

State of Hawai'i
Department of Health
Communicable Disease Division
STD/AIDS Prevention Branch
STD Prevention Program

Request for Proposals

**RFP No. HTH 100DH-13-NRS07
STD Nursing Services at
the STD Clinic**

Date Issued: March 11, 2013

Proposal Submittal Deadline: April 19, 2013

Orientation Session: March 18, 2013 9:00 a.m.

Diamond Head Health Center, STD Clinic
3627 Kilauea Ave, Room 305
Honolulu, HI 96816

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

March 11, 2013

REQUEST FOR PROPOSALS

STD Nursing Services at the STD Clinic RFP No. HTH 100DH-13-NRS07

NOTICE

The Department of Health, Communicable Disease Division, STD/AIDS Prevention Program is requesting proposals from qualified applicants to provide STD nursing services as a Clinic nurse or as a Clinic nurse practitioner at the Department of Health's STD Clinic located at the Diamond Head Health Center, 3627 Kilauea Ave. Room 305., Honolulu, HI 96816. This is a part-time nurse position that requires working at the STD Clinic on various days during the clinic hours. **Nursing services include, but are not limited to, STD examinations, laboratory processing of specimens and point of care testing, treatment of STDs, counseling, referral for further services, and partner notification counseling/referral services.** In addition to the Clinic nurse responsibilities, the Clinic nurse practitioner will be required to have prescriptive authority and perform additional duties. The contract term will be from July 1, 2013 through June 30, 2015.

The STD Prevention Program will conduct an orientation on March 18, 2013 from 9:00 a.m. to 11:00 noon HST, at 3627 Kilauea Ave. Room 305, Honolulu, HI. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., Hawaii Standard Time (HST), on March 25, 2013. All written questions will receive a written response from the State on or about April 2, 2013.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by April 19, 2013 to the mail-in address and received no later than ten days from the submittal deadline. Hand delivered proposals shall be received no later than April 19, 2013, 4:30 p.m. HST at the drop-off sites.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS:

Maria Coutée, RN, BSN, PHN
STD/AIDS Prevention Branch
Diamond Head Health Center
3627 Kilauea Avenue, Room 304
Honolulu, HI 96816

HAND DELIVERIES (DROP-OFF SITES):

Oahu

Maria Coutée, RN, BSN, PHN
STD/AIDS Prevention Branch
Diamond Head Health Center
3627 Kilauea Avenue, Room 304
Honolulu, HI 96816

Applicants are encouraged to attend the Orientation Meeting. (See Section 1)

INQUIRIES

Any inquiries regarding this RFP should be directed to the RFP contact person:

Maria Coutée, RN, BSN, PHN
STD/AIDS Prevention Branch
Diamond Head Health Center
3627 Kilauea Avenue, Room 304
Honolulu, HI 96816
Email: maria.coutee@doh.hawaii.gov

RFP Table of Contents

Notice

Section 1 - Administrative Overview

- 1.1 Procurement Timetable 1-1
- 1.2 Website Reference 1-1
- 1.3 Authority 1-2
- 1.4 RFP Organization..... 1-2
- 1.5 Contracting Office 1-2
- 1.6 RFP Contact Person 1-3
- 1.7 Orientation 1-3
- 1.8 Submission of Questions 1-3
- 1.9 Discussions with Applicants 1-3
- 1.10 Multiple or Alternate Proposals 1-4
- 1.11 Confidential Information 1-4
- 1.12 Opening of Proposals..... 1-4
- 1.13 Additional Materials and Documentation..... 1-4
- 1.14 Public Inspection..... 1-4
- 1.15 RFP Addenda..... 1-4
- 1.16 Final Revised Proposals..... 1-4
- 1.17 Cancellation of Request for Proposals..... 1-5
- 1.18 Costs for Proposal Preparation..... 1-5
- 1.19 Provider Participation in Planning..... 1-5
- 1.20 Rejection of Proposals 1-5
- 1.21 Notice of Award..... 1-5
- 1.22 Protests..... 1-6
- 1.23 Availability of Funds 1-6
- 1.24 Hawaii Compliance Express..... 1-6
- 1.25 Wages Law Compliance 1-7
- 1.26 Campaign Contributions by State and County Contractors..... 1-7
- 1.27 General and Special Conditions of Contract..... 1-7

Section 2 - Service Specifications

- 2.1 Overview, Purpose or Need, and Goals of Service..... 2-1
- 2.2 Planning Activities..... 2-1
- 2.3 Demographics and Funding 2-1
- 2.4 Contract Award and Term 2-2
- 2.5 Secondary Purchases Participation 2-2
- 2.6 Service Activities..... 2-2
- 2.7 Qualifications..... 2-3

2.8 Pricing Structure 2-4
2.9 Other 2-4
2.10 Reporting Requirements for Program and Fiscal Data 2-5
2.11 Contract Monitoring and Evaluation 2-5

Section 3 - Proposal Application

3.1 General Proposal Submission Instructions 3-1
3.1.2 Proposal Application Short Form 1 (SPO-H-250) 3-2
3.2 Specific Proposal Submission Instructions 3-3

Section 4 - Proposal Evaluation

4.0 Evaluation Process 4-1
4.1 Evaluation Criteria 4-1

Section 5 - Attachments

There are no attachments for this RFP.

Section 1

Administrative Overview

1.1 Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	3/11/13
RFP orientation session	3/18/13
Due date for written questions	3/25/13 4:30 p.m. HST
State purchasing agency's response to written questions	4/2/13
Proposal submittal deadline	4/19/13
Proposal evaluation period	4/22/13-5/20/13
Provider selection	6/14/13
Notice of statement of findings and decision	6/15/13-6/30/13
Contract start date	7/1/13

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

For **Click on “Doing Business with the State” tab or**

1	Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2	RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4	Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5	Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6	Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7	Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9	Department of Taxation	http://hawaii.gov/tax/
10	Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
12	Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into 5 sections:

Section 1, Administrative Overview - The procurement process; requirements for awardees.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Proposal Application – General and specific instructions for proposal application submission.

Section 4, Evaluation - The method by which proposal applications will be evaluated.

Section 5, Attachments - Information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Health
 Communicable Disease Division
 Diamond Head Health Center, STD Clinic
 3627 Kilauea Avenue, Room 304
 Honolulu, HI 96816
 (808) 733-9844 fax (808) 733-9291
maria.coutee@doh.hawaii.gov

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Maria Coutée, RN, BSN, PHN
STD/AIDS Prevention Branch
Diamond Head Health Center
3627 Kilauea Avenue, Room 304
Honolulu, HI 96816
maria.coutee@doh.hawaii.gov

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: March 18, 2013 **Time:** 9:00 a.m. HST
Location: Diamond Head Health Center
3627 Kilauea Avenue, Room 305
Honolulu, HI 96816

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit written questions to the RFP Contact Person identified in subsection 1.6. Written question should be received by the date and time specified in the procurement schedule in subsection 1.1. The purchasing agency will respond to written questions by way of an addendum to the RFP.

1.9 Discussions with Applicants

Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR §3-143-403.

1.10 Multiple or Alternate Proposals

Multiple/alternate proposals are not applicable to this RFP.

1.11 Confidential Information

If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

1.12 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at the designated location(s), proposals, modifications to proposals and withdrawals of proposals shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

1.13 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.14 Public Inspection

Procurement files shall be open to public inspection after contracts have been awarded and executed by all parties.

1.15 RFP Addenda

The State reserves the right to amend this RFP at any time prior to the-closing date for final revised proposals.

1.16 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final revised proposal.

1.17 Cancellation of Request for Proposals

The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with HAR §3-143-613.

1.18 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.19 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with HAR §§3-142-202, 3-142-203.

1.20 Rejection of Proposals

A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons:

- 1) Failure to cooperate or deal in good faith (HAR §3-141-201);
- 2) Inadequate accounting system (HAR §3-141-202);
- 3) Late proposals (HAR§3-143-603);
- 4) Inadequate response to request for proposals (HAR §3-143-609);
- 5) Proposal not responsive (HAR §3-143-610(a)(1));
- 6) Applicant not responsible (HAR §3-143-610(a)(2)).

1.21 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.22 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.1, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Loretta J. Fuddy, A.C.S.W., M.P.H.	Name: Sharon S. Abe
Title: Director of Health	Title: Chief, Administrative Service Office
Mailing Address: P.O. Box 3378 Honolulu, HI 96801	Mailing Address: P.O. Box 3378 Honolulu, HI 96801
Business Address: 1250 Punchbowl Street, Honolulu, HI 96813	Business Address: 1250 Punchbowl Street, Honolulu, HI 96813

1.23 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

1.24 Hawaii Compliance Express (HCE)

All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE’s online “Certificate of Vendor Compliance” provides the registered provider’s current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE’s website address.

- A. **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
- B. **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
- C. **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)

1.25 Wages Law Compliance

If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)

1.26 Campaign Contributions by State and County Contractors

HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)

1.27 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Section 2

Service Specifications

2.1 Overview, Purpose or Need, and Goals of Service

The mission of the STD/AIDS Prevention Branch (SAPB) of the Hawaii State Department of Health is to reduce the incidence and severity of sexually transmitted diseases (STDs), including human immunodeficiency virus (HIV) in the State of Hawaii. The SAPB operates an STD clinic located at the Diamond Head Health Center on Oahu. The goal of the STD clinic is to reduce the incidence and severity of STDs in the State of Hawaii through the provision of free and confidential STD medical services. Services include STD examinations, treatments, partner services, education, and referral services. It currently provides approximately 4,900 clinic visits per year.

The purpose of this procurement is to purchase nursing services for STD Clinic nurses to provide necessary nursing services at the STD Clinic. The nursing services include STD examinations, laboratory processing of specimens and point of care testing, treatment of STDs, counseling, referral for further services, and notification/counseling/referral of partners.

The STD Clinic is currently open five (5) days per week, Monday through Friday from 11:00 a.m. to 4:30 p.m., except State holidays. Clinic hours may be subject to change. We are looking for a non-permanent, preferably STD experience, nurse practitioner with prescriptive authority and/or a registered nurse who can work approximately 25-30 hours per week during clinic hours.

Services will be provided at STD clinic located in the Diamond Head Health Center. Therefore, no automobiles will be used in order to carry out the services described above

2.2 Planning Activities

Request for Information (RFI) posted on February 21, 2013 at the website for the procurement notices:

http://spo3.hawaii.gov/notices/notices/plomino_documents/rfi-hth-100dh-13-nrs07

2.3 Demographics and Funding

Target population to be served:	<u>Population at-risk for STDs who are usually under 30 years of age and uninsured.</u>
Geographic coverage of service:	<u>Services are open to the public. Because of the clinic's geographic location on Oahu, services are usually provided to persons living on Oahu.</u>

Probable funding amounts, source, and period of availability:
Approximately \$60,000 in State funds is available to purchase nursing services annually during the fiscal biennium, July 1, 2013 – June 30, 2015.

2.4 Contract Award and Term

Single or multiple contracts to be awarded (HAR §3-143-206):

Single Multiple **Single & Multiple**

Criteria for multiple awards: If unable to fulfill the proposal with one (1) applicant, the program will consider multiple proposals.

Term of Contract(s)

Initial term:	<u>July 1, 2013 – June 30, 2015</u>
Length of each extension:	<u>Twenty-Four (24) months</u>
Number of possible extensions	<u>Two (2)</u>
Maximum length of contract:	<u>Six (6) years</u>

Conditions for Extension: Must have funding available, must be in writing, and must be executed prior to contract expiration.

2.5 Secondary Purchaser Participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: none

2.6 Service Activities

The Clinic nurse, during clinic hours, will be responsible for providing nursing STD services at the STD clinic. These services include but are not limited to, STD examinations, laboratory examinations of STD specimens and point of care testing, treatments, referral for further services, counseling and partner notification/counseling/referrals, will guide the STD clinicians, including licensed practical nurses. He/she maybe called in to provide coverage for another nurse who may be on emergency leave. He/she may be required to attend clinic meetings/training, as needed.

Additionally, the STD Clinic nurse practitioner will have responsibilities which include, but are not limited to, guiding the STD registered nurse and licensed practical nurse, obtaining medical and sexual risk history taking, performing male and female STD assessments and examinations, point of care testing, venipuncture, specimen collection

and microscopic examination of STD specimens, prescribing appropriate medications for the treatment of STDs, administration of medications and vaccinations, STD counseling and referrals to other agencies for further follow-up, serving as the on-site clinic nurse in the absence of a registered nurse, be available for clinic site visits from regulatory agencies, such as Clinical Laboratory Improvement Amendments (CLIA), and participate in program reviews by the Center for Disease Control (CDC).

The STD Clinic is currently open five (5) days per week, Monday through Friday from 11:00 a.m. – 4:30 p.m., except State holidays. Clinic hours may be subject to change.

Services will be provided at STD clinic located in the Diamond Head Health Center.

2.7 Qualifications

A. Experience

Applicant must have graduated from an accredited school of nursing, possess a valid and current nursing license to practice in the State of Hawaii, current nursing malpractice insurance, and auto insurance. In addition, the advanced practice registered nurse must possess a valid and current APRN-RX Hawaii license with prescriptive authority and have experience as a nurse practitioner.

Preferred experience include at least two (2) years of experience as nurse practitioner, previous work in a public STD Clinic environment and the population it serves, STD examinations, treatment, and point of care testing/STAT laboratory work, counseling, referrals, computer literacy, and knowledge about “STD Clinical Practice Guidelines”, CDC “STD Treatment Guidelines”, and knowledge of CLIA requirements.

Documentation is required for a valid nursing license to practice in Hawaii and if applicable, APRN-RX license to practice in Hawaii, malpractice insurance, and if any, continuing nursing education credits relating to sexually transmitted diseases. Valid automobile insurance is required. Attach current Curriculum Vitae (CV).

B. Organization – Not applicable

C. Personnel – Not applicable

D. Facilities– Not applicable

Evaluation Criteria for Qualification (75-85 points) * Only proposals that meet all the minimum requirements will be scored.

A pass/fail system will be used to screen qualified applicant. Qualified applicants must meet minimum requirements:

- Graduated from an accredited school of nursing
- Valid license to practice nursing in the State of Hawaii
- Valid license to practice advanced nursing with prescriptive authority in the State of Hawaii (if applicable)
- Work experience as a nurse practitioner (if applicable)
- Current nursing malpractice insurance
- Current Basic Life Support certification
- Current auto insurance

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

2.8 Pricing Structure

Pricing structure will be based on a fixed unit of service rate. The units of service shall be on an hourly basis and computed to the nearest quarter (1/4) hour. The applicant will furnish an estimate of the hours of availability during the STD Clinic operating hours.

Evaluation Criteria for Pricing (25 points) * Only proposals that meet all the minimum requirements will be scored.

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

- Meets minimum requirements
- Accepts service rate
- Available Monday-Friday during clinic hours

2.9 Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Statements regarding litigation will not carry any point value but are required.

2.10 Reporting Requirements for Program and Fiscal Data

None.

2.11 Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- provision of services in accordance with the STD Clinic policies and procedures
- “Sexually Transmitted Diseases Clinical Practice Guidelines”
- Department of Health and CDC’s current STD treatment guidelines.

The evaluation of services provided will be performed by the STD Clinic Manager in accordance with these guidelines.

Section 3 Proposal Application

3.1 Instructions for Completing and Submitting Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*

The proposal application documents 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-* No attachments required

The required format for the Proposal Application Short Form 1 (SPO-H-250) follows. Note that the form is available on the SPO website (see Section 1, paragraph 1.2, Website References). The form on the website will not include items specific to each RFP. If using the website form, the applicant must incorporate all items listed on the next page.

1.0 Qualification

- a. Experience
- b. Organization
- c. Personnel
- d. Facilities

2.0 Pricing

3.0 Other

- a. Litigation

4.0 Attachments -No attachments required

RFP No: HTH 100DH-13-NRS07
Title: STD Nursing Services at the
STD Clinic
Applicant: _____

Proposal Application Short Form 1

I. Qualifications

Experience

Organization

Personnel

Facilities

I. Pricing

II. Other Litigation

RFP No: HTH 100DH-13-NRS07
Title: STD Nursing Services at the
STD Clinic
Applicant: _____

3.2 Specific Proposal Application Instructions

3.2.1 Qualifications

A. Experience

The applicant shall provide a description of experience/projects/contracts/training pertinent to the services required. Applicant shall include at least two (2) points of contact, addresses, e-mail, and phone numbers. The State reserves the right to contact references to verify experience. Hawaii RN license, Hawaii APRN-RX license (if applicable), CV, current nursing malpractice insurance and, auto insurance must be attached.

B. Organization- Not Applicable

C. Personnel- Not Applicable

D. Facilities- Not Applicable

3.2.2 Pricing

The unit of service rate for the Clinic registered nurse will be \$34.00 per hour. The unit of service rate for the Clinic nurse practitioner with prescriptive authority will be \$40.00 per hour.

3.2.3 Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain. (*Statements regarding litigation will not carry any point value but are required.*)

Section 4 Proposal Evaluation

4.1 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.

4.2 Evaluation Criteria

At the end of this section 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 (75-85 points)*Only proposals that meet all the minimum requirements will be scored.

A pass/fail grading system will be used to screen qualified applicants. Qualified applicants must meet minimum requirements:

- Graduated from an accredited school of nursing
- Valid license to practice nursing in the State of Hawaii
- Valid license to practice advanced nursing with prescriptive authority in the State of Hawaii (if applicable)
- Work experience as a nurse practitioner (if applicable)
- Current nursing malpractice insurance
- Current Basic Life Support certification
- Current auto insurance

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

Qualifications	75-85
<i>Experience</i>	
• >2 years work experience as a nurse practitioner	5
• 1<2 years work experience as a nurse practitioner	3
• <1 year work experience as a nurse practitioner	2

• >2 years work experience as a nurse practitioner with prescriptive authority	5
• 1<2 years work experience as a nurse practitioner with prescriptive authority	3
• < 1 year work experience as a nurse practitioner with prescriptive authority	2
• Previous work in public STD Clinic environment and the population it serves	10
• Previous experience in STD examinations, treatment, and point of care testing	10
• Previous experience in 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	5

Evaluation Criteria for Pricing (25 points) *Only proposals that meet all the minimum requirements will be scored.

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

- *Meets minimum requirements*
- *Accepts service rate*
- *Available M-F during clinic hours*

Pricing	25
• Available M-F 25-30 hours per week	25
• Available 20-24 hours per week	20
• Available 15-19 hours per week	3
• Available 5-14 hours per week	2

Evaluation of
RFP No. HTH 100DH-11-03
Issued August 16, 2011

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

Applicant:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications	75-85	
<i>Experience</i>		
• ≥2years work experience as a nurse practitioner	5	
• 1<2years work experience as a nurse practitioner	3	
• <1 year work experience as a nurse practitioner	2	
• ≥2 years work experience as a nurse practitioner with prescriptive authority	5	
• 1<2 years work experience as a nurse practitioner with prescriptive authority	3	
• <1 year work experience as a nurse practitioner with prescriptive authority	2	
• Previous work in public STD Clinic environment and the population it serves	10	
• Previous experience in STD examinations, treatment, and point of care testing	10	
• Previous experience in STAT laboratory work	10	
• Previous experience in counseling and referrals	10	
• Knowledgeable about STD Clinical Practice Guidelines	10	
• Knowledgeable about STD Treatment Guideline	10	
• Knowledgeable of Clinical Laboratory Improvements Amendments (CLIA) requirements	10	
• Continuing nursing education credits relating to STD	5	
Comments:		
Organization		
• N/A	N/A	
Comments:		
Personnel		
• N/A	N/A	
Comments:		
Facilities		
• N/A	N/A	
Comments:		

Pricing	25	
Available Monday-Friday 25-30 hours per week	25	
Available 20-24 hours per week	20	
Available 15-19 hours per week	3	
Available 5-14 hours per week	2	
Comments:		
Total	100-110	

Section 5

Attachments

No attachments in this RFP.