# REQUEST FOR QUOTATIONS

**RFQ# 22-0185**

March 9, 2022

TO: Valued Prospective Offerors

Kona Community Hospital (“KCH”) of the West Hawaii Regional Health Care System, a division of Hawaii Health Systems Corporation (“HHSC”) is soliciting quotations for:

**Employee Health Software**

The term of the contract (implementation, training, and support) is expected to be for 3 years, from approximately May 1, 2022 through April 30, 2025, unless sooner terminated or extended.

If your company is interested in providing the products and services described in the Scope of Services attached in Attachment 1, please provide all bulleted items listed under Quote Preparation:

**QUOTE PREPARATION**

**Cost Quotation**:

* A fixed firm price for each line item on provided form (Attachment 2);

**Technical Quotation**:

* Any terms and conditions you will request HHSC to agree to;
* W-9;
* State of Hawaii General Excise Tax Number and Certificate;

**TIMELINE**

|  |  |
| --- | --- |
| Public release of RFQ | Friday, March 11, 2022 |
| Questions due | Friday, March 18, 2022 by 2:00pm HST |
| Addendum release | Thursday, March 24, 2022 |
| **Quote Due Date** | **Friday April 1, 2022, by 2:00PM HST** |
| Discussions with Offerors (optional) |  |
| Award of Contract | Week of April 11, 2022 |

HHSC is under no obligation to accept any quotations. The KCH CEO, or a designated representative, may execute a contract with the Company/Individual whose quotation is determined to be the best value to HHSC. The contract will be subject to the General Terms & Conditions referenced at <https://www.hhsc.org/wp-content/uploads/HHSC-General_Conditions-Purchase_of_Goods_and_Services_from_Non-HSP-Non-HRS_103D.pdf>. Include in your response any revisions your company requests to the HHSC General Conditions.

# ADDENDA AND INTERPRETATIONS

Discrepancies, omissions, or doubts as to the meaning of specifications should be communicated in writing to the Issuing Officer listed below for interpretation. **These must be received no later than Friday, March 18, 2022 by 2:00pm HST.**

Any interpretation, if made, and any supplemental instructions will be in the form of written addenda to the specifications, which will be made available to all prospective Offerors prior to the due date in accordance with the RFQ timeline. Failure of any offeror to receive any such addendum or interpretations shall not relieve the offeror from an obligation under his quotation as submitted. All addenda so issued shall become part of the contract documents.

**BASIS OF AWARD**

Cost is a major factor for award but is subject to review only after review of the technical proposal and the best qualified Offeror are determined. Contract award is based solely on HHSC’s determination of the best overall value to HHSC. HHSC reserves the right to further negotiate.

**ISSUING OFFICERS**

The Issuing Officer or her designee is responsible for administrating/facilitating all requirements of the RFQ solicitation process and are the only points of contacts for OFFEROR from date of public announcement of the RFQ until the selection of the successful OFFEROR. The Issuing Officer will also serve as the Contract responsible for contractual actions throughout the term of the contract. The Issuing Officer is:

|  |
| --- |
| **West Hawaii Region**  Michelle Gray, Contracts Assistant II  Email mgray@hhsc.org Direct (808) 322-5830  *AND*  Yvonne S. Taylor, Sr. Contracts Manager Email [ytaylor@hhsc.org](mailto:ytaylor@hhsc.org) Direct (808) 322-4442 Fax (808) 322-4488 |

NOTE: Michelle Gray will be out of the office from March 14, 2022 through March 22, 2022, with minimal access to email. OFFERORS must address all correspondence to both Michelle Gray and Yvonne Taylor.

**NOTICE OF AWARD**

Your quotation will be reviewed and notice of acceptance or rejection will be provided electronically, as soon as practical.

Thank you for your interest in doing business with HHSC.

ATTACHMENT 1

Scope of Services

COMPANY NAME:

**Background**

WHR currently utilizes MS Word and Excel to manage its Employee Health software program which is very labor intensive, non-efficient and leaves room for errors. Kona Community Hospital (“KCH”) has one part-time (.50 FTE) Employee Health nurse responsible for over 500 employees, while Kohala Hospital has one full-time (1.0) Employee Health nurse for over 75 employees.

**Purpose**

This RFQ is to receive information and pricing for a new Employee Health software program. WHR will review the OFFERORS’ system’s features as well as pricing to determine what software provides the best value for WHR.

**Instructions**

Place an ‘X” in the appropriate column next to the listed feature. Any clarification or additional information should be written in the Comments column. Attach supporting product information as either requested by KCH or determined to be necessary by OFFEROR. Additional Sheets must be labeled clearly.

**Quote**

Use Pricing Summary (Attachment 2) as a template. Optional items must be on separate line items titled “OPTIONAL”. HHSC participates in Vizient GPO and all OFFERORS are urged to provide such pricing, or better, if your company holds a Vizient contract. Provide Vizient Contract Number if using Vizient pricing.

**Minimum Requirements**

**Product**: Employee Health Software

|  |  |  |  |
| --- | --- | --- | --- |
| Product Details | | | |
| Feature | YES | NO | Comments |
| Immunization (including flu and  COVID-19) tracking system for data input and easy extraction |  |  | Explain: |
| TB testing and tracking |  |  |  |
| Fit testing/PAPR |  |  |  |
| Employee Surveillance for illness and injury |  |  | Explain: |
| Exposure tracking for needle-stick and other exposures WITH option for inputting lab results |  |  | Explain: |
| Email reminders to employees |  |  |  |
| Describe IT requirements |  |  |  |
| What types of reports are available?  i.e. delinquents, employee’s history, etc. |  |  | Explain: |
| Are reports customizable? |  |  | Explain: |
| Software upgrade support? |  |  | Explain and state if additional charge: |
| Technical support available? |  |  | Explain and state if additional charge: |
| Training available? |  |  | Explain and state if on/off site:  Additional charge? |
| Down Time procedures? |  |  | Explain |
| Data transfer capability with Lawson Human Resource Management? |  |  | Explain if available and if an additional charge. |
| NHSN Reporting? |  |  |  |
| IT System Requirements? |  |  | Explain |
| Servers based US or offshore? |  |  |  |
| HIPAA compliant? |  |  |  |
| 2 factor authentication? |  |  |  |
| Any additional information WHR may be interested in? Add lines as  appropriate. |  |  |  |

\*Highlighted items are new features/questions added as a result of the OFFERORS’ demos.