



Department of Health

September 6, 2024

HiePRO INVITATION FOR BIDS (“IFB”) No. CAMHD 460-25-02

SEALED OFFER FOR MEASUREMENT-BASED CARE TRAINING VIDEOS: STORY DEVELOPMENT PROJECT

SHALL BE RECEIVED VIA HIEPRO UP TO 2:00 P.M. HAWAII STANDARD TIME (“HST”)

ON FRIDAY, SEPTEMBER 20, 2024

**BY THE CHILD AND ADOLESCENT MENTAL HEALTH DIVISION (“CAMHD”), CONTRACT
MANAGEMENT SECTION (“CMS”), 3627 KILAUEA AVENUE, ROOM 101, HONOLULU,
HAWAII 96816.**

**DIRECT QUESTIONS RELATING TO THIS SOLICITATION USING THE QUESTION AND
ANSWER SECTION OF HiePRO BY FRIDAY, SEPTEMBER 13, 2024.**

Procurement Officer
State of Hawaii
Child and Adolescent Mental Health Division
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Conditions of IFB No. CAMHD 460-25-02, and the General Conditions, Form AG-008 (current version) included and made a part hereof; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

It is understood and agreed that the State of Hawaii ("STATE") reserves the right to accept or reject any or all offers, and to waive any defect in any offer when, in the opinion of the STATE, such rejection is in the best interest of the STATE.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited STATE contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

Sole Proprietor Partnership *Corporation Joint Venture
 Other _____

*State of incorporation: _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____ (x) _____

Authorized (Original) Signature

Telephone No.: _____

Fax No.: _____

Name and Title (Please Type or Print)

E-mail Address

**

Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract shall be executed:

1. Are services to be rendered by company employees similar or equal to public officers and employees listed in the attached employee classification description?

Yes _____ No _____

If yes, percentage of unit bid price per case for labor costs: _____%

2. No. of years experience in _____: _____

3. Address of warehouse: _____

Telephone number: _____

Contact Person: _____

4. CONTRACTOR's P.U.C./DCCA Certificate No. _____

5. Insurance coverage is carried by:

Commercial General Liability: _____

Hawaii No-Fault Automobile Insurance: _____

Fire, Theft, Vandalism and/or any other physical damage for a value of \$ _____ coverage for the STATE's property:

Insurance Co.: _____

Address: _____

General Agent's Name: _____

Telephone No.: _____

6. Bidder shall list below business firms and/or government agencies in the STATE for whom bidder has performed services or is currently providing services comparable to the service specified herein:

	<u>Firm/Agency</u>	<u>Contact Person</u>	<u>Telephone</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

Offeror _____
(Name of Company)

September 6, 2024

**WAGE CERTIFICATE
FOR SERVICE CONTRACTS
(See Special Provisions)**

Subject: IFB No.: CAMHD 460-25-02

Title of IFB: Measurement Based Care Training Videos

Pursuant to Section 103-55, Hawaii Revised Statutes (“HRS”), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed shall be performed under the following conditions:

1. All applicable laws of the federal and STATE governments relating to workers' compensation, unemployment compensation, payment of wages, and safety shall be fully complied with; and

2. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Offeror _____

Signature _____

Title _____

Date _____

**CERTIFICATION OF COMPLIANCE FOR FINAL PAYMENT
(Reference §3-122-112, HAR)**

Reference: Purchase Order NO. TBD
(Purchase Order Number)

 CAMHD 460-25-02
(IFB Number)

_____ affirms it is in
(Company Name)
compliance with all laws, as applicable, governing doing business in the State of Hawaii
to include the following:

1. Chapter 383, HRS, Hawaii Employment Security Law – Unemployment Insurance;
2. Chapter 386, HRS, Worker’s Compensation Law;
3. Chapter 392, HRS, Temporary Disability Insurance;
4. Chapter 393, HRS, Prepaid Health Care Act; and

maintains a “Certificate of Good Standing” from the Department of Commerce and Consumer Affairs, Business Registration Division.

Moreover, _____
(Company Name)

acknowledges that making a false statement shall cause its suspension and may cause its debarment from future awards of contracts.

Signature: _____

Print Name: _____

Title: _____

Date: _____

SPECIFICATIONS

Measurement-Based Care Training Videos: Story Development Project

SCOPE OF WORK

I. Introduction

The Department of Health (DOH) Child and Adolescent Mental Health Division (CAMHD) provides mental health services free of charge for eligible children and youth in Hawai'i who have severe emotional and/or behavioral challenges. Services include assessment, case management, and an array of therapeutic supports provided in the home and community or temporary out-of-home settings. We are committed to providing evidence-based services and make every effort to ensure that what we provide is culturally-sensitive, child- and family-centered, and includes the youth and family in all service planning and treatment decisions.

One in five youth has a mental health disorder and measurement-based care (MBC) is an evidence-based practice that significantly improves treatment outcomes for such youth. MBC is defined as the practice of systematically collecting progress data to inform treatment decisions and engage clients in their care. As a result, the CAMHD seeks to develop ten (10), <10 minutes videos to train CAMHD staff and community providers on the CAMHD processes for conducting measurement-based care with youth with serious mental illness/serious emotional disturbance (SMI/SED), the CAMHD clinical decision-making model, and the administration and interpretation of the Ohio Scales (one of the primary measures collected in CAMHD's MBC processes). The CAMHD also endeavors to develop stock photos and footage that will allow us to create sustainable, culturally appropriate, consumer-facing digital and print media content to increase mental health and CAMHD service awareness. To fund this request, the CAMHD has received federal funds from the Substance Abuse and Mental Health Service Administration (SAMSHA) Community Mental Health Block Grant.

The CAMHD is looking for a vendor to develop relatable content and create ten broadcast quality training videos for the CAMHD staff and providers: (1) four video stories on the overview of MBC (why care about data-informed decision making, the four core evidence bases, what are the core components of MBC, what are the CAMHD's three standardized assessment measures), (2) one video story on the CAMHD clinical decision making model, (3) three video stories on the overview of the Ohio Scales (what is the Ohio Scales, how do I interpret data from the Ohio Scales, what are some typical barriers to using the Ohio Scales), (4) one video story on completing the Ohio Scales with youth and caregivers, and (5) one video story on introducing the Ohio Scales to youth and caregivers.

Video stories will be based on scripts provider to the vendor. The vendor will be expected to collaborate with CAMHD-designated staff and other designated vendors associated with this project. The vendor is asked to cast for key roles and may be asked to travel to CAMHD offices statewide for shoots. The vendor will provide progress reports and participate in the CAMHD quality assurance meetings. Video stories will be based on scripts provider to the vendor. All vendor requirements will have an expected completion date of June 30, 2025.

The CAMHD will collaborate with the vendor to develop content. The CAMHD will approve all content. The CAMHD will require written progress reports on content development and timelines to completion. The winning vendor for this work will provide consultation at the close of the project with the CAMHD to enhance overall program performance and efficiency for future such work.

II. Service Specifications

A. Vendor Qualifications

The vendor shall:

1. Have extensive (5 years+) online digital and video media experience.
2. Demonstrate three (3) or more years of experience providing both digital and video development within the state of Hawai'i.
3. Have extensive experience developing content for online consumption.
4. Have a portfolio of experience working with Hawai'i-based communities, social causes, nonprofits, and/or government organizations.
5. Have experience creating content for causes, nonprofit, and/or state agencies, and can provide samples of content created.
6. Demonstrate three or more years of experience providing reports that include measurable outcomes, work summaries, and timelines.
7. Demonstrate three or more recent years' experience with meeting contract requirements and deadlines.
8. Have an active profile in the HlePro system and a current certificate of compliance.
9. Vendors located in Hawai'i will be carefully considered.

B. Vendor Tasks and Responsibilities

The vendor shall:

1. Create ten broadcast quality training videos as follows in #2 through #10.
2. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about why data-informed decision making is important.
3. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about the four core evidence bases (general services research, local aggregate, case specific historical information,
4. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about the core components of MBC (collect, share, act, considering benchmarks and trajectories, multiple measures/multiple informants).
5. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about the three standardized assessment measures used for MBC in the CAMHD (Ohio Scales, Child and Adolescent Functional Assessment Scale, Progress Ratings).
6. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about the CAMHD clinical decision-making model.

7. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about what the Ohio Scales is and why it is important in the CAMHD services.
8. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about how to interpret data from the Ohio Scales.
9. Create one <10-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and educates them about typical barriers to utilizing the Ohio Scales in MBC practice with youth and families.
10. Create one 2-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and demonstrates how to introduce the Ohio Scales to youth and families.
11. Create one 2-minute video from a provided script that speaks to the CAMHD clinical staff and contracted providers and demonstrates how to complete and administer the Ohio Scales with youth and families.
12. Present multiple options on story direction and collaborate with internal staff to finalize story direction.
13. Develop culturally relevant, applicable, and valuable video stories.
14. Edit videos and include stock music and images as relevant.
15. Obtain model and photo releases; unlimited licensing will be included and reflected in the proposal budget.
16. Create a minimum of three (3) video exports (television, website, and digital application(s)) for the story content about the CAMHD services and create a minimum of two (2) video platforms (website, digital applications) for story content about the Ohio Scales.
17. Obtain stock photos and b-roll footage for use in future culturally-appropriate, consumer-facing digital and print media content to increase mental health and CAMHD service awareness.
18. Provide all raw footage for sustainability.
19. Cast for key roles.
20. Create a production schedule that includes a list of milestones and expected deadlines.
21. Hire and utilize properly trained and experienced staff to complete project tasks and responsibilities.
22. Collaborate with the CAMHD staff to develop tracking processes and participate in monthly debriefing meetings that ensure project needs are being met for the provider and the CAMHD.
23. Submit monthly summary reports as outlined by the CAMHD personnel.
24. Offer suggestions for any additional deliverables that can best help meet our objectives that are not described here.

C. Application

Bidders shall complete and attach a *Narrative* clearly describing:

1. How they meet vendor qualifications in Section A.
2. At least one (1) story direction idea relating to this project.
3. Proposal of how vendor prior experience will allow them to address each task listed in Section B., and;
4. Cost proposal including:

- a. **Direct Costs -Project Management, Video creation, and development** (staff time)
- b. **Indirect costs** (not to exceed 10% of total) for costs of intangible administrative costs. Typical indirect costs include “overhead” expenditures for the office space, business taxes, utilities, and administrative staff to prepare reports.
- c. Additional documentation may be included as attachments to the proposal.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

SPECIAL CONDITIONS

TERMS AND ACRONYMS USED HEREIN

Procurement Officer	=	The contracting officer for the Department of Health
DOH	=	Department of Health
SPO	=	State Procurement Office of the STATE
Bidder or Offeror	=	Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid for the good, service, or construction contemplated.
HRS	=	Hawaii Revised Statutes
HAR	=	Hawaii Administrative Rules
IFB	=	Invitation for Bids
GET	=	General Excise Tax

SCOPE

The furnishing of Measurement-Based Training Videos shall be in accordance with these Specifications and Special Conditions of IFB No. CAMHD 460-25-02. The STATE's General Provisions for Goods and Services HRS Chapter 103D are attached hereto and made a part hereof. The STATE's General Conditions, Form AG-008 (current form) are attached hereto.

AUTHORITY

This IFB is issued under the provisions of the STATE Procurement Code (HRS Chapter 103D) and the STATE Procurement Office's applicable Directives, Circulars, and Administrative Rules. All prospective Offerors are charged with the presumptive knowledge of all applicable legal authorities. Submission of a valid executed offer by any prospective Offeror shall constitute admission of such knowledge on the part of such prospective Offeror.

Any contract arising out of this offer is subject to the approval of the STATE Department of the Attorney General, as to form, Department of Human Resources and Development Employees Classification and Compensation Division, and to all further approvals as required by statute, administrative rule, order, or other directive.

DOWNLOADED SOLICITATION

Offeror is advised that if interested in responding to this solicitation, Offeror must be registered as a Vendor in the Hawaii Electronic Procurement System ("HlePRO") and in Hawaii Compliance Express ("HCE"). The Vendor shall submit quote electronically in HlePRO system. Notice of award shall be issued on HlePRO. The Purchase Order shall be issued separately after award.

PROCUREMENT OFFICER AND CONTRACT ADMINISTRATOR

The Procurement Officer and Contract Administrator are both responsible for administering and overseeing the contract/Purchase Order, including monitoring and assessing the CONTRACTOR performance. The Procurement Officer and Contract Administrator for the Contract is:

Janet Ledoux
Administrative Officer
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816
Telephone: (808) 733-4210
Facsimile: (808) 733-8375
Email: janet.ledoux@doh.hawaii.gov

ISSUING OFFICER

The individual listed below is the sole point of contact from the date of release of this IFB until the selection of the Offeror to which a Purchase Order shall be awarded:

Michael Mason
TA Contract Specialist
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816
Telephone: (808) 733-4210
Facsimile: (808) 733-8375
Email: michael.mason@doh.hawaii.gov

TERM OF CONTRACT

The CONTRACTOR shall complete all ten (10) video training videos and reports by June 30, 2025.

FUNDING

Funding is subject to appropriation, budget execution policies, and availability of funding. CAMHD reserves the right to increase reimbursement rates as it deems fit if and when additional funding becomes available. Any adjustment in Purchase Order price shall be made by agreement on a fixed price adjustment before commencement of the pertinent performance.

The amount of funding will NOT exceed one hundred thousand dollars (\$100,000.00.)

BIDDER QUALIFICATION

Bidder Shall:

1. Have extensive (5 years+) online digital and video media experience.
2. Demonstrate three (3) or more years of experience providing both digital and video development within the state of Hawai'i.
3. Have extensive experience developing content for online consumption.
4. Have a portfolio of experience working with Hawai'i-based communities, social causes, nonprofits, and/or government organizations.
5. Have experience creating content for causes, nonprofit, and/or state agencies, and can provide samples of content created.
6. Demonstrate three or more years of experience providing reports that include measurable outcomes, work summaries, and timelines.
7. Demonstrate three or more recent years' experience with meeting contract requirements and deadlines.
8. Have an active profile in the HlePro system and a current certificate of compliance.

Vendors located in Hawai'i will be carefully considered.

RESPONSIBILITY OF OFFERORS

Offeror is advised that if awarded a contract/Purchase Order under this solicitation, Offeror shall, upon award of the contract/Purchase Order, furnish proof of compliance with the requirements of §103D-310(c), HRS:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

Refer to the Award of Contract provision herein for instructions on furnishing the documents that are acceptable to the STATE as proof of compliance with the above-mentioned requirements.

CERTIFICATION OF INDEPENDENT COST DETERMINATION

By submission of a bid in response to this IFB, bidder certifies as follows:

1. The costs in this IFB have been arrived at independently, without consultation, communication, or agreement with any other bidder, as to any matter relating to such costs for the purpose of restricting competition.
2. Unless otherwise required by law, the cost which have been quoted in this IFB have not been knowingly disclosed by the bidder prior to award, directly or indirectly, to any other bidder or competitor prior to the award of the contract.
3. No other attempt has been made or shall be made by the bidder to indicate any other person or firm to submit or not to submit for the purpose of restricting competition.

INQUIRIES

All inquiries regarding any item in this IFB shall be in writing and received by the Issuing Officer in the HlePRO QUESTION AND ANSWER SECTION by September 13 2:00 p.m. HST. Only those electronic written inquiries received by the deadline shall be responded to on or around September 20, 2024 All questions and answers will be automatically forwarded to registered vendors. The STATE's responses shall not be construed to make any changes to the IFB unless otherwise revised by an addendum.

BID PREPARATION

Offer Form, Page OF-1 &OF-2. Offeror is required to submit with its HlePRO offer using Offeror's exact legal name as registered with the STATE's Department of Commerce and Consumer Affairs

("DCCA"), if applicable; and to indicate exact legal name in the appropriate space on Offer Form, page OF-1. Failure to do so may delay proper execution of the contract/Purchase Order.

The authorized signature on the first page of the Offer Form shall be an original signature in ink. The signed page should be scanned and submitted via HlePro.

Bid Quotation. Bid price shall be all inclusive, and include, but not limited to, all applicable taxes and expenses incurred to provide services specified herein. The Fee for Service Bid rate shall be the cost of all ten videos and reports. The billing amount to be invoiced shall be based on the video(s) produced at the time.

Tax Liability. Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the STATE' General Excise Tax ("GET") at the current rate for each county. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

Taxpayer Preference. For evaluation purposes, pursuant to §103D-1008, HRS, the Offeror's tax-exempt price offer submitted in response to an IFB shall be increased by the applicable retail rate of GET and the applicable use tax. Under no circumstance shall the dollar amount of the award include the aforementioned adjustment.

Insurance. Bidder shall provide insurance information as requested on the appropriate Offer Form page. Further, awardee shall provide insurance coverage for contents in accordance with the attached Specifications.

References. Bidder shall list as references companies for whom bidder has provided or is currently providing on a regular basis services similar in nature and in volume to services specified herein. The STATE reserves the right to contact the references to inquire about bidders past performance.

Confidential Information.

Offerors shall designate those portions of their offer that contain trade secrets or other proprietary data that are to remain confidential subject to Hawaii Administrative Rules ("HAR") §§ 3-122-21(a)(7) and 3-122-30 (c) and (d). Material designated as confidential shall be readily

separable from the offer in order to facilitate public inspection of the non-confidential portion of the offer. Prices, makes and models, or catalogue number of items offered, deliveries and terms of payment, shall be publicly available at the time of opening regardless of any designation to the contrary.

SUBMISSION OF OFFER

Offers shall be received through the HlePRO system by the CAMHD, Diamond Head Health Center Building, 3627 Kilauea Avenue, Room 101, Honolulu, Hawaii 96816, no later than the date and time stated on the cover page of the IFB and as stated in HlePRO. Timely receipt of offers shall be evidenced by the date and time registered by the HlePRO system. Supporting detail that is physically unable to be transmitted electronically shall be identified in the HlePRO offer and with the approval of the Issuing Officer may be delivered and must be received at the above address within ten (10) calendar days by 3:30 pm HST of the Offer deadline.

STATUTORY REQUIREMENTS OF SECTION 103-55, HRS

Before any Offeror enters into a contract/Purchase Order to perform services **in excess of \$25,000** for any STATE government agency, the offeror shall complete and submit the attached wage certification by which offeror certifies that the services required shall be performed pursuant to Section 103-55, HRS.

AWARD OF CONTRACT

Method of Award. Award, if made, shall be to the responsive, responsible Offeror submitting the lowest offer.

Responsibility of Lowest Responsive Bidder. Reference §103D-310(c), HRS. **If compliance documents have not been submitted to the Contract Management Section (“CMS”) prior to award, the lowest responsive and responsible offeror shall produce documents within ten (10) days of the receipt of the intent to Award notice to the Procurement Officer to demonstrate compliance with this section. Failure to provide the compliance documents as required shall result in the Offeror being deemed non- responsive.**

HCE. Instead of separately applying for these certificates at the various state agencies as shown below, vendors may choose to use the HCE, which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a Certificate of Vendor Compliance (“CVC”). The HCE provides current compliance status as of the issuance date. The CVC indicating

that vendor's status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for contracting and final payment purposes. Vendors that elect to use the new HCE services shall be required to pay an annual fee currently \$12.00 to the Hawaii Information Consortium, LLC ("HIC"). Vendors choosing not to participate in the HCE program shall be required to provide the paper certificates as instructed in the previous sections.

Or:

HRS Chapter 237 tax clearance requirement for award. Instructions are as follows:

Pursuant to §103D-328, HRS, lowest responsive Offeror shall be required to submit a tax clearance certificate issued by the STATE Department of Taxation ("DOTAX") and the Internal Revenue Service ("IRS"). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the CMS.

The tax clearance certificate shall be obtained on the STATE, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the STATE or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information): <http://hawaii.gov/tax>

DOTAX Forms by Fax/Mail: (808) 587-7572
 1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the DOTAX, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: (808) 587-1488
IRS: (808) 539-1573

The application for the clearance is the responsibility of the Offeror and must be submitted directly to the DOTAX or IRS and not to the CMS. However, the tax clearance certificate shall be submitted to the CMS.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award.

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the lowest responsive Offeror shall be required to submit a certificate of compliance issued by the STATE's Department of Labor and Industrial Relations ("DLIR"). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the CMS. A photocopy of the certificate is acceptable to the CMS.

The certificate of compliance shall be obtained on the STATE, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*, Form LIR #27 which is available at <http://hawaii.gov/labor> or at the neighbor island DLIR District Offices. The DLIR shall return the form to the Offeror who in turn shall submit it to the CMS.

The application for the certificate is the responsibility of the Offeror and must be submitted directly to the DLIR and not to the CMS. However, the certificate shall be submitted to the CMS.

Compliance with Section 103D-310(c), HRS, for an entity doing business in the STATE. The lowest responsive Offeror shall be required to submit a *CERTIFICATE OF GOOD STANDING* (Certificate) issued by the STATE's DCCA Business Registration Division (BREG). The Certificate is valid for six (6) months from date of issue and must be valid on the date it is received by the CMS. A photocopy of the certificate is acceptable to the CMS.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the Certificate.

On-line business registration and the Certificate are available at www.BusinessRegistrations.com. To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

Final Payment Requirements. CONTRACTOR is required to submit a tax clearance certificate for final payment on the contract/purchase order. A tax clearance certificate, not over two (2) months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract/purchase order.

In addition to the tax clearance certificate, an original "Certification of Compliance for Final Payment" (SPO Form-22), attached, shall be required for final payment. A copy of the Form is also

available at www.spo.hawaii.gov. Select "Forms for Vendors/CONTRACTORS" from the Procurement of Goods, Services, & Construction - Chapter 103D, HRS, menu.

Timely Submission of all Certificates. The above certificates should be applied for and submitted to the CMS as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

ACCEPTANCE OF OFFER

Acceptance of Offeror, if any, shall be made within sixty (60) calendar days after the opening of Offerors, and the prices quoted by the Offeror shall remain firm for a sixty (60) days period or a longer period as may be allowed upon mutual agreement of the parties.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS

It has been determined that funds for this contract/purchase order have been appropriated by a legislative body.

Therefore, Offeror, if awarded a Purchase Order in response to this solicitation, agrees to comply with Section 11-205.5, HRS, which states that campaign contributions are prohibited from a STATE and county government CONTRACTOR during the term of the contract/purchase order if the CONTRACTOR is paid with funds appropriated by a legislative body.

PURCHASE ORDER DATE

Work shall commence on the official commencement date specified in the Purchase Order

No work is to be undertaken by the CONTRACTOR prior to the official commencement date in the Purchase Order. The STATE is not liable for any work, contract, costs, expenses, loss of profits, or any damage whatsoever incurred by the CONTRACTOR prior to the work start date.

LIABILITY INSURANCE

The CONTRACTOR shall maintain in full force and effect during the life of this contract, liability and

property damage insurance to protect the CONTRACTOR and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the CONTRACTOR providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, CONTRACTOR may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the CONTRACTOR's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the CONTRACTOR, including its subcontractor(s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (Occurrence form)	\$1,000,000 per occurrence for bodily injury and property damage and \$2,000,000 in aggregate
Basic Motor Vehicle Insurance And Liability Policies	\$1,000,000 per accident

Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:

1. "It is agreed that the STATE, its officers, employees and agents are named as an additional insured, but only with respect to operations arising out of the operations performed by the named insured."
3. "It is agreed that any insurance maintained by the STATE shall apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements.

Upon CONTRACTOR's execution of the contract, the CONTRACTOR agrees to deposit with the STATE certificate(s) of insurance necessary to satisfy the STATE that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the STATE during the entire term of the contract, including those of its subcontractor(s), where appropriate. Upon request by the STATE, CONTRACTOR shall be responsible for furnishing a copy of the policy or policies.

Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as material default under the contract, entitling the STATE to exercise any or all of the remedies provided in this contract for a default of the CONTRACTOR.

The procuring of such required insurance shall not be construed to limit CONTRACTOR's liability hereunder nor to fulfill the indemnification provisions and requirements of the contract. Notwithstanding said policy or policies of insurance, CONTRACTOR shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the contract.

SUBCONTRACTORS

The CONTRACTOR shall not delegate any duties listed in this IFB to any subcontractor, unless the Contract Administrator has given prior written approval.

INSPECTION

The State retains the general right of inspection by a designated representative in order to judge, whether in the State's opinion, such work is being performed by the CONTRACTOR in accordance with terms of this bid proposal.

INVOICING

Invoices shall be payable upon certification by the Contract Administrator that the CONTRACTOR has satisfactorily performed the required services.

CONTRACTOR shall submit original invoice to the following address:

Department of Health
Child and Adolescent Mental Health Division
3627 Kilauea Avenue, Room 101

Honolulu, Hawaii 96816.

A CVC issued through the HCE system, shall be acceptable for final payment requirements.

Alternately, a tax clearance certificate, not over two (2) months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract. In addition to the tax clearance certificate, an original "Certification of Compliance for Final Payment" (SPO Form-22), attached, shall be required for final payment. A copy of the form is also available at www.spo.hawaii.gov. Select "Forms for Vendors/Contractors" from the Quicklinks.

PAYMENT

Section 103-10, HRS, provides that the STATE shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, the STATE shall reject any bid submitted with a condition requiring payment within a shorter period. Further, the STATE shall reject any bid submitted with a condition requiring interest payments greater than that allowed by §103-10, HRS, as amended.

The STATE shall not recognize any requirement established by the CONTRACTOR and communicated to the STATE after award of the contract, which requires payment within a shorter period or interest payment not in conformance with the HRS.

Original monthly claims must be submitted within thirty (30) calendar days after the last day of each calendar month. All submissions and corrections must be properly received by the CAMHD no later than ninety (90) days after the last day of the billing month.

Should the CONTRACTOR need to bill beyond the ninety (90) days, documented contact must be made with the CAMHD Provider Relations before the end of the ninety (90) days. However, no payment shall be made for claims submitted more than twelve (12) months after the last day on which services were rendered or more than six (6) months following the end of the contract period, whichever period is shorter.

REMOVAL OF CONTRACTOR'S EMPLOYEES

CONTRACTOR agrees to remove any of its employees from services rendered and to be rendered to the STATE, upon request in writing by the Procurement Officer.

LIQUIDATED DAMAGES

Refer to the General Conditions. Liquidated damages are fixed at the sum of Zero DOLLARS (\$0.00) per each and every calendar day per location per violation the CONTRACTOR fails to perform in whole or in part any of his obligations specified herein. Liquidated damages, if assessed, may be deducted from any payments due or to become due to the CONTRACTOR.

RIGHTS AND REMEDIES FOR DEFAULT

In the event the CONTRACTOR fails, refuses, or neglects to perform the services in accordance with the requirements of these Special Conditions, the Specifications, and General Conditions herein, in addition to any other recourse allowed by law, the STATE reserves the right to purchase in the open market, a corresponding quantity of the services specified herein and to deduct from any moneys due or that may thereafter become due the CONTRACTOR, the difference between the price named in the contract and the actual cost thereof to the STATE. In case any money due the CONTRACTOR is insufficient for said purpose, the CONTRACTOR shall pay the difference upon demand by the STATE. The STATE may also utilize all other remedies provided by law.

PROTEST

A protest shall be submitted in writing within five (5) working days after the posting of the award as listed below; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers.

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: <http://www.hawaii.gov/spo2/source/>.

Any protest pursuant to §103D-701, HRS, and Section 3-126-3, HAR, shall be submitted in writing to the Procurement Officer Janet Ledoux, CAMHD, 3627 Kilauea Avenue, Room 101, Honolulu, Hawaii 96816.