by intramuscular injection and live, attenuated influenza vaccine [“LAIV”] intranasally) to participants. Administer a second dose of influenza vaccine (either TIV or LAIV) six weeks after the initial dose for children less than 9 years of age who do not have a previous history of an influenza vaccination.

7. Initial vaccination clinics will begin no sooner than October 8, 2007 and must be completed by November 30, 2007. Follow-up clinics will begin no earlier than November 19, 2007 and must be completed by January 31, 2008. Actual clinic dates are subject to modifications; DOCD will determine final clinic schedules. Clinic distribution statewide will be dependent on geographical locations of participants.
8. Ensure that nursing and non-nursing staff is knowledgeable regarding the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices recommendations, indications, contraindications, precautions, and administration of influenza vaccines (TIV and LAIV), and have been trained in the management of anaphylactic shock and other adverse events associated with vaccine administration, including certification in cardiopulmonary resuscitation ("CPR").
 - a. Contractor is responsible for all training and education of contracted staff.
 - b. Training/education curriculum must be approved by DOCD at least one month prior to implementation.
 - c. Nursing and non-nursing staff shall properly screen for eligibility (i.e. no contraindications) for vaccination as described on consent forms.
 - d. Influenza vaccine (TIV and/or LAIV) shall not be administered to any individual with a contraindication to the particular influenza vaccine.
 - e. Documentation of professional licensing and CPR certification for all licensed medical staff shall be kept on file by the Contractor and be available for review by DOCD upon request.
9. Ensure that each participant has a completed and signed consent form for the particular influenza vaccine to be received prior to administration of the immunization.
10. Ensure that nursing staff selects the appropriate product and presentation of influenza vaccine for administration as determined by DOCD.
11. Follow appropriate protocols for the identification of participants and for management of adverse events following vaccination.
 - a. Protocols for management of adverse events shall include the timely notification of DOCD of any adverse events or incidents which occur during the project.

12. Complete vaccination record according to DOCD protocols following vaccine administration.
13. Ensure distribution and collection of completed vaccination records according to DOCD protocols.
14. Assign at minimum one (1) “lead/supervising” nurse at clinics to be determined by DOCD. Supervising responsibilities will include, at minimum:
 - a. Clinic set-up, including at minimum:
 - i. Organize furniture and supplies necessary for conducting a mass immunization clinic, including appropriate storage of vaccine.
 - ii. Pre-fill an appropriate number of TIV syringes for the population to be served, ensuring that no wastage occurs.
 - iii. Ensure proper waste disposal of biohazardous materials (biohazard sharps and waste containers will be supplied by DOCD).
 - iv. Ensure hazardous materials are attended or monitored by staff and not easily accessible to students.
 - b. Personnel management
 - i. Demonstrate professionalism in practices.
 - c. Clinic clean up
 - i. Direct the return of furniture back to original school specifications.
 - ii. Ensure proper sanitization of furniture exposed to biohazardous materials.
 - iii. Direct the packing of equipment and supplies.
15. Fulfill the following staffing requirements:
 - a. Designate a project coordinator who will work in conjunction with DOCD to coordinate the assignment of appropriate personnel for scheduled clinics.
 - b. Ensure that a licensed registered nurse is physically present at each clinic site determined by DOCD for the entirety of the clinic.

- c. Ensure continuity of staff performance and provision of substitute staff in the event of any personnel absence. Substitute staff must meet all criteria listed in this scope.
 - d. Ensure all nursing staff are licensed in the State of Hawaii.
 - e. All contracted staff must be operating under the medical supervision of a physician licensed in the State of Hawaii.
- B. DOCD shall:
1. Supply all influenza vaccines and medical supplies for this project
 2. Supply emergency kits for appropriate management of anaphylactic events (to include at minimum: epinephrine, diphenhydramine, ammonia inhalant, appropriate needles and syringes, stethoscope, and blood pressure cuff).
 3. Coordinate scheduling clinic dates and determine the number of medical and non-professional staff requirements for each clinic.

V. Qualifications

A. Experience

Applicant must have previous experience in:

1. Vaccine administration **to young children (aged 5-13) and adults**
2. Planning and scheduling vaccination clinics
3. CPR and responding to medical adverse reactions

Requirements for the Proposal Application

1. The applicant shall provide a detailed description of experience/projects/contracts in:
 - a. Vaccine administration
 - b. Conducting large scale vaccination clinics
 - c. Planning, scheduling, and staffing clinics
 - d. CPR and responding to medical adverse events

2. Applicant shall provide a list of at minimum two (2) references which includes points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experiences.

B. Organization

1. Contractor must be licensed to conduct business in the State of Hawaii.
2. Medical staff must have proper professional licensure and accreditation within the State of Hawaii.
3. Contractor shall obtain from a company authorized by law to issue insurance in the State of Hawaii commercial general liability insurance (“liability insurance”) in the amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage for bodily injury and property damage resulting the Contractor’s performance under this Contract.
4. Contractor shall maintain a “Bloodborne Pathogen Exposure Control Plan and Procedure Manual” for contracted staff to follow in the case of a needle-stick or an event related to a potential exposure.

Requirements for the Proposal Application

Applicant shall provide the following documents to DOCD:

1. Licenses/certifications/accreditations of personnel
2. Proof of liability insurance

C. Personnel

1. Ensure that personnel are capable of assessing health of participant; competent in performing temperature checks to screen for febrile illness in children and adolescents using an oral and/or tympanic (ear) thermometer.
2. Medical Staff:
 - a. Licensed to practice in the State of Hawaii
 - b. Trained in the management of anaphylactic shock and other adverse events associated with vaccine administration
 - c. Knowledge and proficiency regarding the indications for, contraindications and precautions against, and administration of influenza vaccines (both TIV and LAIV)

- d. Evidence of one of the following:
 - 1. Proper immunization documentation of three (3) valid Hepatitis B vaccine doses
 - 2. Documentation of hepatitis B immunity by serological testing (i.e. laboratory evidence of immunity to hepatitis B)
 - 3. Documentation of refusal of hepatitis B vaccination

Requirements for the Proposal Application

List of personnel available for such services specifying years of experience and types of experience.

D. Facilities

Not applicable to this RFP.

Evaluation Criteria for Qualifications (70 points)

- 1. Experience <30 points>
 - a. Vaccine administration <20 points>
 - b. Planning and conducting vaccination clinics <10 points>
- 2. Organization <15 points>
 - a. Company size and resources <7.5 points>
 - b. Background of applicant's previous track record <7.5 points>
- 3. Personnel <25 points>
 - a. Number of personnel <15 points>
 - b. Personnel experience <10 points>

VI. Pricing Structure

- A. Negotiated unit of service rate
 - 1. Each vaccination clinic will be, at minimum, two (2) hours in length. Set-up and clean up time is included in each two (2) hour clinic period.

2. Contractor will be responsible for all travel costs.
3. Staffing at each clinic will be dependent upon participation rates. DOCD will make the final determination for minimum staffing requirements per clinic.
4. Four (4) different levels of negotiated unit service rates requested from Contractor
 - a. Registered Nurse (RN)
 - b. Licensed Practical Nurse (LPN)
 - c. Certified nursing assistant (CNA)
 - d. Medical assistant (MA)
5. Contractor will be compensated for services rendered (i.e. number of R.N. hours multiplied by negotiated unit of service rate).

Requirements for the Proposal Application

1. Please provide Contractor's best hourly rates for the four (4) different levels of service:
 - a. Registered Nurse (RN)
 - b. Licensed Practical Nurse (LPN)
 - c. Certified Nursing Assistant (CNA)
 - d. Medical Assistant (MA)
2. Please provide Contractor's best estimate of the number of personnel available for the following time periods: 10/8/07 through 12/20/07 and 1/14/08 through 1/31/08.

Evaluation Criteria for Pricing (30 points)

1. Hourly Rate for RN <17.5 points>
2. Hourly Rate for LPN <2.5 points>
3. Hourly Rate for CNA <5 points>
4. Hourly Rate for MA <5 points>

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 point value but are required.

VIII. Reporting Requirements for Program and Fiscal Data

- A. Written report regarding the total number of participants vaccinated per clinic, provided within one (1) business day of each scheduled clinic.
- B. Written report regarding any discrepancies between number of doses administered and number of consent forms collected, provided within two (2) business days of each scheduled clinic.
- C. Telephone report regarding any serious adverse events occurring at any vaccination clinic site, within two (2) hours of event. Written report with description of any adverse event occurring at vaccination clinic site and response/actions taken to follow within one (1) day of the event.
- D. Written report itemizing the total number and type (i.e. R.N.) of contracted staff present at clinics and time period worked within one (1) business day.

IX. Monitoring and Evaluation

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

- A. Administrative Requirements
- B. Quality of Services
- C. Timely Submission of Reports and Correspondences
- D. Clinics are appropriately and sufficiently staffed
- E. Total number of participants vaccinated per clinic
- F. Number of vaccine doses administered matches number of consent forms collected

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.
- The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.
- 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 (SPO-H-200)* - Identifies the proposal application.
- *Table of Contents* - A listing of all documents included in the application.
- *Proposal Application Short-Form 1 (SPO-H 250)*
 - Qualifications
 - Pricing
 - Other – Litigation

The required format for the Proposal Application Short Form 1 (SPO-H 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.

Proposal Application Short Form 1

Narratives not required.

I. Qualifications

A. Experience

B. Organization

C. Personnel

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.

The evaluation will be conducted in three phases as follows:

- Phase 1 – Evaluation of Proposal Requirements
- Phase 2 – Evaluation of Proposal Application
- Phase 3 – Recommendation of Award

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 when upon completion of the evaluation process.

Evaluation of
 RFP No. HTH 131-08-1
 Influenza Immunization Clinics
 Issued April 3, 2007

SAMPLE

Applicant:
 Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications	70	
<i>Experience</i>	30	
• <i>Vaccine Administration</i>	20	
• <i>Planning vaccination and conducting vaccination clinics</i>	10	
Comments:		
<i>Organization</i>	15	
• <i>Company size and resources</i>	7.5	
• <i>Background of applicant's previous track record</i>	7.5	
Comments:		
<i>Personnel</i>	25	
• <i>Number of personnel</i>	15	
• <i>Personnel experience</i>	10	
Comments:		
Pricing	30	
• <i>Hourly Rate for Registered Nurse (RN)</i>	17.5	
• <i>Hourly Rate for Licensed Practical Nurse (LPN)</i>	2.5	
• <i>Hourly Rate for Certified Nursing Assistant (CNA)</i>	5	
• <i>Hourly Rate for Medical Assistant (MA)</i>	5	
Comments:		
TOTAL:	100	

Section 5

Attachments

Exhibit A. General Recommendations on Immunization
MMWR2006;55(RR15)

Exhibit B. Prevention and Control of Influenza
MMWR2006;55(RR10)