SCOPE OF WORK
HAWAII IMMUNIZATION REGISTRY DATA ENTRY CLERKS - OAHU

Two temporary full time equivalent (2 FTEs) and one temporary half time equivalent (0.5 FTE) data entry clerks are needed to assist the Department of Health (DOH) to perform activities related to the Hawaii Immunization Registry (total of 2.5 FTEs for approximately 1,220 hours total). Data entry services are anticipated to commence beginning January 3, 2017 and end on March 31, 2017. Office hours are Monday to Friday, 7:45 a.m. to 4:30 p.m., closed on state holidays. Compensation will be at an hourly rate and the data entry clerks will be based at the Department of Health, 1250 Punchbowl Street, Honolulu, Hawaii 96813.

Expectations:

Data entry must be efficient and accurate. DOH will periodically conduct random counts and a random sample of each data entry clerk’s work in order to ensure efficiency and accuracy. If averages of fewer than 200 records per day are input and/or less than 95% accuracy is found for a data entry clerk, DOH will request that data entry clerk be replaced, and the vendor shall provide a new data entry clerk within 2 days.

Responsibilities:

1. Collection and handling of confidential data from state vaccine administration forms, including but not limited to Newborn Hepatitis B Vaccine Administration Visit Records, Vaccines for Children Vaccine Administration Visit Records, Vaccine Administration Forms, and Assessment, Feedback, Incentives and Exchange reports;

2. Entry of demographic and immunization data into the Hawaii Immunization Registry from state vaccine administration forms (data entry work will take place at the Department of Health building);

3. Scanning data forms into electronic files; and

4. General clerical duties as assigned.

Data Entry Clerks Qualifications:

1. Data entry clerk candidates:
   a. Shall have at minimum a high school diploma or equivalent; two (2) years of college preferred.
   b. Shall be proficient in typing (minimum net typing speed of 60 words per minute), 10-key (8,000-10,000 net key strokes per hour).
   c. Shall possess Web access knowledge and Internet skills.
   d. Must have prior knowledge of and experience with inputting data into databases; one (1) year of work experience involving data entry required.
   e. Must have demonstrated ability to adhere to professional standards, ethical behavior, and professional business attitude.
   f. Must exercise discretion in handling sensitive or confidential information.
g. Must demonstrate strong attention to detail.

**Vendor Qualifications:**

1. The vendor must have a sufficient number of employees to meet the demands of the project, as determined by DOH.

2. The vendor shall complete background screening of data entry clerk candidates prior to commencing work with DOH. Background screening shall include, at minimum:
   a. Education and qualification verification – highest degree earned
   b. Qualification verification – number of years of data entry experience
   c. Employment verification – last two (2) employers
   d. Reference check – two (2) professional references
   e. Background check – no conviction of a violation of any law

The vendor shall submit resumes of data entry clerk candidates to DOH for selection prior to reporting to work.

**Vendor Compliance**

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 obtained through Hawaii Compliance Express (HCE). Vendors shall register in Hawaii Compliance Express (HCE), a program separate from HIePRO. The annual subscription fee to utilize the HCE service is currently $12.00. Allow 2 weeks to obtain complete compliance status after initial registration. Vendors must subscribe to HCE prior to responding to this solicitation. The Vendor Name on the Certificate of Vendor Compliance must exactly match the Vendor Name under which the quote for this solicitation is submitted. A copy of the company’s HCE compliance must be submitted with quote for verification.

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.

The vendor must be a registered company to do business in the State of Hawaii. No individuals may apply.

**Submission of Quote:**

Hourly rate should be inclusive of general excise tax and all incidental costs (if any). Total number of hours for award is estimated to be 1,220, commencing from January 3, 2017 to March 31, 2017.
There is no commitment by the DOH as to the actual number of hours and actual award amount for the term of this project.

The State of Hawaii reserves the right to cancel this procurement/award at any time due to funding or non-performance.

Please contact Su Chuen Foo at (808)586-8329 or email suchuen.foo@doh.hawaii.gov with project questions.