

State of Hawaii  
Department of Health  
Developmental Disabilities Division  
Case Management Branch

## **Request for Proposals**

### **HTH 501-11 Psychological Evaluation Services 2013**

**Proposal Submittal Deadline:  
Friday, October 4, 2013  
Orientation Session (via teleconference):  
Monday, September 9, 2013, 2:00-4:00 p.m.**

***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.***

September 4, 2013

**REQUEST FOR PROPOSALS**

**PSYCHOLOGICAL EVALUATION SERVICES  
HTH 501-11**

**NOTICE**

The Department of Health, Developmental Disabilities Division, Case Management Branch is requesting proposals from qualified applicants to provide psychological evaluations of individuals with developmental disabilities/intellectual disabilities (DD/ID).

**SUBMITTAL DEADLINE**

**All proposals mailed by the United States Postal Service (USPS) shall be postmarked by October 4, 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 October 4, 2013, 4:30 p.m. Hawaii Standard Time (HST) at the drop-off site. Please submit one (1) original and four (4) copies of the proposal.

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 AND HAND  
DELIVERIES DROP-OFF  
SITE:**

Department of Health  
Developmental Disabilities Division  
Case Management Branch  
3627 Kilauea Avenue, Room 104  
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:

Ms. Kelly Jo Nacino

3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816

(808) 733-1685

kellyjo.nacino@doh.hawaii.gov

# RFP Table of Contents

## Notice

### Section 1 - Administrative Overview

1.1	Procurement Timetable.....	1-1
1.2	Website Reference .....	1-2
1.3	Authority .....	1-2
1.4	RFP Organization.....	1-3
1.5	Contracting Office .....	1-3
1.6	RFP Contact Person .....	1-3
1.7	Orientation .....	1-3
1.8	Submission of Questions.....	1-4
1.9	Discussions with Applicants .....	1-4
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.....	1-5
1.14	Public Inspection.....	1-5
1.15	RFP Addenda.....	1-5
1.16	Final Revised Proposals.....	1-5
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 .....	1-6
1.21	Notice of Award.....	1-6
1.22	Protests.....	1-6
1.23	Availability of Funds .....	1-7
1.24	Hawaii Compliance Express.....	1-7
1.25	Wages Law Compliance .....	1-8
1.26	Campaign Contributions by State and County Contractors.....	1-8
1.27	General and Special Conditions of Contract.....	1-8

### 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 .....	2-1
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 .....	2-5
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

3.2 Specific Proposal Submission Instructions ..... 3-1

**Section 4 - Proposal Evaluation**

4.1 Evaluation Process ..... 4-1

4.2 Evaluation Criteria ..... 4-1

**Section 5 - Attachments**

Attachment A: Cost Estimate Worksheet

Attachment B: Draft Special Conditions

# 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	<u>09/04/13</u>
RFP orientation session	<u>09/09/13</u>
Due date for written questions	09/13/13 <u>4:30 p.m. HST</u>
State purchasing agency's response to written questions	<u>09/20/13</u>
Proposal submittal deadline	<u>10/04/13</u>
Proposal evaluation period	<u>10/07/13-</u> <u>10/14/13</u>
Final revised proposals (optional)	<u>NONE</u>
Provider selection	<u>10/14/13</u>
Notice of statement of findings and decision	<u>10/16/13</u>
Contract start date	<u>12/01/13</u>

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

### 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)	<a href="https://vendors.ehawaii.gov/hce/splash/welcome.html">https://vendors.ehawaii.gov/hce/splash/welcome.html</a>
9 Department of Taxation	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a>
10 Wages and Labor Law Compliance, HRS §103-055	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
11 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click “Business Registration”
12 Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## 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, Developmental Disabilities Division  
 Case Management Branch  
 3627 Kilauea Avenue, Room 104  
 Honolulu, HI 96816  
 Phone: (808) 733-1685  
 Fax: (808) 733-9182

**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.

Ms. Kelly Jo Nacino  
 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816  
 (808) 733-1685  
 kellyjo.nacino@doh.hawaii.gov

**1.7 Orientation**

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

**Date:** September 9, 2013      **Time:** 2:00-4:00 p.m. HST

**Location:** We will be conducting the meeting via telephone conference – Dial 1-888-482-3560. Enter the access code 5876043, when requested. If you have trouble connecting, call Hawaiian TelCom’s Customer Care at 514-843-1341 or 1-888-482-3558.

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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Loretta J. Fuddy	Name: Jean Luka
Title: Director of Health	Title: Supervisor, Contracts & Resource Development Section
Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801-3378	Mailing Address: 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816

**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, **see Attachment B, Draft Special Conditions.**

**Specifically, the successful applicant shall obtain the following listed below prior to contracting with the State of Hawaii:**

Certificate of Insurance: General, Automobile, and Professional Liability Insurance Coverage (see Attachment B for the amount of coverage required);  
Registered and be in good standing with the State Procurement Office, Hawaii  
Compliance Express;  
Tax payer license;  
Tax payer identification number and certification; and  
Business registered with the State of Hawaii, Department of Commerce and Consumer Affairs.

## Section 2 Service Specifications

### 2.1 Overview, Purpose or Need, and Goals of Service

The Department of Health, Developmental Disabilities Division (DDD), is responsible for services to individuals with DD/ID in accordance with HRS, Chapter 333F. Psychological evaluations are needed to assist with eligibility determination.

### 2.2 Planning Activities

A Request for Information (RFI) was held on August 30, 2013.

### 2.3 Demographics and Funding

Target population to be served:	The target population to be served includes individuals with DD/ID who are applying for services under HRS Chapter 333F.
Geographic coverage of service:	<u>The geographic area of coverage includes the islands of Kauai, Oahu, Molokai, Lanai, Maui and Hawaii. The applicant may apply for one or more of the geographic areas listed. The applicant shall demonstrate that it has the capacity to provide the required services in the geographic areas for which it is applying.</u>

Probable funding amounts, source, and period of availability:

Approximate STATE Funding:

FY 2014:	\$224,400.00
FY 2015:	224,400.00
FY 2016:	224,400.00
FY 2017:	224,400.00

Subject to availability of STATE funds.

### 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: Contract will be awarded to multiple providers as needed to ensure statewide services.

The DDD will evaluate all proposals, select and award contracts determined to be the most advantageous to the STATE as delineated further in Section 4 - Evaluation. All qualified providers will be ranked from highest to lowest in score for the sole purpose of creating a list of providers. Based on the providers' awarded geographic area of coverage, the highest ranking proposal will receive the first referral(s). All subsequent referrals will be allocated on a rotation basis, moving down the list of providers. When the contracted provider capacity is met, no further referrals will be allocated to the provider until the next fiscal year. The STATE reserves the right to use the list to comply with HRS 333-F and to meet geographical needs for eligibility purposes. The number of awards will be based on the needs of the State. A maximum of eight contracts will be awarded.

**Term of Contract(s)**

Initial term:	<b>December 1, 2013 – November 30, 2017</b>
Length of each extension:	<b>12 Months</b>
Number of possible extensions:	<b>2 12-Month Periods</b>
Maximum length of contract:	<b>6 Years</b>

**Conditions for Extension:**

The contract may be extended provided that the contract price shall remain the same or is adjusted per any contract price adjustment provision. The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

**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**

- A. Complete the psychological evaluation to determine cognitive and adaptive functional levels for the purposes of eligibility determination for individuals with DD/ID.
- B. Conduct the psychological evaluation at the site arranged by the DDD.
- C. Travel to the neighbor islands (if applicable) and do home visits. The DDD shall authorize travel.
- D. Provide a written report of the psychological evaluation to the DDD within fourteen (14) calendar days after the completion of the evaluation.
  - 1. The comprehensive report shall include, but not be limited to:
    - a. Reason for referral;

- b. Source of information;
- c. Background info;
- d. Assessment of cognitive testing;
- e. Assessment of adaptive behavior functioning;
- f. Formulation;
- g. Diagnostic impression;
- h. Recommendations.

2. The required content and format of all reports shall be subject to ongoing review and modification by the DDD.

- E. Submit reports to: Contracts and Resource Development Section, 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816.
- F. When necessary and upon request, provide testimony for administrative hearing purposes, consultation, and/or clarification on eligibility and other service planning issues to the case manager, family, or DDD.
- G. Reimbursement of costs shall be allowed only for completed psychological evaluations and approved neighbor island travel as required.
- H. This Contract may be terminated if the PROVIDER has failed to provide the required services adequately or satisfactorily.

## 2.7 Qualifications

### A. Experience

Licensed Psychologist in the State of Hawaii with five years of experience in the provision of psychological evaluations to individuals with DD/ID.

#### *Requirements for the Proposal Application*

If the applicant is a licensed psychologist, applicant shall submit a copy of current State license, educational degree and curriculum vitae (CV).

The applicant shall provide a description of experience/projects/contacts pertinent to the services required to be included in an attached resume or CV. Applicant shall include points of contact, addresses, email and phone numbers. The State reserves the right to contact references to verify experience.

**B. Organization**

If the applicant is an organization, the applicant shall provide a work plan to describe the proposed oversight, staffing pattern (position title, name and full-time equivalency) and proposed capacity to provide the service.

**C. Personnel**

If the applicant is an organization, all psychologists must be a Licensed Psychologist in the State of Hawaii with five years of experience in the provision of psychological evaluations to individuals with DD/ID.

***Requirements for the Proposal Application***

**If the applicant is a licensed psychologist, applicant shall submit a copy of current State license, educational degree and curriculum vitae (CV).**

**D. Facilities**

The State will provide facilities for evaluations for the majority of services. For an individual who is home-bound, the evaluation may take place at the individual's home.

**2.8 Pricing Structure**

**A. Psychological Evaluations**

1. Pricing structure is based on a fixed unit of service rate. This will include testing, report writing and occasional consultation and discussion.

The approximate amount of funding by geographical area is projected to be:

Geographical Area	FY 2014 - FY 2017
Oahu (378 evaluations)	\$154,224.00
Kauai (42 evaluations)	\$17,136.00
Maui/Molokai/Lanai (42 evaluations)	\$17,136.00
East Hawaii (21 evaluations)	\$8,568.00
West Hawaii (21 evaluations)	\$8,568.00



- A. Availability and timeliness of evaluation appointments;
- B. Timeliness of submittal of psychological evaluations;
- C. Case manager/individual family satisfaction with services; and
- D. Monitoring of service outcomes.

## 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.*
- *One (1) original and four (4) copies of the proposal shall be submitted.*
- *The proposal application documents shall be submitted in the following order:*

Proposal Application Identification Form (SPO-H-200)

Table of Contents- Include a listing of all documents included in the application.

Proposal Application Short-Form 1

- 1.0 Service Activities
- 2.0 Qualifications
  - A. Experience
  - B. Organization
  - C. Personnel
  - D. Facilities
- 3.0 Pricing
- 4.0 Other
  - A. Litigation
- 5.0 Attachments
  - Attachment A*
  - Attachment B*

### 3.2 Specific Proposal Application Instructions

#### 3.2.1 Service Activities

Submit one (1) sample of a comprehensive report for a mock applicant including the following, but not limited to:

- a. Reason for referral;
- b. Source of information;
- c. Background info;
- d. Assessment of cognitive testing;
- e. Assessment of adaptive behavior functioning;
- f. Formulation;
- g. Diagnostic impression;
- h. Recommendations.

RFP No: \_\_\_\_\_  
Title: \_\_\_\_\_  
Applicant: \_\_\_\_\_

### 3.2.2 Qualifications

#### A. Experience

**If the applicant is a licensed psychologist, applicant shall submit a copy of current State license, educational degree and curriculum vitae (CV).**

The applicant shall provide a description of experience/projects/contacts pertinent to the services required to be included in an attached resume or CV.

Specifically, the applicant shall state his/her experience (e.g. how many years providing services, what kinds of services and, to whom were services provided) with individuals with developmental disabilities and intellectual disabilities. The applicant shall have 5 years of experience in the provision of psychological evaluations to individuals with DD/ID.

The applicant shall include points of contact, addresses, e-mail and phone numbers. The State reserves the right to contact references to verify experience.

#### B. Organization

If the applicant is an organization, the applicant shall provide a work plan to describe the proposed oversight, staffing pattern (position title, name and full-time equivalency) and proposed capacity to provide the service.

#### C. Personnel

If the applicant is an organization, submit a copy of current State of Hawaii license, educational degree and curriculum vitae (CV) for all personnel.

#### D. Facilities

Not applicable

### 3.2.3 Pricing

This RFP seeks to purchase services on an as needed basis. Applicants shall provide a minimum number of evaluations (units) they can deliver in their proposal. If interisland travel is applicable, applicants shall provide a minimum number of trips based on the number of evaluations they can deliver in their

RFP No: \_\_\_\_\_  
Title: \_\_\_\_\_  
Applicant: \_\_\_\_\_

proposal. Applicants shall submit a cost proposal utilizing the pricing structure designed by the state purchasing agency by completing Attachment A (Cost Proposal). The Cost Proposal shall be attached to the proposal application.

### 3.2.4 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

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

#### 4.2.1 Service Activities – Evaluation Criteria (55 total points)

One (1) sample of a comprehensive report for a mock applicant including the following, but not limited to:

- a. Reason for referral;
- b. Source of information;
- c. Background info;
- d. Assessment of cognitive testing;
- e. Assessment of adaptive behavior functioning;
- f. Formulation;
- g. Diagnostic impression;
- h. Recommendations.

#### 4.2.2 Qualifications - Evaluation Criteria (40 total points – ALL 40 POINTS REQUIRED)

- |           |   |    |
|-----------|---|----|
| <b>A.</b> | Experience (40 points)  |    |
| •         | License in the State of Hawaii                                      | 10 |
| •         | 5 Years of experience in the provision of psychological evaluations | 10 |
| •         | 5 Years of experience with DD/ID                                    | 10 |
| •         | 5 Years of experience working with adults                           | 5  |
| •         | 5 Years of experience working with children                         | 5  |

- B. Organization (ORGANIZATIONS MUST COMPLETE THIS SECTION)**
  - Work plan to describe the work oversight
  - Staffing pattern (position title, name and full-time equivalency) and proposed capacity to provide the service
- C. Personnel (points - see 4.2.2, A. Experience)**
  - If the applicant is an organization, all psychologists must be a Licensed Psychologist in the State of Hawaii with five years of experience in the provision of psychological evaluations to individuals with DD/ID.
- D. Facilities (0 points)**

**4.2.3 Pricing - Evaluation Criteria (5 total points)**

Attachment A – Cost Proposal

5

## **Section 5**

### **Attachments**

- A. Attachment A – Cost Proposal
- B. Attachment B – Draft Special Conditions

Attachment A  
 Psychological Evaluation Services  
**COST PROPOSAL (per year)**  
 FY 2014 to FY 2017

I. Estimated Units to Serve

	UNITS (per year)	RATE	TOTAL
Kauai	_____	\$408.00	_____
Oahu	_____	\$408.00	_____
Maui/Molokai/Lanai	_____	\$408.00	_____
East Hawaii	_____	\$408.00	_____
West Hawaii	_____	\$408.00	_____
Sub-Total			_____

II. Estimated Interisland Travel

TO/FROM	NO. OF TRIPS (per year)	RATE	TOTAL
_____	_____	\$230.00	_____
_____	_____	\$230.00	_____
_____	_____	\$230.00	_____
_____	_____	\$230.00	_____
_____	_____	\$230.00	_____
Sub-Total			_____

III. Total Cost Proposal Per Year

\_\_\_\_\_

## Attachment B

### DRAFT SPECIAL CONDITIONS

1. The Compensation and Payment Schedule will be attached to the contract and made a part hereof.
2. The Certificate of Exemption from Civil Service will be attached to the contract and made a part hereof.
3. The PROVIDER's Standards of Conduct Declaration will be attached to the contract and made a part hereof.
4. The General Conditions will be attached to the contract and made a part hereof.
5. The Special Conditions will be attached to the contract and made a part hereof.
6. Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.
7. Insurance. Paragraph 1.4, General Conditions is replaced with the following:

The PROVIDER shall obtain, maintain, and keep in force throughout the period of this Contract the following types of insurance:

- a. General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.
- b. Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence.
- c. Professional liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for liability arising out of each occurrence and THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) aggregate.

The insurance shall be obtained from a company authorized by law to issue such insurance in the State of Hawaii (or meet Section 431: 8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii).

For general liability, automobile liability, and professional liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The PROVIDER shall maintain in effect this liability insurance until the STATE has certified that the PROVIDER's work under the Contract has been completed satisfactorily.

Prior to or upon execution of this Contract, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above. The parties agree that the certificate of insurance shall be attached hereto as Exhibit " " and be made a part of this Contract.

Each insurance policy required by this Contract shall contain the following clauses:

It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

The general liability and automobile liability insurance policies required by this Contract shall contain the following clause:

The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.

The certificate of insurance shall indicate these provisions are included in the policy.

The PROVIDER shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under this Contract, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance.

8. Option to Extend Contract. Unless terminated, this Contract may be extended by the STATE for specified periods of time not to exceed two (2) year(s) or for not more than two (2) additional twelve (12)-month period(s), upon mutual agreement and the execution of a supplemental agreement.

This Contract may be extended provided that the Contract price shall remain the same or is adjusted per the Contract Price Adjustment provision stated herein.

The STATE may terminate the extended agreement at any time in accordance with General Conditions no. 4.

9. Contract Price Adjustment. The Contract price may be adjusted prior to the beginning of the extension period and shall be subject to allotment and the availability of State funds.
10. Language Access. The PROVIDER shall comply, as a covered entity, with the provisions of chapter 371, part II, Hawaii Revised Statutes, regarding language access; and with federal law regarding language access, Title VI of the Civil Rights Act of 1964, 42 USC section 2000d et seq., and 45 CFR part 80. These laws require the PROVIDER to, among other things, link clients and their families with interpreter services if, on account of national origin, clients and their families do not speak English as their primary language and identify themselves as having a limited ability to read, write, speak, or understand the English language.
11. Registered and be in good standing with the State Procurement Office, Hawaii Compliance Express. Annual documentation that the PROVIDER is in good standing shall be required by the contracting agency.