

Date: October 13, 2014
To: Potential Offerors
From: Gary L. Callahan, Senior Contracts Manager
Re: **Solicitation Addendum # 1 to RFP 15-0059** / Hilo Medical Center
Joint Commission Readiness Consulting Services

This correspondence serves as Solicitation Addendum #1 to the subject Request for Proposals (“RFP”).

Your response to this RFP should be governed by the content of the original RFP and the revisions / corrections / additions / clarifications provided in this addendum notice. Please note that the Proposal Submission Deadline remains:

Friday, October 24, 2014, 3:00 PM, HST

The Request for Proposals shall be amended as follows:

1. The final sentence in Section 2.2.2.2, on page 6, is amended to read as follows:

“The estimated need for these services are two (2) mock surveys of five (5) days each, and an additional fourteen (14) days of “as needed” review and consultation (24 total days).”

2. The following new language is hereby added as Section 2.2.2.6 and Section 2.2.2.7.:

“**2.2.2.6. Social Worker Consultant.** A certified and licensed Social worker (MSW) in the State of Hawaii must be provided to ensure compliance with HRS 11-93-33.

This MSW shall provide:

- a. Consultation and assistance as frequently as necessary but at least on a yearly basis;
- b. In-service training appropriate to the staff and patient needs shall be provided at least annually for all social work staff
- c. Initial review, revision and development of policy and procedure consistent with regulation and scope of service of this department. Annual review/revision thereafter.

Estimated two (2) days per year, with on-going availability for off-site consultation as needed.

2.2.2.7. Additional Services: Additional services may be identified during the term of this Agreement. In the event these services are deemed necessary and relevant to this agreement, they will be added to this Scope along with rates agreed to by both parties in an amendment.”

3. The following sections are added to Section 4, Pricing Schedule & Compensation:

“4.1.3 Mini-Mock Surveys & Joint Commission Readiness Education, (Staff, Administration and Physicians).

Per Day	Extended Total
\$ _____	\$ _____

4.1.4 Social Worker Consultant:

Per Day	Extended Total
\$ _____	\$ _____”

4. The following changes are hereby made under Section 7, Insurance Requirements which begin on the bottom of page 35 of the solicitation:

“Sections 7.1.1 and 7.1.2 are hereby deleted from this agreement.”

“Section 7.1.4, Professional Liability (Errors & Omissions Liability) limits are hereby revised as follows:

Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000”

“Section 7.1.4.2 is hereby deleted from this agreement.”

“Section 7.2.1 is hereby deleted from this agreement.”

Response to Questions:

1. Can you clarify the number and types of facilities covered under the contract? We are assuming a single acute care facility with outpatient clinics, a single home care agency and one or more skilled nursing facilities.

These services will be just for the Hilo Medical Center, located in Hilo, Hawaii. Our facility is an acute hospital with approx. 160 beds, which includes our 20 bed behavioral health center on our campus and 11 clinics, including Home Health, located in Hilo.