

State of Hawaii
Department of Health
Adult Mental Health Division
Hawaii State Hospital

Addendum 1

January 31, 2013

To

Request for Proposals

**RFP No. HTH 430-13-002
Nursing Services
For Hawaii State Hospital
Date Issued December 28, 2012**

**Proposal Deadline
February 11, 2013, 2:30 p.m., HST**

January 31, 2013

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Nursing Services For Hawaii State Hospital
RFP No. HTH 430-13-002**

The Department of Health, Adult Mental Health, Hawaii State Hospital is issuing this addendum to RFP Number HTH 430-13-002, Nursing Services For Hawaii State Hospital for the purposes of:

- Responding to questions that arose at the orientation meeting of January 8, 2013 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 Friday, February 11, 2013, 2:30 p.m.; HST
- 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:

Mr. Anthony Fraiola

Contact phone: (808) 236-8257

Contact e-mail address: anthony.fraiola@doh.hawaii.gov

Contact address: 45-710 Keaahala Road, Kaneohe, Hawaii 96744

RFP No. HTH 430-13-002, Nursing Services, Hawaii State Hospital is amended as follows:

<i>Subsection</i>	<i>Page</i>																					
Section 1, Administrative Overview																						
I. Procurement Timetable	1-1	<p>The Procurement Timetable on page 1-1 is modified as follows:</p> <p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Activity</u></th> <th style="text-align: left;"><u>Scheduled Date</u></th> </tr> </thead> <tbody> <tr> <td>State Purchasing Agencies response to Applicant’s written questions</td> <td>1/31/13</td> </tr> <tr> <td>Discussions with applicant prior to Submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal submittal deadline</td> <td>2/11/13</td> </tr> <tr> <td>Discussions with applicant after Submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Final revised proposals (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal evaluation period</td> <td>2/25/13-3/8/13</td> </tr> <tr> <td>Provider selection</td> <td>3/8/13</td> </tr> <tr> <td>Notice of Statement of findings</td> <td>3/9/13</td> </tr> <tr> <td>Contract start date</td> <td>7/1/13</td> </tr> </tbody> </table>	<u>Activity</u>	<u>Scheduled Date</u>	State Purchasing Agencies response to Applicant’s written questions	1/31/13	Discussions with applicant prior to Submittal deadline (optional)	TBD	Proposal submittal deadline	2/11/13	Discussions with applicant after Submittal deadline (optional)	TBD	Final revised proposals (optional)	TBD	Proposal evaluation period	2/25/13-3/8/13	Provider selection	3/8/13	Notice of Statement of findings	3/9/13	Contract start date	7/1/13
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Section 2, Service Specifications																						
No changes																						
Section 3, Proposal Application Instructions																						
No changes																						
Section 4, Proposal Evaluation																						
No changes																						
Section 5, Attachments																						

**Responses to Questions Raised by Applicants
For RFP No. HTH 430-13-002
Nursing Services
Hawaii State Hospital**

1. Question:

What is number of copies to be submitted?

Answer:

The applicant should submit one (1) original and five (5) copies of their proposal application in response to this RFP.

2. Question:

Would you accept an RN with six (6) months experience?

Answer:

No. The minimum is one (1) year of psychiatric inpatient hospital experience.

3. Question:

To fulfill the orientation requirement, could we send our managers thru the complete HSH orientation training and train future hires in-house?

Answer:

No. All new hires must complete the new employee orientation administered by Hawaii State Hospital (HSH) Staff Development on the hospital campus.

4. Question:

What is the HSH staffing matrix?

Answer:

While future patient acuity is unknown and can trigger additional staffing needs the typical staff to patient ratio is: 7am-3pm shift, 1 staff to 4 patients; 3pm-11pm shift, 1 staff to 4 patients; and 11pm – 7am shift, 1 staff to 7 patients.

5. Question:

What are the types of patient at HSH?

Answer:

Over 95% are forensic commits (court ordered), the remainder are voluntarily committed. Their crimes range from misdemeanor trespassing to murder.

6. Question:

What is the minimum lead time to order/request new staff from the agency?

Answer:

All new agency/contracted staff must be cleared and scheduled to attend the new employee orientation which is typically schedule during the 2nd week of the month.

7. Question:

How is agency staff scheduled?

Answer:

All agency staff who complete the new employee orientation are assigned to a unit, given a shift and added to that unit's schedule as full time (40 hrs/week). Long term RN's are scheduled in 13 week blocks which are typically extended (subject to funding) unless there are performance issues or the agency RN decides not to renew. Although it may happen occasionally, as a rule, agency staff are not offered overtime.

8. Question:

How does HSH decide which vendor to call?

Answer:

This is a multiple award contract. Vendors are slotted by the most advantageous proposed price per hour for that particular group. When an agency is needed, the Nursing Office will call the vendor slotted first in the desired group. If that company cannot prove staff by the required time then the next slotted vendor is called, and so forth.

9. Question:

Has HSH been satisfied with the vendors currently used? How often are multiple vendors contacted for services?

Answer:

Yes, HSH Nursing has been satisfied with the service during this current contract. It has been over 2 years since HSH had to contact beyond the first vendor in any group.

10. Question:

What is the number of agency staff and hours utilized last year?

Answer:

During fiscal year 2012 (July 2011 – June 2012), the average number of agency Psych Tech/LPN per month was 23. Total hours utilized in 2012 was 35,716.

The average number of agency RN per month was 5.3. The total hours utilized for 2012 was 6,406.

While usage of agency has dropped over 25 % from historical highs, we expect the current usage levels to remain steady in the future.

11. Question:

What are the current awarded vendors and rates?

Answer:

Group 1 RN long term hire:

Vendor	Unit bid price
Altres Medical	\$51.56
Worldwide Travel Staffing	\$55.00
Supplemental Healthcare	\$54.77
Onward Healthcare	\$58.00
Hawaii Temp Healthcare	\$58.50
Nursefinders of Hawaii	\$60.00
Na Kahu Malama Nurses	\$67.05

Group 2 RN temporary hire

Vendor	Unit bid price
Altres Medical	\$51.56
Nursefinders	\$55.00
Hawaii Temp Healthcare	\$63.50
Na Kahu Malama Nurses	\$69.05

Group 3 LPN temporary hire

Vendor	Unit bid price
Altres Medical	\$28.70
Nursefinders of Hawaii	\$31.00
Na Kahu Malama Nurses	\$38.79
Hawaii Temp Healthcare	\$43.75

Group 4 Psych Tech temporary hire

Vendor	Unit bid price
Altres Medical	\$25.57
Na Kahu Malama Nurses	\$26.00
Nursefinders of Hawaii	\$29.00
Hawaii Temp Healthcare	\$42.75