

State of Hawaii
Department of Health
Division of Health Resources Administration
Office of Medical Cannabis Control and Regulation

Request for Proposals
RFP No. 2025-1

Continuing Medical Education / Continuing
Education on Medical Cannabis

PROPOSALS WILL BE RECEIVED UP TO 2:00 PM (HST)
ON

OCTOBER 8, 2024

BY SUBMISSION TO THE STATE OF HAWAII'S
ePROCUREMENT SYSTEM ("HIePRO")

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

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SECTION ONE: ADMINISTRATIVE OVERVIEW

1.1 Introduction

The Department of Health, Office of Medical Cannabis Control and Regulation (OMCCR), is responsible for administering medical cannabis licensure and regulation and for the registration of qualifying patients and primary caregivers. Section 329D-26(a), Hawaii Revised Statutes, grants OMCCR the authority to conduct a continuing education and training program on medical cannabis.

The OMCCR is requesting proposals from qualified vendors to provide continuing education curricula on cannabinoid-based medicine tailored to licensed medical professionals in the State of Hawaii, particularly physicians, nurses, physician assistants, and pharmacists. Proposals must be submitted via HlePRO on or before the deadline listed on the solicitation. Proposals submitted after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of questions is 2:00 p.m., HST, on September 20, 2024. All questions shall be submitted through HlePRO. Questions not submitted via HlePRO will not be answered.

Any inquiries and requests regarding this RFP should be directed to Michele Nakata, telephone: (808) 722-2126, e-mail: michele.nakata@doh.hawaii.gov.

1.2 Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates shall be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	<u>Sept 6, 2024</u>
Closing date for submission of written questions for written responses	<u>Sept 20, 2024</u>
State purchasing agency's response to applicants' written questions	<u>Sept 27, 2024</u>
Proposal submittal deadline	<u>Oct 8, 2024</u>
Proposal evaluation period	<u>Oct 9 – Oct 11</u>
Provider selection and posted notice of award	<u>Oct 14, 2024</u>
Contract start date	<u>Nov 1, 2024</u>

1.3 Website References

	Item	Website
1	Procurement of Goods, Services, & Construction	https://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/goods-services-construction/competitive-sealed-proposals-procurement-method/
2	RFP website	https://hiepro.ehawaii.gov/welcome.html?redirectContext=welcome.html
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Competitive Sealed Proposals	https://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/hrs0103D/HRS_0103D-.htm ; https://spo.hawaii.gov/references/har/goods/
4	General Conditions, AG-103D	https://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf
5	Forms	https://spo.hawaii.gov/all-forms/
6	Cost Principles	http://spo.hawaii.gov Search: Keywords "Cost Principles"
7	Protest Forms/Procedures	https://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-goods-services-construction/
8	Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9	Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10	Department of Taxation	http://tax.hawaii.gov
11	Department of Labor and Industrial Relations	http://labor.hawaii.gov
12	Department of Commerce and Consumer Affairs, Business Registration	https://cca.hawaii.gov/breg/
13	Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14	Internal Revenue Service	http://www.irs.gov/
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)		

1.4 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (“HRS”) Chapter 103D and its administrative rules, Hawaii Administrative Rules (“HAR”) Chapters 3-120 to 3-132. All prospective OFFERORS are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective OFFEROR shall constitute an admission of such knowledge on the part of such prospective OFFEROR.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Health
Office of Medical Cannabis Control & Regulation
3652 Kilauea Ave
Honolulu, HI 96816

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful OFFEROR, any inquiries and requests shall be directed to the sole point-of-contact identified below.

Michele Nakata, JD
Chief, OMCCR
Telephone: (808) 733-2126
Email: michele.nakata@doh.hawaii.gov

1.7 Submission of Questions

OFFERORS may submit questions to the RFP Point-of-Contact. Written questions should be received by the date and time specified in Section 1.2, Procurement Timetable. The purchasing agency will respond to written questions to the RFP, as indicated in Section 1.2, Procurement Timetable.

1.8 Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.3, Website Reference.

1. **Proposal Identification Form (Form OF-1).** Provides OFFEROR proposal identification. Form OF-1 is attached hereto as Attachment A.
 2. **Proposal Submission Checklist.** The checklist provides OFFERORS specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency. Proposal Submission Checklist is attached hereto as Attachment B.
 3. **Table of Contents.** The table of contents may vary depending on the RFP. A sample Table of Contents is attached hereto as Attachment C.
 4. **Proposal Offer Form (Form OF-2).** OFFEROR shall submit a comprehensive cost/proposal budget to successfully deliver services required in this RFP. Form OF-2 is attached hereto as Attachment D.
 5. **Reference Form.** OFFEROR shall submit a completed reference form as required by this RFP. Reference form is attached hereto as Attachment E.
- B. Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, or as applicable. Required Federal and/or State certifications are listed on the Proposal Submission Checklist.
- C. Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2.
- D. OFFEROR Compliance.** All OFFERORS shall comply with all laws governing entities doing business in the State. The OFFEROR must be compliant at the time of award, or they shall be disqualified.
1. **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (“DOTAX”) and the Internal Revenue Service (“IRS”). Refer to Section 1.3, Website Reference for DOTAX and IRS website address.
 2. **Labor Law Compliance.** Pursuant to HRS §103-55, OFFERORS shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.3, Website Reference for the Department of Labor and Industrial Relations (“DLIR”) website address.

3. **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (“DCCA”), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.3, Website Reference for DCCA website address.
 4. OFFERORS may register with Hawaii Compliance Express (“HCE”) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is an annual registration fee (currently \$12) for the service. The HCE’s online “Certificate of Vendor Compliance” provides the registered offeror’s current compliance status as of the issuance date and is accepted for both contracting and final payment purposes. Refer to Section 1.3, Website Reference, for HCE’s website address.
 5. OFFERORS not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.
- E. Wages Law Compliance.** If applicable, by submitting a proposal, the offeror certifies that the offeror is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.3, Website Reference, for statutes and DLIR website address.
- F. Campaign Contributions by State and County Contractors.** HRS § 11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.3, Website Reference, for statutes and Campaign Spending Commission website address.
- G. Confidential Information.** If an offeror believes any portion of a proposal contains information that should be withheld as confidential, the offeror shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. Proposal Submittal. The State has established the Hawaii State eProcurement (HlePRO) System to promote an open and transparent system for vendors to compete for State contracts electronically. OFFERORS interested in responding to this solicitation must be registered on HlePRO. Registration information is available at the State Procurement Office website: <http://spo.hawaii.gov/HIEPRO/>; select HIEPRO Vendor Registration and then select HIEPRO Vendor Registration Guide.

All proposals shall be submitted via HlePRO at the date and time indicated in the solicitation, and in strict accordance with the instructions herein. The RFP Process, including issuance of the RFP, submission of Proposals, issuance of Addenda, and changes to the Procurement Timetable in Section 1.2 shall be conducted through HlePRO. The State shall not be responsible for the failure of any OFFEROR to receive the RFP Process information.

The Contractor shall be subject to a one-time mandatory HIEPRO fee of .75% (.0075) of the award amount or \$5,000, whichever is less. HlePRO is administered by Tyler Technologies, Inc. Tyler Technologies, Inc. shall invoice the Contractor directly for payment of the HIEPRO fee. Payment must be made within thirty (30) days from receipt of invoice.

1.9 HlePRO Special Instructions

OFFEROR shall view all special instructions located in HlePRO. OFFERORS are responsible for ensuring that all necessary files are attached to their proposal prior to the proposal deadline.

The maximum file size that HlePRO can accept is 100MB. Files larger than 100MB must be reduced into two or more files.

OFFERORS must carefully examine this RFP, all addenda, required contract forms, and other documents, laws, and rules, as necessary, before submitting a proposal. The submission of a proposal shall be considered to be a warranty and representation that the OFFEROR has made a careful examination of the RFP and understands the work and the requirements of this RFP. Each qualified OFFEROR may submit only one (1) proposal. Proposals must be detailed and concise. Each Proposal must be labeled and organized in a manner that is congruent with the requirements and terminology used in this RFP and must include a point-by-point response, structured in form and reference to the RFP, addressing all requirements and the Scope of Work elements.

The OFFEROR's proposal, including all of its required submission types as noted above, must be received through HlePRO no later than the closing date and time specified for the receipt of proposals as specified in Section 1.2, Procurement Timetable. Any proposal received outside of HlePRO, including faxed, emailed, or handwritten proposals, will not be considered.

1.10 Additional Materials and Documentation

Upon request from the state purchasing agency, each OFFEROR shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.11 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.12 Best and Final Offer

OMCCR, in its sole discretion, may generate a Priority List of offerors in accordance with HAR § 3-122-53 and request each Priority-Listed OFFEROR to submit its Best and Final Offer ("BAFO"). The request shall be issued in an Addendum which will provide guidance and additional instructions. BAFOs shall be submitted to the RFP Point-of-Contact via HlePRO on or before the deadline established in the Addendum. If a Priority Listed OFFEROR fails to submit a BAFO, its last submitted offer shall be deemed to be its BAFO. Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.13 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State pursuant to HAR §§ 3-122-95 through 98.

1.14 Cost for Proposal Preparation

Expenses for the development and submission of proposals and other responses to the RFP are the sole responsibility of the OFFEROR whether or not any award results from this RFP. Travel and expenses to and from the State, outside of an award, are also the responsibility of the OFFEROR.

1.15 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be rejected as authorized under HAR §§ 3-122-95 through 98.

1.16 Notice of Award

A Notice of Award of the Contract shall be made to the responsible OFFEROR whose Proposal is determined the most advantageous to the State, taking into consideration all the evaluation factors set forth in this RFP.

The Notice of Award shall be made available in HlePRO. Failure by the chosen vendor to accept the award within five days of the Notice of Award will be deemed a rejection of the award.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

1.17 Protests

An OFFEROR aggrieved by an award of a contract may file a protest in accordance with the procedures set forth in HRS §103D-701 and HAR Chapter 3-126. Refer to Section 1.3, Website Reference, for the website address where information regarding protests can be found.

Any protest shall be submitted in writing to the Procurement Officer identified in HlePRO, addressed to:

Michele Nakata
Chief, OMCCR
Email: michele.nakata@doh.hawaii.gov
4348 Waiialae Avenue #648
Honolulu, HI 96816

1.18 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and in accordance with §103D-309, HRS, and subject to the availability of State funds.

1.19 General Conditions of Contract

If an award is accepted, the successful OFFEROR will be required to enter into a formal written contract with the State (Contract). The Contract shall include or be deemed to incorporate this RFP, the Contractor's Proposal or BAFO, State AG General Conditions set forth in Attachment F, and any other terms as may be agreed to by the State and the Contractor. To the extent that the RFP and the successful proposal conflict, the terms of the RFP shall govern. By submitting a proposal, the OFFEROR certifies that they have read and agree to the General Conditions attached hereto.

1.20 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring goods, services, and construction under HRS Chapter 103D, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.3, Website Reference, for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

1.21 Contract Execution

The successful OFFEROR shall enter into a formal written contract with the State. In submitting a proposal, the OFFEROR will be deemed to have agreed to each provision set forth in Attachment F, General Conditions and Attachment G, Contract Form. The State shall have no obligation to accept terms and conditions that vary from those set forth in the aforementioned attachments.

Upon selection and award of the contract, the State shall send the formal contract to the successful OFFEROR via an electronic signature process. The State reserves the right to cancel any contract and request new proposals or negotiate with remaining OFFERORS if the State is not satisfied with the awarded Contractor's performance.

No work is to be undertaken by the OFFEROR awarded a contract prior to the execution of a formal contract and the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the contract commencement date.

No contract shall be considered binding upon the State until the contract has been fully and properly executed by all parties thereto.

1.22 Terms and Acronyms Used Throughout the Solicitation

AG	= Department of the Attorney General
APRN	= Advanced Practice Registered Nurse
BAFO	= Best and Final Offer
DOH	= Department of Health
HAR	= Hawaii Administrative Rules
HIePRO	= Hawaii eProcurement System
HRS	= Hawaii Revised Statutes
LMS	= Learning Management System
OMCCR	= Office of Medical Cannabis Control & Regulation
RFP	= Request for Proposals
SPO	= State Procurement Office

SECTION TWO: BACKGROUND AND SCOPE OF WORK

2.1 Introduction

The Department of Health, Office of Medical Cannabis Control and Regulation (OMCCR), is responsible for administering medical cannabis licensure and regulation and for the registration of qualifying patients and primary caregivers. Since 2000, Hawaii has enrolled over 116,000 medical cannabis patients. OMCCR requires assistance in providing continuing medical education (CME) / continuing education (CE) for licensed medical professionals in the State of Hawaii regarding the use of cannabis and cannabis-based products, including hemp-derived cannabidiol (CBD) for medical or therapeutic purposes (hereinafter collectively referred to as “medical cannabis”).

The CME/CE curricula will provide evidence-based education on the endocannabinoid system and phytocannabinoids, pharmacology of cannabis products, including hemp-derived CBD products, modes of administration and dosing, physiologic and cognitive effects, side effects, drug interactions, precautions in patient populations with special conditions, and scientific developments. The curricula will cover indications and contraindications for medical use of cannabis, review of medical evidence for and against benefit for each of Hawaii’s qualifying conditions, as well as address federal and Hawaii state regulations and public health considerations around the use of medical cannabis.

2.2 Project Goals

The goal of this solicitation is to procure continuing education curricula for medical cannabis, facilitated by the OFFEROR, with provision of Category 1 CME Continuing Education Units (CEU) equivalent to a total minimum of 5 hours.

The OFFEROR will work closely with OMCCR’s Epidemiologist and Public Health Educator to: (1) adapt existing medical cannabis curricula to be appropriate for Hawaii and include relevant Hawaii regulatory information; (2) implement and deliver CME/CE for Hawaii-licensed medical professionals; and (3) measure the effectiveness of the CME/CE.

2.3 Target Population

The medical cannabis CME/CE will target Hawaii-licensed medical professionals. The main audience will be Medical Doctor (MDs), Doctor of Osteopathy (DOs) and Advanced Practice Registered Nurses (APRNs), currently authorized under sections 329-121 and 329-123, Hawaii Revised Statutes, to certify patients for medical cannabis. The CE should also be applicable to physician assistants, nurses, pharmacists and other licensed medical professionals providing patient care.

2.4 Geographic Coverage of Service

The medical cannabis CME/CE will cover all counties of the State of Hawaii.

2.5 Scope of Work

2.5.1 The OFFEROR shall deliver medical cannabis CME/CE online courses adapted for Hawaii-licensed medical professionals with the following criteria:

- Provide Category 1 CME Continuing Education Units (CEU) equivalent to a minimum of 5 CEU credits. OFFEROR may provide a single curriculum or up to two curricula, provided that the total credits available are equivalent to at least 5 CEU credits.
- Contain multiple modules addressing topics that include: the endocannabinoid system and phytocannabinoids, indications and contraindications for medical use of cannabis, modes of administration, dosing, and pharmacology of cannabis products (including hemp-derived cannabidiol products), physiologic and cognitive effects, side effects, drug interactions, precautions in patient populations with special conditions, federal and state regulations, scientific developments on potential therapeutics, and a review of medical evidence for and against the use of medical cannabis, including adverse events, cannabis use disorder, psychosis risks, and other public health concerns
- Be adapted for Hawaii-licensed medical professionals by including Hawaii laws and regulations, and indications and contraindications for the use of medical cannabis to treat each of Hawaii's qualifying conditions (<https://health.hawaii.gov/medicalcannabisregistry/providers/debilitating-medical-conditions/>), and a review of medical evidence for and against the benefits of using medical cannabis to treat each of Hawaii's qualifying conditions
- Incorporate case studies where appropriate
- Be evidence-based and unbiased, demonstrated through thorough review of scientific literature
- Be delivered through an online audio and video program with an on-demand schedule
- Include self-assessment quizzes upon completion of each module and prior to issuing certificate of completion
- Issue certificate of completion with trainee's name and date of completion

2.5.2 The OFFEROR shall research and incorporate federal and Hawaii laws and regulations regarding medical cannabis, including how to certify patients for the medical use of cannabis in Hawaii and how that is distinguishable from prescribing a controlled substance, public health concerns around medical cannabis use such

as trends in cannabis use disorder and adverse events, and other relevant regulatory or public health related information into CME/CE curricula under section 2.5.1 above. Research shall include consultation with DOH, the Hawaii Medical Board, the Hawaii Board of Nursing, and other relevant regulatory agencies, and can be facilitated by OMCCR.

2.5.3 The OFFEROR shall evaluate the effectiveness of the CME/CE using outcome measures, to include metrics at the stages outlined below, and modify curricula as needed based on evaluation and in consultation with OMCCR:

- Initial implementation (after 20 enrollments, or after 2 months curricula has been offered if 20 enrollments have not yet been reached)
- Endpoint (after 200 enrollments, or after 1 year curricula has been offered if 200 enrollments have not yet been reached)

2.5.4 The medical cannabis CME/CE online courses shall be offered on an on-demand basis and free-of-charge for a period of twelve (12) months. Unless terminated, the State may extend the term of any awarded contract by an additional twelve (12) month period or portions thereof without the necessity of re-soliciting, at the same rate and upon mutual agreement in writing at least sixty (60) days prior to the expiration of the contract and the execution of a supplemental contract or contract modification. Upon completion of the contract, and any extension of the contract, OFFEROR may continue to offer the online courses on their own.

2.6 Personnel Requirements

2.6.1 The OFFEROR shall include a description of its ability to provide experienced, qualified personnel to meet the performance requirements of their proposal. Assigned staff shall possess the education and experience appropriate to the requirements of the positions to which they are assigned. The Project Coordinator shall have a minimum of 10 peer-reviewed publications on cannabinoid medicine.

2.6.2 The OFFEROR shall submit a Project Staffing Plan as a component of the Project Organization, Schedule, and Staffing section within the proposal. The plan shall detail the staffing responsibilities, including time commitments, qualifications, and specific relevant experience required of their staff. The names and resumes of proposed personnel shall be submitted in the proposal.

2.6.3 The OFFEROR shall describe in detail, the following:

- a. Project Staffing Plan detailing staffing responsibilities, including time commitments, qualifications, and specific relevant experience required of proposed staff; and
- b. Time commitments expected of State staffing and State resource allocation requirements.

- 2.6.4. The personnel proposed by the OFFEROR shall not be employees of, nor have individual contractual relationships with the State. The OFFEROR shall designate, prior to commencement of work under this agreement, a Coordinator for its personnel who shall interface with the State.
- 2.6.5 The OFFEROR shall comply with a request from the State to remove and replace personnel for unsatisfactory service immediately, upon written notification, from the premises and from all work under this project.
- 2.6.6 If a change in personnel occurs during the contract period, new personnel shall meet the specifications detailed in this RFP. Substitute or additional personnel shall not be assigned until a resume is received and approved by the State. The OFFEROR shall submit a list of tasks and the duration of appointment for each substitute or additional personnel.
- 2.6.7 Use of subcontractor(s) shall be subject to paragraph six (6) of the General Conditions attached as Attachment F. The OFFEROR shall receive prior written approval from the State to subcontract any portion of this project and shall be liable for any costs or errors incurred by the subcontractor(s). If subcontractor(s) are used, a statement from each subcontractor shall be included in the proposal, signed by an individual authorized to legally bind the subcontractor, and stating:
 - a. The subcontractor's name, mailing address, telephone number, fax number, email address, and contact person;
 - b. The scope of work to be performed by the subcontractor; and
 - c. The subcontractor's willingness and ability to perform the work indicated.

2.7 Experience Requirements

- 2.7.1 The OFFEROR shall have a minimum of 20 years of experience in providing medical education, with at least 10 years covering medical cannabis.
- 2.7.2 The OFFEROR shall have existing accredited medical cannabis CME/CE courses that can be quickly adapted and implemented for Hawaii-licensed medical professionals. The courses must be accredited by the following: Accreditation Council for Continuing Medical Education or PacWest Continuing Education Accreditation Collaborative; Nurses Credentialing Center or American Association of Nurse Practitioners; or Joint Collaboration or a collaborator or provider accredited by these accreditation boards. Additional accreditation by the following is preferred: Council for Pharmacy Education, American Psychological Association, or Academy of General Dentistry Program Approval for Continuing Education.
- 2.7.3 The OFFEROR shall have expertise and demonstrated professional skill in scientific research, including publications about cannabinoid-based therapeutics.

2.7.4 The OFFEROR shall have expertise and demonstrated professional skill in adapting and delivering multi-module, online, and on-demand courses and conducting course evaluations.

2.8 Reporting Requirements

The OFFEROR is required to submit a plan for adapting medical cannabis CME/CE courses for Hawaii-licensed medical professionals, including description of the module contents and CEU equivalency and delivery logistics including fee waivers for 200 enrollments; deliver online CME/CE courses; and submit evaluation reports at the initial roll-out and end of this contract. The endpoint evaluation should include recommendations for further application of the medical cannabis CME/CE course offering under a fee-based structure.

2.9 Timeline of Deliverables

Deliverables	Description	Deadline
Deliverable 1: Adapt medical cannabis CME/CE course and provide contents to DOH	On-demand multi-module courses (1 or 2 curricula) totaling 5 CEUs at minimum. Links to courses and description for postings by DOH and relevant Hawaii medical and nurses associations should be provided. Contents to be provided to DOH in any format (e.g., a .pdf document or presentation slide).	Nov 29, 2024
Deliverable 2: Deliver medical cannabis CME/CE course.	Offer the medical cannabis CME/CE course on an on-demand basis and free of charge for twelve (12) months. Delivered through an online audio and video program. Include self-assessment quizzes upon completion of each module. Issue certificate of completion with trainee’s name and date of completion.	Dec 1, 2025
Deliverable 3: Evaluation report at initial implementation and modified curricula as needed.	Brief evaluation report at initial implementation (either after 20 enrollments or 2 months after curricula is first offered, whichever occurs first). Evaluations should inform whether knowledge/ practices enrollees obtained are as	Feb 3, 2025

	intended by curricula objectives. Modified curricula as required based on evaluation.	
Deliverable 4: Evaluation report at endpoint of curricula offering	Full evaluation report at endpoint (either after 200 enrollments or 1 year after curricula is first offered, whichever occurs first). Evaluations should include metrics showing knowledge/practices enrollees obtained, the barriers to improved treatment, and areas for continued educational needs.	Dec 1, 2025

2.10 Compensation and Method of Payment

- 2.10.1 Any contract resulting from this RFP shall be based on a firm fixed price structure. The OFFEROR shall propose a reasonable estimate for services to be provided.
- 2.10.2 Payments shall be made according to the scheduled deliverables upon submission by the Contractor of invoices for the services provided.
- 2.10.3 Invoices shall be certified by the Contractor and accompanied by progress reports describing the services performed in providing the deliverables under the contract.
- 2.10.4 Each deliverable shall be reviewed by the State and shall be subject to the State’s preliminary determination of appropriateness and acceptance of each deliverable. Should a deliverable be unacceptable, the State shall notify the Contractor within ten (10) working days from receipt of the deliverable. The Contractor shall make all recommended changes and edits and re-submit the revised deliverable to the State within ten (10) working days.
- 2.10.5 Final settlement of any contract resulting from this RFP shall include submission and acceptance of all reports and other materials to be submitted by the Contractor to the State, resolution of all discrepancies in the deliverables received or performance of services, and completion of all other outstanding matters under the contract.

SECTION THREE: PROPOSAL APPLICATION INSTRUCTIONS

General instructions for completing submissions:

- *Proposals shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *Page numbering of the Proposal should be consecutive, beginning with page one and continuing through for each section.*
- *OFFERORS must also include a Table of Contents with the Proposal which shall coincide with the order of this RFP. A sample Table of Contents is attached hereto as Attachment C.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an OFFEROR's score.*
- *OFFERORS are strongly encouraged to review evaluation criteria in Section 4, Evaluation Criteria, when completing the proposal.*

The Proposal is comprised of the following sections:

- *Proposal Identification Form (OF-1)*
- *Proposal Submission Checklist*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization, Schedule, and Staffing*
- *Technical Proposal*
- *Proposal Offer Form (OF-2)*
- *Reference Form*
- *Other*

3.1 Proposal Identification Form (OF-1)

The OFFEROR shall submit the Proposal Identification Form (OF-1), attached hereto as Attachment A, to allow evaluators to properly identify the organization submitting the proposal.

3.2 Proposal Submission Checklist

The OFFEROR shall complete the Proposal Submission Checklist, attached hereto as Attachment B, and include it in the proposal submission packet. The OFFEROR shall read the checklist instructions carefully and complete the form in its entirety.

3.3 Table of Contents

The OFFEROR shall provide a table of contents to inform evaluators where to locate required information. A sample table of contents is attached hereto as Attachment C.

3.4 Program Overview

The OFFEROR shall give a brief overview to orient evaluators as to the program/services being offered.

3.5 Experience and Capability

The OFFEROR must demonstrate its capability and knowledge to perform the services listed in section 2.5, Scope of Work and meet all requirements listed in section 2.7, Experience Requirements. All requirements listed in sections 2.5, Scope of Work, and 2.7, Experience Requirements, must be addressed. Provide as much detail as possible regarding the following points to show experience in completing the scope of work.

The OFFEROR must provide description and examples of medical cannabis CME/CE curricula content which the OFFEROR has produced, and which are pertinent to the proposed services. The OFFEROR must provide evidence of accreditation and peer-reviewed publications.

The OFFEROR must describe its own plans for evaluation for the proposed services, including methodology.

3.6 Project Organization, Schedule, and Staffing

The OFFEROR shall describe the proposed staffing and proposed caseload capacity appropriate for the viability of services. Provide as much detail as possible to meet personnel requirements as described in section 2.6.

The OFFEROR shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

The OFFEROR shall include an organization chart that reflects the position of each staff and line of responsibility (include position title, name, and full-time equivalency).

3.7 Technical Proposal

The OFFEROR shall provide as much detail as possible on how the scope of work will be implemented.

A timeline of activities with a start date and an end date that meets the timeline of deliverables described in section 2.9 must be provided, including how the OFFEROR will adhere to the timeline and contingency plans when the OFFEROR is unable to meet the timeline required. Any issues that may arise and any shortfalls that are likely should be described with remedies and strategies to address such issues or shortfalls.

3.8 Proposal Offer Form (OF-2)

The OFFEROR shall submit a cost proposal and budget plan in a completed Proposal Offer Form (OF-2), attached hereto as Attachment D, utilizing the pricing structure designated by the state purchasing agency.

3.9 Reference Form

The OFFEROR shall provide a reference list, in the form attached hereto as Attachment E, with a minimum of 3 references that are clients who received services from the OFFEROR that is directly related to the work identified in the Section 2.5, Scope of Work.

3.10 Other

The OFFEROR shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

SECTION FOUR: EVALUATION CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsible OFFEROR whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section.

The total number of points that an OFFEROR can achieve is 100.

To achieve the highest possible points, the OFFEROR should provide sufficient detail for each criterion in its proposal that will allow the evaluation committee to make a satisfactory judgment.

4.1 Cost Criterion – 20 Points Maximum

The total cost of the project along with a cost breakdown. The cost breakdown must show personnel costs and labor hours, equipment costs, major supply costs, any significant costs such as travel, any administrative costs, and direct and indirect costs. Points may be reduced for an inadequate cost breakdown. The maximum points will be given when all resources have been accounted for and are supported by descriptions in the technical narrative proposal. Ten points will be given when cost items have little to no relevance to or are not supported by the technical narrative proposal. Five points will be given for an incomplete, illogical, or incoherent budget plan.

4.2 Experience and Capabilities Criterion – 30 Points Maximum

The vendor must demonstrate that it has the experience and capabilities required by Section 2.7. The maximum points will be given if the vendor meets all the requirements. Points will be given proportionately by the number of items that the vendor meets. For example, if the vendor meets 4 out of 10 items, then 12 points will be given.

4.3 Example Work Criterion – 18 Points Maximum

Sample projects and/or examples of past work demonstrating the scope of work. The vendor must provide examples of existing curricula or supporting documentation from other States or accreditation authorities that shows competence and quality in conducting CME. Curricula must have been developed or updated within the last three years. The maximum points will be given examples or supporting documents that exhibit exceptional quality and relevant work.

4.4 Technical Narrative Criterion – 30 Points Maximum

A technical narrative proposal that describes how the vendor will carry out the scope of work to meet the project objectives. The narrative should detail how existing curricula will be adapted for Hawaii, targeting Hawaii-licensed medical professionals and addressing relevant federal and Hawaii regulations. The maximum points will be given when the technical narrative is thoroughly described to explain how the vendor will carry out the scope of work and that the narrative supports the cost items in the budget plan.

4.5 Certificate of Vendor Compliance – 2 Point Maximum

Certificate of Vendor Compliance. The vendor must attach a copy of its certificate dated within the last six months of submitting the proposal. 2 points will be given if the certificate is attached and the vendor is in compliance. 0 points will be given if no certificate is attached or the certificate shows the vendor is not in compliance.

ATTACHMENT A - PROPOSAL IDENTIFICATION FORM OF-1

State of Hawaii
Department of Health
Health Resources Administration Division
Office of Medical Cannabis Control and Regulation
3652 Kilauea Avenue
Honolulu, Hawaii 96816 To

Whom It May Concern:

The undersigned has carefully read and understands the terms and conditions specified in this RFP and hereby submits the following proposal to perform the work specified in the RFP.

The undersigned further understands and agrees that by submitting this proposal, 1) he/she is declaring his/her proposal 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.

Respectfully submitted,

Date

Exact Legal Name of OFFEROR

Telephone No.

Authorized Signature

Fax No.

Title

Street Address

City, State, Zip Code

Payment Address, if different

Hawaii General Excise Tax I.D. No. _____

Social Security of Federal Identification No. _____

If OFFEROR shown above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

OFFEROR is: Individual Partnership Corporation Joint Venture LLC

State of incorporation: Hawaii _____ *Other

*If "other," is corporate seal available in Hawaii? Yes No

ATTACHMENT B – PROPOSAL SUBMISSION CHECKLIST

Organization: _____

RFP No.: _____

OFFEROR(s) are required to include in their Proposal Submission Packet the items listed below as well as placing a check next to each item to indicate inclusion in the Proposal Submission Packet.

Item	Format/Instructions Provided	Required by Purchasing Agency	OFFEROR to place "X" for items included in Proposal
Proposal Identification Form (OF-1)	Section 3	X	
Proposal Submission Checklist	Section 3	X	
Table of Contents	Section 3	X	
Program Overview	Section 3	X	
Experience and Capability	Section 3	X	
Project Organization, Schedule, and Staffing	Section 3	X	
Technical Proposal	Section 3	X	
Proposal Offer Form (OF-2)	Section 3	X	
Reference Form	Section 3	X	
Other	Section 3	X	
OFFEROR Compliance	Section 1.8	X	
General Conditions*	Section 1.19	X	

*OFFERORS shall place an X in the column to confirm that the OFFEROR has read and agrees to all General and Special Conditions attached to the RFP.

ATTACHMENT C – SAMPLE TABLE OF CONTENTS

1.0	Proposal Identification Form	i
	See Attachments for Proposal Identification Form (OF-1)	
2.0	Proposal Submission Checklist	ii
3.0	Table of Contents	iii
4.0	Program Overview	1
5.0	Experience and Capability	2
	A. Necessary Skills	3
	B. Experience.....	4
	C. Quality Assurance and Evaluation	5
	D. Coordination of Services.....	6
6.0	Project Organization, Schedule, and Staffing	7
	A. Staffing.....	8
	1. Proposed Staffing.....	8
	2. Staff Qualifications	9
	B. Project Organization.....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
	C. Project Schedule and Workplan	11
7.0	Technical Proposal	12
8.0	Financial	20
	See Attachments for Offer Form (OF-2)	
9.0	References	20
	See Attachments for Reference Form	
10.0	Litigation	20
11.0	Additional Attachments	21

ATTACHMENT D – PROPOSAL OFFER FORM OF-2

The following fixed price proposal is hereby submitted for RFP No. x for the Cannabis Public Health Education Campaign.

The proposed price(s) submitted below shall be paid to the selected Contractor. No other request for payment shall be honored. Proposed price shall be inclusive of taxes, fees, licenses, and all other costs associated with successful delivery of services.

The services detailed in the Scope of Work should form the basis for the proposal price.

Deliverable Table:

Ref.	Deliverable	RFP Section	Amount
D1	Adapt medical cannabis CME/CE curricula	2.5.1	
D2	Delivery of medical cannabis CME/CE curricula	2.5.4	
D3	Initial course evaluation and curricula modification as required	2.5.3	
D4	Endpoint course evaluation and assessment of continued educational needs	2.5.3	

Total Estimated Cost Summary:

ATTACHMENT E – REFERENCE FORM

Reference 1.

Organization

Point of Contact

Contact Email

Contact Telephone

Reference 2.

Organization

Point of Contact

Contact Email

Contact Telephone

Reference 3.

Organization

Point of Contact

Contact Email

Contact Telephone

ATTACHMENT F – GENERAL CONDITIONS

See 103D-1 General Conditions (attached separately).

ATTACHMENT G – CONTRACT FORM

See AG-002 Rev. 07/24/2006, State of Hawaii Contract for Goods and Services (attached separately).