

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

Addendum 1

December 20, 2012

To

Request for Proposals

**RFP No. HTH 430-13-001
Laboratory Services
For Hawaii State Hospital
Date Issued November 21, 2012**

**Proposal Deadline
January 3, 2013, 4:30 p.m., HST**

December 20, 2012

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Laboratory Services For Hawaii State Hospital
RFP No. HTH 430-13-001**

The Department of Health, Adult Mental Health, Hawaii State Hospital is issuing this addendum to RFP Number HTH 430-13-001, Laboratory Services For Hawaii State Hospital for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to Thursday, January 3, 2013, 4:30 p.m.; HST
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Mr. Anthony Fraiola

Contact phone: (808) 236-8257

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

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

RFP No. HTH 430-13-001, Laboratory Services, Hawaii State Hospital is amended as follows:

<i>Subsection</i>	<i>Page</i>																					
Section 1, Administrative Overview																						
I. Procurement Timetable	1-1	<p>The Procurement Timetable on page 1-1 is modified as follows:</p> <p>Note that the Procurement Timetable represents the State’s best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Activity</u></th> <th style="text-align: left;"><u>Scheduled Date</u></th> </tr> </thead> <tbody> <tr> <td>State Purchasing Agencies response to Applicant’s written questions</td> <td>12/20/12</td> </tr> <tr> <td>Discussions with applicant prior to Submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal submittal deadline</td> <td>1/3/13</td> </tr> <tr> <td>Discussions with applicant after Submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Final revised proposals (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal evaluation period</td> <td>1/9/13-1/18/13</td> </tr> <tr> <td>Provider selection</td> <td>1/25/13</td> </tr> <tr> <td>Notice of Statement of findings</td> <td>1/25/13</td> </tr> <tr> <td>Contract start date</td> <td>5/1/13</td> </tr> </tbody> </table>	<u>Activity</u>	<u>Scheduled Date</u>	State Purchasing Agencies response to Applicant’s written questions	12/20/12	Discussions with applicant prior to Submittal deadline (optional)	TBD	Proposal submittal deadline	1/3/13	Discussions with applicant after Submittal deadline (optional)	TBD	Final revised proposals (optional)	TBD	Proposal evaluation period	1/9/13-1/18/13	Provider selection	1/25/13	Notice of Statement of findings	1/25/13	Contract start date	5/1/13
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Section 2, Service Specifications																						
2.3 General Requirements, A. Specific qualifications or requirements,	2-3	<p>Subparagraph 2. Has been revised to read as follows:</p> <p>“The laboratory shall, at all times, be under the direct personal supervision of a laboratory director currently licensed by the State of Hawaii. (Laboratory services shall be performed by licensed medical technologists and/or by laboratory technicians performing under the direct supervision of licensed personnel). All laboratory supervisory and testing personnel shall meet minimum TJC/CAP qualification standards with appropriate Hawaii State license/certification.”</p>																				

2.3 General Requirements, A. Specific qualifications or requirements,	2-3	The following statement has been added: “The provider shall comply with all relevant privacy rules, regulations and laws including the Hawaii Revised Statutes and Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Transactions and Code Sets.”
2.3 General Requirements, A. Specific qualifications or requirements,	2-3	Subparagraph 5. Has been revised to read as follows: “At the time of proposal submittal, the provider is not required to have an office located on the island of Oahu. However, at the time of proposal submittal, the provider shall meet all required qualifications and shall have employees who meet all required qualifications and who are available to provide services specified herein at the contract start date of May 1, 2013.”
2.4 Scope of Work, A. Service Activities, Clinical Laboratory Services, Confidentiality of Patients’ Records	2-5	Subparagraph A.6 has been revised to read as follows: “The provider’s software shall have the capability to electronically interface with HSH’s Electronic Medical Records (EMR) to transmit laboratory results to the HSH and receive orders electronically in real time using HI-7 HIPAA compliant transactions as approved by HSH. This capability may be through a direct interface with Netsmart’s Avatar EMR, through a third party laboratory service or Health Information Exchange. The provider shall assume all costs for interfacing.”
	2-6	Subparagraph 14. has been revised to read as follows: “The provider’s software shall have the capability to electronically interface with HSH’s Electronic Medical Records (EMR) to transmit laboratory results to the HSH and receive orders electronically in real time using HI-7 HIPAA compliant transactions as approved by HSH. This capability may be through a direct interface with Netsmart’s Avatar EMR, through a third party laboratory service or Health Information Exchange. The provider shall assume all costs for interfacing.”
	2-7	Subparagraph 16 has been amended to read as follows: “The provider is required to comply with all HIPAA requirements. The provider shall describe how they protect confidential information. The provider shall not use or disclose patient health information (“PHI”) in any manner that is not in full compliance with HIPAA regulations or with the laws of the State of Hawaii. The provider shall maintain safeguards, as necessary, to ensure

that PHI is not used or disclosed except as provided by the contract or by law. The provider shall not use or further disclose PHI for any purpose other than the specific purposes stated in the contract or as provided by law and shall immediately report to HSH any use or disclosure of PHI that is not provided in this contract or by law.

The provider shall maintain confidential records on each patient pursuant to section 334-5, Hawaii Revised Statutes, 42 U.S.C. sections 290dd-3 and 290ee-3 and the implementing federal regulations, 42 C.F.R Part 2, if applicable, and any other applicable confidentiality statute or rule. Such records shall be made available to the HSH upon request.

Where required, written patient consent shall be obtained for individuals and services funded by HSH including:

- 1) Consent to release information by HSH funded service providers as needed for continuity of care or for transition to another service provider, including after care services;
- 2) Consent for claims to be submitted, on behalf of the patient, for reimbursement or third party billing;
- 3) Consent to enter registration information into the confidential Statewide Adult Mental Health Division information system; and
- 4) Other consent documents as needed.

Patient consent is not required for oversight activities of the HSH and its agents, and the CMS Office of the Inspector General and their agents.”

Section 3, Proposal Application Instructions

3.4 Service Delivery

3-3

Subparagraph A has been revised to read as follows:
“A detailed description of the service which the applicant is proposing to provide including;

The provider’s software will have the capability to electronically interface with HSH’s Electronic Medical Records (EMR) to transmit laboratory results to the hospital and receive orders electronically in real time using HI-7 HIPAA compliant transactions as approved by HSH. This

<p>3.4, Service delivery.</p>	<p>3-4</p>	<p>may be through a direct interface with Netsmart’s Avatar EMR, through a third party laboratory service or Health Information Exchange. The provider shall assume all costs for interfacing.”</p> <p>The following subparagraph J. has been added:</p> <p>“Submission of documentation for the evidence of laboratory licenses, certificates, or accreditation and the evidence of director and laboratory personnel license as noted in the Service Specifications are required. Failure to submit this information shall result in rejection of the proposal.”</p>
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Section 4, Proposal Evaluation

<p>4.3 Evaluation Criteria, B. Phase 2 Evaluation of Proposal Application, Experience and Capability</p>	<p>4-3</p>	<p>The scoring points in Sections D and E have been revised as follows:</p> <p>“D. Coordination of Services</p> <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community 4 pts • Ability to electronically interface with the HSH’s EMR. 4 pts <p>E. Facilities</p> <ul style="list-style-type: none"> • The Provider shall maintain appropriate facilities on Oahu to receive, analyze and report specimens received or make arrangements for other providers to perform required testing not available locally. 3 pts”
<p>4.3 Evaluation Criteria, 3. Service Delivery</p>	<p>4-4</p>	<p>Bullet point 1 has been revised to read as follows:</p> <p>“The evaluation criteria will also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable. Failure to submit documentation of the evidence of laboratory licenses, certificates, or accreditation and the evidence of director and laboratory personnel license as noted in the Service Specifications shall result in rejection of the proposal.”</p>

Section 5, Attachments

No changes