



REQUEST FOR PROPOSALS

(COMPETITIVE SEALED PROPOSALS)

New Outpatient Care Clinic

Project Manager/Owner's Representative

RFP No:
HHSC 27-0004
ADDENDUM 1

for

Hawaii Health Systems Corporation
West Hawaii Region

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Kealahou, HI 96750
Telephone (808) 322-9311
<http://www.kch.hhsc.org/Procurement/>
An Agency of the State of Hawaii

This Addendum No. 1 modifies Request for Proposals (RFP) 27-0004. All other terms, conditions, requirements, and provisions of the RFP shall remain unchanged unless expressly modified herein. In the event of any conflict between this Addendum and the original RFP, this Addendum shall govern.

1. The Mandatory Proposal Tabs table has been deleted and replaced with the table below:

3.1.1 MANDATORY PROPOSAL TABS

	Mandatory Tabs
1	PROPOSAL TRANSMITTAL COVER LETTER
2	TECHNICAL
	SUMMARY
	MANDATORY QUESTIONS
3	PROJECT MANAGEMENT
	BACKGROUND, QUALIFICATIONS AND EXPERIENCE
	PERSONNEL ORGANIZATION AND STAFFING
	MANAGEMENT AND CONTROL
4	PRICE
	OFFER SUMMARY
	OFFER DETAILS
	REQUIREMENTS (SEE SECTION 3.8.2)
5	COMPLIANCE DOCUMENTS
	STATE OF HAWAII VENDOR COMPLIANCE
	W-9
	GENERAL EXCISE TAX CERTIFICATE
	HHSC APPROVED VENDOR TERMS AND CONDITIONS
	HHSC APPROVED VENDOR REDLINES TO HHSC GENERAL CONDITIONS
5	PROPOSAL SUBMISSION CHECKLIST

Figure 1. Mandatory Proposal Tabs

2. Technical section 3.7 is deleted and replaced with the section below. The changes are shown for your convenience.

3.7 TECHNICAL SECTION

Any proposal offering a significantly non-compliant Technical Section may be disqualified without further notice.

The technical proposal shall include the following categories:

TECHNICAL SUMMARY

Clearly, concisely and briefly summarize and highlight the contents of the technical proposal in such a way to provide WHR with a broad understanding and the unique, most promising aspects of the proposal. Summary should not exceed 1 page in length.

3.7.2 MANDATORY QUESTIONS (must answer all)

1. Past Experience

- a. Has OFFEROR managed other similar projects in the past 3 years? If yes, provide details of applicable projects.
 - i. What would the project owners say about their experience with OFFEROR?
- b. Has OFFEROR had previous experience working with healthcare facilities in the past 3 years? If yes, provide details of applicable projects.

2. OFFEROR Assumptions

- a. What assumptions is OFFEROR making in preparing your proposal?
- b. In order to execute the project as detailed above, what will the OFFEROR require of WHR? What are WHR's responsibilities?

3. Minimize Performance Risks

- a. What processes do you use to manage scope changes or prevent scope creep?
- b. How familiar is OFFEROR with special requirements for outpatient clinic work? State any concerns applicable to this project and how OFFEROR proposes to minimize risk associated with the concerns.
- c. What potential project risks or issues are anticipated and how will they be addressed in order to minimize risk?
- d. What quality assurance and quality control processes does OFFEROR utilize?
- e. What is OFFEROR's communication plan for all project stakeholders to ensure timely, transparent, and coordinated information flow throughout the project's lifecycle??

4. Project Management

- ~~a. Briefly define the Project Management Plan which covers how the project will be managed to ensure cost-effective, efficient and timely performance of all project tasks? Moved to 3.7.5~~
- ~~b. Define all components of the project team and state qualifications of project lead. DELETED~~
- ~~c. Describe how the team support functions for continuity of project management and knowledge transfer for sick time/vacation coverage. Moved to 3.7.5~~

The Project Management capability proposal shall include the following categories:

3.7.3 BACKGROUND, QUALIFICATIONS AND EXPERIENCE

Provide details on the following:

- A. Brief description of OFFEROR's qualifications to perform Scope of Services requirements.

- B. Provide explicit details on OFFEROR's background, qualifications and experience relative to performing requirements set forth in the Scope of Services, including but not limited to:
 - a. Background of OFFER's company ("Company"), i.e. services offered, size, resources, years in business, location(s), State of Hawaii presence, state of incorporation, etc.
 - b. Total number of current clients in Hawaii and on Island of Hawaii.
 - c. A list of clients in Hawaii with similar needs using similar products and/or services.
- C. Provide contact name and telephone number of three (3) references who can discuss Company's qualifications, experience and performance with regard to performance of the Scope of Services requirements. OFFERORs should inform all reference contacts that WHR may contact them between the Proposal Evaluation Date and Contractor Selection/Award Notification dates stated in Figure 1.
- D. Identification of litigation currently impacting the Company, if any. State "NONE", if none.
- E. Identification of any fines or violations received on projects OFFEROR has managed in the past 3 years relative to safety and environmental issues. State "NONE", if none.

3.7.4 PERSONNEL ORGANIZATION AND STAFFING

Provide details, including resumes, on the Company's personnel organization and staffing relative to performing requirements set forth in the Scope of Services, as follows:

- A. Key personnel identified to perform services, including:
 - 1. Name
 - 2. Years of experience
 - 3. Years with the company
 - 4. Qualifications (highlight specific Hawaii experience, if any)
- B. The Offeror should provide an organizational chart which clearly shows the reporting and lines of authority to include all proposed key personnel and any proposed subcontractors. The organizational chart should identify the prime point of contact between the Offeror and WHR.
- C. Number of people currently employed in the State of Hawaii with the number of employees residing on the Island of Hawaii. Identify which personnel can support WHR and in what capacity.
- D. The Offeror may submit any other pertinent information that would substantiate that the firm and its key personnel possess the experience, expertise, and capability to provide the required services.

Note: Primary personnel identified in your response may not be changed without WHR's written approval.

3.7.5 MANAGEMENT AND CONTROL

Provide a detailed summary of the methodology relative to performing requirements set forth in the Scope of Services, as follows:

- A. Briefly define the Project Management Plan which covers how the project will be managed to ensure cost-effective, efficient and timely performance of all project tasks.
- B. Describe how the team support functions for continuity of project management and knowledge transfer for sick time/vacation coverage.
- C. Assignment and management of personnel to the WHR account.
- D. Coordination of requirements with WHR personnel.
- E. Problems anticipated, if any, and possible solutions.
- F. If Subcontractors or Consultants will be used, detail how Subcontractors or Consultants will be managed to ensure WHR obtains the highest level of service possible.

3.7.6 REQUIRED DOCUMENTATION

In addition to the requirements outlined in this RFP, OFFEROR must **submit copies of** the following documentation with response:

1. STATE OF HAWAII VENDOR COMPLIANCE (print from website)
2. W9
3. GET LICENSE
4. HHSC Approved Vendor's Terms and Conditions (if applicable)
5. HHSC Approved Vendor's redlines to HHSC General Conditions