

**The Research Corporation of the University of Hawaii (RCUH)
On behalf of the
University of Hawaii
Telecommunications and Social Informatics Research Program (UH TASI)**

REQUEST FOR QUOTATIONS

For
Consulting Services to
Provide Technical Support Services and Training for Communication Systems and
Distance Education, Learning and Telehealth Applications

RFQ: PAPD-2017-001

January 31, 2017

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I Nature of Request

The Research Corporation of the University of Hawaii (RCUH) for the benefit of Telecommunications and Social Informatics (TASI) Research Program of the Social Science Research Institute (SSRI), of the University of Hawaii at Manoa (UHM) is issuing this Request for Quotation (RFQ) to acquire subject matter expert (SME) services to analyze Centers for Medicare and Medicaid Services (CMS) funding program rules and guidelines to assist UH TASI to develop strategies for UH TASI Pacific Island partners including but not limited to the Commonwealth of the Northern Mariana Islands Medicaid Program and the Guam Medicaid Program, to best utilize CMS program funding to further the advancement of health information technology for improved quality of health, access, and decreased cost of services.

II Consulting Assistance

The TASI requests the consulting assistance of experts experienced in the process, rules and regulations regarding the Centers for Medicare and Medicaid Services funding opportunities.

The TASI requests consulting services in the following:

1. Assist in the development of the CNMI Planning Advance Planning Document (PAPD) Funding Request
2. Serve as a liaison between CNMI, UH TASI, and CMS during the PAPD development and review stages
3. Review and assist to finalize PAPD document

III Quotation

- A. Proposers are required to submit the following information:
 1. Resume describing experience and qualifications with disaster communications systems such as years of experience, organizations and affiliated facilities.
 2. References including organization/company, address, contact name, contact position, contact telephone number, contact email address, and dates of service.
 3. Bid form providing the SME hourly rate and total cost. Costs should be inclusive of time and effort, travel, and other associated costs. **The provided hourly rate shall also include the Hawaii State tax for Honolulu which is at a rate of 4.712%.**
- B. Each Proposer shall furnish the information required by the RFQ. Bids signed by an agent shall be accompanied by evidence of his authority unless such evidence has been previously furnished to the issuing office.
- C. Any questions regarding this RFQ may be sent to tasiadmin@uhtasi.org.

IV General Conditions

- A. Schedule of Key Date

The schedule of key dates set forth herein represents the best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the RCUH.

1. RFQ Issued: **01/31/2017**
2. **Closing Date/Time for Receipt of Quotations; any quotes received after this date and time shall be rejected: 02/07/2017**

B. RFQ Amendments

The RCUH reserves the right to amend this RFQ any time prior to the closing date of this RFQ. The RCUH reserves the right to cancel this RFQ at any time for any reason at no cost to the RCUH.

C. Submission of Quotes

1. Quotes shall be submitted electronically either in excel or pdf to the TASI by email to: tasiadmin@uhtasi.org

D. Evaluation of Quotes

The RCUH will award an Agreement for Services to the lowest responsive proposers that meet all requirements specified in Section II. The RCUH shall evaluate the quotes based on the following criteria:

- | | |
|---------------------------|-----|
| 1. Qualifications of SMEs | 60% |
| 2. Hourly Rate | 40% |

E. Disqualification

The RCUH reserves the right to consider as acceptable only those quotes submitted in accordance with all requirements set forth in this RFQ and which demonstrate an understanding of the scope of the work. Any bid offering any other set of terms and conditions contradictory to those included in this RFQ may be disqualified without further notice.

F. Selection on Initial Quotes

The RCUH may make an award on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms.

G. Availability of Funds

Proposers are advised that entering into an Agreement for Services is contingent upon availability of funds. If funds are not available, the RCUH reserves the right not to enter into an agreement.

H. References

The RCUH reserves the right to use and contact any references named in past performance.

I. RCUH General Terms and Conditions

The work will be performed under the RCUH general terms and conditions (Appendix A).

V Invoicing Procedures

- A. Upon execution of an Agreement for Service the SME shall submit invoices for payment in accordance with the Agreement for Service.
- B. Any travel expenses shall be calculated using the federal per diem rates and coach rate fares.
- C. Payments of invoices shall be made within thirty (30) days upon submission of an invoice, unless otherwise agreed to in the Agreement for Service.
- D. The TASI shall review the invoice and submit any disputes within 5 working days of receipt.