

State of Hawaii
Department of Human Services
Office of Youth Services

Request for Proposals

RFP No. HMS-503-08-04

Dental Services for Youth Incarcerated at the Hawaii Youth Correctional Facility

Date Issued: April 18, 2007

Proposal Submittal Deadline: May 31, 2007

**Orientation Session: May 8, 2007 at 9:00 a.m.
Office of Youth Services,
Conference Room**

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.

REQUEST FOR PROPOSALS

Dental Services for Youth Incarcerated at the Hawaii Youth Correctional Facility RFP No. 503-08-04

April 18, 2007

The Department of Human Services, Office of Youth Service (OYS), is soliciting proposals from qualified applicants to provide comprehensive dental care services to youth at the Hawaii Youth Correctional Facility.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked on or before midnight, Hawaii Standard Time (HST) May 31, 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 4:30 p.m., Hawaii Standard Time (HST) May 31, 2007 at the drop-off site.

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 Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

HAND DELIVERIES (DROP OFF SITE)

Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
7:45 a.m. – 4:30 p.m.

INQUIRIES

Inquiries regarding this RFP should be directed to the RFP contact person:

Calvin Sagara

Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

Phone: 808-587-5700 Fax: 808-587-5734

csagara@dhs.hawaii.gov

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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. **Applicants are encouraged to attend the RFP orientation session on May 8, 2007. Refer to page 1-2 for details.**

Activity	Tentative Date
Public notice announcing RFP	4/18/07
Distribution of RFP	4/25/07
RFP orientation session	5/08/07
Due date for written questions	5/08/07
State purchasing agency's response to written questions	5/14/07
Proposal submittal deadline	5/31/07
Proposal evaluation period	6/07 – 7/07
Final revised proposals (optional)	6/07 – 7/07
Provider selection	6/07 – 7/07
Notice of statement of findings and decision	6/07 – 7/07
Contract start date	10/01/07

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 4 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 – The required format for the application submitted in response to service request described in Section 2.

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

Section 5, Attachments - 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: May 8, 2007 9:00 am – 11:00 pm
 Location: Office of Youth Services Conf.Rm.
 820 Mililani Street, Suite 817
 Honolulu, HI 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: May 8, 2007

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
Name: Martha T. Torney	Name: Martha T. Torney
Title: Acting Executive Director	Title: Acting Executive Director
Mailing Address: Department of Human Services Office of Youth Services 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813	Mailing Address: Department of Human Services Office of Youth Services 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813
Business Address: Same as above.	Business Address: Same as above.

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 register 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

The Hawaii Youth Correctional Facility (HYCF) is the only institution statewide responsible for the care and incarceration of juvenile offenders in Kailua, Oahu, Hawaii. The HYCF is responsible for the health care and well-being of these youths. Approximately 60 youths are incarcerated at the HYCF at one time.

The applicant shall provide mandated dental evaluation, treatment, and instruction in dental care to incarcerated youths at the HYCF dental clinic. The services involve general dentistry of a variety of acute and chronic oral health problems, including but not limited to restorative, prophylactic, endodontic, prosthodontic, and periodontal services.

II. Planning Activities

A Request for Information (RFI) session for dental services was announced on the State Procurement Office (SPO) website on February 3, 2007. Interviews were conducted with the HYCF medical staff and data was compiled and analyzed. The RFI session was held on February 7, 2007 in Honolulu. On April 18, 2007 an advertisement was placed in the Hawaii Dental Association bi-monthly journal to solicit proposals from the target group of licensed dentists in Hawaii.

III. Demographics and Funding

Target population to be served: Youth incarcerated at the HYCF
Geographic coverage of service: Kailua, Oahu, Hawaii

Probable funding amounts, source, and period of availability:

- **Approximate funding:** \$50,000 per year.
- **Source of funding:** State General Funds
- **Claims processing:** The HYCF has adopted Medicaid guidelines and policies governing dental services in the facility and utilizes Affiliated Computer Services (ACS), the DHS MED-QUEST Division's fiscal agent, for processing provider payments. This is NOT a Medicaid program although contracted dentist must be a Medicaid provider. All claims filing procedures must comply with the Medicaid requirements. Contracted dentist shall be paid the Medicaid rate for the procedures.

- **Period of availability:** 10/1/07 – 9/30/09
- **Term of Contract(s):**
 - **Initial term:** Two years
 - **Length of each extension:** Periods up to 12 months
 - **Number of possible extensions:** Four extensions
 - **Maximum length of contract:** Six years
- **Conditions for Extension:** Contract extensions must be in writing and must be executed prior to the expiration of each contract period. The option for renewal or extension shall be based on the applicant's satisfactory performance and the availability of funds.

IV. Service Activities

The applicant shall provide mandated dental evaluation, treatment, and instruction in dental care to youths committed to the HYCF. The services involve general dentistry of a variety of acute and chronic oral health problems, including but not limited to restorative, prophylactic, endodontic, prosthodontic, and periodontal services.

The applicant shall:

- Provide dental examinations for all youths upon admission, transfer, parole, or discharge from the facility during clinic hours.
- Provide preventive and prosthetic dentistry.
- In operative dentistry. Prepare, treat and fill cavities of the teeth with proper filling material; perform simple extractions and treat soft tissues of the oral cavity.
- In prosthetic dentistry. Prepare, repair, and place dentures and other prosthetics. Recommend the procurement of any prosthesis.
- Prepare the mandible and/or maxilla for the reception of dentures.
- Secure x-rays as part of routine examination and of all areas where focus of infection or other problem is suspected.
- Authorize the procurement of supplies by preparing and forwarding requisitions and maintain inventory of all dental supplies. Prepare dental records on individual youths as required.
- Collaborate with the dental assistant in regard to any unusual dental deficiencies so that proper preventive or corrective measures may be taken and instructions can be given.

- Instruct wards and medical personnel in the simple rules of oral hygiene.
- Arrange for the necessary specialized services and insure the proper and efficient execution of x-rays, impressions, bridges, etc.
- Make recommendations pertaining to the general oral health of youths and assist in putting into effect such recommendations.
- Prescribe dental medication as needed.
- Provide supervision of dental assistant in various phases of dental clinic procedures including maintenance of dental equipment, sterilization of dental instruments, administering of dental materials for the filling of teeth, prophylaxes, laboratory work such as mixing plaster of models, pouring up models and repairing and polishing dentures.
- Provide supervision of dental unit activities.
- Advise on budgetary and administrative needs of the dental unit relating to dental equipment, supplies, personnel, etc.
- Coordinate and collaborate with other agencies and resources in the community that may assist in improving or maintaining the general oral health of youths.

V. Qualifications

A. Experience

The applicant shall provide a description of experience/projects/contracts pertinent to the services required. Applicant shall include points of contact, addresses, e-mail and or phone numbers. The OYS reserves the right to contact references to verify experience.

B. Organization

- Hawaii General Excise Tax License. Applicant shall submit his current Hawaii General Excise Tax I.D. number in the space provided on the Proposal Application Title Page (SPO-H-200)
- Tax Liability. Services to be performed under this RFP are a business activity taxable under Chapter 237 Hawaii Revised Statutes (HRS) and Chapter 238 HRS as applicable.

- Wage Certificate. Applicant shall complete and submit the Wage Certificate by which applicant certifies that the services required will be performed pursuant to Section 103-55 (HRS).
- Health Insurance Portability and Accountability Act (HIPAA). The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical, dental and mental health information is handled to ensure confidentiality.
- Liability Insurance. The Contractor shall provide the following minimum insurance limits and coverage:

<u>Coverage</u>	<u>Limits</u>
Professional Liability	\$2,000,000 combined single limit for bodily injury and property damage
Automobile Insurance	\$1,000,000

A copy of the insurance certificate shall be provided on or before thirty (30) days after notice of award.

C. Personnel

- Applicant shall have:
 - A DDS or DMD degree from an accredited dental school;
 - A current license to practice dentistry in the State of Hawaii;
 - Experience in a correctional institution is preferred, but is not a requirement.
 - One (1) year of experience in providing dental services to youths.
- The Applicant shall not be considered an employee of the State of Hawaii, Department of Human Services, Office of Youth Services, or the HYCF.
- The applicant shall submit to a criminal history check (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), as mandated by statutes or rules for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation of criminal history checks must be submitted to the OYS prior to the start of services. All applicable criminal history record checks except for the FBI fingerprint check shall be conducted annually.

- The applicant shall ensure that employees do not have a criminal history or background which poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history records checks, except for the FBI fingerprint check, shall be conducted annually or as required for licensing purposes.

D. Clinic Hours

- Dental services shall normally be performed weekly at agreed upon times between 7:00 a.m. and 4:30 p.m., Monday through Friday, excluding State holidays. Actual clinic hours may vary according to the needs of the HYCF but will be limited to no more than 16 hours per week but not less than 7 hours per week, unless the applicant has prearranged a vacation with the HYCF.
- Applicant shall not be required to provide on-call services or to respond to emergencies.
- Should a scheduled dental clinic fall on a state holiday, the HYCF shall have the option to reschedule Applicant's dental clinic hours. The applicant shall notify the HYCF 30 days advance notice of any time off for vacation.

VI. Pricing Structure

The HYCF has adopted Medicaid guidelines and policies governing dental services in the facility and utilizes the DHS Med-QUEST Division's fiscal agent for processing provider payments. This is NOT a Medicaid program although contracted dentist must be a Medicaid provider and able to file dental claims with Cyrca Health, the Med-QUEST dental fiscal agent. All claims filing procedures must comply with the Medicaid requirements. Contracted dentist shall be paid the rate for the procedure based on the Medicaid dental fee schedule.

The approximate funding is \$50,000 per year through filing Medicaid claims with Cyrca Health.

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.

VIII. Reporting Requirements for Program and Fiscal Data

Documentation of evaluation and treatment shall comply with all applicable Hawaii Youth Correctional Facility Policies and Procedures for medical records. Patient reports shall include the diagnosis and the condition treated.

The applicant shall provide written reports to HYCF Business Office and any additional reports as requested by HYCF Medical Services Department. All reports and data collected are the property of the State and shall be collected upon termination of the contract.

IX. Monitoring and Evaluation

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

- Progress notes of treatment of youth that are reviewed periodically as deemed necessary by the HYCF.
- Interviews with HYCF staff and youths by the OYS.

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.*
- *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-* Include a listing of all documents included in the application.
- *Proposal Application Short-Form 1 (SPO-H 250)*
 - Qualifications
 - Pricing
 - Other – Litigation
- *Attachments*
 - No Attachments

III. Proposal Application Short Form 1 (SPO-H-250)

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 two pages.

Proposal Application Short Form 1

I. Qualifications

Experience

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

Organization

- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

Personnel

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing 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.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

II. Pricing

The HYCF has adopted Medicaid guidelines and policies governing dental services in the facility and utilizes the DHS, Med-QUEST Division's fiscal agent for processing provider payments. This is NOT a Medicaid program although contracted dentist must be a Medicaid provider and able to file dental claims with Affiliated Computer Services (ACS), the Med-QUEST fiscal agent. All claims filing procedures must comply with the Medicaid requirements. Contracted dentist shall be paid by the Medicaid rate for the procedure.

The approximate funding is \$50,000 per year through filing Medicaid claims with ACS.

- Contracted dentist must be a Medicaid provider and able to file dental claims through ACS. All claims filing procedures must comply with the Medicaid requirements.
- Applicants proposed budget is reasonable, given program resources and operational capacity.

III. Other

Litigation

Section 4 Proposal Evaluation

I. Introduction

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.

II. Evaluation Process

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.

The evaluation will be conducted in three phases as follows:

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

Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
Mandatory Requirements	Pass or Rejected
<i>POS Proposal Application</i>	100 Points
Background and Summary	10 points
Experience and Capability	30 points
Personnel: Project Organization and Staffing	10 points
Service Delivery	40 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 – Evaluation of Proposal Requirements

1. Mandatory Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- Certifications

2. Mandatory POS Proposal Application Requirements

- POS Application Title Page
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 – Evaluation of POS Proposal Application (100 Points)

1. Background and Summary (10 Points)

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity
- The goals and objectives are in alignment with the proposed service activity
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

2. Experience and Capability (30 Points)

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.

3. Personnel: Program Organization and Staffing (10 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart N/A

4. Service Delivery (40 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

5. Financial (10 Points)

Contracted dentist must be a Medicaid provider and able to file dental claims to the Med-QUEST fiscal agent, ACS. All claims filing procedures must comply with the Medicaid requirements. Applicants proposed budget is reasonable, given program resources and operational capacity.

C. Phase 3 – Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Special Conditions (Draft)

Attachment A

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Work Plan			X	

 Authorized Signature

 Date

SAMPLE

RFP No: HMS 503-08-04
Title: Dental Services for Youth
Incarcerated at the HYCF

Attachment B

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DRAFT SPECIAL CONDITIONS

1. **Insurance.** Paragraph 1.4, Insurance, Exhibit “D”, General Conditions, is modified to include and the PROVIDER agrees to the following:

In order to protect the PROVIDER as well as the State of Hawaii covered under the indemnification provision in this Agreement, the PROVIDER shall obtain and keep in force throughout the period of this Agreement the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Agreement shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The combined amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER's policy shall name the State of Hawaii as additional insured. Prior to or upon execution of this Agreement, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Agreement. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Agreement, entitling the STATE to exercise any or all of the remedies provided in this Agreement for default of the PROVIDER.

The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder or to fulfill the indemnification provisions and requirements of this Agreement. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, Exhibit “D”, General Conditions, the PROVIDER further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the

confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, Exhibit “D”, General Conditions. The PROVIDER further agrees as follows:

The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$1,000.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

This project was supported by an Agreement from the Office of Youth Services, Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).

The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Youth Services (and if applicable, the federal grant agency).

6. **HIPAA.** In this Agreement “HIPAA” means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a “health care provider” under HIPAA. A “covered entity” is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a “covered entity”, then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.