



Office of the Administrative Director – Financial Services Department

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Terri Gearon
FINANCIAL SERVICES DIRECTOR

September 23, 2019

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Terri Gearon, Financial Services Director /s/ Terri Gearon

SUBJECT: **ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J20253**
For Nursing Services for the period November 1, 2019 – June 30, 2021

Transmitted herewith for your review is one copy of Addendum No. 1, and is hereby made a part of Request for Proposals J20253 for the above Nursing Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Ms. Noreen Miyasato in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email Noreen.K.Miyasato@courts.hawaii.gov

ADDENDUM NO. 1
REQUEST FOR PROPOSALS NO. J20253
Nursing Services for the Period November 1, 2019 – June 30, 2021
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals (RFP) No. J20253 for the above Nursing Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Questions submitted relating to RFP J20253, with Judiciary Responses:

- Q1: Are you able to provide the annual spend on nursing for the past fiscal year?
- A1: The annual spend for the past fiscal year is \$129,658.13.
- Q2: What is the total number of FTEs anticipated for the contract?
- A2: This contract is for on-call nurses therefore, the working hours vary depending if there is a need for on-call nurses.
- Q3: What is the total number of hours spent on the contract in the past fiscal year?
- A3: The total number of hours for the past fiscal year is 2016.50 hours
- Q4: What are the expected work hours and work schedule?
- A4: The hours vary depending if there is a need for on-call nurses to cover an 8 hour shift for one of our full-time nurses and/or to cover intermittent shifts. This could range from 4 to 8 hours.
- Q5: What is the anticipated spend?
- A5: The anticipated spend is \$100,000.00 per fiscal year for service rendered, including incurred costs and applicable taxes.
- Q6: How many residents/use our house in each unit?
- A6: We have a 24-hour shelter that holds a 12 bed facility and our secured detention center is a 66 bed facility.
- Q7: What would be the anticipated start date of the contract?
- A7: The contract is anticipated to start November 1, 2019.

Q8: Who is the current incumbent?

A8: The current incumbent is Nursefinders, LLC

Q9: Is it anticipated that the current incumbent would respond to the solicitation as well?

A9: We have no knowledge of this information.