

Printing and Distribution Services – Department of Health Stop Flu at School Program

Background Information:

- The Department of Health (DOH), in collaboration with the Department of Education, the Hawaii Association of Independent Schools, and the Hawaii Catholic Schools, is conducting the Stop Flu at School program, a statewide school-located influenza vaccination program. Free influenza vaccinations are being offered to students with parental consent at elementary and middle schools statewide between January and March 2017.

Scope Overview:

- The vendor shall provide printing, kitting and distribution services to DOH designated schools and other locations statewide.
- There are multiple pieces to this project, with different delivery dates. Exact start date to be determined; however, the student vaccination consent forms will need to be printed and collated by November 11, 2016 so that these forms may be kitted and distributed to schools statewide between November 14, 2016 and November 25, 2016.

Printing/Distribution Services Requested – Vendor Responsibilities

Student Vaccination Consent Forms – 180,000

- 3 part packet for parent/guardians (8.5” x 11” standard, white paper, black ink)
 - Introductory letter
 - Vaccine Information Statement
 - Consent / vaccine administration form
- Collated
- Stapled or otherwise affixed using removable glue adhesive
- Packaged in wrapped bundles of 50 forms
- **Statewide, trackable distribution to approximately 275 schools**
- Spreadsheet of school locations and numbers of forms to distribute per school will be provided to the vendor after the award has been issued.
- Vendor will provide tracking information for delivery to each school to DOH

Letter to Principals – Approximately 275

- 8.5” x 11” standard, white paper, black ink
- 1 page, single-sided
- Will be kitted and distributed to schools along with the student vaccination consent form
- 1 letter to each participating school

Green Notification Stickers – Approximately 350

- Fluorescent sticker, black ink
- Affixed to the outside of each box of student vaccination consent forms distributed to schools; some schools will have more than 1 box of forms depending on enrollment size.

Stop Flu at School Program Training Manual – Approximately 95

- Spiral bound
- Clear plastic cover
- Black backing
- Color cover page printed on standard 8.5" x 11" white paper
- Black and white contents printed on standard 8.5" x 11" white paper
- 5 printed tabs
- Spreadsheet of locations and numbers of manuals to distribute will be provided to the vendor after the award has been issued.
- Vendor will providing tracking information to each delivery location to DOH

Parent/Guardian Notification Form – Approximately 60,000

- White paper, black ink, half-sheets (half of 8.5" x 11" standard)
- Bundled in packs of 50
- Spreadsheet of locations and number of forms to distribute will be provided to the vendor after the award has been issued.

Vendor Requirements

Submission of quote:

- Provided by vendor as cost per printing line item (Student Vaccination Consent Forms, Clinic Training Manual, Parent Guardian Consent Forms)
- Providers shall include a statement addressing the qualifications listed above with their submission of quote.

Compliance, Documentation, and Hawaii Compliance Express

Vendors are required to be compliant with all appropriate state and federal statutes.

Vendor Registration in Hawaii Compliance Express (HCE)

Proof of compliance/documentation is required and is obtained through Hawaii Compliance Express (HCE) <http://spo.hawaii.gov/hce/>. Vendors shall register in Hawaii Compliance Express (HCE), a program separate from HlePro. The annual subscription fee to utilize the HCE service is currently \$12.00. Allow 2 weeks to obtain complete compliance status after initial registration. It is highly recommended that vendors subscribe to HCE prior to responding to a solicitation.

The vendor is responsible for maintaining compliance. If the vendor does not maintain timely compliance in HCE, an offer otherwise deemed responsive and responsible may not be awarded.

NOTE: State agencies may check HCE for compliance at any time. Non-compliance may result in a vendor not receiving an award, delay of payment, or cancellation of award.

Please contact Danielle Vassalotti at (808) 586-8308 or email danielle.vassalotti@doh.hawaii.gov if you have any questions.