

State of Hawaii
Department of Health
Disease Outbreak Control Division
Immunization Branch

Request for Proposals

RFP No.: DOH-DOCD-17-01 Nursing and Staffing Services for Influenza Immunization Clinics

Date Issued: August 24, 2016

Proposal Submittal Deadline: September 22, 2016

Orientation Session: August 31, 2016, Hawaii Department of Health, 1250
Punchbowl Street, 1st Floor Boardroom, Honolulu, HI 96813

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.*

August 24, 2016

REQUEST FOR PROPOSALS

RFP No: DOH-DOCD-17-01

Nursing and Staffing Services for Influenza Immunization Clinics NOTICE

The State of Hawaii's Department of Health ("DOH"), Disease Outbreak Control Division, Immunization Branch is requesting proposals from qualified Applicants to coordinate site visits for consent form review (i.e., prescreening), provide nursing personnel to staff immunization clinics, and to provide additional medical and clerical personnel to support administrative and logistical functions of the Stop Flu at School program.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service ("USPS") shall be postmarked by September 22, 2016 to the mail-in address and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be received no later than September 22, 2016, 4:00 P.M Hawaii Standard Time ("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: Department of Health
Disease Outbreak Control
Division
Rm. 443
1250 Punchbowl Street
Honolulu, HI 96813

HAND DELIVERIES (DROP-OFF SITES):

Department of Health
Disease Outbreak Control
Division
Rm. 443
1250 Punchbowl Street
Honolulu, HI 96813

Please note: Any Applicant planning to hand deliver a proposal must schedule a time with the RFP point-of-contact so that we can assure a person will be present to accept the proposal. If you do not schedule a time we cannot be responsible for any late proposals.

Each Applicant must only submit one (1) proposal. More than one (1) proposal will not be accepted from any Applicant. The Applicant must submit five (5) bound copies of the proposal and a complete electronic copy (in MS word or in PDF) on a CD. Applications from Individuals will not be accepted.

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

INQUIRIES

Any inquiries regarding this RFP should be directed to the RFP point-of-contact:

Danielle Vassalotti

Phone: (808) 586-8308

Fax: (808) 586-8347

Email: Danielle.Vassalotti@doh.hawaii.gov

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Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the Applicant to understand the requirements of *each* RFP.

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	August 24, 2016
RFP orientation session	August 31, 2016
Due date for written questions	September 6, 2016 2016 4:00 p.m. HST
State purchasing agency's response to written questions	September 9, 2016
Proposal submittal deadline	September 22, 2016
Proposal evaluation period	September 23, 2016 - October 5, 2016
Final revised proposals (optional)	N/A
Provider selection	October 6, 2016
Notice of statement of findings and decision	October 6, 2016
Contract start date	STATE's Notice To Proceed

1.2 Website Reference

•	Item	• Website
1	Procurement of Health and Human Services	<ul style="list-style-type: none"> • http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2	RFP website	<ul style="list-style-type: none"> • http://hawaii.gov/spo2/health/rfp103f/
3	Hawaii Revised Statutes (“HRS”) and Hawaii Administrative Rules (“HAR”) for Purchases of Health and Human Services	<ul style="list-style-type: none"> • http://spo.hawaii.gov Click on the “References” tab.
4	General Conditions, AG-103F13	<ul style="list-style-type: none"> • http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
5	Forms	<ul style="list-style-type: none"> • http://spo.hawaii.gov Click on the “Forms” tab.
6	Cost Principles	<ul style="list-style-type: none"> • http://spo.hawaii.gov Search: Keywords “Cost Principles”
7	Protest Forms/Procedures	<ul style="list-style-type: none"> • http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8	Hawaii Compliance Express (“HCE”)	<ul style="list-style-type: none"> • http://spo.hawaii.gov/hce/
9	Hawaii Revised Statutes (“HRS”)	<ul style="list-style-type: none"> • http://capitol.hawaii.gov/hrscurrent
10	Department of Taxation (“DOTAX”)	<ul style="list-style-type: none"> • http://tax.hawaii.gov
11	Department of Labor and Industrial Relations (“DLIR”)	<ul style="list-style-type: none"> • http://labor.hawaii.gov
12	Department of Commerce and Consumer Affairs (“DCCA”), Business Registration	<ul style="list-style-type: none"> • http://cca.hawaii.gov click “Business Registration”
13	Campaign Spending Commission	<ul style="list-style-type: none"> • http://ags.hawaii.gov/campaign/
14	Internal Revenue Service (“IRS”)	<ul style="list-style-type: none"> • http://www.irs.gov/
<p>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)</p>		

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 five (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
Disease Outbreak Control Division, Immunization Branch
1250 Punchbowl Street
Phone: (808) 586-8328
Fax: (808) 586-8347
E-mail: Ronald.Balajadia@doh.hawaii.gov

1.6 RFP Point-of-Contact

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.

Danielle Vassalotti
Phone: (808) 586-8308
Fax: (808) 586-8347
Email: danielle.vassalotti@doh.hawaii.gov

1.7 Orientation

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

Date: August 31, 2016 **Time:** 2:30 pm to 4:30 pm HST
Location: 1250 Punchbowl Street, 1st Floor Boardroom, Honolulu, HI 96813

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 Section 1.7, Submission of Questions. **A conference call number will be provided for anyone who cannot attend in person. Please contact the RFP point-of-contact.**

1.8 Submission of Questions

Applicants may submit written questions to the RFP point-of-contact identified in Section 1.5. Written questions should be received by the date and time specified in the procurement schedule in Section 1.1. The state 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 state 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 with Hawaii Administrative Rules ("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:

- A. Failure to cooperate or deal in good faith (HAR §3-141-201);
- B. Inadequate accounting system (HAR §3-141-202);
- C. Late proposals (HAR§3-143-603);
- D. Inadequate response to request for proposals (HAR §3-143-609);
- E. Proposal not responsive (HAR §3-143-610(a)(1));
- F. 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. (Refer to Section 1.2, Website Reference for website address.) Only the following matters may be protested:

- A. A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- B. A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- C. 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 (5) 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: Virginia Pressler M.D.	Name: Steven Osa c/o Danielle Vassalotti
Title: Director of Health	Title: Program Specialist
Mailing Address: P.O. Box 3378, Honolulu, HI 97801-3378	Mailing Address: 1250 Punchbowl Street, Honolulu HI 96813
Business Address: 1250 Punchbowl St. Honolulu, HI 96813	Business Address: 1250 Punchbowl St. 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 Provider Compliance

All Providers shall comply with all laws governing entities doing business in the State.

- 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 the Hawaii State Department of Taxation ("DOTAX") and the Internal Revenue Service ("IRS"). Refer to Section 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. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations ("DLIR") website address.
- C. **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 Department of Commerce and Consumer Affairs ("DCCA"), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express ("HCE") for online compliance verification from the DOTAX, IRS, DLIR, and 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 Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the state purchasing agency. All applications for applicable clearances are the responsibility of the Providers. All certificates must be valid on the date it is received by the state purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six (6) months from the date of issue. The DCCA certificate of good standing is valid for six (6) months from date of issue.

D. 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 Section 1.2, Website Reference for statutes and DLIR website address.

E. 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 Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.

F. 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 State of Hawaii, Department of Health's Disease Outbreak Control Division, ("STATE") administers a program known to the general public as "Stop Flu at School" ("SFAS"). SFAS has a two-fold objective: to vaccinate the target population against influenza, and to prepare the State to respond to a public health emergency, such as a pandemic, by practicing mass vaccination clinics.

SFAS operates school-located vaccination clinics, through which eligible students in grades K-8 may be vaccinated at their school against the flu at no cost to them or their families. Parental consent is required for vaccination. All elementary and middle schools across the State of Hawaii are eligible to register for this program, but participation by schools and by individual students is voluntary. Students may only participate at their own school's clinic; they cannot sign-up for a clinic at a school at which they are not officially enrolled.

The STATE requires services to coordinate and conduct prescreening visits, staff immunization clinics, and provide temporary staff to support program operations and logistics. All staff hired for these purposes must follow the program's established policies and procedures.

The STATE shall supply all influenza vaccines, medical and clinic supplies, and emergency response kits for this project. The STATE shall also provide qualified staff to manage clinics. The PROVIDER shall provide personnel to perform SFAS services as specified in Section 2.6, as the need and funding allow.

2.2 Planning Activities

An RFI was posted on August 12, 2016 for interested parties to provide information and feedback to assist the STATE in developing this RFP. Please contact Steven Osa Program Specialist at steven.osa@doh.hawaii.gov or 808-733-8386 for more information regarding the RFI.

The STATE has led the implementation of the statewide school-located influenza vaccination program, Protect Hawaii's Keiki: Stop Flu at School, since it was first introduced at the start of the traditional flu season in 2007. Through this program, over 65,000 flu vaccinations are administered annually to participants. Clinics are usually conducted during the months of October through November and held on the school campus during normal school hours. Multiple clinics run simultaneously statewide using

a standardized operating protocol and trained clinical staff. Planning and preparation for the program begin months in advance of clinics.

The STATE shall make available to the Applicants past program policies, procedures, and materials, as appropriate.

2.3 Demographics and Funding

Target population to be served: Students in grades K-8 attending public, private, and charter schools

Geographic coverage of service: Statewide

Probable funding amounts, source, and period of availability:

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 HRS Chapter 37, and subject to the availability of State, Federal funds, or Trust 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:

Term of Contract(s)

Initial term:	<u>8 months</u>
Length of each extension:	<u>12 months</u>
Number of possible extensions	<u>5</u>
Maximum length of contract:	<u>5 years 8 months</u>

Conditions for Extension:

The initial contract shall commence on the contract start date or the State's Notice to Proceed, whichever is later.

Conditions for Extension:

Extensions must be requested in writing sixty (60) days prior to expiration of the existing contract and a supplemental agreement must be executed. Extensions are subject to availability of funds.

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. Staffing Services

1. Coordinate and Conduct Prescreening Visits.

Prescreening, also known as consent form review, is a process during which forms are reviewed for completeness and to prevent students with potential contraindications from receiving flu vaccine at the SFAS clinic. This process streamlines clinic operations, reduces the chances for adverse reactions, and decreases the number of students turned away on clinic day because of incomplete forms. It also provides the STATE with an estimate of vaccine uptake per school. All prescreening staff must adhere to SFAS policies and procedures (see Attachment A). The Provider shall be responsible for the following prescreening activities:

- a) Schedule and confirm the date and time of each prescreening visit with the participating school's liaison. The prescreening schedule shall correspond with the clinic schedule, which shall be provided by the STATE. Prescreening must be completed by a date determined by the STATE.
- b) Coordinate and ensure appropriate staffing for prescreening visits at each participating school.
- c) Train personnel to properly screen consent forms for contraindications and completeness.
- d) Through prescreening, determine the number of clinic participants at each school and their vaccine preference, along with the number of incomplete forms. The STATE shall provide details on what information must be collected on the log form.
- e) Provide each school with a copy of the completed prescreening log after the prescreening visit.

- f) Ensure that actual time worked at each school is accurately documented.
- g) Make every effort to minimize lull times between schools.
- h) Provide all prescreening logs completed each day to the DOH within twenty-four (24) hours of the prescreening visit.

2. Clinic Staffing

Clinics shall be held at over 300 schools across the State of Hawaii. Clinic duration can range from 1 to 6 hours. Staffing needs for each clinic shall be determined by the STATE and shall be based on the number of participants, the number of clinic hours and the premise that each vaccinator can administer twenty (20) vaccinations in one (1) hour. All clinic staff shall follow the instructions and directions of the clinic manager, as well as adhere to all SFAS policies and procedures.

The Provider shall be responsible for fulfilling the STATE's staffing requests with personnel to perform the following activities:

- a) Screen participants prior to vaccination.

Registrars or "screeners", shall verify identification of participants and review their consent forms.

- b) Maintain flow of the clinic.

Line flow staff shall direct participants to the appropriate stations and areas, in accordance with the clinic flowchart. They shall address bottlenecks and guide traffic in an effort to keep the clinic moving in a safe and efficient manner.

- c) Observe and manage participants post-vaccination.

Participants must wait fifteen (15) minutes in the observation area after they have been vaccinated, to ensure they do not experience an adverse reaction to the vaccine.

If the observation area is located separately from the clinic, then the observation area staff must include one (1) Registered Nurse ("RN") who can identify and respond to adverse reactions using the emergency supplies provided by the STATE.

- d) Vaccinate eligible participants.

Vaccinators shall review each consent form prior to administration.

- e) Return vaccine and clinic supplies to the DOH's designated facility.

- (1) This service shall primarily be needed on Oahu, but may also be needed on the neighbor islands.

- (2) The STATE shall be billed a one-time flat transportation fee for this service.

- f) Provider shall send, at minimum, two (2) agency representatives to observe an immunization clinic at least once per annum in order to gain an understanding of clinic operations. The clinic shall be located on Oahu.

- 3. Vaccine and Medical Supply Support Staff (Oahu only).

Vaccine and medical supplies for the emergency kits are stored at the DOH. All stock must be routinely inventoried, maintained, packed, and distributed to and received from clinics on a daily basis.

The Provider shall be responsible for hiring staff to perform these duties. Staff shall be full time employees during program operations and based out of a STATE facility.

B. Training

The Provider shall:

- 1. Ensure that all staff meet the training requirements set forth by the STATE and are competent to work in their assigned roles prior to arriving at the work site. Training and educational materials shall be provided by the STATE and shall include online training modules.

2. Ensure that all staff have access to training materials that are available online.
3. Provide written assurances to the STATE, upon request, that staff have been trained on skill sets and competencies as outlined in this RFP.
4. Ensure staff attendance sheets from all training sessions are kept on file.

C. Project Management

The Provider shall:

1. Designate one (1) Project Manager, who shall be the contact person responsible for the supervision and oversight of all services rendered by the Provider. This person shall collaborate, at a minimum, weekly with the STATE. The Project Manager shall be authorized to interact with the designated STATE and school personnel to ensure that the project schedules and deliverables are being met.
2. Employ sufficient staff to provide the services described in this RFP. Provider should be aware that up to fifteen (15) clinics operate simultaneously across the State during the 6 to 8 week operational period.
3. Obtain and maintain appropriate documentation, in accordance with state and federal requirements, and make this documentation available to the STATE upon request.
 - a) Ensure all nursing staff are licensed in the State of Hawaii.
 - b) Maintain documentation of professional licensing and certification for all staff.
 - c) Maintain documentation of current Cardiopulmonary Resuscitation ("CPR") certification for all staff.
 - d) Maintain documentation of organizational compliance to federal and state health and safety guidelines, including elements required by the Occupational Safety and Health Administration's ("OSHA") bloodborne pathogen standard. Documentation shall

include, but not be limited to, Hepatitis B vaccination series (or documentation of Hepatitis B vaccination refusal) and completion of annual bloodborne pathogen training for all staff.

- e) Ensure vaccinators have had experience administering both Inactivated Influenza Vaccine ("IIV") and Live Attenuated Influenza Vaccine ("LAIV") to children within the past twelve (12) months. Documentation of such must be made available to the STATE upon request
 - f) Ensure the provision of sufficient staff in remote and rural areas.
 - g) Ensure continuity of staff performance and provision of substitute staff in the event of any personnel absence. Substitute staff must meet all criteria listed in this RFP.
 - h) Ensure staff report on time.
 - i) Address staffing personnel issues. This shall include taking disciplinary action when appropriate. Keep an up-to-date disciplinary plan.
 - j) Generate reports as specified by the STATE. The content and format of each report shall be subject to ongoing review and modification by the STATE.
4. Maintain confidentiality of all individuals' immunization records and reports.

2.7 Qualifications

A. Organization

- 1. Provider must be licensed to conduct business in the State of Hawaii.
- 2. Insurance.

The Provider must obtain, maintain, and keep in force throughout the period of the 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 is 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.

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, HRS, if utilizing an insurance company not licensed by the State of Hawaii).

For both the general liability, automobile liability insurance, 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.

- 3. Provider must maintain a "Bloodborne Pathogen Exposure Control Plan and Procedure Manual" for contracted staff to follow in the case of an occupational exposure to blood or other potentially infectious materials.
- 4. Provider must be able to obtain an office located in Hawaii at the time of award.

B. Personnel

- 1. Vaccinators:
 - a) Must be RN or Licensed Practical Nurses ("LPN"). LPNs may only administer vaccines under the direction of a RN.
 - b) Must have documentation of professional licensure to practice in the State of Hawaii.

- c) Must be trained in the management of anaphylactic shock and other adverse events associated with vaccine administration.
- d) Must have a current CPR certification.
- e) Must have knowledge and proficiency regarding the indications for, contraindications and precautions against, and administration of influenza vaccines (both IIV and LAIV). This includes having had experience vaccinating children with both LAIV and IIV within twelve (12) months of the program's first clinic date of the season.
- f) Be physically able to administer twenty (20) vaccinations per hour.
- g) Be willing to administer either IIV or LAIV, as determined by the clinic manager on the day of the clinic.

2. Vaccine and Medical Supply Support Staff:

- a) Must be a certified Medical Assistant ("MA").
- b) Must have one (1) year of work experience that involved vaccine supply management and collecting, processing, and tabulating numerical data.
- c) Must have valid driver's license with clean driving abstract.
- d) Must be able to lift and /or move up to twenty-five pounds (25 lbs), perform physical tasks and stand for long periods of time on a daily basis.
- e) Must be able to work in indoor and outdoor weather.
- f) Must be able to work in a team.

3. All Temporary Staff:

- a) Must have evidence of one (1) of the following:

- (1) Proper immunization documentation of three (3) valid Hepatitis B vaccine doses.
 - (2) Documentation of Hepatitis B immunity by serological testing (i.e., laboratory evidence of immunity to Hepatitis B).
 - (3) Documentation of refusal of Hepatitis B vaccination.
- b) Must complete annual bloodborne pathogen training that is compliant with OSHA requirements.
4. Project Manager:
- a) Have an undergraduate degree in a related field.
 - b) Have a minimum of three (3) years of experience in coordinating large-scale, statewide staffing projects for clinical or medical settings.
 - c) Have at least one (1) year of experience in training or staff development.

2.8 Pricing Structure

A. Negotiated unit of service rate.

- 1. Provider shall be compensated for services rendered.
- 2. Immunization clinic hours and prescreening visits shall be billed based on actual hours worked with a guaranteed two (2) hours minimum charge per day.
- 3. Vaccine and Medical Supply Support Staff shall be billed based on actual hours worked, as documented on timesheets.
- 4. With the exception of the flat, one - time transportation fee per clinic for the return of supplies, the Provider shall be responsible for all travel costs related to services.
- 5. Staffing at each immunization clinic shall be dependent upon participation rates. The STATE shall make the final determination for minimum staffing requirements per clinic.

6. Five (5) different negotiated unit service rates are requested from the Applicant for the following:
 - a) RN
 - b) LPN
 - c) Certified Nursing Assistant ("CNA")
 - d) MA
 - e) Flat, one-time transportation fee per clinic for return of clinic supplies to DOH-designated location.

2.9 Other

Litigation

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 shall not carry any point value but are required.

2.10 Reporting Requirements for Program and Fiscal Data.

Applicant shall provide electronic reports to the STATE. These shall include, but not be limited, to the following:

A. Staffing Report

Total number of clinic staff utilized, by service rate type, statewide, and per county.

B. Personnel Action Report

1. Detail issues that required action.
2. Detail action taken for each occurrence.
3. Total number of incidents within the following categories: dismissed, re-trained, re-assigned, and counseled.

2.11 Contract Monitoring and Evaluation.

The criteria by which the performance of the Contract shall be monitored and evaluated are:

- A. Administrative Requirements.**
- B. Qualifications of staff.**
- C. Quality of services.**
- D. Staffing requests fulfilled.**
- E. Timely submission of reports and correspondences.**

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)

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

Proposal Application Short-Form 1

- 1.0 Qualifications
 - A. Experience
 - B. Program Organization
 - C. Personnel
 - D. Compliance
- 2.0 Pricing
- 3.0 Other
 - Litigation
- 4.0 Attachments

3.2 Specific Proposal Application Instructions

A. Experience (6 pages maximum)

Applicant must provide two (2) past performance examples of projects/contracts including points of contact, addresses, email, and phone numbers for each of the following:

1. Projects/contracts in which they coordinated providing staff to large scale statewide health projects.
2. Projects/contracts coordinating staff to provide administrative, logistical, and operational support to organizations.

B. Program Organization

Organization Chart and Narrative (3 pages maximum).

1. The Organizational Chart shall describe the following:
 - a) All proposed positions, with names of individuals (if known), titles, and corresponding lines of authority and reporting.
 - b) Detail the lines of authority and reporting for managing all staff for the Applicant.
 - c) All partners and subcontractors, if applicable.
2. The Organization Chart Narrative shall explain the Organizational Chart and shall provide further details on roles and responsibilities, as needed.

C. Personnel (10 pages maximum)

1. Applicant must describe the amount of staff required and of the number of personnel that shall be available for prescreening, clinics, and vaccine medical support staff.
2. Applicant must describe their plan for recruitment, retention, and disciplinary actions for staffing.
3. Applicant must describe their methodology for screening, obtaining and retaining documents required in Section 2.6 Subparagraph C.3. and that staff have met all qualifications and minimum experience requirements, as outlined in Section 2.7 Paragraph B.
4. Applicant must propose a Project Manager that has the qualifications as specified in Section 2.7 Subparagraph B.4.. Two (2) references must be provided including points of contact, addresses, email, and phone numbers for each. Resume must be provided as an attachment to Applicant's Proposal.

D. Compliance

Applicant must provide the following documentation as an attachment to their proposal:

1. Proof of Liability Insurance or verification from insurance company on letterhead the insurance can be obtained.
2. Provider Compliance. Applicant must provide proof of compliancy.

**failure to provide these documents with proposal shall deem the Applicant non-responsive.

E. Pricing (2 pages maximum)

The Applicant shall submit fully burdened fixed unit rates for the following:

Hourly rate for RN
Hourly rate for LPN
Hourly rate for CNA
Hourly rate for MA
Transportation Fee Per Clinic (Return of Supplies)

The Applicant may provide a cost narrative explaining rationale behind rates.

F. 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 shall 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 shall be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques shall 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 shall 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.

The evaluation shall be conducted in three (3) phases as follows:

- Phase 1 – Evaluation of Proposal Requirements
- Phase 2 – Evaluation of Proposal Application
- Phase 3 – Recommendation for Award

Evaluation Categories

Possible Points

Qualifications

Liability Insurance Certification
Provider Compliance

Proposal Application

Program Overview	0 points	
Experience	20 points	
Project Organization	30 points	
Personnel	20 points	
Financial	25 points	

95 Points

TOTAL POSSIBLE POINTS

95 Points

Consensus scoring shall be used by an evaluation committee reviewing the proposals using the following scale.

A rating scale of 5 shall be used to rate each proposal. Only whole numbers shall be assigned (1, 2, 3, 4, or 5), half numbers are not utilized in this rating scale.

5 – Outstanding (100% of points)

Exceeded required elements by clearly proposing additional services or strategies (providing details and specific examples) for implementation to achieve the RFP requirements. No major weakness or minor weaknesses were found.

4 - Satisfactory (80% of points)

Proposed service met the minimum requirements of the RFP. Had only minor weaknesses.

3 - Marginally Adequate (60% of points)

Provided a general response but the proposed services do not contribute towards the achievement of the RFP requirements. Had at least one (1) major weakness.

2 - Unsatisfactory (40% of points)

Not all components were evident or only reiterated the wording of the RFP or other attached materials. Had more than one (1) major weakness.

1 - Unresponsive (20% of points)

Response did not answer the question.

0 - No response given. (0 points)

A response was not found.

Points shall be awarded to each criteria based on the score awarded by the evaluation committee.

Example:

A question worth 2 points that receives a score of 5 shall be awarded 2 points. (100% x 2 points = 2 points)

A question worth 2 points which receives a score of 4 shall be awarded 1.6 points. (80% x 2 points = 1.6 points)

4.2 Evaluation Criteria

E. Qualifications - Evaluation Criteria (95 total points)

1. Experience (20 points total, 10 points each)

- Applicant provided two (2) examples of projects/contracts in which they coordinated providing staff to large scale state wide health projects. Applicant has provided a description of projects/contracts, points of contact, addresses, email, and phone numbers are included.
- Applicant provided two (2) examples of projects/contracts coordinating staff to provide administrative, logistical and operational support to organizations. Applicant has provided a description of projects/contracts, points of contact, addresses, email, and phone numbers are included.

2. Organization (30 points total, 15 points per criteria)

- Both the “Organization –wide” and “Program” organization charts are attached and reflects the position of each staff (including position title, name, and full time equivalency) and line of responsibility/supervision.
- Organization Narrative clearly describes an approach and rationale for the structure, functions, and staffing of the proposed organization for the overall activities and tasks meets the objectives of the service activities.

3. Personnel (20 points total, 5 points each)

- Applicant provided a list of personnel which would be applicable to the work to be performed.
- Applicant clearly described their plan for recruitment, retention and disciplinary actions for staff and are relevant to the work to be performed.
- Applicant clearly describes their methodology for screening personnel, checking qualifications, obtaining and retaining documents required in Section 2.6 Subparagraph C.3.

- Applicant's proposed Project Manager meets all of the requirements in Section 2.7 Subparagraph B.4. Two (2) references were provided in full. Resume was provided.

F. Pricing - Evaluation Criteria (25 points total, 5 points each)

Unit personnel rates shall be evaluated on whether they are competitive and reasonable. Personnel rates must be reasonable and comparable to positions in the community. Transportation fee per clinic shall be evaluated on reasonableness.

- RN
- LPN
- Certified Nursing Assistant ("CNA")
- MA
- Flat, one-time transportation fee per clinic for return of clinic supplies to DOH-designated location.

Section 5

Attachments

- A. Stop Flu at School Operations and Policy Manual
- B. Stop Flu at School Summary Report
- C. Proposal Application Checklist
- D. Proposal Application Table of Contents