

State of Hawaii
Department of Education
Office of Curriculum, Instruction and Student Support
Curriculum Instruction Branch
Special Education Section

April 17, 2012

ADDENDUM B

To

Request for Proposals

RFP No.: RFP F12-062

Skilled Nursing Services for the Department of Education

The Department of Education (the “**Department**” or the “**DOE**”), Curriculum Instruction Branch (“**CIB**”), hereby issued this addendum to the above-entitled RFP. The above-entitled request for proposals (“**RFP**”) is hereby amended as set forth below.

The following are amendments to the Original RFP are hereby made (additions in bold/ deletions in strikethrough):

Page 1-1: The State Procurement Office (SPO) website is www.hawaii.gov/SPO

Page 1-3: ~~Multiple or Alternate Proposals:~~ Multiple/alternate proposals shall not be accepted. **If an applicant submits alternate proposals, then all of those proposals will be rejected unless one of them is clearly designated as the primary proposal. If there is such a designated primary proposal, then the proposal will be evaluated as if it were the only proposal submitted by the applicant.**

Page1-5: The following paragraph shall be inserted after the “Compliance with all Applicable State Business and Employment Laws.”: paragraph.

Hawaii Compliance Express. Alternately, instead of separately obtaining these certificates from each of the respective State departments, Contractors may choose to obtain a *Certificate of Vendor Compliance* through the Hawaii Compliance Express (HCE). This service allows Contractors to register online through a simple wizard interface at <http://vendors.ehawaii.gov/hce/splash/welcome.html>. The *Certificate of Vendor Compliance* provides current compliance status as of the issuance date, satisfies requirements of Chapter 103D-310(c), HRS, and is therefore acceptable for contracting purposes. Contractors that elect to use HCE services are required to pay an annual fee the Hawaii Information Consortium, LLC (HIC).

Page. 2-13 **Classroom Nursing Service**

A student's needs as determined in their IEP or Section 504 Plan and prescribed medical treatments by a physician's order requires skilled nursing services be provided at specific times during the school day. A nurse providing skilled nursing services to a continuous nursing service student at the same school would normally provide this type of service.

Classroom nursing service hours would be provided and documented by the nurse on the same timesheet as the continuous nursing service student(s). Treatment times will vary by student, but billable time will always be at least 15 minutes in duration. The fee schedule for this service will always be either RN1, LPN1, or CNA/HHA1 dependent upon the credentials of the qualified nursing personnel. **the classroom nursing service will always be dependent upon the number of students serviced at the scheduled treatment/service time by the qualified nursing personnel and dependent upon their credentials."**

Example

A RN is scheduled to cover a school with:

Two (2) continuous level students A & B (0730-1430) at 7.0 hours/day.

One (1) student C requiring a gastrostomy tube feed (0800-0930) at 1.50 hours/day

One (1) student D requiring blood glucose testing, carbohydrate counting, and insulin administration (1100-1200) at 1.0 hour/day

Provider to bill/invoice:

RN2 student A & B 0730-0800 (\$50/hr total)

RN3 student A, B, & C 0800-0930 (\$60/hr total)

RN2 student A & B 0930-1100 (\$50/hr total)

RN3 student A, B, D 1100-1200 (\$60/hr total)

RN2 student A,B 1200-1430 (\$50/hr total)

p. 2-14 **Itinerant Nursing Service**

A student's needs as determined in their IEP or Section 504 Plan and prescribed medical treatments by a physician's order requires skilled nursing services be provided at specific times during the school day. A student receiving skilled nursing services classified as an Itinerant Nursing Service, would typically be the only student requiring skilled nursing services in their class or school and the treatment times would always be three (3) hours or less in duration.

Itinerant nursing service students are generally grouped together on an assigned route with other students at other school sites requiring this level of care, to maximize the qualified nursing personnel's time and meet the individual student's needs.

The rate for the itinerant nursing service is based on the number of assigned treatments to that route provided by the same nurse on the same day. Selected PROVIDER to bill at the established rate only for those students present in school and that received hands-on direct skilled nursing services that day.

When servicing two (2) or more students at the same location and time on an Itinerant Route, provider to bill for the time nursing personnel provided the service at the location as the higher rate includes the assignment.

Example

A LPN is scheduled to cover a Honolulu Itinerant Route #1 with:

Student A at school 1 (0730-0800) AM bus run at 0.50 hours/day.

Student B at school 2 (0830-0930) gastrostomy tube feed 1.0 hours/day

Student C at school 2 (0830-0930) gastrostomy tube feed 1.0 hours/day

Student D at school 3 (1130-1300) gastrostomy tube feed 1.50 hours/day

Student A at school 1 (1400-1430) PM bus run at 0.50 hours/day

Total invoice Honolulu Itinerant Route #1 for 3.50 hours at the LPN5 rate (\$70.02/hr) as Student B & C serviced at the same time at the higher rate accounting for the number of assignments on the itinerant route.

Page 3-1 Section I. Instructions for Completing the Proposal Application shall include the following instruction:

- **Three (3) copies of the proposals are required. An electronic copy of the proposal is desired.**

Page 3-1 Section 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*
 - *Offer Form 1, Service Rate Proposal Sheet*
 - *Offer Form 2, Client Project Information*
 - ***Offer Form 3, Wage Certificate***

Section 5 Attachments shall now include **Offer Form 3, Wage Certificate**. Wage Certificate is attached below.

Offer Form 3 – To be completed by Applicant and submitted with Applicant's Proposal.

WAGE CERTIFICATE

Subject: Project No. _____

Description of Project: _____

Pursuant to §103-55, HRS, I hereby certify that, if awarded a contract in excess of \$25,000.00, the services to be performed will be performed in accordance with the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector.
2. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

Contractor shall be obliged to notify its employees performing work under this contract of the provisions of §103-55, HRS, and the current wage rate for public employees performing similar work. The Contractor may meet this obligation by posting a notice to this effect in the Contractor's place of business accessible to all employees, or the contractor may include such notice with each paycheck or pay envelope furnished to the employee

I understand that, in addition to the base wages required by §103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

Offeror: _____

Signature: _____

Title: _____

Date: _____