



State of Hawaii
Department of Health
Chronic Disease Management and Control Branch
Breast and Cervical Cancer Control Program

Request for Proposals

RFP No. HTH/BCCCP-580-27-11

Breast and Cervical Cancer Screening Program

August 13, 2010

August 13, 2010

ADDENDUM NO. 2

To

**REQUEST FOR PROPOSALS
Breast and Cervical Cancer Screening Program
RFP No. HTH/BCCCP-580-27-11**

The Department of Health, Chronic Disease Management and Control Branch is issuing this addendum to **RFP No. HTH/BCCCP-580-27-11**, for the purposes of:

- Responding to questions that arose at the orientation meeting of August 10, 2010 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants For
RFP No. HTH/BCCCP-580-27-11
Breast and Cervical Cancer Screening Program

- 1. I checked but could not find the Certifications listed on the Proposal Application Checklist in Section 5, Attachments of the BCCCP RFP. Will these certifications be distributed later?**

The certifications listed on the Proposal Application Checklist are **not** required as part of the RFP application, however if applicant(s) currently have federal funded grants/programs in their agency/organization, then these certifications can be submitted as part of the RFP application. Note: all providers selected for RFP No. HTH/BCCCP-580-27-11 that enter into a contract with the State BCCCP, will need to submit these federal certifications.
- 2. Why do the forms on the Sample Table of Contents (Section 5, Attachments) not match the budget forms required of applicants as referenced in Section 3, Proposal Application Instructions?**

The Sample Table of Contents is just meant as a template or guide for applicants. All information on the Table of Contents should reflect all the sections and forms that are submitted as part of each applicant's RFP application.
- 3. On the Proposal Application Identification Form (Section 5, Attachments), what does the selection option *Final Revised Proposal (Completed Items _____ only)* mean?**

This option on the Proposal Application Identification is not applicable to this RFP and should be ignored (See Section 1, Administrative Overview, XII – Page 1-6).
- 4. On the Proposal Application Identification Form (Section 5, Attachments), #8 *Funding Request*, do applicants just fill in information for one Fiscal Year (FY)?**

Yes. Applicants should just fill in funding request information for the first fiscal year of the contract term (June 30, 2011 to June 29, 2012).
- 5. In Section 4, Proposal Evaluation, the point allocations do not match the points on the cover page (Page 4-1). Which one is correct?**

The correct point allocation of the evaluation categories can be found on the first page of Section 4, Proposal Evaluation (Page 4-1)

Background and Summary	0 points
Experience and Capability	20 points
Personnel: Project Organization and Staffing	10 points
Service Delivery	55 points
Financial	15 Points

TOTAL POSSIBLE POINTS

100 Points

Responses to Question Raised by Applicants (Continued)

- 6. It is indicated that an applicant is required to submit a tax clearance certificate that has an original green certified copy stamp. Can a copy of the tax clearance be submitted?**

As stated in the RFP (Section 1, Administrative Overview – Submission of Proposals A-5), the applicant must submit a tax clearance certificate issued by the Hawaii State Department of Taxation and the Internal Revenue Service. The certificate shall have an **original** green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate OR applicants may register with Hawaii Compliance Express and obtain a “Certificate of Vendor Compliance” (refer to Section 1, Administrative Overview – Submission of Proposals F for instructions).
- 7. If applicants submit a Letter of Intent, can they still withdraw their RFP application?**

If applicants submit a Letter of Intent by the indicated deadline and decide not to continue with the application process, applicants can withdraw their application for any reason.
- 8. In Section 2, Service Specifications (Page 2-2), the suggested funding allocations and the projected number of women from each island to be screened are indicated. Can applicants exceeds these amounts in their RFP application?**

The suggested funding allocations and projected number of women to be screened in each county are just approximate numbers. Applicant(s) can submit a bid to screen up to and exceeding the suggested allocation, but each application will be reviewed based on the needs of the program and money available.
- 9. In Section 2, Service Specifications (Page 2-5), the service activity guidelines indicate that a minimum of 75% of all program-eligible women screened are 50+ years and Medicare-Part B un-enrolled and women under 50 years of age should not exceed a maximum of 25%. Is this a federal mandate or a program requirement?**

This is a federal guideline established by the National Breast and Cervical Cancer Early Detection Program (NBCCEDP).
- 10. If Section 3, Proposal Application Instructions (Page 3-5), applicants only need to provide an explanation if the organization/agency has any pending litigation?**

Yes. The applicant shall disclose any pending litigations to which they are party, including the disclosure of any outstanding judgement.
- 11. Are there any changes in service specifications from previous years?**

No. There are no major changes in service specifications from previous years.

Responses to Question Raised by Applicants (Continued)

12. Is there a criteria or guidelines to identify eligibility for underinsured patients?

Currently, there is no official criteria/guidelines to identify eligibility for underinsured patients. With the various health insurance programs for the uninsured that are available, it is best to consult the BCCCP staff if there are questions about a patient's eligibility.

RFP No. HTH/BCCCP-580-27-11
Breast and Cervical Cancer Screening Program
is amended as follows:

<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview		
NO CHANGES		
Section 2, Service Specifications		
NO CHANGES		
Section 3, Proposal Application Instructions		
NO CHANGES		
Section 4, Proposal Evaluation		
III. A 1.	4-2	Mandatory Administrative Requirements revised to indicate original Tax Clearance Certificate OR Hawaii Compliance Express.
III. B 2.	4-3	<i>Personnel: Project Organization and Staffing</i> has been revised to indicate 10 Points .
III. B 5.	4-2	<i>Financial</i> has been revised to indicate 15 Points AND this page revised to Page 4-5.
Section 5, Attachments		
A		Proposal Application Checklist, is amended as follows: Cost Proposal (Budget) Forms & Program Specific Requirements has been revised to indicate that the following forms are
		Required by the Purchasing <u>Agency:</u>
		SPO-H-205 x
		SPO-H-205A x
		SPO-H-205B x
		SPO-H-206A x
		SPO-H-206B x
		SPO-H-206F x
		Organization Chart x
		Most current x
		Financial audit