



Department of Health  
Disease Outbreak Control Division  
Health Data and Informatics Office

**Invitation for Bids  
Response to Vendor Questions**

Informatics Project Manager Services  
IFB NO - DOCD-2025-505

## **SECTION 1: RESPONSE TO VENDOR QUESTIONS**

### **1.1 Submission of Response to Vendor Questions**

This response to vendor questions regarding the Informatics Project Management Services IFB has been issued on Thursday, January 2<sup>nd</sup>, 2025, by the State of Hawaii.

### **1.2 Vendor Questions and State's Response**

**Question: What is the new budget for year for this RFP?**

Response: The DOH does not anticipate spending more than \$150,000.00 per year on this project.

**Question: How many active contractors are working on this contract currently?**

Response: None at this time.

**Question: Please provide the names of the Incumbent vendors for this contract?**

Response: None at this time.

**Question: What is the total spend per incumbent for the duration of the previous contract?**

Response: This service has not been previously solicited for so obtaining an accurate amount for the cost of the requested service is unattainable. A previous contract for similar services (but not identical) was not to exceed \$150,000 per year.

**Question: What are any challenges or pain points with the present contract vendors?**

Response: No current vendor for this project. For similar previous projects, concern is capacity to work with internal programs to develop products as designed and/or orchestrated. Additionally, this role requires strengths in not only data science analytics, including trending analysis and data quality control/completeness, but the creation of modular visual representations for wider use. Additionally, the role requires strong communication in dissemination of internal tasks and frequent availability at DOH need for direct communication.

**Question: Will the awarded vendor take over any payrolling of incumbent candidates?  
payrolling:**

Response: The awarded vendor will be the employer of record and shall provide its own candidate to complete the services requested. please refer to solicitation.

**Question: What are your most commonly requested positions?**

Response: This solicitation is for one (1) position only. Please refer to solicitation.

**Question: Do you require Resumes of candidates attached to the RFP submission? If yes, do we need to submit actual resumes for selected candidates or sample resume?**

Response: This is not an RFP it is an IFB. Please refer to the solicitation for requirements.

**Question: Are vendors required to bid on all positions/categories?**

Response: Please refer to solicitation.

**Question: I would like to confirm whether having an office located in Hawaii at the time of the award is a mandatory requirement for participation in this bid.**

Response: Yes, having an office located in Hawaii at the time of the award is a mandatory requirement for participation in this bid.

**Question: If we do not have an office (in Hawaii) at the time of the award, would we still be eligible to submit a bid and be considered for the contract award?**

Response: No, this role requires communication with on-island provider networks, the attendance of internal workplace meetings, often in-person, and the ability to present in-person to leadership for project build-out and updates.

**Question: Are there any guidelines on being in Hawaii full time?**

Response: Contractor shall make themselves available for in-office work as requested by the DOH, the Contractor will be made aware of the in-office request at least one week prior.

**Can the (employee) resources be on a work visa?**

Response: Yes, we can take on employees who have a TN-1 visa, however the DOH is unable to sponsor any visa needs.