



STATE OF HAWAII
DEPARTMENT OF HEALTH
STATE LABORATORIES DIVISION
2725 WAIMANO HOME ROAD
PEARL CITY, HAWAII 96782-1496

In reply, please refer to:
File: SLD/LPRB

June 29, 2020

The Department of Health, State Laboratories Division, Laboratory Preparedness and Response Branch (LPRB) is requesting price quotation for the services of one (1) temporary Microbiologist to support the Epidemiology and Laboratory Capacity (ELC) Cooperative Agreement (CA) projects for COVID-19.

All appropriate candidates will be considered from staffing company [CONTRACTOR] only.

I. SPECIFICATIONS:

The **CONTRACTOR** shall provide the services of one (1) Microbiologist with the following knowledge, skills and abilities at the time of hiring:

- General knowledge of scientific inquiry, isolation, identification and characterization of microorganisms.
- Knowledge of the relationship between microorganisms and the disease.
- General knowledge of real-time Polymerase Chain Reaction (PCR) and Reverse Transcriptase Polymerase Chain Reaction (RT-PCR)
- General knowledge and experience in application and issues involving molecular diagnostic assays of bacterial and viral diseases
- Working knowledge of scientific equipment and supplies, personal protective equipment (PPE) and Biosafety Level 2 practices.
- Ability to conduct analysis, with minimum supervision, for the culture and isolation of pathogens from various materials, including clinical, non-clinical and environmental samples.
- Ability to maintain aseptic techniques in media and reagent preparation following standard laboratory techniques and practices.
- Ability to operate and maintain standard and specialized laboratory equipment.
- Ability to determine, with guidance, the proper protocol/procedure needed for analysis.
- Ability to interact and communicate with peers.
- Ability to follow oral and written instructions and ability to communicate in written and verbal methods.

- Ability to perform real-time Polymerase Chain Reaction (PCR) and Reverse Transcriptase Polymerase Chain Reaction (RT-PCR) with minimal supervision.
- Ability to perform nucleic acid extraction (manual or using semi-automated or automated platforms) from clinical specimens/isolates or environmental samples with minimal supervision.

II. Qualifications:

The **CONTRACTOR** must have a Microbiologist who have the following Qualifications at the time of hiring:

1. **Education:** A Bachelor's Degree in a chemical, physical, biological or clinical laboratory science from an accredited university or college.
2. **Experience:** A minimum of one-year full-time experience in a laboratory with basic skills necessary for microbiological analyses of clinical or food or environmental samples, such as cultivation, detection and confirmation of bacteria or viral agents is required.

Current experience in molecular detection methods using real-time Polymerase Chain Reaction (PCR), and experience in handling microorganisms using Biosafety Levels 2 and 3 practices is desirable.

Must meet all the requirements equivalent to a Microbiologist III position under the State of Hawaii Civil Service System.

3. Physical Requirements:

- Must be aware of the risk of injury from physical hazards and exposure to caustic, flammable, explosive and/or carcinogenic chemical hazards.
- Repetitive motion and long periods of standing or sitting may be required.
- Some lifting may be required.

III. CONTRACTOR requirements:

1. **The CONTRACTOR must have an office located in Hawaii at the time of award**
2. HDOH-SLD reserves the right to deem the worker provided under this solicitation, to be unacceptable within 30 days of initial meeting and job briefing, and the CONTRACTOR shall comply with the request to remove personnel from all work for unsatisfactory service, immediately. The CONTRACTOR shall provide a list of replacement qualified personnel within a week of notification.
3. The CONTRACTOR shall perform background screening of staff prior to commencing work.
 - a. Education verification – highest degree earned
 - b. Third party employment verification – last two (2) employers
 - c. Background check – no conviction of a violation of any law
4. Employs method to ensure low staff turnover for duration of the contract.

5. Maintains documentation of organizational compliance to federal and state health and safety guidelines, including elements required by the Occupational Safety and Health

IV. Schedule

The Hawaii Department of Health, State Laboratories Division, operates during the hours of 7:45A.M. to 4:30 P.M. Monday to Friday and is closed on the weekends and State holidays.

The Microbiologist is expected to work during the State Laboratories Division's regular business hours of operation at forty (40) hours per week except for the weeks with a State Holiday or a mandated Administrative leave. Weekend and evening work may be required depending on workload and coverage.

HDOH-SLD anticipates the start date of the contract on August 3, 2020 and end on or before July 31, 2021, with the option to extend contingent to availability of funds.

Please include eighty (80) hours of overtime work in your bid. However, overtime work for the candidate is not guaranteed.

V. Submission of Bid

Please submit your price quotation by 12pm (Hawaii time), **July 10, 2020**. The submission must include a detailed breakdown of the cost to include the hourly rate, and all applicable taxes, fees and all incidental costs (if any).

All vendors, offerors are required to comply with all applicable statutes (e.g., Ag-103-D, General Conditions), administrative rules and procedures. AG-103-D, General Conditions, must be met and shall not be modified by the offeror.

If all criteria mentioned above are met, award will be made to the lowest responsive, responsible offer. The offeror must be able to produce a Certificate of Vendor Compliance at the time of award and for final payment.

For information on the Certificate of Vendor Compliance, please refer to the SPO website, www.spo.hawaii.gov.

Note:

- HiePRO may charge transaction fees that the award bidder shall be responsible for paying.

No modifications to any part of this solicitation by any party other than the State of Hawaii or its representatives are allowed. Any offer that contains any modifications to any aspect or part of this solicitation will be deemed unacceptable.

If you have any questions or require more information, please contact Remedios Gose (e-mail: remedios.gose@doh.hawaii.gov /phone: 808-453-5993) or Ms. Elsie Cristobal (e-mail: elsie.cristobal@doh.hawaii.gov/phone: 808-453-5990).