State of Hawaii
Department of Transportation
Airports Division

# Request for Proposals

# Furnishing Emergency Medical Services

# At

# Honolulu International Airport

# RFP No. EO1741-08

Issued: September 28, 2007

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.

RFP issued: September 28, 2007

REQUEST FOR PROPOSALS

Furnishing Emergency Medical Services
At
Honolulu International Airport

## NOTICE

The Department of Transportation, Airports Division, Honolulu International Airport is requesting proposals from qualified applicants to furnish all labor, supervision, materials, supplies, equipment and incidentals to provide non-exclusive emergency medical services from facilities at the Honolulu International Airport. Services shall include the non-exclusive medical care and emergency response capabilities for treating the airport population, including the traveling and visiting public, as well as to provide medical treatment to the traveling and visiting public, as well as to provide medical treatment, coordination, and/or triage for declared airport or airport related disasters occurring on or immediately adjacent to Honolulu International Airport

The services solicited herein were developed through collaboration with Hawaii Department of Health, Federal Aviation Airports District Office, and Airlines Committee of Hawaii. Several resource documents reference in the preparation of specifications includes but not limited to Federal Aviation Regulation Part 139.325 Airport Emergency Plan, Federal Aviation Administration Advisory Circular 150/5200-31A Airport Emergency Planning, Oahu Mass Causality Planning; U.S. Department of Health and Human Services Pandemic Influenza Plan; and Protocol for Influenza Surveillance and Response at Honolulu International Airport.

**SUBMITTAL DEADLINE**

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by January 3, 2008 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 3, 2008, 2:00 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 AND HAND DELIVERIES (DROP-OFF SITE):**

Attn: Mr. Barry Fukunaga
Contracts Office
869 Punchbowl Street
Honolulu, Hawaii 96183-5097

**Applicants are encouraged to attend the Orientation Meeting. (See Section 1)**

**INQUIRIES** related to this RFP should be directed to the following RFP contact person(s):

Mr. Martinez Jacobs
Honolulu International Airport, Airports Division Office
400 Rodgers Blvd, Suite 700
Honolulu, Hawaii 96819-1880
Telephone: (808) 838-8702
Facsimile: (808) 838-8760
E-mail: martinez.jacobs@hawaii.gov

Mr. James Pratt
Airport Operations Manager
Honolulu International Airport, Oahu District
300 Rodgers Blvd., #12
Honolulu, Hawaii 96819-1897
Telephone: (808) 836-6428
Facsimile: (808) 836-6468
E-mail: james.pratt@hawaii.gov

Mr. Gerald Tom
Airport duty Manager
Honolulu International Airport, Oahu District
300 Rodgers Blvd, #12
Honolulu, Hawaii 96819-1897
Telephone: (808) 836-6434
Fascimile: (808)836-6565
Email: gerald.tom@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.

| Activity | Scheduled Date |
|---|---|
| Public notice announcing RFP | September 28, 2007 |
| RFP orientation session | October 29, 2007 |
| Due date for written questions | October 31, 2007 |
| State purchasing agency's response to written questions | November 2, 2007 |
| Proposal submittal deadline | January 3, 2008 |
| Proposal evaluation period | January 15-18, 2008 |
| Final revised proposals (optional) | January 22-25, 2008 |
| Provider selection | January 30, 2008 |
| Notice of statement of findings and decision | February 2, 2008 |
| Anticipated Notice to Proceed (NTP) date | March 1, 2008 |

## II. Websites Referenced in this RFP

**The State Procurement Office (SPO) website is http://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, | http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS |

| | | |
|---|---|---|
| | HRS, (Hawaii State Legislature website) | 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 http://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, Evaluation*** - The method by which proposal applications will be evaluated.
***Section 4, 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:* October 29, 2007 09:00 a.m.
*Location:* Airports Division Office
Honolulu International Airport
400 Rodgers Blvd; Suite 700
Honolulu, Hawaii 96819-1880

**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 by way of Addendum and placed on the RFP website.

*Deadline for submission of questions:* October 31, 2007 2:00 p.m. 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. All such discussion shall be initiated by the Purchasing Agency.

**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, may 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.

**Notice to Proceed**. Written notice from the Director to the Contractor advising the Contractor of the date on which he is to begin the prosecution of the work. 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.

(4) 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 |
|---|---|
| Mr. Brian H. Sekeguichi | Mr. Phillip Russell, P.E. |
| Deputy Director – Airports | DOT- Contracts Engineer |
| Airports Division Office | Department of Transportation |
| Honolulu International Airport<br>400 Rodgers Blvd; Suite 700<br>Honolulu, Hawaii 96819-1880: | 869 Punchbowl Street<br>Honolulu, Hawaii 96813-5097 |

**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 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. (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 are 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 services shall include the non-exclusive medical care and emergency response capabilities for treating the airport population, including the traveling and visiting public, as well as to provide medical treatment, coordination, and/or triage for declared airport or airport related disasters occurring on or immediately adjacent to the Honolulu International Airport.

The organization responding to this RFP must be able to provide the required services 7-days a week, 24-hours daily, 365 days annually at Honolulu International Airport. The successful contractor must provide all qualified staffing, medical supplies, equipment, computers, medical protocols, and emergency vehicle to perform the emergency medical services described herein. The contractor shall be responsible for all costs of providing the required services as described herein in this RFP. The required services shall include the following:

- Emergency medical services within the TSA Sterile Area and public areas of Honolulu International Airport
- Evaluation treatment of non-emergent clinical type injuries and illnesses occurring among the airport population, including the traveling public
- Emergency medical response to provide medical treatment for declared airport related or involved disasters occurring on or immediately adjacent to Honolulu International Airport
- Collaboration between CDC Honolulu Quarantine Station and Hawaii State Department of Health on public health endeavors necessary for the prevention and control of communicable infectious diseases such as but not limited to collection of essential epidemiological data, collection of diagnostic specimens, and assistance with mass prophylaxis and treatment as directed in writing by the Department of Transportation.
- Assist HDOT-A in conducting travel related surveillance at the airport in the "Protocol for Influenza Surveillance and Response at Honolulu International Airport"; and as directed in writing by the Department of Transportation.
- Assist HDOT-A in meeting pandemic influenza preparedness goals as outlined in the: HHS Pandemic Influenza Plan, and emergency and public health preparedness goals as referenced in Department of Homeland Security "National Response Plan" as directed in writing by the Department of Transportation.
- Cooperation with HDOT-A Public Access Defibrillation Program (PAD) to encourage response by airport employees or lay responders with the Airport's publicly located Automated External Defibrillators (AED). The airport has placed AEDs through out the public and RAMP (employee) areas for rapid response with an AED by lay responders to any form of a medical emergency and as the

Contractor will possibly be the second to respond it is essential that the Contractor work closely with the PAD Program Director to ensure a positive and successful program.

Prospective offerors are advised that the entire RFP, any addenda, and the corresponding proposal shall be part of the contract with the successful Offeror.

The Department of Transportation, Airports Division (HDOT-A) reserves the right to modify, amend, change, add or delete any requirements in this RFP to serve the best interest of the State. If significant amendments are made to this RFP, the State may consider allowing Offerors additional time to submit their proposals.

## II. Planning Activities

The services solicited herein were developed through collaboration with Hawaii Department of Health, Federal Aviation Airports District Office, and Airlines Committee of Hawaii. Several resource documents reference in the preparation of specifications includes but not limited to Federal Aviation Regulation Part 139.325 Airport Emergency Plan, Federal Aviation Administration Advisory Circular 150/5200-31A Airport Emergency Planning, Oahu Mass Causality Planning; U.S. Department of Health and Human Services Pandemic Influenza Plan; and Protocol for Influenza Surveillance and Response at Honolulu International Airport.

## III. Demographics and Funding

| | |
|---|---|
| Target population to be served: | Airport population, including the traveling and visiting public |
| Geographic coverage of service: | Honolulu International Airport including airport related disasters occurring on or immediately adjacent to the airport boundary. |

Probable funding amounts, source, and period of availability:

Legislative Authorization Act 213/SLH07 amount of $400,000. The State has the authority to expend sufficient funds for only the first year of the contract. Under Section 103D-309, Hawaii Revised Statutes, the State Comptroller is not permitted to certify to the availability of funds for the full term of this contract. Since the enforceability of this Contract can be only to the extent that funds have been certified by the Comptroller as being available, it is strictly understood by all parties to this Contract that the continuation of this Contract beyond the first year is contingent upon and subject to the availability of funds and the certification of funds by the Comptroller and mutually agreed upon by the Department of Transportation and the Contractor.

***Description of Work:***

The Contractor shall furnish medical equipment and services as described herein in meeting the medical facilities and services to assist the HDOT-A in conducting travel related surveillance at the Honolulu International Airport (Attachment A.), to assist the HDOT-A in meeting pandemic influenza preparedness goals as outlined in the Health and Human Services (HHS) Pandemic Influenza Supplement 9 (Attachment B.), and emergency and public health preparedness goals, in Department of Homeland Security National Response Plan

***Medical Dispensary***

HDOT-A shall provide space of approximately 1,116.09 square feet, at the Honolulu International Airport Central Concourse Building No.350, Ground Level Medical Area. The following identify rooms with associated square footage.

- Building No. 350 Room 102A 600.74 sq ft.
- Building No. 350 Room 102B 52.00 sq ft.
- Building No. 350 Room 102C 463.35 sq ft.

The space shall be limited for use by the Contractor in carrying out its duties as provided for under the terms and conditions of this contract. Since the operation of the medical dispensary is deemed important and necessary, the Contractor shall be required to have all dispensary furnishing, equipment and supplies prescribed by this contract in place and operational from the date of their official Notice to Proceed, uninterrupted for the duration of this contract.

***Equipment***

The Contractor shall, at its own expense, install, equip, operate and maintain a medical dispensary at the Honolulu International Airport, which shall be made available to the airport population and to the general public using the facilities for emergency medical treatment.

The dispensary shall be furnished with portable equipment and supplies for use in providing advance life support which includes, but is not limited to emergency care procedures which require the use of adjunctive equipment, intravenous fluid management, drug administration, defibrillation, stabilization of a victim by cardiac monitoring, control of arrhythmias, and post resuscitation care. Equipment, materials and supplies required in the medical dispensary shall include but will not be limited to a portable electrocardiogram machine, portable cardiac defibrillator, oxygen and apparatus of its administration, cardiac drugs, and an emergency response vehicle.

The facilities, equipment and other medical supplies shall be maintained in good operational condition in conformance with the accepted standards of the medical profession. The Contractor shall maintain a refrigerator for storage of laboratory

Single or multiple contracts to be awarded
☒ **Single** ☐ **Multiple** ☐ **Single & Multiple**
(Refer to §3-143-206, HAR) Criteria for multiple awards: N/A

**Term of Contract(s)**

| | |
|---|---|
| Initial term: | **36 months** |
| Length of each extension: | **12 months** |
| Number of possible extensions | **Two (2) twelve** |
| Maximum length of contract: | **60-Months** |

Conditions for Extension:

This Contract may be extended for two additional one (1) year periods upon mutual agreement between the Department of Transportation and the Contractor. In the event this contract is extended beyond the original three year period, all terms and conditions relating to the Contractor's obligations, as stipulated in these specifications, shall be in force. The rate of compensation to be paid the Contractor during the extension period shall be limited to a five (5) per cent increase per year based on the first year's Contract sum.

## IV. Service Activities

***Scope of Work***

This work required to be performed by the Contractor shall consist of the furnishing of all labor, supervision, materials, supplies, equipment and incidentals to provide non-exclusive emergency medical services for the facilities at the Honolulu International Airport. Services shall include the non-exclusive medical care and emergency response capabilities for treating the airport population, including the traveling and visiting public, as well as to provide medical treatment, coordination, and/or triage for declared airport or airport related disasters occurring on or immediately adjacent to Honolulu International Airport. Services shall also include when directed to in writing by the State Department of Transportation collaboration with CDC Honolulu Quarantine Station and Hawaii State Department of Health on public health endeavors necessary for the prevention and control of communicable infectious diseases such as but not limited to collection of epidemiological data, collection of diagnostic specimens, performance of rapid testing, and assistance with mass prophylaxis and treatment.

specimens. The Contractor's personnel shall be responsible for the timely notification of Hawaii State Department of Health at first indication of refrigerator malfunction

***Hours of Operation***

The medical dispensary at Honolulu International Airport shall be open 24 hours per day, seven days per week for treatment of minor injuries, evaluation of medical infirmities and for emergency treatment, including advance life support.

***Personnel***

The Contractor shall retain staff and available medical personnel possessing the proper certifications, licenses and/or registrations required to work in the State of Hawaii. The qualifications of assigned personnel are subject to review by HDOT-A. No change in contractor personnel shall be allowed without prior written consent.

In the event that it is determined during the life of this contract that additional medical personnel are necessary to meet the demands of the airport, the Contractor shall furnish the number and type of medical personnel prescribed by the State. Compensation for such additional staff shall be based on the rate (hourly rate) of compensation being accorded to similar employees of the Contractor at the time the request is made by the State.

A qualified Emergency and Acute Care Physician must be on call and immediately available by phone or pager to the Registered Nurse on duty at the airport medical dispensary to provide both immediate medical supervision, as well as to provide for 24 hour a day rapid physician response for potential airport area disaster or mass casualty incidents. A qualified physician shall also be on call to address staff concerns regarding personal protective equipment (PPE), infectious disease prophylaxis, and infectious disease treatment resulting from exposures in the travel-related work environment.

A qualified Medical Intensive Care Technician (MICT) or Registered Nurse (RN) shall be on duty within airport, twenty four (24) hours per day, seven (7) days a week. The MICT or R.N. must be able to respond within five minutes to any point in the airport terminal complex, ten minutes to the airport south ramp.

The MICT or R.N. shall at all times have a mobile, two way communications capability with a physician as well as Airport Ramp Control. The MICT or R.N. will be under supervision of a physician to engage in advance life support and other emergency medical services normally associated with their form of medical practice.

All of the Contractor's personnel shall be capable of engaging in direct contact with members of the general public and be able to effectively treat and interact with patients and/or their companions and relatives, particularly in instances involving trauma and the psychological conditions associated with injury and medical treatment. Contractor's personnel shall attend periodic training and education sessions regarding public health protocols including that of "Protocol of Influenza Surveillance and Response at Honolulu International Airport" (Attachment A).Contractor's personnel shall make a good faith

effort to obtain informed consent from ill passengers for public health purposes of the prevention and control of communicable infectious diseases.

***Contractor Staff Participation with Airport Management***

The Contractor's airport medical personnel shall be under immediate supervision of a senior nurse or other designated administrator vested with the responsibility and authority to engage in the management, direction and supervision of the medical staff. This individual shall participate as a reporting member of the Oahu District Operations Manager and attend weekly staff meetings to coordinate daily medical activities at the airport.

The Contractor shall meet with the Oahu Airport District Manager or representative monthly to review medical treatment, response and services rendered under the contract and to provide improvement, adjustment, or revision to medical treatment programs prescribed by the contract or regarding the airport emergency medical response program.

The Contractor shall meet monthly with representatives from CDC Honolulu Quarantine Station and Hawaii State Department of Health to discuss, review and revise protocols necessary for disease prevention and control.

The Contractor shall meet monthly with the Program Director of the Airport's Public Access Defibrillation Program (PAD) Automatic External Defibrillator (AED) Program to review medical events, responses, and revise protocols necessary for the improvement of the Airport's PAD Program. This individual shall report all AED events, and participate in the AED download, restocking, and replacement of the device on request.

The Contractor shall provide copies of the meeting minutes to HDOT-A.

***Patient Treatment***

The Contractor shall provide emergency treatment for any incident occurring at Honolulu International Airport involving injury or illness. The Contractor shall be entitled to charge a fee for medical treatment to the patient. The charge will be made to the patient or his/her agent. HDOT-A shall pay only for services specifically requested in writing by an authorized management representative of the HDOT-A, such as evaluation of injuries to HDOT-A employees due to industrial accidents.

Fees for such services shall be negotiated but in general, shall be established and limited to the usual, customary and reasonable rates for such services as established by prevailing community medical standards, as approved by the Department of Transportation.

Request for medical treatment or assistance placed to the Contractor by HDOT-A on behalf of a third party or through any call for medical response placed through Ramp Control shall not constitute a specific request for service by HDOT-A, but as notification of an emergency medical situation and a call for such services by the third party involved.

### *Vehicle*

The Contractor shall maintain at least one vehicle to be used as an emergency response vehicle within the Honolulu International Airport area. The vehicle shall be immediately available 24 hours a day and in excellent running condition, neat in appearance, and not over five years old, at the date of the commencement of this contract. The vehicle shall be equipped with dome light and siren, marked to clearly identify the vehicle as an airport emergency service vehicle. In the event the vehicle is placed out of service, the Contractor shall furnish a replacement unit possessing the comparable requirements. The Contractor must obtain and maintain AOA vehicle permits, ramp licenses, and all other applicable security requirements referred to in this RFP.

### *Communications*

The Contractor shall establish and maintain adequate life support communications capability to assure complete monitoring and maintenance of such measures when applied to patients requiring such assistance until the victim or victims can be transported to a continuing care facility or staging area. The Contractor shall provide mobile phone capability to allow the physician to maintain communication capability with the on duty medical person in any area of the airport. HDOT-A shall provide and maintain PAX telephone communication lines between Airport Ramp Control and the Contractor's facilities for the purpose of emergency notification. HDOT-A shall provide radio equipment for use by the Contractor at Honolulu International Airport for direct contact via airport emergency frequencies. Such communication system shall be tested at least once month. The Contractor shall request HDOT-A for a radio maintenance test if no call was received within an eight (8) hour period. The Contractor shall be responsible for the repair and/or replacement and reimbursement to the State of any damaged, lost or stolen radio equipment.

### *Emergency Reports*

The Contractor shall submit to the State a written summary report of all medical treatment engaged in all epidemiological data deemed necessary by the State Department of Health for disease prevention and control and other reports and records as the State may deem necessary to accomplish the aim and purpose of this contract. Such reports shall be submitted to the Department of Transportation and copies to HDOT-A on a monthly basis for non-urgent matters and on a basis as deemed necessary and timely by the Hawaii State Department of Health of urgent matters. Such reports may be limited to information which will not violate any confidential physician patient relationship with the exception of information required by Hawaii Administrative Rules (HAR) Title 11 – Chapter 156: Communicable Disease (Attachment D).

***Hawaii Emergency Medical Services Information System "HEMSIS" Reqirements***

***Hardware:***

1. Desktop
   - Compatible with Windows XP or Vista
   - Internet connection (preferred DSL or cable)
   - Internet browser (preferred Explorer)

2. Mobile
   - Compatible with Windows XP or Vista
   - Wireless internet capable
   - Internet browser (preferred Explorer)

***Software:***

1. National Emergency Medical Services Information System data Silver compliant.
2. Compatible with Hawaii State Department of Health HEMSIS.
3. Current with all data and security system updates.

***Administration:***

1. Designated operations manager.
2. Assurance that all users are trained and have access to HEMSIS.

***Continuing Training***

The Contractor's medical personnel shall attend continuing education programs dealing with aerospace medicine, airport crash and disaster management or appropriate medical training including but not limited to topics of bioterrorism, emergency preparedness, and communicable infectious diseases, education or job enrichment training throughout the term of this contract. The Contractor shall provide copies of attendance records to the Department of Transportation upon request.

***Disaster Response***

The Contractor shall have available an Emergency and Acute Care Physician on call 24 hours per day, seven day per week to respond to declared airport disaster conditions or incidents. The Physician shall report to the airport disaster scene upon receiving notification of an actual or impending disaster as determined by authorized airport management personnel and will supervise the treatment and evacuation of casualties in accordance with procedures established in the Airport Emergency Plan (manual is available for review at the Airport Manager's office, Honolulu International Airport). The Contractor shall maintain a working relationship and patient referral system with all of the major medical entities (hospitals and clinics, civilian and military) and public and private ambulance services on Oahu, in order to allow for both expeditious referral of medical emergencies to appropriate medical facilities on a day to day basis, as well as to

facilitate the orderly transfer of large numbers of medical casualties on short notice to such referral sites in an appropriate manner in the event of an airport disaster. The Contractor shall formulate and post a recall roster and an Airport Medical Emergency Plan for implementation by the airport medical staff during airport mass casualty incidents.

The Contractor shall establish close working relationships with key medical and civil defense authorities within the mutual aid agreements established with community medical resources.

The Contractor shall be responsible for monitoring any emergency medical support equipment and supplies which may be provided by the State and/or other State/County medical agencies for use in disaster response. Monitoring activity shall include coordinating the delivery and removal of stock items and any necessary inventory control measure on a monthly basis.

## V. Qualifications

### 1. Experience

The Contractor shall demonstrate ability and prior work experience to work in an independent setting comparable to the Honolulu International Airport with MICT or Registered Nursing staff being able to function in an independent capacity in delivering care (assessment, treatment, provisional diagnosis, and transport). The MICT or Registered Nurse should have the ability to communicate with the Medical Director (24-hours, 7-days, 365-days a year) for any treatment, medical orders, or patient leaving against medical advice.

The physical demands of the job necessitate medical personnel to work at times in confined and cramped spaces, in noisy and heat exposed situations, and lifting and carrying weight of a minimum 20-50 pounds.

***Requirements for the Proposal Application***

The Contractor shall provide a description of experience, projects, and contracts pertinent to the services required. The Contractor shall include points of contact, addresses, e-mail and phone numbers. The Department of Transportation reserves the right to contact references to verify experience.

### 2. Organization

The Contractor shall reflect the position of each staff and their functional line of responsibility and supervision. (Include position title, name and full time equivalency)

***Requirements for the Proposal Application***

The organizational chart and functional statement shall be attached to the proposal application.

## 3. Personnel

***Minimum Personnel Airport Security Qualifications***

- Approval must be given by the State prior to the use of any medical personnel at Honolulu International Airport. Once approved, the Contractor shall not change personnel without the prior written consent of the Department of Transportation.

- All personnel must have completed a one time medical examination within the past six months, to include drug testing and random drug testing every year and a doctor's certification (copies of the certification for each medical personnel shall be available for inspection) in the Contractor's office. The medical staff must maintain this satisfactory level of drug free general health at all times to work under this RFP.

- Medical staff shall have no record of moral turpitude or mental and/or emotional disorder which may interfere with the performance of their duties

- All Contractor's personnel assigned to Honolulu International Airport must obtain the necessary U.S. Customs Clearance to enter and perform emergency medical services within U.S. Customs controlled areas. The Contractor shall comply with all U.S. Custom and Border Protection, Port of Honolulu Customs Airport Security Program requirements. Note: To obtain Customs identification seals the Contractor must hold a current Airport Customs Security Bond. The minimum amount required for a Custom Security Area Bond is $10,000.

- Medical staff shall possess a current Hawaii Driver's License. Personnel will be required to obtain an Airport Operational Area (AOA) Ramp License. Should the employee's Hawaii Driver's License be suspended or revoked then their Ramp License is automatically revoked and a qualified replacement person must be assigned to the position.

- Medical staff shall be required to pass a Federal and State background check. No TSA disqualifying felony convictions prior to or during their employment shall be permitted under this RFP. Only authorized personnel working in this project shall be approved for AOA badges. The Contractor shall be responsible for paying for all costs associated with complying with airport security requirements, including obtaining an airport security identification badge which costs $50.00. This includes the cost for a fingerprint CHRC. There is a $20.00 fee for replacement of lost, damaged or

misplaced badges. Fingerprint based CHRC is required every two years. The fingerprint CHRC cost is $50.00.

***Personnel***

The Contractor shall make available medical personnel possessing proper certifications, licenses and/or registrations required to practice in the State of Hawaii. The qualifications of assigned personnel are subject to review by the State.

All medical contract staff working at the Honolulu International Airport shall be trained to the National Incident Management System (NIMS) Incident Command System (ICS). Personnel shall be trained to the following levels as required by NIMS.

NIMS ICS 100 All Responders
NIMS ICS 200 All Responders
NIMS ICS 300 Field personnel that will work in Command and General Staff
NIMS ICS 400 Supervisors that will work in Command Staff
NIMS ICS 700 All Responders
NIMS ICS 800 All Supervisors

***Minimum Airport Physician Medical Position Qualifications***

- The Physician shall be a licensed medical doctor graduate from an accredited medical school and be licensed to practice medicine in the State of Hawaii

- The Physician must have knowledge of community medical assistance capabilities available to Honolulu International Airport

- The Physician shall attend or participate in disaster or airport aircraft crash management including incident command training conducted by the airport during the RFP term.

***Minimum Airport Physician Medical Director Qualifications***

- Board Certified Physician by the American Emergency Medicine, Internal Medicine, Family Practice or Surgery physician with at least 10-years experience in clinical, teaching, and administrative positions.

- Experience and familiarity with both aircraft rescue firefighting unit and airport sheriff department policies

- American Heart Association certified in Advance Cardiac Life Support

- The Medical Director will be involved with the development and ongoing quality improvement of an Infectious Disease Program at Honolulu International Airport.

- Assist with the development of quality improvement and program policies related to Emergency Medical Services at Honolulu International Airport

- Work closely with the airport medical staff, first responders including crash fire and airport sheriffs when performing work assignments

- Assist with and review AED data from Airport's PAD Program events and participate in debriefing of Airport employees and first responders after an AED event. Work with PAD Program Director to ensure continued Airport employee knowledge of PAD Program and compliance with Hawaii State AED Laws

- Pass a federal government background check for security and safety issues

***Minimum Airport MICT or Registered Nurse Qualifications***

- Recommended licensure includes Registered Nurse (RN) with emergency medicine background and at least five (5) years experience

- Current certification by the American Heart Association in BLS/ACLS/PALS

- Extensive experience in emergency medical field and be able to function in an independent capacity in delivering emergency care (triage, assessment, provisional diagnosis, treatment, and transport)

- Pass a federal government background check for security and safety issues

***Minimum Mobile Intensive Care Technician (MICT)***

- State of Hawaii EMTP license, with at least five (5) years EMS-ambulance experience

- Current certification by American Heart Association in CPR/AED/ACLS/PALS

- Hazmat and PHTLS Training

Extensive experience in emergency medical field and be able to function in an independent capacity in delivering emergency care (triage, assessment, provisional diagnosis, treatment, and transport)

***Requirements for the Proposal Application***

- Upon issuance of the Notice to Proceed to the successful bidder shall commence preparation of the following documents for submittal the HDOT-A Project Manager as follows:

- All personnel assigned to Honolulu International Airport must obtain the necessary U.S. Customs Clearance to enter and perform emergency medical services within U.S. Customs controlled areas (Attachment E)

- Contractor shall provide proof of all employee qualification including but not limited to: Position qualifications, licenses, (Attachment F), Criminal History Records Check Fingerprint application, (Attachment G), 1542.209 Fingerprint based criminal history records check (CHRC), and Honolulu International Airport Security Area Access Badge (Attachment H).

- Contractor shall provide proof of all specified insurance and related requirements either by production of the actual insurance policies, by use of endorsement forms, by broker's letter acceptable to the State in both form and content, or by other written evidence of insurance that specifies coverage, policy number, the inclusive dates of policy coverage and the insurance carrier's name, which shall bear an original signature of an authorized representative of said carrier (Attachment I.)

- Federal and State Tax Clearance

- Validation of DLIR Certificate of Compliance

- Validation of DCCA Certificate of Good Standing

**4. Facilities**

The Contractor shall furnish medical equipment and services as described herein to assist the State in meeting emergency medical services at Honolulu International Airport.

HDOT-A shall provide space of approximately 1,116.09 square feet, at the Honolulu International Airport Central Concourse Building No.350, Ground Level Medical Area. The following identify rooms with associated square footage.

| | | |
|---|---|---|
| • Building No. 350 | Room 102A | 600.74 sq ft. |
| • Building No. 350 | Room 102B | 52.00 sq ft. |
| • Building No. 350 | Room 102C | 463.35 sq ft. |

***Rental Rates***

The Medical Services Area rental rates and charges are applicable to per square foot per year (psfpy). (Attachment J.)

- $40.00 psfpy (Office)
- $ 3.00 psfpy (Air Conditioning)
- $ 1.80 psfpy (Electricity)

Upon full execution of the RFP contract, tenant agrees to enter into a Revocable Permit covering tenant's occupancy of the office areas, including rent and utility charges, as outlined in the RFP contract (Attachment K.)

***Utility Services to Premises***

The HDOT-A shall provide in the terminal buildings of the Airport the following utility services: reasonable amounts of water, electricity, telephone, wastewater outlets, heating, ventilation and air conditioning to a point determined by the HDOT-A. All extensions of the facilities required by the HDOT-A for said utility services from the point(s) at which the HDOT-A makes such utility services available shall be at the Contractor's sole cost and expense. Contractor shall provide for its own emergency standby generator.

***Utility Costs***

During the term of this RFP, all utility charges, including, but not limited to, deposits, installation costs, meter deposits, and all service charges for electricity and other public utility services to the Premises (such as water, telephone and wastewater) shall be paid by the Contractor, regardless of whether such utility services are furnished by the HDOT-A or by utility service providers.

***Service Points***

If the Contractor desires any changes to any point of supply as described herein (Utility Service), the expense of making such changes or alterations shall be at the Contractor's sole cost. When the Contractor makes connections or reconnections, due to repairs to the service points or lines provided by the HDOT-A or makes service disconnections to cease service, the Contractor shall comply with the HDOT-A's procedures to provide necessary advance request and notice, and coordinate action to make connections, reconnections with the HDOT-A.

***Damage repair***

If any damage to any electrical, water, sewer, telecommunication, or telephone service line or facility or utility service connection, or any other utility service line or facility or utility service connection is caused by the Contractor, or the

Contractor's agents, the Contractor shall, at its sole cost and expense, repair, restore or replace such utility service line or facility or utility service connection.

***Telecommunications Equipment***

The Contractor and its telecommunications service provider(s) shall not, without the HDOT-A's prior written approval, install telecommunication facilities (i.e. conduit, equipment, cabling) or make service connections in any areas not within the Premises (such as common areas and other respective non-leasehold areas of the Airport), or in currently designated or future primary or secondary minimum points of entry. The Contractor shall be responsible for paying the HDOT-A for the use of such facilities, space, and/or areas at the airport.

***Department of Health***

The Contractor shall adhere by all applicable Hawaii Revised Statutes ("HRS") laws, rules, and guidance policies applicable this scope of work. These rules are not intended and shall not be construed to lower the standards and requirements found in any statutes, ordnances, codes, or rules established by federal or state agencies. In all instances the more stringent rules shall apply. The Contractor shall establish minimum requirements for the workplace and practices for the management, treatment, transport, storage and disposal of infectious waste in order to assure practices which will protect the health and safety of workers, airport tenants and travelers.

***Telecommunication Services***

Telecommunication services include the installation, operation, and provisioning of telecommunications conduit, cabling, antennas, equipment, and service. Telecommunication service providers include cable and equipment installation contractors, system operators, and any entity which provides telecommunication services, such as Verizon Hawaii, Inc., AT & T, government entities, or other Airport tenants.

***Experience and Skills***

The Contractor shall demonstrate that if has the necessary skills, abilities, knowledge of, and experience relating for Furnishing and Delivering Emergency Medical Services at Honolulu International Airport. The Contractor shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Include in the listing, the contract number, dates of the contract period, name and phone number for the points of contact. The Contracting Officer reserves the right to check references.

### *Quality Assurance and Evaluation*

The Contractor shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

### *Coordination of Service*

The Contractor shall demonstrate the capability to coordinate services with other agencies and resources in the community.

## VI. Pricing Structure

### *Pricing Structure Based on Cost*

The pricing structure reflects an established $400,000 annual budget including 5% increase after the first year. The Contractor pricing structure for the Furnishing and Delivering of Emergency Medical Services shall not exceed the $400,000 annual contract maximum obligation. The CONTRACT is set at $400,000 annually with 5% annual increase per year after the first year based on Contractor's satisfactory performance if extended by mutual agreement

### *Progress Payment*

The services under this contract will be paid by purchase order issued by the Honolulu International Airport Manager, based on the Contractor's invoice for the type and amount of services provided at the contract unit prices, and if necessary adjusted to account for liquidated damages. The Contractor shall forward the original invoice, marked "INVOICE", to the Airport Manager, who will process for payment The Contractor's "INVOICE" shall breakdown services by the following categories.

- Salaries, wages and benefits
- Other expenses
- Rental costs
- Medical supplies
- Equipment

### *Requirements for the Proposal Application*

#### *Accounting System*

***In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the PSO Proposal Application: (1) a copy of the organization's most recent (within the last three year period) financial audit.***

## VII. Other

**Litigation**
The Contractor 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

***Emergency Reports***

The Contractor shall submit to the Department of Transportation a written summary report of all medical treatment engaged in and other reports and records as the Department of Transportation may deem necessary to accomplish the aim and purpose of this RFP. Such reports shall be submitted to the Department of Transportation on a monthly basis and be limited to information which will not violate any "Confidential" Physician-Patient relationships and/or patient medical information protected by law.

***Audits***

The Department of Transportation reserves the right to audit the Contractor's records and operations as they relate to the provisions of this RFP and the operations of the medical facility.

***Liquidated Damages***

Timely performance by the Contractor of all of its duties every calendar day is an essential part of this Contract and, in case of failure on the part of the Contractor to perform any of its duties in a timely manner; damages will be sustained by the Department of Transportation. As the amount of damages are difficult to predetermine, the amount of such damages are fixed in advance as follows:

- For each emergency treatment incident the Contractor fails to respond to as required, the Contractor shall be assessed liquidated damages of $1,000 plus reimbursement of actual costs incurred for required services

- For each disaster response the Contractor fails to respond to as required, the Contractor shall be assessed liquidated damages of $25,000 plus reimbursement of actual costs incurred for required service.

- For incident the Contractor does not provide 24-hour medical dispensary service, the Contractor shall be assessed $1,000 plus reimbursement of actual costs incurred for required service.

- For each day or upon any inspection by HDOT-A the Contractor does not provide all equipment listed in the contract specifications for the medical dispensary, the Contractor shall be assessed $1000 plus reimbursement of actual costs incurred for required service.

***Fiscal Data related to Progress Payments***

The Contractor shall maintain accounting procedures and practices acceptable to the Department, and books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the results of this RFP.

***Permitted Services***

The Contractor may engage in and perform industrial medical services at Honolulu International Airport, and perform medical services other than those required by this RFP for parties other than the State. Fees may be charged for such services, provided that the fees assessed are usual, customary and reasonable with charges established for such treatment or services within the local medical community, and such services shall not interfere with, compromise or supersede the provisions or services required or prescribed under this RFP.

The Contractor shall submit monthly invoices for the Emergency Medical Services to the Oahu District Airport Manager. To expedite processing of all payments, the Provider shall submit an original and one copy of invoice. Each invoice shall contain the following information:

- Vendor's name, address and phone number
- State Vendor Identification Code
- RFP/Contract number
- Description of services, sub-total and total

## IX. Monitoring and Evaluation

The Contractor will assign a qualified Project Manager to act as a single point of contact during this RFP period. The Project Manager will interface with HDOT-A's assigned Project Manager and will be responsible for coordinating the Emergency Medical Services and insuring that the Provider performs in accordance with the Scope of Services. The Project Manager will be responsible for working with HDOT-A after RFP/Contract execution to develop a mutually acceptable project schedule.

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

***Performance and Outcome Measures***

The Contractor must clearly describe outcome measures, benchmarks and data collection method relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to target client group, the stated problem and proposed services activities.

The Contractor must provide baseline data from which measurable outcomes can be established. Outcome measures may be quantitative or qualitative. A ***quantitative*** indicator can be expressed as a single measure (number of victims served), or as a degree of change (increase/decrease in number of medical cases). ***Qualitative*** indicators can be used where quantitative measures are not feasible.

***Quality of Care and Quality of Services***

The Contractor must ensure quality of assurance and ongoing evaluation of the project goals, objectives and activities.

***Administrative Requirements***

The Contractor shall establish and implement policies and procedures that clearly identify target population for each medical service and delivery of service.

# 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

**<u>The applicant must submit the following attachment with proposal</u>**.

1. U.S. Custom and Border Protection, Port of Honolulu, Custom Airport Security Program

2. Criminal History Records Check (Fingerprint application)

3. 1542.209 Fingerprint based criminal history records check (CHRC)

4. Honolulu International Airport Security Area Access Badge (application)

5. Department of Transportation, Airports Division Liability and Injury Insurance Minimum requirements

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

The Contractor shall make available medical personnel possessing proper certifications, licenses and/or registrations required to practice in the State of Hawaii. The qualifications of assigned personnel are subject to review by the State.

## I. Qualifications

### Experience

### Organization

### Personnel

### Facilities

## 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.

**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 Organization**

The committee will review and evaluate all proposals submitted by the Proposal Due Dates as specified in this RFP.

**Evaluation Categories and Thresholds - (Total Points 100)**

| EVALUATION CATEGORIES | HIGHEST POSSIBLE POINTS |
|---|---|
| Mandatory Requirements | Pass/No Pass |
| Proposer Background, References, Experience | 15 points |
| Personnel: Organization and Staffing | 25 points |
| Understanding the STATE's Needs (project) | 25 points |
| Project Cost Analysis | 35 points |
| TOTAL POSSIBLE POINTS | 100 points |

The Project contract shall be awarded to the Proposer who (a) the STATE deems qualified, responsive, and responsible and (b) submits the proposal meeting the requirements of the RFP deemed by the STATE to be most advantageous to the STATE (determined by the proposal receiving the highest point total after final evaluation).

**Evaluation of Mandatory Requirements** **(Pass/No Pass)**

The evaluation of mandatory requirements shall be on a "pass/no pass" basis. No points shall be assigned for these requirements. The purpose of this phase is to determine whether a Proposer's proposal is sufficiently responsive to the RFP to permit a comprehensive evaluation. Each proposal will be reviewed for responsiveness. Failure to meet the minimum, mandatory requirements, including proposal format, will be grounds for deeming the proposal non-responsive to the RFP and rejecting the proposal ("no pass").

**Proposer Background References and Experience** **15 points**

The STATE will evaluate the experience, past performance, resources, financial stability and qualifications of the Proposer and all sub-contractors (if any). References will be verified and findings incorporated into the evaluation.

Background information provided by the Proposer on its size and resources will be evaluated by the STATE, including whether the Proposer has provided general background information. The STATE will evaluate the background by the following criteria:

1. How large of a support staff does the Proposer have?

2. How experienced and qualified is its support staff?

3. How does the Proposer keep up with changing medical emergency services technology?

4. Does the Proposer have experience in providing emergency medical services during a large scale disaster to include the setup and deployment of an Acute Trauma Center and emergency medical trailer?

**Personnel: Organization and Staffing** **25 points**

The evaluation of Project organization and staffing will involve detailed criteria evaluating the Proposer's overall staffing approach to the Project, qualifications of key personnel, and the past performance of the organization and the individuals. The proposed Project organization and staffing resources will also be evaluated to assess the Proposer's capability to provide the required Project services for the STATE.

1. Approach and rationale for the emergency medical services response, deployment of equipment and staffing of the proposed organization to ensure completion of the overall emergency medical services including operational readiness during a disaster or an aircraft incident and/or accident?

2. Approach and rationale for the number and types of personnel proposed to respond and support an Acute Care Trauma Center and operate emergency medical trailer?

**Understanding the STATE's Needs (project)** **25 points**

Proposals will be evaluated against the following criteria:

1. Has the Proposer demonstrated a thorough understanding of the purpose and scope of emergency medical services at Honolulu International Airport?

2. How well has the Proposer identified pertinent issues and potential problems?

3. Has the Proposer demonstrated that it understands the nature and extent of emergency medical services, operational readiness related to disaster preparedness the STATE expects it to provide?

4. Has the Proposer demonstrated that it understands the STATE's time schedule and the ability to meet it?

5. Has the Proposer demonstrated that it's capable of transporting patients, providing emergency response, supporting an Acute Trauma Center and operating an emergency medical trailer?

**Submission of Best and Final Offer (Optional)**

Following discussions between the Proposal Review Committee (PRC) and the acceptable Proposers, each Proposer may asked to provide their Best and Final offer. A Proposer, in its best and final offer, will be permitted to respond to any RFP addendums issued subsequent to the Proposal Due Date for the submission of proposals. After the Best and Final offers are received, the PRC will conduct final evaluation. The PRC shall evaluate and determine which proposal meeting the requirements of this RFP will be most advantageous to the STATE and accordingly makes its recommendation to the STATE's Director for selection and award of the Project contract.

The Best and Final offer shall be in the form of a standard business letter on official business letter head, shall indicate the Proposer's exact legal name, and shall be signed by an individual or individuals authorized to legally bind the Proposer.

STATE reserves the right to have the PRC request a discussion with a Proposer on less than 72 hours notice for purposes of determining the acceptability of the proposal.

**Project Cost Analysis** **35 points**

The PRC will evaluate the Proposer's proposed total price for the entire Project. This price shall include all associated costs including, but not limited to, taxes, personnel, rental fees,

software costs, equipment, and commission fees. The total proposal cost shall be awarded points and are numerically rated. For example, all qualifying proposals will be ranked by giving the lowest priced proposal the maximum number of points and the other proposals will be awarded points in accordance with their relationship to the lowest price as determined in accordance with the following formula (points are rounded to the highest tenths of a hundred):

$$\frac{\text{Price of Lowest Cost Proposal x Maximum Points for Cost}}{\text{Price of Proposal Being Rated}} = \text{Points}$$

Sample: The following table reflects the vendor's total cost proposal and the number of points assigned.

| VENDOR | COST | POINTS ASSIGNED |
|---|---|---|
| A | $100.00 | 35 |
| B | $ 200.00 | 17.5 |
| C | $ 300.00 | 11.67 |

***PHASE 5 - RECOMMENDATION FOR AWARD***

The PRC shall evaluate and determine which proposal meeting the requirements of this RFP will be most advantageous to the STATE. The PRC will thereafter prepare a report summarizing its findings and rankings and make a final recommendation to the STATE's Director as to the selection of the contractor and award of this Project contract.

Evaluation of
RFP EO1741-08
Furnishing Emergency Medical Services
At
Honolulu International Airport
Issued September 28, 2007

Applicant:
Proposal Application ID:

| *Criterion* | *Total Possible Score* | *Score* |
|---|---|---|
| **Mandatory Requirements** | **Pass/No Pass** | |
| | | |
| • | | |
| **Comments:** | | |
| ***Experience ,Background and References*** | 15 Points | |
| • | | |
| **Comments:** | | |
| ***Personnel: Organization and Staffing*** | 25 Points | |
| • | | |
| **Comments:** | | |
| ***Understanding the State's Needs (Medical Requirements)*** | 25 Points | |
| • | | |
| **Comments:** | | |
| ***Project Cost*** : | 35 Points | |
| • | | |
| **Comments:** | | |
| **TOTAL:** | 100 | |

# Section 5

# Attachments

| | | |
|---|---|---|
| Attachment | A. | Protocol for Influenza Surveillance and Response at Honolulu International Airport |
| Attachment | B. | Health and Human Services (HHS) Pandemic Influenza Plan |
| Attachment | C. | Medical Dispensary Area Floor Plan |
| Attachment | D. | Hawaii Administrative Rules, Title 11, Department of Health, Chapter 156, Communicable Diseases |
| Attachment | E. | U.S. Custom and Border Protection, Port of Honolulu, Custom Airport Security Program. |
| Attachment | F. | Criminal History Records Check (Finger Print Application) |
| Attachment | G. | 1542.209 Fingerprint based criminal history records check (CHRC) |
| Attachment | H. | Honolulu International Airport Security Area Access Badge application |
| Attachment | I. | Department of Transportation, Airports Division Liability and Injury Insurance Minimum requirements |
| Attachment | J. | Medical Services Area Rental and Estimates Matrix |
| Attachment | K. | FAA Policy and Procedures Concerning the Use of Airport Revenue; Notice |
| Attachment | L. | Medical Disaster Portable Field Hospital Specifications |
| Attachment | M. | Standard Contract with General Conditions |
| Attachment | N. | Management and Disposal of Infectious Waste |
| Attachment | O. | Tuberculosis |