

State of Hawaii  
Department of Health  
Communicable Disease Division  
STD/AIDS Prevention Branch/STD Prevention Program

## **Request for Proposals**

### **RFP No. HTH 100-10-2 STD Medical Services at the STD Clinic**

Date Issued: May 8, 2009

Proposal Submittal Deadline: June 8, 2009

Orientation Session: May 15, 2009

11:00 am – 12 noon

Diamond Head Health Center, STD Prevention Program

3627 Kilauea Ave, Room 304

Honolulu, HI 96816

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.

May 8, 2009

**REQUEST FOR PROPOSALS**

**STD Medical Services at the STD Clinic**

**RFP No. HTH 100-10-2**

**NOTICE**

The Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch, STD Prevention Program is requesting proposals from qualified applicants to provide STD medical services as a Clinic physician at the Department of Health's STD Clinic located at the Diamond Head Health Center, 3627 Kilauea Ave. Room 305, Honolulu, Hawaii 96816. This is a part-time physician position that requires working at the STD Clinic on various days during clinic hours. Medical services includes but not limited to medical STD examinations, laboratory processing of specimens and point of care testing, treatment of STDs, counseling, referral for further services, and partner notification counseling/referral services. The contract term will be from July 1, 2009 through June 30, 2011.

The STD Prevention Program will conduct an orientation on May 15, 2009 from 11:00 am -12 noon HST, at the Diamond Head Health Center, STD Prevention Program, 3627 Kilauea Ave Room 304, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., Hawaiian Standard Time (HST), on May 22, 2009. All written questions will receive a written response from the State on or about May 29, 2009.

**SUBMITTAL DEADLINE**

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by June 8, 2009 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 June 8, 2009, 4:30 p.m. HST at the drop-off site.

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

**MAIL-INS:**

Venie Lee  
Diamond Head Health Center  
3627 Kilauea Avenue, Room 305  
Honolulu, Hawaii 96816

**HAND DELIVERIES (DROP-OFF SITE):**

Venie Lee  
Diamond Head Health Center  
3627 Kilauea Avenue Room 305  
Honolulu, Hawaii 96816

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

**INQUIRIES**

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

Venie Lee  
3627 Kilauea Avenue Room 305  
Honolulu, Hawaii 96816  
Telephone: (808) 733-9281, fax: (808) 733-9291  
e-mail: [venie.lee@doh.hawaii.gov](mailto:venie.lee@doh.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	05/08/09
RFP orientation session	05/15/09
Due date for written questions	05/22/09
State purchasing agency's response to written questions	05/29/09
Proposal submittal deadline	06/08/09
Proposal evaluation period	June 2009
Final revised proposals (optional)	-----
Provider selection	June 2009
Notice of statement of findings and decision	June 2009
Contract start date	07/01/09

### II. Websites Referenced in this RFP

**The State Procurement Office (SPO) website is [www.spo.hawaii.gov](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)	<a href="http://www.hawaii.gov/tax/">http://www.hawaii.gov/tax/</a> click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/">http://www.capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca">http://www.hawaii.gov/dcca</a> click "Business Registration"
11 Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign">www.hawaii.gov/campaign</a>

(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](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:* 05/15/09 11:00am - 12:noon

*Location:* Diamond Head Health Center  
 3627 Kilauea Avenue, Room 304  
 Honolulu, Hi 96816

**Submission of Questions.** Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants and placed on the RFP website.

*Deadline for submission of questions:* May 22, 2009

**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.

**Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

**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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Chiyome Leinaala Fukino, MD	Name: Sharon Abe
Title: Director of Health	Title: Chief, Administrative Service Office
Mailing Address: PO Box 3378 Honolulu, HI, 96801	Mailing Address: PO Box 3378 Honolulu, HI 96801
Business Address: 1250 Punchbowl St. Honolulu, HI	Business Address: 1250 Punchbowl St. Honolulu, HI

**Availability of Funds.** The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

#### **IV. Requirements for Awardees**

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

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

**Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

**Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a

legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

**Monitoring and Evaluation.** Criteria by which contracts will be monitored and evaluated is in Section 2.

**General and Special Conditions of Contract.** The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## Section 2

# Service Specifications

### I. Overview, Purpose or Need and Goals of Service

The mission of the STD/AIDS Prevention Branch (SAPB) of the Hawaii State Department of Health is to reduce the incidence and severity of sexually transmitted diseases (STD's), including human immunodeficiency virus (HIV) in the State of Hawaii. The SAPB operates a STD Clinic located at the Diamond Head Health Center on Oahu. The goal of the STD Clinic is to reduce the incidence and severity of STDs in the State of Hawaii through the provision of free and confidential STD medical services. Services includes STD examination, treatments, partner services, education, and referral services. It currently provides approximately 4600 clinic visits per year.

The purpose of this procurement is to purchase physician services for STD Clinic physicians. The medical services includes medical examinations, laboratory processing of specimens and point of care testing, treatment of STDs, counseling, referral for further services, and partner notification counseling/referral services.

The STD Clinic is open five (5) days per week Monday through Friday from 12:00 p.m. – 5:00 p.m. Wednesday from 1:00 p.m. – 6:00 p.m. except on State holidays.

### II. Planning Activities

RFI was posted on April 30, 2009

### III. Demographics and Funding

Target population to be served:	<u>Population at-risk of STD who are usually under 30 years of age and the uninsured</u>
Geographic coverage of service:	<u>Services are open to the public. Because of the clinic's geographic location on Oahu, services are usually provided to persons living on Oahu.</u>

Probable funding amounts, source, and period of availability:  
Approximately \$130,000 in State funds is available to purchase medical services annually during the fiscal biennium, July 1, 2009 - June 30, 2011.

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

Criteria for multiple award:

**Term of Contract(s)**

Initial term:	<u>                    </u> <b>July 1, 2009- June 30, 2011</b>
Length of each extension:	<u>                    </u> <b>24 months</b>
Number of possible extensions	<u>                    </u> <b>2</b>
Maximum length of contract:	<u>                    </u> <b>July1, 2009 – June 30, 2015</b>

Conditions for Extension:  
Must have funding available, must be in writing, and must be executed prior to expiration.

**II. Service Activities**

The Clinic physician will be responsible to provide medical STD services at the STD Clinic during clinic hours. These services include but not limited to medical examinations, laboratory examinations of STD specimens and point of care testing, treatment, referral for further services, counseling and partner notification counseling/referral services and will guide the STD clinicians including two (2) registered nurses and a licensed practical nurse. He/She maybe called in to provide coverage for another physician who maybe on leave.

The STD Clinic is open five (5) days per week Monday through Friday from 12:00 p.m. – 5:00 p.m. and Wednesday from 1:00 p.m. – 6:00 p.m., except on State holidays.

**III. Qualifications**

**1. Experience**

Applicant must have a valid and current medical license to practice medicine in the State of Hawaii and current medical malpractice insurance.

Preferred experiences include previous work in public STD Clinic environment and the population it serves; STD examinations, treatment, and point of care testing/STAT laboratory work; counseling; referral; computer literacy; and knowledgeable about “STD Clinical Practice Guidelines”, CDC “STD Treatment Guidelines”

Documentation is required for a valid medical license to practice in Hawaii, malpractice insurance, and if any, continuing medical education credits relating to STD. Attach current CV.

***Requirements for the Proposal Application***

The applicant shall provide a description of experience/projects/contracts/training pertinent to the services required. Applicant shall include at least two (2) points

of contact, addresses, e-mail and phone numbers. The State reserves the right to contact references to verify experience. CV must be attached.

2. **Organization- Not applicable**
3. **Personnel – Not applicable**
4. **Facilities: Not applicable**

***Evaluation Criteria for Qualifications (<points>) Enter total points for Qualifications***

A pass/fail grading system will be used to screen qualified applicants. Qualified applicants must meet minimum experience requirements:

- Valid license to practice medicine in the State of Hawaii
- Current medical malpractice insurance
- Accept the pricing structure rate
- Agree to work during STD Clinic hours of operation.

**IV. Pricing Structure**

Pricing structure will be based on a fixed unit of service rate. The units of service shall be on an hourly basis and computed to the nearest quarter (1/4) hour. The applicant will furnish an estimate of the hours of availability during the STD Clinic operating hours.

***Requirements for the Proposal Application***

The unit of service rate for the Clinic physician will be \$75.00 per hour.

***Evaluation Criteria for Pricing ( <points>)***

In addition, applicant must accept the pricing structure rate and state work schedule availability.

- Meets minimum requirements
- Accepts service rate
- Available to work Monday through Friday during clinic hours

**V. 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.*

## **VI. Reporting Requirements for Program and Fiscal Data**

## **VII. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated is based on provision of services in accordance with the STD Clinic policies and procedures, “Sexually Transmitted Diseases Clinical Practice” guideline, and Department of Health’s and CDC’s current STD treatment guidelines. The evaluation of services provided will be performed by the STD Clinic Manager in accordance with these guidelines.

## Section 3

# Proposal Application

### I. Instructions for Completing the Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*

### II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPO-H-200) Identifies the proposal application.*
- *Table of Contents- Include a listing of all documents included in the application.*
- *Proposal Application Short-Form 1 (SPO-H 250)*
  - Qualifications
  - Pricing
  - Other – Litigation
- *Attachments*
  - *If no attachments required, enter 'No attachments required' and delete bullets*
  -

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**

*If a narrative is not required for a section enter "no narrative required."*

### **I. Qualifications**

**Experience**

**Organization**

**Personnel**

**Facilities**

### **II. Pricing**

### **III. Other**

**Litigation**

RFP No:                      HTH 100-10-2  
Title:                      STD Medical Services  
                                     at the STD Clinic