

State of Hawaii
Department of Health
Community Health Division / Public Health Nursing Branch

Request for Proposals

RFP No.: HTH 580 FY08-1

**RFP Title: Nursing Services: Administration
of Skilled Treatments in the Public Schools**

Issue Date of RFP : November 26, 2007

Proposal Submittal Due Date: January 15, 2008

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.

Orientation Session: December 4, 2007, 9:00 a.m.

Place of Orientation: Department of Health, 1250 Punchbowl St., Honolulu, HI, 1st. Floor Boardroom. Please call or email Bridget Kinoshita at 586-4619 or bridget.kinoshita@doh.hawaii.gov to confirm your attendance at the orientation.

November 26, 2007

REQUEST FOR PROPOSALS

RFP Title: Nursing Services: Administration of Skilled Treatments in the Public Schools
RFP No.: HTH 580 FY08-1

The Department of Health (DOH), Community Health Division, Public Health Nursing Branch is requesting proposals from qualified applicants to provide nursing services by licensed nurses in the administration of skilled treatments prescribed by physicians, upon request by the purchasing agency, to eligible students in the public schools during the school days. Applicants must be a Medicaid Provider of the MedQUEST, Division of the Department of Human Services (DHS) in order to bill for skilled nursing services to DHS for eligible students covered under Medicaid, as stipulated in the State of Hawaii Medicaid Plan. Nursing Services to select students without Medicaid coverage will be covered by state funds of Public Health Nursing Branch.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by January 15, 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 15, 2008, 4:30 pm Hawaii Standard Time (HST) at the drop-off sites.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS:

Department of Health / Public Health Nursing Branch
1250 Punchbowl Street, Rm. 210
Honolulu, HI 96813

HAND DELIVERIES (DROP-OFF SITES): Oahu

Department of Health / Public Health Nursing Branch
1250 Punchbowl Street, Rm. 210
Honolulu, HI 96813

Applicants are encouraged to attend the Orientation Meeting.

Orientation Session: December 4, 2007, 9:00 a.m.

Place of Orientation: Department of Health, 1250 Punchbowl St., Honolulu, Hawaii, 1st. Floor Boardroom.

INQUIRIES

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

Ruth Ota, R.N., M.P.H.

DOH, Public Health Nursing Branch, 1250 Punchbowl Street, Rm. 210 Honolulu, HI 96813

Phone: 808-586-4619

Email: ruth.ota@doh.hawaii.gov

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE (1) ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN JANUARY 15, 2008 AND RECEIVED BY THE STATE PURCHASING AGENCY NO LATER THAN 10 DAYS FROM THE SUBMITTAL DEADLINE.

All Mail-ins

Department of Health
Public Health Nursing Branch
1250 Punchbowl St., Room #210
Honolulu, HI 96813

RFP Coordinator

Ruth Ota, R.N., M.P.H.
For further info. or inquires
Phone: (808) 586-4619
Fax: (808) 586-8165

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii Standard Time (HST), January 15, 2008. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries will not be accepted if received after 4:30 p.m., January 15, 2008.

Drop-off Site

Department of Health
Public Health Nursing Branch
1250 Punchbowl St., Room #210
Honolulu, HI 96813

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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	11/26/07
RFP orientation session	12/4/07
Due date for written questions	12/10/07
State purchasing agency's response to written questions	12/14/07
Proposal submittal deadline	1/15/08
Proposal evaluation period	1/28- 2/28/08
Final revised proposals (optional)	2/28/08
Provider selection	2/28/08
Notice of statement of findings and decision	3/1/08
Contract start date	7/1/08

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, 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: 12/4/2007 9:00 am

Location: Department of Health (Oahu)
1250 Punchbowl Street, 1st. Floor
Boardroom

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: December 10, 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: Chiyome L. Fukino, M.D.	Name: Wayne Kotaki
Title: Director of Health	Title: Public Health Administrative Officer
Mailing Address: PO Box 3378 Honolulu, HI 96801	Mailing Address: 1250 Punchbowl Street, Rm. #210 Honolulu, HI 96813

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; and subject to provisions of the Hawaii State Medicaid Plan, Department of Human Services.

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.

Insurance Requirements. The provider shall obtain from a insurance company in the State of Hawaii commercial general liability insurance (“liability insurance”) in an amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000) per occurrence for bodily injury and property damage liability.

Section 2

Service Specifications

I. Overview, Purpose or Need and Goals of Service

Public Health Nursing Branch is soliciting applications from qualified applicants to provide nursing services in the administration of skilled health care treatments prescribed by the physician to select, eligible students in the public schools, statewide, as requested by purchasing agency. These skilled health care treatments include, but are not limited to:

Gastrostomy and naso-gastric tube feedings by drip and/or syringe bolus methods; tracheostomy care with tracheal suctioning as needed; pulse oximetry for monitoring arterial oxygen saturation; ventilator care and monitoring which includes careful monitoring of oxygen concentration; nebulizer treatments; administration of medications via tube feedings and other routes; blood glucose monitoring and insulin administration (for select students), and urinary catheterizations.

The major goals of the Nursing Services in the administration of the prescribed skilled treatments to select students in the public schools are: 1). to assure the availability and provision of nursing services to eligible students so these students can attend school as mandated by IDEA, Part B; 2) to provide safe, quality care to maintain the health of the students; and 3) to prevent unnecessary health care costs if these services are not provided during the school day.

There are currently one-hundred-sixty two (162) students with disabilities in the public schools, statewide, who require prescribed skilled treatments to remain in school. Nursing services for a select few students with complex medical conditions are required on the bus when these students are transported from home or nursing facility to school and back. The purchasing agency makes the determination as to which students require nursing services on the bus and in the public schools during the school day.

Public Health Nursing Branch has a Memorandum of Agreement with the Department of Education (DOE) to administer the nursing services program for eligible students in the public schools. The Individuals with Disabilities Education Act (IDEA), Part B, and 504 of the Vocational Rehabilitation Act requires that students with physical or mental impairments are entitled to a Free and Appropriate Public Education (FAPE). No longer can students, who are mentally retarded or have disabilities be excluded from school. Therefore, in order for these students with disabilities to attend and remain in school, the prescribed skilled treatments must be administered by licensed nursing personnel.

Public Health Nursing Branch has a core of twenty-four (24) Licensed Practical Nurses on staff, statewide, to provide the prescribed skilled treatments. However, this staff is insufficient to provide the day to day services to all the eligible students, who are placed by DOE at the seventy-six (76) schools, statewide. (Oahu= 45 schools; Hawaii =15 schools, Maui County =11 schools)

and Kauai= 5 schools) Therefore, on-call nursing resources are essential to provide the nursing services on Oahu and in the remote geographic areas on the neighbor islands, to cover for the state LPNs who are on leaves of absence or when positions are vacant, and to meet the needs due to increases in eligible students who require skilled treatments during the school day.

II. Planning Activities

A Request for Information (RFI) planning meeting was held on November 9,2007, at the Department of Health, 1250 Punchbowl Street, First Floor Boardroom, Honolulu, HI 96744. Questions presented by the participants and the responses submitted by the purchasing agency were compiled and emailed to all potential applicants. See **Attachment E** for questions and answers.

III. Demographics and Funding

Target population to be served:

Eligible students 3 through 20 years of age in the DOE requiring prescribed skilled treatments by licensed nurses.

Geographic coverage of service:

Statewide

Probable funding amounts, source, and period of availability:

Awardees must be a Medicaid Provider with MedQUEST Division of DHS to bill for nursing services in the public schools for students covered by Medicaid and assigned by the purchasing agency. Approximately 84% of the eligible students are covered by the DHS Medicaid Plan.

Medicaid rates for nursing services for skilled treatments in the public schools are the rates for nursing services in the public schools. State funds will cover Non-Medicaid students, as well as the cost for nursing services on the bus (Medicaid does not cover nursing services on the bus), and the late cancellation fee of two (2) hours.

Single or multiple contracts to be awarded **Single** **Multiple** **Single & Multiple**
(Refer to §3-143-206, HAR)

Criteria for multiple award:

A single Primary Awardee must provide on call licensed nursing personnel to administer the skilled treatments, Statewide.

Secondary Awardees will be selected to provide nursing services specific to the islands of Oahu, Hawaii, Kauai, or Maui County. These secondary awardees will be called upon immediately by the purchasing agency when the Primary Awardee is not able to provide the on-call nursing personnel at the request by the purchasing agency. The secondary awardee will provide the nursing services until such time that the primary awardee has the capacity to provide the nursing services in discussion with the purchasing agency. A

transition period of five (5) school days for the changes must be in place and in discussion with the purchasing agency.

Term of Contract(s)

Initial term:	<u>July 1,2008 to June 30, 2009</u>
Length of each extension:	<u>One year</u>
Number of possible extensions	<u>Five</u>
Maximum length of contract:	<u>July 1, 2008 to June 30, 2014</u>

Conditions for Extension: Need for nursing services to administer skilled treatments, funding, and requirements for skilled nursing services in the schools under the Hawaii State Medicaid Plan of the DHS. Contract will be multi-term and will be renewable on a yearly basis upon satisfactory performance after year two.

IV. Service Activities

1. Ensure provision of licensed nursing personnel on an on-call basis to administer the prescribed skilled treatments to eligible students as identified by the purchasing agency.
2. Ensure capacity to provide the nursing services, statewide, as the primary awardee.
3. Ensure capacity to provide the nursing services specific to geographic location or statewide, as the secondary awardee.
4. Ensure placement of the same nurse at the assigned school to maintain continuity of care for the student(s), as much as is possible.
5. Ensure performance of work during the days of Mondays to Friday, except on State holidays and other days when students are not in school, as determined by the purchasing agency
6. Ensure provision of nursing services to the identified student(s) based on the treatment plan, as prescribed by the physician, and determined by the purchasing agency
7. Ensure documentation that is accurate and concise of services provided in the student health record maintained by the purchasing agency.
8. Ensure development and implementation of protocols in handling unusual or emergency situations, including errors in the administration of treatments, as approved by the purchasing agency.

X. Qualifications

1. Experience

- a. Licensed Practical Nurses (LPN), Licensed Registered Nurses (RN) with the following qualifications and requirements:
 - Possess current Hawaii licensure as LPN or RN
 - Have a minimum of one years experience as a nursing working with children with disabilities

- Able to perform the skilled treatments and procedures as outlined in the Service Specifications
 - Possess current certification in CPR for children and Standard First Aid
- b. Certified Nurses Aides (CNA) and Home Health Aides with the following qualifications and requirements:
- Possess current Hawaii certification as Nurse's Aide or Home Health Aide
 - Have a minimum of one years experience as a CNA or Home Health Aide working with children with disabilities
 - Able to perform the skilled treatments and procedures as determined by the purchasing agency
 - Possess current certification in CPR for children and First Aid.
- c. Nursing Service Supervisor/Manager, licensed in the State of Hawaii, responsible for the orientation, training, and supervision of the LPNs, RNs, CNAs, and Home Health Aides, as well as for the planning and coordinating of assignments of staff, as requested by the purchasing agency.

The Awardee shall ensure the qualifications, accuracy, completeness, and competency of any and all employees, including basic training, as needed, to assure provision of safe nursing care.

Requirements for the Proposal Application

The applicant shall provide a description of experiences pertinent to nursing services in the administration of skilled treatments. The description should include experiences in working with students with disabilities in the provision of skilled treatments, working with other professionals as members of a team, and experiences related to the overall administration of program related to staffing, supervision, and evaluation of program.

The applicant shall include points of contact, addresses, email/phone numbers. The State reserves the right to contact references to verify experience.

2. Organization

- a. Responsible for provision of nursing services when Awardee's assigned employee does not report for duty at the assigned school. The purchasing agency shall not be responsible to pay the Awardee for employee who was scheduled at the assigned school, but failed to report to duty.

- b. Provision by the Awardee of a minimum of eight (8) hours up to a maximum of twelve (12) hours of orientation time for all new assignees under this RFP. Costs for the orientation shall be borne by the Awardee. Orientation shall include, but not limited to:
- Overview of demographics of and disabling conditions of students served, as well as the implications for nursing care
 - Overview of prescribed treatment procedures and medications, use of equipment, supplies, and food
 - Location of schools, pertinent Department of Education rules, communication protocols while on school campus
 - Emergency Action Plans for students served and other emergency protocols
 - Documentation of services provided in the student's health record, as maintained by the purchasing agency.
- c. Cost for transportation, travel between assigned schools, and mileage shall be borne by the Awardee
- d. Ensure confidentiality of all activities performed and of any nursing/health documents generated
- e. Document accurately and concisely in the student health record maintained at the school following the protocols of the purchasing agency. Awardee will not create student health record of services provided.
- f. Ensure that students' and family's right to confidentiality and privacy are protected. The Awardee shall consult with the purchasing agency should an issue arise on this matter.
- g. Ensure to provide the nursing personnel to administer the skilled treatments to select students as identified by the purchasing agency.
- h. Endeavor to provide the nursing personnel, insofar as possible, when the purchasing Agency gives less than 48 hours advance notice, such as the night before or the morning of the assignment. The Awardee will not be penalized for the inability to meet the short notice time.
- i. Adopt and implement the policy regarding clearance of freedom from tuberculosis (TB)
- j. Develop and maintain fiscal, statistical, and administrative records pertaining to services provided as specified by the Department.
- k. Assume the sole and entire liability of its employees and agents, and to any individual not a party to this RFP for all loss, damage, or injury caused by the Awardee's employees or agents in the course of their employment.

- l. All work required under this RFP shall be performed by the Awardee. The Awardee shall be responsible for the accuracy, completeness, and adequacy of all work and services performed.
- m. Shall participate in Quality Assurance/Quality Improvement activities in addressing issues to assure the provision of licensed personnel as requested by the purchasing agency.

Requirements for the Proposal Application

The Applicant shall provide a description of the orientation and training program to be carried out consistently to assure for trained and competent core of personnel. This description should include the processes and procedures to be carried out in assuring that all personnel are competent to administer the skilled treatments as requested by the purchasing agency. Applicant shall provide a description of how Applicant shall meet the organizational requirements as specified above, item 2, Organization.

3. Personnel

- a. Current licensure as a Licensed Practical Nurse or Registered Nurse in the state of Hawaii
- b. Current certification as Nurses Aide or Home Health Aide
- c. Nursing Supervisor/Manager with current licensure as a Registered Nurse in the state of Hawaii

Requirements for the Proposal Application

Applicant must provide documentation of resume or CV of the Nursing Supervisor/Manager, including documentation of current licensure as a Registered Nurse in the State of Hawaii.

XI. Pricing Structure

Fixed rate based on the rate established by DHS MedQUEST for nursing services for at the public schools during the school day.

Requirements for the Proposal Application

The Awardee must be a Medicaid Provider of the Department of Human Services and shall abide by the billing requirements of DHS for the provision of nursing services to eligible students with Medicaid as assigned by the purchasing agency. The pricing for nursing services in the administration of skilled treatments in the public schools was determined by MedQUEST in collaboration with the purchasing agency and current contract agency.

The Awardee shall accept the rates for the administration of skilled treatments in the public schools as determined by MedQUEST, DHS.

XII. Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Statements regarding litigation will not carry any point value but are required.

XIII. Reporting Requirements for Program and Fiscal Data

Students with Medicaid coverage, as assigned and determined by the purchasing agency: The Awardee shall submit weekly or monthly invoices to the fiscal agent for MedQUEST for students on Medicaid following all of the requirements of a Medicaid Provider of DHS. Time sheets verifying the nursing services provided with the documentation of submission of invoices to MedQUEST must be on file with the Awardee.

Students with NON-Medicaid coverage, as assigned and determined by the purchasing agency:

The Awardee shall submit weekly or monthly invoices to the purchasing agency showing at a minimum the following:

- Name of the school
- Date of Service
- Time of Service
- Name of employee, who provided the service
- Unit rate for RN or LPN, as determined by MedQUEST, DHA
- Total cost
- Time Slip for the services provided verifying provision of the service
- Authorized Signature of DOE or DOH employee verification is required on time slip
- See ATTACHMENT ____, “Time Slip for Services at School”

Nursing services on the bus, for eligible students as determined by the purchasing agency, which includes students on Medicaid:

The Awardee shall submit the weekly or monthly invoices to the purchasing agency showing at a minimum the following:

- Name of School
- Date of Service
- Name of employee, who accompanied the assigned student on the bus
- Indicate whether the bus trip was for One Way or for a Round Trip
- Time Slip for the service provided

- See ATTACHMENT _____. “Time Slip for Bus Run and Late Notification of Cancellation”

Documentation by Awardee of failure by the purchasing agency to notify the Awardee, at least two (2) hours in advance, for any cancellation of the scheduled school assignment showing at a minimum the following:

- Name of school
- Date of service
- Name of employee, who had been scheduled to provide the service
- Time Slip that indicates “late notification of cancellation.”
- See ATTACHMENT ____, “Time Slip for Bus Run and Late Notification of Cancellation.”

XIV. Monitoring and Evaluation

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

The purchasing agency shall monitor the Awardees’ performance . Performance objectives and outcomes are addressed in the Service Delivery Section of the POS Proposal Application.

Also refer to ATTACHMENT ___ for the “Performance Measures/Objectives.

Section 3

Proposal Application

II. 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.*

III. 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*

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

I. Qualifications

Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experiences related to the delivery of the proposed services. The applicant 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.

Organization

The applicant shall describe the proposed staffing patterns; client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the Personnel requirements in the Service Specifications, as applicable)

The applicants shall reflect the position of each staff and line of responsibility and/or supervision. This description shall include the position title, name and full time equivalent. (Both "Organization-wide" and "Program" organizational charts shall be attached to the POS Proposal Application).

The applicants shall describe its ability to supervise, train, and provide administrative direction relative to the delivery of the proposed services.

The applicants shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, item IV. Service Activities.

- Applicants shall describe the planning strategies in the provision of services to select students in the public schools, with particular emphasis in the rural areas of Oahu and the neighbor islands.
- Applicants shall describe the strategies for the placement of the same nurse at the assigned school to maintain continuity of care.
- Applicants shall describe the strategies in the development and implementation of protocols in handling unusual or emergency situations, including errors in the administration of treatments.
- Applicants shall describe the capacity to provide orientation, training, supervision of staff, as well as the planning and coordinating of services, statewide, as applicable to the Applicant.
- Applicants shall specify processes essential to address assignees, who do not report to duty at the assigned school, and processes in the notification of the purchasing agency.
- Applicants shall describe the programs established for orientation and skills check (competency) of new assignees, statewide.

- Applicants shall describe the strategies to ensure the accuracy, completeness, and adequacy of all work and services performed.

Personnel

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Applicant shall describe processes to assure that all personnel have the essential credentials. (Refer to the item V. Qualifications in the Service Specifications)

II. Pricing

Applicants shall provide verification that Applicant is a current Medicaid provider and describe its capacity/experiences to bill Medicaid for the services performed as requested by the purchasing agency to students covered by Medicaid.

Applicants shall respond to the pricing structure for nursing services provided on the bus, while identified students are transported to school and back to home.

III. Other

Litigation

The applicants shall disclose any pending litigation, to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

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.

I. Mandatory Requirement

- Applicant must be a Medicaid Provider for nursing services for the Department of Human Services, MedQUEST
- Applicant must have the capacity to bill the fiscal agent for MedQUEST following all of the rules and regulations of a Medicaid Provider

II. Evaluation of POS Proposal (Maximum total= 100 Points)

QUALIFICATIONS:

Experience and Capability (20 Points)

- Demonstration of skills, abilities, knowledge of, and experiences related to the delivery of proposed services
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology
- Demonstration of ability to work with other agencies and resources within the community
- Demonstration of capacity to provide proposed services, statewide, for primary Awardee
- Demonstration of capacity to provide proposed services, specific to any geographic area, for secondary awardee

Organization (10 Points)

- Proposed staffing pattern is reasonable to insure provision of the proposed services as requested by the purchasing agency
- Demonstration of ability to provide the orientation and training program for employees
- Demonstration of knowledge of confidentiality laws and Applicant's protocols and processes to assure that all personnel maintain confidentiality of protected health information
- Organization Chart: Description of the approach and rationale for the structure, functions, and staffing for the overall service delivery and tasks.

Personnel (10 Points)

- Demonstration of sufficient staffing with minimum qualifications, including experiences, for personnel assigned to proposed program
- Demonstration of ability to recruit, train, and supervise all personnel relative to the delivery of the proposed services
- Demonstration of capacity/experiences for Nursing Manager/Supervisor to administer the overall service delivery of the proposed services

Service Activities (50 Points)

- Assessment of the Applicant's approach to the service activities and management requirements outlined in the POS Proposal.
- Evaluation criteria may also include assessment of the logic of work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, appropriate processes in handling unusual situations and reporting mechanisms, experiences in dealing with untrained staff.

Pricing (10 Points)

- Demonstration of experiences in being a Medicaid Provider and capacity to bill fiscal agent for MedQUEST for services proposed by purchasing agency

Evaluation of
RFP <RFP Number> <RFP Title>
Issued <Date RFP Issued>

SAMPLE

Applicant:
Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications		
<i>Experience</i>		
•		
Comments:		
<i>Organization</i>		
•		
Comments:		
<i>Personnel</i>		
•		
Comments:		
<i>Facilities</i>		
•		
Comments:		
Pricing		
•		
Comments:		
TOTAL:		

Section 5

Attachments

- A. Time Slip: For Services at School
- B. Time Slip: For Bus Run and Late Notice of Cancellation
- C. Rate Structure and Breakdown – Medicaid School Billing
- D. Table A – Performance Measures/Objectives
- E. Questions and Answers from RFI Session

**TIME SLIP
FOR SERVICES AT SCHOOL**

Name of School:					
Employee Name:			Classification (RN or LPN):		
MM/DD/YR	Time Started	Time Ended (less meal break)			
Did RN/LPN do BUS RUN: (CIRCLE ONE) NO YES IF YES, ALSO COMPLETE BUS RUN/LATE NOTIFICATION TIME SLIP ON THE REVERSE SIDE. DO NOT INCLUDE THIS TIME IN THE TIME SPENT IN THE CLASSROOM					
Employee Signature:					
Signature of Authorized Representative:					
LIST STUDENTS IN SCHOOL WHERE RN/LPN IS ASSIGNED:		Check if in school	Check if absent	For Billing Office: Check if Medicaid or bill to PHNB	
Name of Student in School		Present	Absent	Medicaid	PHNB
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
TOTAL # STUDENTS PRESENT					

LIST STUDENTS WHO REPORT TO RN/LPN FOR MEDICATIONS ONLY AND MEDICATION(S) WAS/WERE GIVEN: CHARGE IS \$5.00 PER DOSE

NAME OF STUDENT	# DOSES ADM.		Medicaid	PHNB

FOR BILLING OFFICE:

1. # students present in classroom times the RN or LPN rate = billing amount times total number of hours worked IN THE CLASSROOM.
2. DO NOT SEND TIME SLIP for services in Class Room to PHNB if all students listed are on Medicaid. Awardee to retain time slip for your records for billing to MedQUEST.
3. Send Invoice and time slip to PHNB: ONLY for students on private insurance for payment.
4. If BUS RUN is circled YES: SUBMIT TO PHNB THE "TIME SLIP FOR BUS RUN AND LATE NOTIFICATION OF CANCELLATION" THE TIME SLIP FOR SERVICES IN THE CLASSROOM, AND INVOICE.
DO NOT INCLUDE THE TIME SPENT ON THE BUS IN THE TIME SPENT IN THE CLASSROOM.
5. Bill Medicaid for students on Medicaid; Bill PHNB for students with private insurance, QUEST.

TIME SLIP FOR BUS RUN AND LATE NOTIFICATION OF CANCELLATION

DATE: _____

BUS RUN: TIME CHARGE FOR ONE WAY (AM OR PM) IS BASED ON ONE HALF OF THE HOURLY RATE OF THE RN OR LPN ASSIGNED. TIME CHARGE FOR ROUND TRIP (AM AND PM) IS BASED ON THE HOURLY RATE FOR LPN OR RN ASSIGNED.

Instructions:

1. If RN or LPN goes one way with assigned student: Check AM OR PM.
2. IF RN or LPN goes on bus for ROUND TRIP, Check BOTH AM AND PM.
3. IF RN or LPN does the bus run only (not in class) check, BUS Run Only and whether it is a one way (AM OR PM) or round trip (AM AND PM)
4. If there are two students on the bus, the Rate will be that of ONE student.

Name of student(s):	Check all that apply		
	BUS Run Only - Not in Classroom	BUS RIDE AM	BUS RIDE PM

**LATE NOTIFICATION OF CANCELLATION AND NO ASSIGNMENTS FOR NURSE (NURSE SHOWS UP AT CLASS AND HAD NO OTHER ASSIGNMENTS)
CHARGE FOR TWO HOURS BASED ON RN/LPN HOURLY RATE:**

Name of Students:	Comments:

FOR BILLING OFFICE:

1. BUS RUN RATE: Flat rate of one hour for RN or LPN for round trip; one-half of the hourly rate for RN or LPN for one way trip. No use of time spent on the bus.
2. BUS RUN: Submit to PHNB: Time Slip for Services in Classroom AND Time SLIP for BUS RUN/Late Notification of Cancellation AND INVOICE
3. Late Notification of Cancellation: Submit to PHNB THE TIME SLIP FOR BUS RUN/LATE NOTIFICATION OF CANCELLATION AND INVOICE.
4. FOR PHNB: Send copy to PHNB Section informing Section of Late Notification of Cancellation.

ATTACHMENT C

**NURSING SERVICES: ADMINISTRATION OF SKILLED TREATMENTS IN THE PUBLIC SCHOOLS
RATE STRUCTURE AND BREAKDOWN – MEDICAID SCHOOL BILLING, EFFECTIVE JULY 1, 2006**

RN RATES: CODE T 1000 Administration of skilled treatments in school

U1	1 Child served in class	\$50.00 per hour per child
U2	2 Children served in class	\$25.00 per hour per child
U3	3 children served in class	\$20.00 per hour per child
U4	4 children served in class	\$17.50 per hour per child
U5	5 children served in class	\$16.00 per hour per child
U6	6 children served in class	\$15.00 per hour per child
U7	7 children served in class	\$14.29 per hour per child
U8	8 children served in class	\$13.75 per hour per child
U9	9 children served in class	\$13.33 per hour per child
UA	10 children served in class	\$13.00 per hour per child

LPN RATES: CODE T 1000 Administration of skilled treatments in school

TE	1 child served in class	\$30.00 per hour per child
UN	2 children served in class	\$15.00 per hour per child
UP	3 children served in class	\$13.33 per hour per child
UQ	4 children served in class	\$12.50 per hour per child
UR	5 children served in class	\$12.00 per hour per child
US	6 children served in class	\$11.67 per hour per child
TK	7 children served in class	\$11.43 per hour per child
TT	8 children served in class	\$11.25 per hour per child
UB	9 children served in class	\$11.11 per hour per child
UC	10 children served in class	\$11.00 per hour per child

MEDICATION RATES: CODE T 1000 UD \$5.00 per dose

Description: Student brought to the class for oral or injectable medication, including insulin, as assigned by the purchasing agency

**RATE FOR NURSING SERVICES ON THE BUS AS ASSIGNED BY THE PURCHASING AGENCY:
Invoice and “Time Slip for Bus Run and Late Notification of Cancellation” Form to Purchasing Agency:**

One Way Trip (from school to home OR home to school): One-half of the per hour per child rate for RN or LPN

Round Trip: (from school to home and back to school or home to school and back to home)

Per hour per child rate for RN or LPN

NOTE: The billing will be based on one way trip or round trip, NOT time spent on the bus. However, the time spent on the bus must NOT be included in the time spent in the classroom.

LATE NOTIFICATION OF CANCELLATION OF REQUEST FOR NURSING SERVICES: Invoice and “Time Slip for Bus Run and Late Notification of Cancellation” form to Purchasing Agency:

The per hour rate for RN Assigned or LPN Assigned for maximum of 2 hours

0TABLE A – PERFORMANCE MEASURES/OBJECTIVES

Performance Measures/Objectives	Applicant’s approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. (Attach additional sheets as necessary).
<p>100% of the requests made by purchasing agency to provide RNs, LPNs, CNAs, or HHAs to administer the skilled treatments to selected students in public schools, statewide, shall be fulfilled by the PROVIDER.</p>	<p>PROVIDER will assign available employee when requested by PHNB, with the first priority being continuity of care for the student. If a student’s regularly assigned RN, LPN, CNA, or HHA is unavailable, PROVIDER will attempt to locate a RN, LPN, CNA, or HHA who has previously worked with the student. If there are no employees available who have previously worked with the student, PROVIDER will assign another RN, LPN, CNA, or HHA who has previously worked in schools if at all possible. If there are no employees available for the assignment, PROVIDER will contact other agencies and request assignment of a RN, LPN, CNA, or HHA to the school.</p>
<p>100% of the RNs, LPNs, CNAs, or HHAs assigned by the purchasing agency to administer treatments to select students, statewide, shall report for duty at the assigned school.</p>	<p>PROVIDER’s employee is required to report to the assigned school at the time of the assignment. RNs, LPNs, CNAs, or HHAs who do not report to the assigned school at the assigned time shall be subject to disciplinary action up to and including termination. PROVIDER will submit a quarterly report that includes the number of times an assigned RN, LPN, CNA, or HHA did not show up at the school.</p>
<p>For continuity of care, 100% of the requests made by the purchasing agency to place the same RN, LPN, CNA, or HHA to administer skilled treatments to select students shall be fulfilled by the PROVIDER.</p>	<p>Whenever possible, RNs, LPNs, CNAs, and HHAs are asked to commit to assignments for the quarter and preferably for the entire school year. Scheduling is done one (1) month in advance to ensure coverage for any planned absences such as vacations and maternity leave. If a student’s regularly assigned RN, LPN, CNA, or HHA is unavailable, PROVIDER will attempt to locate a RN, LPN, CNA, or HHA who has previously worked with the student. If there are no employees available who have worked with the student, PROVIDER will assign another RN, LPN, CNA, or HHA who has previously worked in schools if at all possible. PROVIDER’s invoices will list the name of the RN, LPN, CNA, or HHA for each assignment. PROVIDER’s computerized data-base tracks the number of hours worked by each employee for any given client. This data may be reported quarterly.</p>

2TABLE A – PERFORMANCE MEASURES/OBJECTIVES

Performance Measures/Objectives	Applicant’s approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. (Attach additional sheets as necessary).
100% of the RNs, LPNs, CNAs, and HHAs assigned to administer skilled treatments to select students as identified by the purchasing agency shall have clearance of freedom from tuberculosis (TB).	Documented evidence of freedom from tuberculosis in the form of a TB clearance is a condition of hire by PROVIDER. The TB clearance becomes part of the employees file and a computerized tracking program is used to track expiration date. Employees are notified thirty (30) days in advance of the due date for their updated TB clearance. Any employee who does not update their TB clearance prior to due date is not permitted to work until they have obtained and updated their TB clearance. PHNB may request a copy of documentation of TB clearance for any RN, LPN, CNA, or HHA assigned to the schools.
100% of the RNs, LPNs, CNAs, and HHAs shall receive orientation and training prior to the initial assignment to administer skilled treatments to select students as identified by the purchasing agency.	All RNs, LPNs, CNAs, or HHAs routinely assigned to administer skilled treatments to select students as identified by the purchasing agency shall complete the PROVIDER’s orientation program including the orientation specific to the schools as outlined in the proposal. RNs, LPN,s CNAs,or HHAs from other agencies who substitute on a short term will receive an on-site orientation of one (1) or two (2) hours. PROVIDER will report quarterly on the number of new RNs, LPNs, CNAs, and HHAs assigned to schools on a regular basis, and the number of hours of orientation for each employee.
100% of RNs, LPNs, CNAs, and HHAs assigned to administer skilled treatments shall implement the protocols for handling unusual or emergency situation, including errors in the administration of treatments.	All RNs, LPNs, CNAs, and HHAs who encounter an unusual or emergency situation shall first see to the health and safety of the student. When the health and student’s safety are assured, the nurse shall then contact PROVIDER via telephone and shall submit within twenty-four (24) hours, a written documentation of the event and the procedures followed in responding to the event. PROVIDER tracks all unusual occurrences and will submit to PHNB a quarterly report which includes the number of unusual occurrences or emergency in which the established emergency procedures were not followed and the reason for the deviation from procedure.
100% of RNs, LPNs, CNAs, and HHAs assigned to administer skilled treatments to select students shall implement the strategies to ensure accuracy, completeness, and	Each RN, LPN, CNA, or HHA assigned to administer skilled treatments to select students shall be evaluated for competency by the Nursing Supervisor/Manager. Such evaluations will be conducted at time of hire and annually thereafter. Feedback from the Public Health Nurses will be solicited and integrated

adequacy of all work performed.	into each RN, LPN, CNA, or HHA annual performance review. Additionally, any complaints of inaccurate, inadequate, or incomplete work will be investigated by PROVIDER. In the event that the need for additional training is identified as the root cause for inaccurate, inadequate, or incomplete work, PROVIDER will provide the additional training necessary to bring the employees skills up to the required level. In the event that the root cause of such a problem is lack of effort on the employee, PROVIDER will take disciplinary action. PROVIDER maintains a complaint log and will report quarterly on the number of complaints received regarding employees providing services in the schools.
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PUBLIC HEALTH NURSING BRANCH

RIF Pertaining to RFP Title: Nursing Services Administration of Skilled Treatments in the Public Schools

RFP NO.: HTH 580 FY 08-1

REQUEST FOR INFORMATION (RIF) MEETING

Held on November 9, 2007, at 9:00 am

At Kinau Hale Board Room, 1250 Punchbowl Street

RFP Timeline:

a. Public Notice re: RFP Release	11/26/07
b. RFP Orientation Session at Kinau Hale, DOH	12/4/07
c. Due Date for Written Questions	12/10/07
d. PHNB Response to Questions	12/14/07
e. Proposal Submittal Deadline	1/15/08
f. Notice of Findings and Decision	3/1/08
g. Contract Start Date	7/1/08

Questions and Responses:

1. If Primary Awardee is unable to locate a nurse, who is responsible to notify the secondary Awardee?

Response: According to the draft RFP, the purchasing agency will contact the secondary Awardee when the Primary Awardee is not able to provide the on-call nursing personnel. Generally, the Purchasing Agency knows where the needs are based on student placement. The challenges are with last minute notification of placement of students by the DOE. There could be preliminary meetings with Primary Awardee and Secondary Awardees in planning for assignments based on the staffing status of Awardees.

There was a discussion about continuity of the nurse assigned to the student as the nurse becomes very familiar with the needs of the students. Additionally, parents say that they want the same nurse all the time. Concern was raised about transitioning back to the Primary Awardee if they are able to locate the resources.

Continuity of care is important. However, the reality is that nurses also leave; nurses take leaves of absences. So it is important and responsibility of all that there is preparation of families that there may be changes with staff assignments. However, the key element is that the staff must be competent to administer the treatments.

2. Do you have an anticipated number of nurses on a given day?

Response: The number varies for any given day. Generally, we know ahead of time and will work out requests in advance. However, other times the request will be at the last minute especially if the State LPNs call in sick and we need coverage. There are so many variables that it is difficult to give an anticipated number. Nonetheless, the need for on-call nurses for every school where students are placed exists.

3. Can you explain “Medicaid Certified?”

Response: The draft RFP requires the Awardee to be a Medicaid Provider. Another term is “Medicaid Vendor” or provider of services under the Medicaid rules. This means that the agency had applied with Department of Human Services, MedQUEST Division, to be a Medicaid Provider and obtained a Medicaid ID number to be used for billing the fiscal agent for DHS- Medicaid. The purchasing agency is asking for verification that the Awardee is a Medicaid Provider.

The draft does not make reference to Medicaid Certification.

4. What is the maximum ratio between nurses to student for the schools?

Response: The ratio varies from school to school based on the complexity of the student’s medical condition. For students with the most complex medical conditions, the ratio is 1:1. In other instances, it may be 1:3. In schools with larger numbers of students with need for skilled treatments, there are 2 nurses for the school, which may establish a ratio of 1:6. The type of treatment also must be taken into consideration.

5. Do you have a need for training of nursing staff in caring for children with special health care needs?

Response: Purchasing Agency has worked with Kapiolani Community College for training of our nurses. Child specific training is also worked out with vendors such as Apria. Other training is provided based on the training needs of staff. Rick Ream from “Nurses Just for Kids” has a Nurse Educators available to do training at a fee for all agencies.

6. Are there 162 schools where students need treatment?

Response: The draft RFP states that there are 162 students, statewide, in need of skilled treatments. The type of treatments varies from the most complex of ventilator care, trach care, oxygen, to intermittent catheterization. Majority of the treatments are gastrostomy treatments.

7. In documentation of nursing services provided, does the agency use their agency’s form or DOH provides the form?

Response: The documentation of the administration of skilled treatments is done on the Purchasing Agency’s student record forms. Awardees’ employees must document on the

student record forms provided by the purchasing agency. Awardee shall not be documenting information about the student's care in their agency record. The only record is with the purchasing agency.

8. Please explain about the Liquidated Assessed damages section of the RFP.

Responses: The RFT calls for assessing damages to the Awardee if the Awardee is unable to provide for nursing personnel upon request. This section has been in the past and current RFPs. However, with the shortage of pediatric nurses particularly in remote areas, the challenges have existed and purchasing agency has not assessed damages to the Awardee.

9. For gastrostomy feeding, does the nurse stay all day?

Response: A gastrostomy feeding may take only 10-20 minutes. Students are placed at individual schools and it has been a challenge for a nurse to go from school to school to do the feedings. We use the term "itinerant treatments" for these treatments. We generally assign the state LPNs to do the itinerant treatments and use Awardees' employees at a school for the entire school day. Purchasing agency has used Awardee's employees for treatments at several schools within close proximity. The purchasing agency recognizes that employees need a full time job as without a full day schedule, retention becomes a problem.

10. Being new, is there a contact person to guide them in the right direction?

Response: The contact person is Ruth Ota, Chief, PHNB. Instructions will be given. However, it is the agency's responsibility to respond to the RFP. This is a competitive RFP. If questions are asked by an Applicant, the question and response must be posted so all Applicants will be informed.

11. Is there additional compensation for serving remote areas like Hana?

Response; The RFP does not address additional compensation for remote areas. Medicaid does not provide additional compensation for remote areas.

12. There is an evaluation form in the draft RFP. Is this the form the evaluation team will use?

Response: Yes.

13. There is a section on Certified Nurses Aide in the RFP. Are CNAs used?

Response: The current RFP does have provision for the utilization of CNAs. We have not implemented the use of CNAs in serving students in public schools. It has been difficult as the delegation must be very child specific that is for student with maintenance

care and highly stabilized in care. The purchasing agency has had past discussions with Kapiolani Community College about including pediatric care for CNAs, however, this has not occurred. Most CNAs are used in elderly care and not for pediatric care. Purchasing agency has left this in the draft RFP should there be changes. However, if CNAs are used, there must be careful consideration in delegation with close supervision.

Summary by:

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