



**Office of the Administrative Director — Support Services Department**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5805 • FAX (808) 538-5802

**Thomas R. Keller**  
ADMINISTRATIVE DIRECTOR

**Christopher P. Stathis**  
DIRECTOR OF SUPPORT SERVICES

**Walter M. Ozawa**  
DEPUTY ADMINISTRATIVE DIRECTOR

October 4, 2010

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Administrator

SUBJECT: ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J10150

Transmitted herewith for your review is one copy of Addendum No. 1 for the Health & Human Services RFP J10150.

Should you have any programmatic questions regarding this Addendum, please call the individual listed in the service specification.

Other questions regarding the Request for Proposal may be directed to Naty Butay in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email [naty.b.butay@courts.state.hi.us](mailto:naty.b.butay@courts.state.hi.us)

A handwritten signature in cursive script, appearing to read "Janell Kim".

Janell Kim

JK/NB:nb  
Transmittal

**ADDENDUM NO. 1**  
**REQUEST FOR PROPOSALS NO. J10150**

Health & Human Services for the Period January 1, 2011 (tentative) to June 30, 2015  
The Judiciary, State of Hawaii

The items listed hereinafter are hereby made a part of Request for Proposals No. J10150 for the above project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

**Written Questions submitted relating to RFP J10150, with Judiciary Responses**

- Q1. Section 2.1.3, Scope of Work, page 2.1-6 states that the duties of the nurses shall include, but not limited to administering prescribed medications, starts and maintains intravenous infusions, gives intra muscular and oral medication, observes patients for adverse reaction and takes appropriate actions. Can you please provide examples of the kind of medical treatments performed at the facility which require a nurse to start and maintain intravenous infusions?**
- R1. Section 2.1.3, Scope of Work, page 2.1-6 shall be amended as follows:
- Administers prescribed medications, gives intra muscular and oral medication, observes patients for adverse reaction and takes appropriate action. Nurses are usually not required to perform intravenous infusions; patients are usually transported to contracted medical facilities for such medical procedures.
- Q2. Is there a separate unit area for patients who are mentally ill and/or chemically dependent?**
- R2. Juveniles with mental health disorders or chemical dependency issues are not segregated from the general population and are treated the same as all other juveniles in each of our facilities. Juveniles are only segregated from the general population if they are a danger to themselves or others or are acting out uncontrollably.
- Q3. Can you please provide past or current total number of hours worked per year by agency nursing staff or a best estimate?**
- R3. For the period July 1, 2009 to June 30, 2010, the average number of hours worked per month is 112 or 1,344 hours a year.

**Q4. Can you please provide an estimate of the number of contract nurses needed per week for each facility?**

R4. At present, the majority of coverage is required at our Home Maluhia facility on Alder Street. We have not required more than 20 hours a week of coverage. Additionally, we will be utilizing contract nurses to cover staffs hours when they are on vacation or sick leave. This should also not require more than 20 hours per week.

**Q5. Are nurse requests short term, (one day or under a week in length) or long term, (several weeks or a month in length)?**

R5. Requests could be anywhere from 2 hours to 8 hours a day, depending on the circumstances. Nursing coverage is needed when staff is on vacation or sick leave or to cover hours we are not able to fill. We have no way of knowing how long staff will be out on sick leave or on an unanticipated vacation.

**Q6. In reference to the previous question, what is the current (or anticipated) number of hours per week that a nurse would typically work?**

R6. At the most, 20 hours a week.

**Q7. Referencing Section 2.1.5, Pricing Structure, page 2.1-12, the hours for pricing reflect 12 hour shifts from 6:00 am to 6:00 pm and 6:00pm to 6:00 am. Please confirm if these are the typical work shifts.**

R7. Shifts are typically 2 hours, 3 times a day for medication dispensing, basic dressing changes and charting.