



Contracts Management

Date: January 4, 2019

To: Potential Offerors

From: Sam Nelson, Senior Contracts Manager

Re: **Solicitation Addendum # 1 to RFP 19-0168
PHYSICIAN PLACEMENT 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 has been **changed** as follow:

January 17, 2019 2:00 PM, HST

The Request for Proposals shall be amended as follows:

- 1. The Proposal Submission Deadline is hereby being extended.** The Procurement Timetable in **Section 1.2**, on page 4, is amended to read as follows:

Event	Scheduled Date
1. RFP Issued & Public Announcement	December 14, 2018
2. Closing Date for Receipt of Questions	December 28, 2018
4. Addendum - HHSC Response to Offerors’ Questions (if needed)	January 4, 2019
5. Closing Date for Receipt of Proposals	January 17, 2019 - No Later than 2:00 PM, HST
6. Proposal Evaluations	January 21-25 2019
8. Proposal Discussions (optional)	January 28-31 2019
9. Best and Final Offers (optional)	February 1-5, 2019
10. Contractor Selection/Award Notification (on/about)	February 11, 2019
11. Contract Tentative Award Date	February 18, 2019
12. Contract Tentative Start Date	February 18, 2019

The following questions and answers to this Request for Proposals are hereby provided:

1. In Section 2.2.d it is stated that we must conduct a full background screening on any candidates. We do vet each candidate that is presented, but the background investigation is normally a hiring entity responsibility. Will Hilo accept this responsibility?

Hilo will do its own background investigation, but that we expect that the recruitment firm will only suggest candidates that have already had this completed and that only cleared individuals will be proposed

2. In Section 2.2.h. It is required that we provide a 1 year employment guarantee. This is much higher than the current market standards which range from 30 to 90 day guarantees. Will Hilo accept a 90 day guarantee?

For payment of the full fee- we would like a one year guarantee. Offerors can include alternate proposals that may be considered and taken up for discussion if the proposal is in the competitive range.

3. Can a locum's agency bid?
yes
4. Do you intend to make multiple awards?
yes
5. Since the duties of the Contractor and the Provider are separate and distinct, especially as Contractor does not itself provide medical services, it is important that Providers not be incorporated into the definition of Contractor.
Ok- message received
6. Our locums staffing services contracts are "best efforts" and it is company policy not to enter into any contracts in which the vendor is subject to damages for failure to deliver the service. Would you be willing to delete this clause in a potential contract?
This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions.
7. Can language changes be made? (indemnification, insurance, venue, etc)?
This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions.
8. Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?
This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions. The RFP does allow for discussions and request for Best and Final offer before award.
9. If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages.
This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions. The RFP does allow for discussions and request for Best and Final offer before award.
10. By submitting a response, are we automatically agreeing to a contract and its terms? Or if there are terms & conditions we cannot agree to; can we decline the contract if awarded?

This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions. The RFP does allow for discussions and request for Best and Final offer before award.

11. If we have exceptions to the Terms and Conditions on the RFP, should we include in our proposal?
This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions. The RFP does allow for discussions and request for Best and Final offer before award.
12. As a locum tenens agency, our providers are considered independent contractors and not employees, can this wording be amended?
This is a competitive process- compliant proposals will be evaluated more favorably than proposals with exceptions. The RFP does allow for discussions and request for Best and Final offer before award.
13. For the last year, can you break down the utilization history (total staffing hours) for each position identified in this RFP?
Some of these are new positions, some different than current position. They are all full time positions which means the candidate/provider will be expected to work 2080 hours/year plus at least 6 days call/month. They will do inpatient consults, ED consults, clinic, OR time. Each position is different.
14. How many patients per day would you estimate the provider would see?
. Expectation is concurrent with national averages OF PATIENTS PER DAY BY SPECIALTY.
15. What was last year's spend for these services for this contract?
This is not relevant to this RFP and is not being provided.
16. Are candidates required with our proposal?
No but it is a competitive selection process- so the quality of candidates that you can provide will be evaluated.
17. Are there penalties incurred if unable to fill any of the openings?
Penalties are not included in the RFP
18. Is there an incumbent and current contract for this service? If so, can you please provide the vendor name and current contract rate?
No current incumbents
19. What is the estimated time frame of notice before a need becomes available?
VARIABLE, IT COULD BE IMMEDIATE OR 90 DAYS AS PER OUR CURRENT PHYSICIAN CONTRACTS, OUR COULD BE NEW LINE.
20. Will you allow multiple physicians to fill the need or are you requiring that one physician fulfill the need?
One physician is preferred
21. Please provide a forecast for the number of hours of locum tenens services, by specialty, for the term of the contract.
This is for full time placement- 2080 hours average per year
22. What is the expected process and timeline for notifying vendor of needs, reviewing candidates, scheduling providers, etc.?
In most cases for contingent searches needs would be identified with 90-120 days notice. Retained searches with 30 days notice and need to be filed as soon as possible. The vendor is suggested to propose their best timeline for fulfilling requests
23. May we add a locums to perm conversion fee to our pricing?

- This would be considered as part of your proposal on a competitive basis.
24. May we supply a rate range as opposed to firm fixed price for each specialty?
This would be considered as part of your proposal on a competitive basis.
25. Will price adjustments be allowed for the renewal years? Can we submit a rate increase with each option year?
This would be considered as part of your proposal on a competitive basis.
26. Do you want an all-inclusive rate?
That would be preferred but this is a competitive process and will be evaluated once proposals are received
27. Is there a specific pricing/rate form to include?
no
28. Locum tenens physicians are Independent Contractors and as such are not employees. Therefore, Worker's Compensation insurance would not be applicable. Will you waive these requirements for physicians?
We are looking to hire employed physicians and not locums under this contract.
29. What is the expected time for the completion of credentialing for an accepted candidate?
Timing will depend on candidate and whether or not they already have Hawaii licensure. IF a candidate has Hawaii licensure, credentialing typically can be accomplished in 2-3 weeks THERE IS EMERGENCY TEMPORARY PRIVILEGES THAT COVERS 120 days AND CAN PROVIDE PRIVILEGES IN A FEW DAYS IF THE PHYSICIAN HAS A CLEAN HISTORY. COMPLETE PRIVILEGES CAN TAKE SEVERAL MONTHS DEPENDING ON HOW COMPLICATED THE PHYSICIANS WORK HISTORY.
30. Are background screenings required? Will the facility be handling this requirement or are you expecting the vendor to complete?
We will do background screenings as part of the hiring process- but expect that referred physicians will be prescreened to the extent that negative findings will be known in advance.
31. Can the price summary be amended for hourly rates (locums)?
no but This would be considered as part of your proposal on a competitive basis.
32. Page 10 2.2.h.- Guarantee candidate will remain in position for one year. Is this mandatory? Can it be waived?
This would be considered as part of your proposal on a competitive basis.