

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

Addendum No. 01

May 3, 2011

To

Request for Proposals

RFP No. HTH 100DH-11-02
STD Nursing Services at the STD Clinic
Date Issued: April 20, 2011

May 3, 2011

ADDENDUM NO. 01

To

**REQUEST FOR PROPOSALS
STD Nursing Services at the STD Clinic
RFP No. HTH 100DH-11-02**

The Department of Health, Communicable Diseases Division, STD/AIDS Prevention Branch/STD Prevention Program/STD Clinic is issuing this addendum to HTH 100DH-11-02, STD Nursing Services at the STD Clinic for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> 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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Honolulu, Hawaii 96816

HTH 100DH-11-02 STD Nursing Services at the STD Clinic is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Change

Section 2, Service Specifications

No Change

Section 3, Proposal Application Instructions

No Change

Section 4, Proposal Evaluation

4-1, Added this section: Proposal Evaluation,
Evaluation Process, Evaluation Criteria,
4-2 Sample

Section 5, Attachments

No change

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	
Experience		
• 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:		
Organization		
• N/A		
Comments:		
Personnel		
• N/A		
Comments:		
Facilities		
• 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	

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Title: STD Nursing Services
at the STD Clinic