

Section 4

Proposal Evaluation

Evaluation Process

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Evaluation Criteria

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached when upon completion of the evaluation process.

Evaluation Criteria for Qualifications

A pass/fail grading system will be used to screen qualified applicants.

Qualified applicants must meet minimum experience requirements:

- Graduated from an accredited school of nursing
- Valid license to practice nursing in the State of Hawaii
- Current nursing malpractice insurance

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

Evaluation of
 RFP No. HTH 100DH-11-02
 Issued April 20, 2011

SAMPLE

Proposals that meet all the minimum requirements will be scored as follows:

Applicant:

Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications	75	
<i>Experience</i>		
• Previous work in public STD Clinic environment and the population it serves	10	
• Previous experience STD examinations, treatment, and point of care testing	10	
• Previous experience STAT laboratory work	10	
• Previous experience in counseling and referrals	10	
• Knowledgeable about STD Clinical Practice Guidelines	10	
• Knowledgeable about STD Treatment Guidelines	10	
• Knowledgeable of Clinical Laboratory Improvements Amendments (CLIA) requirements	10	
• Continuing nursing education credits relating to STD	05	
Comments:		
<i>Organization</i>		
• N/A		
Comments:		
<i>Personnel</i>		
• N/A		
Comments:		
<i>Facilities</i>		
• N/A		
Comments:		
Pricing	10	
• Available M-F 25-32 hours per week	(10)	
• Available 20-24 hours per week	(04)	
• Available 15-19 hours per week	(03)	
• Available 5-14 hours per week	(02)	
• Available on call	(01)	
Comments:		
TOTAL:	85	

RFP No: HTH 100DH-11-02
Title: STD Nursing Services
at the STD Clinic