



State of Hawaii
Department of Transportation
Airports Division

Request for Proposals

Furnishing Emergency Medical Services

At

Honolulu International Airport

RFP No. EO1741-07R

Issued: November 21, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP Interest form may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

RFP issued: November 21, 2006

REQUEST FOR PROPOSALS

**Furnishing Emergency Medical Services
At
Honolulu International Airport**

NOTICE

The Department of Transportation, Airports Division, Honolulu International Airport is requesting proposals from qualified applicants to furnish all labor, supervision, materials, supplies, equipment and incidentals to provide non-exclusive emergency medical services from facilities at the Honolulu International Airport. Services shall include the non-exclusive medical care and emergency response capabilities for treating the airport population, including the traveling and visiting public, as well as to provide medical treatment and visiting public, as well as to provide medical treatment, coordination, and/or triage for declared airport or airport related disasters occurring on or immediately adjacent to Honolulu International Airport

The services solicited herein were developed through collaboration with Hawaii Department of Health, Federal Aviation Airports District Office, and Airlines Committee of Hawaii. Several resource documents reference in the preparation of specifications includes but not limited to Federal Aviation Regulation Part 139.325 Airport Emergency Plan, Federal Aviation Administration Advisory Circular 150/5200-31A Airport Emergency Planning, Oahu Mass Causality Planning; U.S. Department of Health and Human Services Pandemic Influenza Plan; and Protocol for Influenza Surveillance and Response at Honolulu International Airport.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by February 26, 2007 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 February 26, 2007, 2:00 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 AND HAND DELIVERIES (DROP-OFF SITE):

Attn: Mr. Rodney Haraga
Contracts Office
869 Punchbowl Street
Honolulu, Hawaii 96183-5097

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

INQUIRIES related to this RFP should be directed to the following RFP contact person(s):

Mr. Martinez Jacobs
Honolulu International Airport, Airports Division Office
400 Rodgers Blvd, Suite 700
Honolulu, Hawaii 96819-1880
Telephone: (808) 838-8702
Facsimile: (808) 838-8760
E-mail: martinez.jacobs@hawaii.gov

Mr. James Pratt
Airport Operations Manager
Honolulu International Airport, Oahu District
300 Rodgers Blvd., #12
Honolulu, Hawaii 96819-1897
Telephone: (808) 836-6428
Facsimile: (808) 836-6468
E-mail: james.pratt@hawaii.gov

RFP Table of Contents

Notice

Section 1 - Administrative Overview

I.	Procurement Timetable	1-1
II.	Websites Referenced in This RFP	1-2
III.	The Procurement Process.....	1-2
IV.	Requirements for Awardees.....	1-5

Section 2 - Service Specifications

I.	Overview, Purpose or Need and Goals of Service.....	2-1
II.	Planning Activities.....	2-2
III.	Demographics and Funding	2-2
IV.	Service Activities	2-3
V.	Qualifications.....	2-9
VI.	Pricing Structure	2-16
VII.	Other	2-17
VIII.	Reporting Requirements for Program and Fiscal Data	2-17
IX.	Monitoring and Evaluation	2-19

Section 3 - Proposal Application

I.	Instructions for Completing the Proposal Application	3-1
II.	Submission of Proposal Application Documents	3-1
III.	Proposal Application Short Form 1 (SPO-H-250).....	3-3

Section 4 - Proposal Evaluation

I.	Evaluation Process	4-1
II.	Evaluation Criteria.....	4-1

Section 5 - Attachments

Attachment	A.	Protocol for Influenza Surveillance and Response at Honolulu International Airport
Attachment	B.	Health and Human Services (HHS) Pandemic Influenza Plan
Attachment	C.	Medical Dispensary Area Floor Plan
Attachment	D.	Hawaii Administrative Rules, Title 11, Department of Health, Chapter 156, Communicable Diseases

Attachment	E.	U.S. Custom and Border Protection, Port of Honolulu, Custom Airport Security Program.
Attachment	F.	Criminal History Records Check (Finger Print Application)
Attachment	G.	1542.209 Fingerprint based criminal history records check (CHRC)
Attachment	H.	Honolulu International Airport Security Area Access Badge application
Attachment	I.	Department of Transportation, Airports Division Liability and Injury Insurance Minimum requirements
Attachment	J.	Medical Services Area Rental and Estimates Matrix
Attachment	K.	FAA Policy and Procedures Concerning the Use of Airport Revenue; Notice
Attachment	L.	Medical Disaster Portable Field Hospital Specifications
Attachment	M.	Standard Contract with General Conditions
Attachment	N.	Management and Disposal of Infectious Waste
Attachment	O.	Tuberculosis

Section 1 Administrative Overview

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	November 21, 2006
RFP orientation session	December 19, 2006
Due date for written questions	December 21, 2006
State purchasing agency's response to written questions	December 28, 2006
Proposal submittal deadline	February 26, 2007
Proposal evaluation period	February 27 - March 7, 2007
Final revised proposals (optional)	March 9-12, 2007
Provider selection	March 13-16, 2007
Notice of statement of findings and decision	March 21, 2007
Anticipated Notice to Proceed (NTP) date	April 20, 2007

II. Websites Referenced in this RFP

The State Procurement Office (SPO) website is www.spo.hawaii.gov

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template - General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO Websites

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	www.hawaii.gov/campaign

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

III. The Procurement Process

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.

RFP Organization. This RFP is organized into 4 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, Evaluation - The method by which proposal applications will be evaluated.

Section 4, Attachments - Information and forms necessary to complete the application.

RFP Orientation Session. An orientation session to familiarize applicants with the procurement process and the requirements of the RFP shall be held. Applicants are encouraged to submit written questions prior to the orientation. Questions at the orientation are permitted, but oral questions should be submitted in writing by the date indicated in the Procurement Timetable to ensure an official written response.

Date and time: December 19, 2006 09:00 a.m.

Location: Airports Division Office
 Honolulu International Airport
 400 Rodgers Blvd; Suite 700
 Honolulu, Hawaii 96819-1880

Submission of Questions. Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants by way of Addendum and placed on the RFP website.

Deadline for submission of questions: December 21, 2006 2:00 p.m. HST

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 section 3-143-403, HAR. All such discussion shall be initiated by the Purchasing Agency.

Multiple or Alternate Proposals - Multiple/alternate proposals are not applicable to this RFP.

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.

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

Public Inspection. Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

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

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 offer/proposal.

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 section 3-143-613, HAR.

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

Provider Participation in Planning. 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, may disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203, HAR.

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 (Section 3-141-201, HAR); 2) Inadequate accounting system (Section 3-141-202, HAR), 3) Late proposals (Section 3-143-603, HAR); 4) Inadequate response to request for proposals (Section 3-143-609, HAR); 5) Proposal not responsive (Section 3-143-610(a)(1), HAR), 6) Applicant not responsible (Section 3-143-610(a)(2), HAR).

Notice of Award. A statement of findings and decision shall be provided to all applicants 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.

Notice to Proceed. Written notice from the Director to the Contractor advising the Contractor of the date on which he is to begin the prosecution of the work. No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

Protests. Any applicant may file a protest against the awarding of a contract. The Notice of Protest form, SPO-H-801, all other forms and a detailed description of procedures are on the SPO website. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F, HRS;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F, HRS; 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.
- (4) The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer 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
Mr. Brian H. Sekeguichi	Mr. Phillip Russell, P.E.
Deputy Director – Airports	DOT- Contracts Engineer
Airports Division Office	Department of Transportation
Honolulu International Airport 400 Rodgers Blvd; Suite 700 Honolulu, Hawaii 96819-1880:	869 Punchbowl Street Honolulu, Hawaii 96813-5097

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.

IV. Requirements for Awardees

Tax Clearance. If awarded, a certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required upon notice of award.

Wages and Labor Law Compliance. Prior to contract execution for service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, “Wages, hours, and working conditions of employees of contractors performing services.”

Compliance with all Applicable State Business and Employment Laws. All providers shall comply with all laws governing entities doing business in the State. 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 be register 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. (See paragraph II, Website Reference.)

Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-205.5, 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. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

Monitoring and Evaluation. Criteria by which contracts will be monitored and evaluated are in Section 2.

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

I. Overview, Purpose or Need and Goals of Service

The services shall include the non-exclusive medical care and emergency response capabilities for treating the airport population, including the traveling and visiting public, as well as to provide medical treatment, coordination, and/or triage for declared airport or airport related disasters occurring on or immediately adjacent to the Honolulu International Airport.

The organization responding to this RFP must be able to provide the required services 7-days a week, 24-hours daily, 365 days annually at Honolulu International Airport. The successful contractor must provide all qualified staffing, medical supplies, equipment, computers, medical protocols, and emergency vehicle to perform the emergency medical services described herein. The contractor shall be responsible for all costs of providing the required services as described herein in this RFP.

- Emergency medical services within the TSA Sterile Area and public areas of Honolulu International Airport
- Evaluation treatment of non-emergent clinical type injuries and illnesses occurring among the airport population, including the traveling public
- Emergency medical response to provide medical treatment for declared airport related or involved disasters occurring on or immediately adjacent to Honolulu International Airport
- Collaboration between CDC Honolulu Quarantine Station and Hawaii State Department of Health on public health endeavors necessary for the prevention and control of communicable infectious diseases such as but not limited to collection of essential epidemiological data, collection of diagnostic specimens, and assistance with mass prophylaxis and treatment as directed in writing by the Department of Transportation.
- Assist HDOT-A in conducting travel related surveillance at the airport in the “Protocol for Influenza Surveillance and Response at Honolulu International Airport; and as directed in writing by the Department of Transportation.
- Assist HDOT-A in meeting pandemic influenza preparedness goals as outlined in the: HHS Pandemic Influenza Plan, and emergency and public health preparedness goals as referenced in Department of Homeland Security “National Response Plan” as directed in writing by the Department of Transportation.

Offertory is advised that the entire RFP, any addenda, and the corresponding proposal shall be part of the contract with the successful Offeror.

The Department of Transportation, Airports (HDOT-A) reserves the right to modify, amend, change, add or delete any requirements in this RFP to serve the best interest of the State. If significant amendments are made to this RFP, the State will consider allowing Offerors additional time to submit their proposals.

II. Planning Activities

The services solicited herein were developed through collaboration with Hawaii Department of Health, Federal Aviation Airports District Office, and Airlines Committee of Hawaii. Several resource documents reference in the preparation of specifications includes but not limited to Federal Aviation Regulation Part 139.325 Airport Emergency Plan, Federal Aviation Administration Advisory Circular 150/5200-31A Airport Emergency Planning, Oahu Mass Causality Planning; U.S. Department of Health and Human Services Pandemic Influenza Plan; and Protocol for Influenza Surveillance and Response at Honolulu International Airport.

III. Demographics and Funding

Target population to be served:	Airport population, including the traveling and visiting public
Geographic coverage of service:	Honolulu International Airport including airport related disasters occurring on or immediately adjacent to the airport boundary.

Probable funding amounts, source, and period of availability:

Legislative Authorization Act 160/SLH06 amount of \$100,000. The State has authority to expend sufficient funds for only the first year of this contract, under Section 103-39, Hawaii Revised Statutes, the State Comptroller is not permitted to certify to the availability of funds for the full term of this contract. Since the enforceability of this Contract can be only to the extent that funds have been certified by the Comptroller as being available, it is strictly understood by all parties to this Contract that the continuation of this Contract beyond the first year is contingent upon and subject to the availability of funds and the certification of funds by the Comptroller and its mutually agreed upon by the Department of Transportation.

Single or multiple contracts to be awarded

Single **Multiple** **Single & Multiple**

(Refer to §3-143-206, HAR) Criteria for multiple awards: N/A

Term of Contract(s)

Initial term:	<u>12 months</u>
Length of each extension:	<u>12 months</u>
Number of possible extensions	<u>Two (2) twelve</u>
Maximum length of contract:	<u>36-Months</u>

Conditions for Extension:

This Contract may be extended for two additional one (1) year periods upon mutual agreement between the Department of Transportation and the Contractor. In the event this contract is extended beyond the original three year period, all terms and conditions relating to the Contractor's obligations, as stipulated in these specifications, shall be in force. The rate of compensation to be paid the Contractor during the extension period shall be limited to a five (5) per cent increase per year based on the first year's Contract sum.

IV. Service Activities

Scope of Work

This work required to be performed by the Contractor shall consist of the furnishing of all labor, supervision, materials, supplies, equipment and incidentals to provide non-exclusive emergency medical services from the facilities at the Honolulu International Airport. Services shall include the non-exclusive medical care and emergency response capabilities for treating the airport population, including the traveling and visiting public, as well as to provide medical treatment, coordination, and/or triage for declared airport or airport related disasters occurring on or immediately adjacent to Honolulu International Airport. Services shall also include when directed to in writing by the State Department of Transportation collaboration with CDC Honolulu Quarantine Station and Hawaii State Department of Health on public health endeavors necessary for the prevention and control of communicable infectious diseases such as but not limited to collection of epidemiological data, collection of diagnostic specimens, performance of rapid testing, and assistance with mass prophylaxis and treatment.

Description of Work:

The Contractor shall furnish medical equipment and services as described herein in meeting the medical facilities and services to assist the HDTO-A in conducting travel related surveillance at the Honolulu International Airport (Attachment A.), to assist the HDOT-A in meeting pandemic influenza preparedness goals as outlined in the Health and Human Services (HHS) Pandemic Influenza Supplement 9 (Attachment B.), and emergency and public health preparedness goals, in Department of Homeland Security National Response Plan

Medical Dispensary

HDOT-A shall provide space of approximately 1,116.09 square feet, at the Honolulu International Airport Central Concourse Building No.350, Ground Level Medical Area. The following identify rooms with associated square footage.

- Building No. 350 Room 102A 600.74 sq ft.
- Building No. 350 Room 102B 52.00 sq ft.
- Building No. 350 Room 102C 463.35 sq ft.

The space shall be limited for use by the Contractor in carrying out its duties as provided for under the terms and conditions of this contract. Since the operation of the medical dispensary is deemed important and necessary, the Contractor shall be required to have all dispensary furnishing, equipment and supplies prescribed by this contract in place and operational from the date of their official Notice to Proceed, uninterrupted for the duration of this contract.

Equipment

The Contractor shall, at its own expense, install, equip, operate and maintain a medical dispensary at the Honolulu International Airport, which shall be made available to the airport population and to the general public using the facilities for emergency medical treatment.

The dispensary shall be furnished with portable equipment and supplies for use in providing advance life support which includes, but is not limited to emergency care procedures which require the use of adjunctive equipment, intravenous fluid lifeline, drug administration, defibrillation, stabilization of a victim by cardiac monitoring, control of arrhythmias, and post resuscitation care. Equipment, materials and supplies required in them medical dispensary shall include but will not be limited to a portable electrocardiogram machine, portable cardiac defibrillator, oxygen and apparatus of its administration, cardiac drugs, and an emergency response vehicle.

The facilities, equipment and other medical supplies shall be maintained in good operational condition in conformance with the accepted standards of the medical profession. The Contractor shall maintain a refrigerator for storage of laboratory specimens. The Contractor's personnel shall be responsible for the timely notification of Hawaii State Department of Health at first indication of refrigerator malfunction

Hours of Operation

The medical dispensary at Honolulu International Airport shall be open 24 hours per day, seven days per week for treatment of minor injuries, evaluation of medical infirmities and for emergency treatment, including advance life support.

Personnel

The Contractor shall retain staff and available medical personnel possessing the proper certifications, licenses and/or registrations required to work in the State of Hawaii. The qualifications of assigned personnel are subject to review by HDOT-A. No change in contractor personnel shall be allowed without prior written consent.

- ✓ In the event that it is determined during the life of this contract that additional medical personnel are necessary to meet the demands of the airport, the Contractor shall furnish the number and type of medical personnel prescribed by the State. Compensation for such additional staff shall be based on the rate (hourly rate) of compensation being accord similar employees by the Contractor at the time the request is made by the State.

A qualified Emergency and Acute Care Physician must be on call and immediately available by phone or pager to the Registered Nurse on duty at the airport medical dispensary to provide both immediate medical supervision, as well as to provide for 24 hour a day rapid physician response for potential airport area disaster or mass casualty incidents. A qualified physician shall also be on call to address staff concerns regarding personal protective equipment (PPE), infectious disease prophylaxis, and infectious disease treatment resulting from exposures in the travel-related work environment.

A qualified Registered Nurse shall be on duty within airport, twenty four (24) hours per day, seven (7) days a week. The R.N. must be able to respond with five minutes to any point in the airport terminal complex, ten minutes to the airport south ramp.

The R.N. shall at all times have a mobile, two way communications capability with a physician as well as Airport Ramp Control. The R.N. will be under supervision of a physician to engage in advance life support and other emergency medical services normally associated with their form of medical practice.

All of the Contractor's personnel shall be capable of engaging in direct contact with members of the general public and be able to effectively treat and interact with patients and/or their companions and relatives, particularly in instances involving trauma and the psychological conditions associated with injury and medical treatment. Contractor's personnel shall attend periodic training and education sessions regarding public health protocols including that of "Protocol of Influenza Surveillance and Response at Honolulu International Airport" (Attachment A). Contractor's personnel shall make a good faith effort to obtain informed consent from ill passengers for public health purposes of the prevention and control of communicable infectious diseases.

Contractor Staff Participation with Airport Management

The airport medical personnel shall be under immediate supervision of a senior nurse or other designated administrator vested with the responsibility and authority to engage in the management, direction and supervision of the medical staff. This individual shall participate as a reporting member of the Airport Airside Operations Staff and attend weekly staff meetings to coordinate daily medical activities at the airport.

The Contractor shall meet with the Airport District Manager or representative weekly to review medical treatment, response and services rendered under the contract and to provide improvement, adjustment, or revision to medical treatment programs prescribed by the contract or regarding the airport emergency medical response program. The Contractor shall also meet monthly with representatives from CDC Honolulu Quarantine Station and Hawaii State Department of Health to discuss, review and revise protocols necessary for disease prevention and control. The Contract shall provide copies of the meeting minutes to HDOT-A.

Patient Treatment

The Contractor shall provide emergency treatment for any incident occurring at Honolulu International Airport involving injury or illness. The Contractor shall be entitled to charge fee for medical treatment to the patient. The charge will be made to the patient of his/her third party or his/her agent. HDOT-A shall pay only for services specifically requested in writing by an authorized management representative of the HDOT-A, such as evaluation of injuries to HDOT-A employees due to industrial accidents.

Fee for such services shall be negotiated but in general, shall be established and limited to the usual, customary and reasonable rates for such services as established by prevailing community medical standards, as approved by the Department of Transportation.

Request for medical treatment or assistance placed to the Contractor by HDOT-A on behalf of a third party or through any call for medical response placed through Ramp Control shall not constitute a specific request for service by HDOT-A, but as notification of an emergency medical situation and a call for such services by the third party involved.

Vehicle

The Contractor shall maintain at least one vehicle to be used as an emergency response vehicle within the Honolulu International Airport area. The vehicle shall be immediately available 24 hours a day and in excellent running condition, neat in appearance, and not over five years old, at the date of the commencement of this contract. The vehicle shall be equipped with dome light and siren, marked to clearly identify the vehicle as an airport emergency service vehicle. In the event the vehicle is placed out of service, the Contractor shall furnish a replacement unit possessing the comparable requirements. The Contractor must obtain and maintain AOA vehicle permits, ramp licenses, and all other applicable security requirements referred to in this RFP.

Communications

The Contractor shall establish and maintain adequate life support communications capability to assure complete monitoring and maintenance of such measures when applied to patients requiring such assistance until the victim or victims can be transported to a continuing care facility or staging area. The Contractor shall provide mobile phone capability to allow the physician to maintain communication capability with the on duty medical person in any area of the airport. HDOT-A shall provide and maintain PAX telephone communication lines between Airport Ramp Control and the Contractor's facilities for the purpose of emergency notification. HDOT-A shall provide radio equipment for use by the Contractor at Honolulu International Airport for direct contact via airport emergency frequencies. Such communication system shall be tested at least once month. The Contractor shall request HDOT-A for a radio maintenance test if no call was received within an eight (8) period. The Contractor shall be responsible for the repair

and/or replacement and reimbursement to the State of any damaged, lost or stolen radio equipment.

Emergency Reports

The Contractor shall submit to the State a written summary report of all medical treatment engaged in all epidemiological data deemed necessary by the State Department of Health for disease prevention and control and other reports and records as the State may deem necessary to accomplish the aim and purpose of this contract. Such reports shall be submitted to the Department of Transportation and copies to HDOT-A on a monthly basis for non-urgent matters and on a basis as deemed necessary and timely by the Hawaii State Department of Health of urgent matters. Such reports may be limited to information which will not violate any confidential physician patient relationship with the exception of information required by Hawaii Administrative Rules (HAR) Title 11 – Chapter 156: Communicable Disease (Attachment D).

Continuing Training

The Contractor's medical personnel shall attend continuing education programs dealing with aerospace medicine, airport crash and disaster management or appropriate medical training including but not limited to topics of bioterrorism, emergency preparedness, and communicable infectious diseases, education or job enrichment training throughout the term of this contract. The Contractor shall provide copies of attendance records, i.e. shall be sent to the Department of Transportation upon request.

Disaster Response

The Contractor shall have available a Emergency and Acute Care Physician on call 24 hours per day, seven day per week to respond to declared airport disaster conditions or incidents. The Physician shall report to the airport disaster scene upon receiving notification of an actual or impending disaster as determined by authorized airport management personnel and will supervise the treatment and evacuation of casualties in accordance with procedures established in the Airport Emergency Plan (manual is available for review at the Airport Manager's office, Honolulu International Airport). The Contractor shall maintain a working relationship and patient referral system with all of the major medical entities (hospitals and clinics, civilian and military) and public and private ambulance services on Oahu, in order to allow for both expeditious referral of medical emergencies to appropriate medical facilities on a day to day basis, as well as to facilitate the orderly transfer of large numbers of medical casualties on short notice to such referral sites in an appropriate manner in the event of an airport disaster. The Contractor shall formulate and post a recall roster and an Airport Medical Emergency Plan for implementation by the airport medical staff during airport mass casualty incidents.

The Contractor shall establish close working relationships with key medical and civil defense authorities within the mutual aid agreements established with community medical resources.

The Contractor shall be responsible for monitoring any emergency medical support equipment and supplies which may be provided by the State and/or other State/County medical agencies for use in disaster response. Monitoring activity shall include coordinating the delivery and removal of stock items and any necessary inventory control measure on a monthly basis.

V. Qualifications

1. Experience

The Contractor shall demonstrate ability and prior work experience to work in an independent setting comparable to the Honolulu International Airport with Registered Nursing staff being able to function in an independent capacity in delivering care (assessment, treatment, provisional diagnosis, and transport). The Registered Nurse should have the ability to communicate with the Medical Director (24-hours, 7-days, 365-days a year) for any treatment, medical orders, or patient leaving against medical advice.

The physical demands of the job necessitate medical personnel to work times in confirmed and cramped spaces, in noisy and heat exposed situations and having to do lifting and carrying weight of a minimum 20-50 pounds.

Requirements for the Proposal Application

The Contractor shall provide a description of experience, projects, and contracts pertinent to the services required. The Contractor shall include points of contact, addresses, e-mail and phone numbers. The Department of Transportation reserves the right to contact references to verify experience.

2. Organization

The Contractor shall reflect the position of each staff and their functional line of responsibility and supervision. (Include position title, name and full time equivalency)

Requirements for the Proposal Application

The organizational chart and functional statement shall be attached to the proposal application.

3. Personnel

Minimum Personnel Airport Security Qualifications

- Approval must be given by the State prior to the use of any medical personnel at Honolulu International Airport. Once approved, the Contractor shall not change personnel without the prior written consent of the Department of Transportation.
- All personnel must have completed a one time medical examination within the past six months, to include drug testing and random drug testing every year and a doctor's certification (copies of the certification for each medical personnel shall be available for inspection) in the Provider's office. The medical staff must maintain this satisfactory level of drug free general health at all times to work under this RFP.
- Medical staff shall have no record of moral turpitude or mental and/or emotional disorder which may interfere with the performance of their duties
- All Contractors' personnel assigned to Honolulu International Airport must obtain the necessary U.S. Customs Clearance to enter and perform emergency medical services within U.S. Customs controlled areas. The Contractor shall comply with all U.S. Custom and Border Protection, Port of Honolulu Customs Airport Security Program requirements. Note: To obtain Customs identification seals the Contractor must hold a current Airport Customs Security Bond. The minimum amount required for a Custom Security Area Bond is \$10,000.
- Medical staff shall possess a current Hawaii Driver's License. Personnel will be required to obtain an Airport Operational Area (AOA) Ramp License. Should the employee's Hawaii Driver's License be suspended or revoked then their Ramp License is automatically revoked and a qualified replacement person must be assigned to the position.
- Medical staff shall be required to pass a Federal and State background check. No TSA disqualifying felony convictions prior to or during their employment under this RFP. Only authorized personnel working in this project shall be approved for AOA badges. The Provider shall be responsible for paying for all costs associated with complying with airport security requirements, including obtaining airport security identification badge is \$50.00. This includes the cost for fingerprint CHRC. There is a \$20.00 fee for replacement of lost, damaged or misplaced badges. Fingerprint based CHRC is required every two years. The fingerprints CHRC cost is \$50.00.

Personnel

The Contractor shall make available medical personnel possessing proper certifications, licenses and/or registrations required to practice in the State of Hawaii. The qualifications of assigned personnel are subject to review by the State.

Minimum Airport Physician Medical Position Qualifications

- The Physician shall be a licensed medical doctor graduate from an accredited medical school and be licensed to practice medicine in the State of Hawaii
- The Physician must have knowledge of community medical assistance capabilities available to Honolulu International Airport
- The Physician shall attend or participate in disaster or airport aircraft crash management including incident command training conducted by the airport during the RFP term.

Minimum Airport Physician Medical Director Qualifications

- An American Board of Emergency Medicine certified physician with at least 10-years experience in clinical, teaching and administrative positions.
- Experience and familiarity with both fire and police department policies
- American Heart Association certified Instructor in Advance Cardiac Life Support with extensive teaching experience.
- The Medical Director will be involved with the development and ongoing quality improvement of an Infectious Disease Program at Honolulu International Airport.
- Assist with the development of quality improvement and program policies related to Emergency Medical Services at Honolulu International Airport
- Work closely with the airport medical staff, first responders including fire and police when performing work assignments
- Assist with and review AED data from events and debriefing of Airport employees and first responders.
- Pass a federal government background check for security and safety issues

Minimum Airport Registered Nurse Qualifications

- Recommended licensure includes Registered Nurse (RN) with emergency medicine background) with at least five (5) years experience
- Certified by the American Heart Association as Instructor in CPR/AED/ACLS/PALS
- Extensive experience in emergency medical field
- Pass a federal government background check for security and safety issues

Requirements for the Proposal Application

- Upon issuance of the Notice to Proceed to the successful bidder shall commence preparation of the following documents for submittal the HDOT-A Project Manager as follows:
- All personnel assigned to Honolulu International Airport must obtain the necessary U.S. Customs Clearance to enter and perform emergency medical services within U.S. Customs controlled areas (Attachment E)
- Contractor shall provide proof of all employee qualification including but not limited to: Position qualifications, licenses, (Attachment F.) Criminal History Records Check Fingerprint application, (Attachment G.) 1542.209 Fingerprint based criminal history records check (CHRC), and (Attachment H.) Honolulu International Airport Security Area Access Badge.
- Contractor shall provide proof of all specified insurance and related requirements either by production of the actual insurance policies, by use of endorsement forms, by broker's letter acceptable to the State in both form and content, or by other written evidence of insurance that specifies coverage, policy number, the inclusive dates of policy coverage and the insurance carrier's name, shall bear an original signature of an authorized representative of said carrier (Attachment I.)
- Federal and State Tax Clearance
- Validation of DLIR Certificate of Compliance
- Validation of DCCA Certificate of Good Standing

4. Facilities

The Contractor shall furnish medical equipment and services as described herein to assist the State in meeting emergency medical services at Honolulu International Airport.

HDOT-A shall provide space of approximately 1,116.09 square feet, at the Honolulu International Airport Central Concourse Building No.350, Ground Level Medical Area. The following identify rooms with associated square footage.

- Building No. 350 Room 102A 600.74 sq ft.
- Building No. 350 Room 102B 52.00 sq ft.
- Building No. 350 Room 102C 463.35 sq ft.

Rental Rates

The Medical Services Area rental rates and charges are applicable to per square foot per year (psfpy). (Attachment J.)

- \$40.00 psfpy (Office)
- \$ 3.00 psfpy (Air Conditioning)
- \$ 1.80 psfpy (Electricity)

Upon full execution of the RFP contract, tenant agrees to enter into a Revocable Permit covering tenant's occupancy of the office areas, including rent and utility charges, as outlined in the RFP contract (Attachment K.)

Utility Services to Premises

The HDOT-A shall provide in the terminal buildings of the Airport the following utility services: reasonable amounts of water, electricity, telephone, wastewater outlets, heating, ventilation and air conditioning to a point determined by the HDOT-A. All extensions of the facilities required by the HDOT-A for said utility services from the point(s) at which the HDOT-A makes such utility services available shall be at the Contractor's sole cost and expense. Contractor shall provide for its own emergency standby generator.

Utility Costs

During the term of this RFP, all utility charges, including, but not limited to, deposits, installation costs, meter deposits, and all service charges for electricity and other public utility services to the Premises (such as water, telephone and wastewater) shall be paid by the Contractor, regardless of whether such utility services are furnished by the HDOT-A or by utility service providers.

Service Points

If the Contractor desires any changes to any point of supply as described herein (Utility Service), the expense of making such changes or alterations shall be at the Contractor's sole cost. When the Contractor makes connections or reconnections, due to repairs to the service points or lines provided by the HDOT-A or makes service disconnections to cease service, the Contractor shall comply with the HDOT-A's procedures to provide necessary advance request and notice, and coordinate action to make connections, reconnections with the HDOT-A.

Damage repair

If any damage to any electrical, water, sewer, telecommunication, or telephone service line or facility or utility service connection, or any other utility service line or facility or utility service connection is caused by the Contractor, or the Contractor's agents, the Contractor shall, at its sole cost and expense, repair, restore or replace such utility service line or facility or utility service connection.

Telecommunications Equipment

The Contractor and its telecommunications service provider(s) shall not, without the HDOT-A's prior written approval, install telecommunication facilities (i.e. conduit, equipment, cabling) or make service connections in any areas not within the Premises (such as common areas and other respective non-leasehold areas of the Airport), or in currently designated or future primary or secondary minimum points of entry. The Contractor shall be responsible for paying the HDOT-A for the use of such facilities, space, and/or areas at the airport.

Department of Health

The Contractor shall adhere by all applicable Hawaii Revised Statutes (“HRS”) laws, rules, and guidance policies applicable this scope of work. These rules are not intended and shall not be construed to lower the standards and requirements found in ordinances, codes, or rules established by federal or state agencies. In all instances the more stringent rules shall apply. The Contractor shall establish minimum requirements for the workplace and practices for the management, treatment, transport, storage and disposal of infectious waste in order to assure practices which will protect the health and safety of workers, airport tenants and travelers.

Telecommunication Services

Telecommunication services include the installation, operation, and provisioning of telecommunications conduit, cabling, antennas, equipment, and service. Telecommunication service providers include cable and equipment installation contractors, system operators, and any entity which provides telecommunication services, such as Verizon Hawaii, Inc., AT & T, government entities, or other Airport tenants.

Experience and Skills

The Contractor shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating for Furnishing and Delivering Emergency Medical Services at Honolulu International Airport. The Contractor shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Include in the listing, the contract number, dates of the contract period, name and phone number for the points of contact. The Contracting Officer reserves the right to check references.

Quality Assurance and Evaluation

The Contractor shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

Coordination of Service

The Contractor shall demonstrate the capability to coordinate services with other agencies and resources in the community.

VI. Pricing Structure

Pricing Structure Based on Cost

The pricing structure reflects an established \$100,000 annual budget including 5% increase after the first year. The Contractor pricing structure for the Furnishing and Delivering of Emergency Medical Services shall not exceed \$100,000 annual contract maximum obligation. The CONTRACT set at \$100,000 annually with 5% annual increase per year after the first year based on Contractor's satisfactory performance if extended by mutual agreement

Progress Payment

The services under this contract will be paid by purchase order issued by the Honolulu International Airport Manager, based on the Contractor's invoice for the type and amount of services provided at the contract unit prices, and if necessary adjusted to account for liquidated damages. The Contractor shall forward the original invoice, marked "INVOICE", to the Airport Manager, who will process for payment. The Contractor's "INVOICE" shall breakdown services by the following categories.

- Salaries, wages and benefits
- Other expenses
- Rental costs
- Medical supplies
- Equipment

The Contractor will provide a unit cost to address situations outside the 24/7 scope of responsibilities as outlined in the said RFP. This pricing schedule shall include but not limited to personnel, supply, equipment, transport expenses, Influenza Surveillance and Responses i.e.

Requirements for the Proposal Application

Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the PSO Proposal Application: (1) a copy of the organization's most recent (within the last three year period) financial audit.

VII. Other

Litigation

The Contractor 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.

VIII. Reporting Requirements for Program and Fiscal Data

Emergency Reports

The Contractor shall submit to the Department of Transportation a written summary report of all medical treatment engaged in and other reports and records as the Department of Transportation may deem necessary to accomplish the aim and purpose of this RFP. Such reports shall be submitted to the Department of Transportation on a monthly basis and be limited to information which will not violate any "Confidential" Physician-Patient relationships and/or patient medical information protected by law.

Audits

The Department of Transportation reserves the right to audit the Contractor's records and operations as they relate to the provisions of this RFP and the operations of the medical facility.

Liquidated Damages

Timely performance by the Contractor of all of its duties every calendar day is an essential part of this Contract and, in case of failure on the part of the Contractor to perform any of its duties in a timely manner; damages will be sustained by the Department of Transportation. As the amount of damages are difficult to predetermine, the amount of such damages are fixed in advance as follows:

- For each emergency treatment incident the Contractor fails to respond to as required, the Contractor shall be assessed liquidated damages of \$1,000 plus reimbursement of actual costs incurred for required services
- For each disaster response the Contractor fails to respond to as required, the Contractor shall be assessed liquidated damages of \$25,000 plus reimbursement of actual costs incurred for required service.

- For incident the Contractor does not provide 24-hour medical dispensary service, the Contractor shall be assessed \$1,000 plus reimbursement of actual costs incurred for required service.
- For each day or upon any inspection by HDOT-A the Contractor does not provide all equipment listed in the contract specifications for the medical dispensary, the Contractor shall be assessed \$1000 plus reimbursement of actual costs incurred for required service.

Fiscal Data related to Progress Payments

The Contractor shall maintain accounting procedures and practices acceptable to the Department, and books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the results of this RFP.

Permitted Services

The Contractor may engage in and perform industrial medical services at Honolulu International Airport, and perform medical services other than those required by this RFP for parties other than the State. Fees may be charged for such services, provided that the fees assessed are usual, customary and reasonable with charges established for such treatment or services within the local medical community, and such services shall not interfere with, compromise or supersede the provisions or services required or prescribed under this RFP.

The Contractor shall submit monthly invoices for the Emergency Medical Services to the Oahu District Airport Manager. To expedite processing of all payments, the Provider shall submit an original and one copy of invoice. Each invoice shall contain the following information:

- Vendor's name, address and phone number
- State Vendor Identification Code
- RFP/Contract number
- Description of services, sub-total and total

IX. Monitoring and Evaluation

The Contractor will assign a qualified Project Manager to act as a single point of contact during this RFP period. The Project Manager will interface with HDOT-A's assigned Project Manager and will be responsible for coordinating the Emergency Medical Services and insuring that the Provider performs in accordance with the Scope of Services. The Project Manager will be responsible for working with HDOT-A after RFP/Contract execution to develop a mutually acceptable project schedule.

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

Performance and Outcome Measures

The Contractor must clearly describe outcome measures, benchmarks and data collection method relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to target client group, the stated problem and proposed services activities.

The Contractor must provide baseline date from which measurable outcomes can be established. Outcome measures may be quantitative or qualitative. A ***quantitative*** indicator can be expressed as a single measure (number of victims served), or as a degree of change (increase/decrease in number of medical cases). ***Qualitative*** indicators can be used where quantitative measures are not feasible.

Quality of Care and Quality of Services

The Contractor must ensure quality of assurance and ongoing evaluation of the project goals, objectives and activities

Administrative Requirements

The Contractor shall establish and implement policies and procedures that clearly identify target population for each medical service and delivery of service.

Section 3 Proposal Application

I. Instructions for Completing the 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.*

II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPO-H-200) identifies the proposal application.*
- *Table of Contents-* Include a listing of all documents included in the application.
- *Proposal Application Short-Form 1 (SPO-H 250)*
 - Qualifications
 - Pricing
 - Other – Litigation

The applicant must submit the following attachment with proposal.

1. U.S. Custom and Border Protection, Port of Honolulu, Custom Airport Security Program
2. Criminal History Records Check (Fingerprint application)
3. 1542.209 Fingerprint based criminal history records check (CHRC)
4. Honolulu International Airport Security Area Access Badge (application)
5. Department of Transportation, Airports Division Liability and Injury Insurance Minimum requirements

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 II, Website Reference). 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.

Proposal Application Short Form 1

The Contractor shall make available medical personnel possessing proper certifications, licenses and/or registrations required to practice in the State of Hawaii. The qualifications of assigned personnel are subject to review by the State.

I. Qualifications

Experience

Organization

Personnel

Facilities

II. Pricing

III. Other

Litigation

Section 4

Proposal Evaluation

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.

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.

Evaluation of
 RFP EO1741-07R
 Furnishing Emergency Medical Services
 At
 Honolulu International Airport
 Issued November 21, 2006

SAMPLE

Applicant:
 Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Mandatory Requirements	Pass/No Pass	
•		
Comments:		
<i>Experience ,Background and References</i>	25 Points	
•		
Comments:		
<i>Personnel: Organization and Staffing</i>	20 Points	
•		
Comments:		
<i>Understanding the State's Needs (Medical Requirements)</i>	35 Points	
•		
Comments:		
Cost within Budgetary Boundary	20 Points	
•		
Comments:		
TOTAL:		100

Section 5

Attachments

- | | | |
|------------|----|---|
| Attachment | A. | Protocol for Influenza Surveillance and Response at Honolulu International Airport |
| Attachment | B. | Health and Human Services (HHS) Pandemic Influenza Plan |
| Attachment | C. | Medical Dispensary Area Floor Plan |
| Attachment | D. | Hawaii Administrative Rules, Title 11, Department of Health, Chapter 156, Communicable Diseases |
| Attachment | E. | U.S. Custom and Border Protection, Port of Honolulu, Custom Airport Security Program. |
| Attachment | F. | Criminal History Records Check (Finger Print Application) |
| Attachment | G. | 1542.209 Fingerprint based criminal history records check (CHRC) |
| Attachment | H. | Honolulu International Airport Security Area Access Badge application |
| Attachment | I. | Department of Transportation, Airports Division Liability and Injury Insurance Minimum requirements |
| Attachment | J. | Medical Services Area Rental and Estimates Matrix |
| Attachment | K. | FAA Policy and Procedures Concerning the Use of Airport Revenue; Notice |
| Attachment | L. | Medical Disaster Portable Field Hospital Specifications |
| Attachment | M. | Standard Contract with General Conditions |
| Attachment | N. | Management and Disposal of Infectious Waste |
| Attachment | O. | Tuberculosis |