

STATE OF HAWAII
DEPARTMENT OF HEALTH
DISEASE OUTBREAK CONTROL DIVISION

FEBRUARY 9, 2009

ADDENDUM A

TO

REQUEST FOR PROPOSALS NO. HTH 131-DOCD-10-1

FOR

NURSING SERVICES FOR INFLUENZA IMMUNIZATION CLINICS

TO THE

STATE OF HAWAII, DEPARTMENT OF HEALTH

Part I – Modifications to the RFP:

- A. Section 2 – Service Specifications, III. Demographics and Funding, “Criteria for multiple awards” is hereby modified to read as follows:

“A single Contractor may or may not be able to provide a 100% fill rate for all geographical locations. Therefore, this Request for Proposal may result in multiple awards. Each proposal received will be evaluated and ranked based on the total evaluation score (reference RFP Section 4 – Proposal Evaluation). A maximum of three (3) contracts will be awarded.”

- B. The following paragraph is hereby inserted into Section 2 – Service Specifications, IV. Service Activities (before item A):

“When the need for nursing services under this contract is determined by the DOCD, the DOCD shall send a written service request via electronic mail to Contractor No. 1. The written service request shall include all necessary information pertaining to the assignment of contracted staff during the request period including the type and number of nurse(s) required, location, dates and times which contracted staff is required to work.

Contractor No. 1 shall confirm in writing (via electronic mail or facsimile) to the DOCD whether or not the service request can be filled and provide to the

DOCD a staffing schedule (to include names of contracted persons performing services) no later than two and one-half (2 ½) weeks prior to the weekly scheduled service dates. Reference the Tentative Service Request and Confirmation Schedule attached hereto as Attachment A and made a part of this RFP. Actual service request and confirmation schedule are subject to DOCD modification as necessary during the course of the project. If Contractor No. 1 is unable to provide the required services, the DOCD shall contact Contractor No. 2 via electronic mail. Contractor No. 2 shall confirm in writing (via electronic mail or facsimile) to the DOCD whether or not the service request can be filled and provide the DOCD a staffing schedule (to include names of contracted persons performing services) no later than one and one-half (1 ½) weeks prior to the weekly scheduled service dates (reference Attachment A). If Contractor No. 2 cannot fill the request, the DOCD shall contact Contractor No. 3 via electronic mail. Contractor No. 3 shall confirm in writing (via electronic mail or facsimile) to the DOCD whether or not the service request can be filled and provide the DOCD a staffing schedule (to include names of contracted persons performing services) no later than one (1) week prior to the weekly scheduled service dates (reference Attachment A).

Contractor No. 2 and/or Contractor No. 3 may or may not be contacted with service requests depending on Contractor No. 1's staffing capacity. If none of the Contractors can fill the service request; the DOCD reserves the right to obtain the required services from other available sources in the open market."

C. Section 2 - Service Specifications, IV. Service Activities, item A - 2 is hereby deleted and replaced with the following:

- "2. Provide logistical planning and coordination of personnel to fulfill the staffing requirement for prescreening visits and vaccination clinics as determined by the DOCD.
 - a. The Contractor shall coordinate and schedule with each participating school's liaison the date and time of prescreening visit.
 - b. The DOCD shall coordinate and schedule with each participating school's liaison the clinic date and determine the number of medical and non-medical staff requirements for each clinic."

D. Section 2 – Service Specification, IV. Service Activities, items A - 6 is hereby deleted and replaced with the following:

- "6. Training/education materials will be provided by the DOCD.

- a. Initial training sessions will be provided by the DOCD. The DOCD shall hold a limited number of training sessions and shall provide the training schedule to the Contractor specifying training sites, dates and times of training sessions to be held by the DOCD.
 - b. Training session shall consist of three (3) parts focusing on non-nursing clinic staff, nursing clinic staff, and clinic managers; all three (3) part trainings not to exceed forty-five (45) minutes.
 - c. Training materials may include pamphlets, job action sheets, clinic flow chart, consent form samples.
 - d. Contractor shall send at minimum, two (2) representatives to attend a three (3) part training session.
 - e. Contractor may choose to send their contracted staff to attend a DOCD training session or train their contracted staff using the training materials provided at the DOCD training session.
 - f. Contractor's staff shall be trained and knowledgeable of all clinic activities; staff shall be flexible in performing various tasks at the clinic.
 - g. Any deviations or modifications of educational materials must be preapproved by the DOCD."
- E. Section 2 – Service Specifications, IV. Service Activities, item A.8.c. is hereby deleted.
- F. Section 2 – Service Specifications, IV. Service Activities, item A.9.c. is hereby deleted.

Part II - Responses to Written Questions:

- Question 1. How many students and faculty members were vaccinated last flu season?
- Approximately 60,000 students and 9,000 faculty members were vaccinated statewide in the 2008-2009 flu season.
- Question 2. Are graduating senior CNAs allowed to do vaccinations?

No, due to liability concerns, CNAs are not allowed to administer vaccines. Nursing students who participated in prior year activities worked under the supervision of their instructors.

Question 3. Are training hours billable to the State?

No, Contractor shall not bill the State for training hours.

Question 4. What is the total number of participating schools for each island?

Total estimated number of schools participating in the project are as follows:

Island	Estimated No. of Participating Schools
Big Island (Hawaii)	63
Kauai	19
Maui and Molokai	39
Oahu	216
Total	337

Note that these numbers are estimates based upon prior year participation rates. There is no commitment by the DOCD as to the actual number of participating schools for the term of the contract.

Question 5. What is the average number of clinics per day on Oahu?

Clinics are held statewide between October to December. Average numbers of clinics per day on Oahu are as follows:

October: average 8 to 9 clinics per day (range: 1 to 12)

November: average 6 to 7 clinics per day (range: 1 to 10)

December: average 2 clinics per day (range: 1 to 3)

Question 6. How many billable hours were used during the last contract?

The following were the total nursing hours for the 2008-2009 project period:

Prescreen Reviews:	359 hours
Immunization Clinics:	3,938 hours
Total	4,297 hours

Question 7. Can we have a copy of the current contract that was awarded to the present provider?

Yes, a copy of the current contract is available by request.

Question 8. What were some of the challenges faced by the current provider?

Maintaining sufficient staffing levels to meet project requirements.

Question 9. Since there are multiple providers on this contract, how will the staffing of the schools be distributed?

Each proposal received will be evaluated and ranked based on the total evaluation score (reference RFP Section 4 – Proposal Evaluation). Contracts will be awarded based on ranking.

All service requests will go to the highest ranked Contractor. If they are unable to fulfill service needs (by geographic location, quantity, DOCD deadline, etc.), DOCD will notify the second highest ranked Contractor and so forth.

Question 10. Why did you decide to award multiple providers?

To ensure sufficient staffing capacity to meet project demands.

Question 11. Who are the current providers for the present contract?

Current provider for the project is Na Kahu Malama Nurses, Inc.

Question 12. What are the current contractor hourly rates for each of the categories?

The current contractor's hourly rates are as follows:

Specialty	Rates
Registered Nurse	\$68.00
Licensed Practical Nurse	\$37.50
Certified Nursing Assistant	\$27.95
Medical Assistant	\$27.95
Transportation Fee Per Clinic (Return of Supplies)	\$50.00

Question 13. What are the guidelines for all staff working under the medical supervision of a Physician?

Under this project, contracted medical staff shall work under standing orders and protocols issued by a Department of Health physician.

Question 14. Is the Physician contracted as part of the provider's contractor?

No.

Question 15. Can we get the location addresses for pickup and return sites for clinic supplies on Oahu and outer islands?

The pickup and return of supplies are primary required for the island of Oahu, outer islands may not require this service. The physical addresses for return of clinic supplies for Oahu are as follows:

Oahu - Primary Location:
Department of Health
Immunization Branch
1250 Punchbowl Street, Room 428
Honolulu, Hawaii 96813

Oahu - Secondary Location:
To Be Determined

Question 16. What was the amount paid out to the last provider?

Total amount paid to the last provider for the 2008-2009 project period was \$220,132.00.