

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

(HRS §103D-304)

The Department of Human Services, Division of Vocational Rehabilitation, Disability Determination Branch (DDB) is seeking qualified consultants to perform the following professional services commencing Federal Fiscal Year (FFY) 2025-2026 (October 1, 2025 – September 30, 2026):

- Medical Consultant and Psychological Consultant (MC/PC) and Chief Medical Consultant and Psychological Consultant
- Consultative Examination (CE)

The DDB anticipates awarding multiple contracts for each type of service and each contract will be for a term of five years (one year with four one-year options to extend). While DDB is soliciting for both MC/PC and CE services, a single contractor may not provide both MC/PC and CE services within the same contract term.

The DDB is the State agency authorized to make determinations of disability under Titles II and XVI of the Social Security Act on behalf of the Social Security Administration (SSA). The Social Security disability determination process requires the use of qualified, licensed medical professionals to perform the MC/PC and CE services on an ongoing basis.

Medical Consultant and Psychological Consultant (MC/PC) Services:

MC/PCs perform an independent review of cases provided to them by the DDB and provide a medical assessment for SSA disability claims that is needed for the DDB to make a disability determination. MC/PC work involves reviewing electronic records and reports, with no direct patient contact. Chief MC/PCs have additional duties that include reviewing complex cases referred by consultants and DDB staff, training of new MC/PC contractors, and assisting with the training and evaluating of new consultative examination (CE) contractors. The following medical professionals are eligible to provide MC, PC, Chief MC, and Chief PC services:

- 1) Medical Consultant/Chief Medical Consultant: Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO)
- 2) Psychological Consultant/Chief Psychological Consultant: Psychologist or Psychiatrist

MC/PC and Chief MC/PC services require access to SSA's systems, data, and information and must, therefore, undergo SSA's suitability process and Federal Background check. If a

contractor is found unsuitable based on the criteria for suitability in 5 CFR §731.202, the contractor is prohibited from performing work under the contract.

Questions regarding the solicitation for MC/PC services may be directed to Kristi Greubel, Acting Branch Administrator, at (808) 979-7054, email: kristi.greubel@ssa.gov.

Consultative Examination (CE) Services:

When the available evidence is insufficient for the DDB to make a disability determination, the DDB will arrange for a CE to obtain the additional information needed. CE contractors perform exams and/or specialty testing and complete an examination report following SSA guidelines and requirements. The DDB is seeking consultative examination services in the following specialties to be performed by the specified medical professionals:

- 1) General Medical: Doctor of Medicine (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Advanced Practice Registered Nurse (APRN)
- 2) Neurology: Doctor of Medicine or Doctor of Osteopathic Medicine (DO), with a specialty in Neurology
- 3) Orthopedic: Doctor of Medicine or Doctor of Osteopathic Medicine (DO), with a specialty in Orthopedics
- 4) Pediatric: Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO), with a specialty in Pediatrics
- 5) Ear, Nose, and Throat (ENT): Doctor of Medicine, with a specialty in ENT
- 6) Psychological, with and without testing: Psychologists
- 7) Psychiatric: Psychiatrists or Nurse Practitioner (NP) and Advanced Practice Registered Nurse (APRN) with a specialty in Psychiatry.
- 8) Audiometric Testing: Audiologists
- 9) Ophthalmologic or Optometric: Doctor of Medicine, with a specialty in Ophthalmology, or Optometrists
- 10) Speech Language: Speech Language Pathologists

Questions regarding the solicitation for CE services may be directed to George Yamashiro, Professional Relations Officer, at (808) 979-7056, email: george.yamashiro@ssa.gov.

Submittal Requirements:

- 1) **Statement of Qualifications**
- 2) **A current Curriculum Vitae (CV)** that describes relevant education and professional training required to perform the functions of the contract.
- 3) **Copy of licensures and certifications**
- 4) **For CE Services: A copy of a sample Medical or Psychological Report performed by the applicant, sanitized of any identifying information**

MC/PC Services: Submit items 1-3 to Kristi Greubel, Acting Branch Administrator, Disability Determination Branch. An electronic copy of the proposal must be received in PDF format via email at kristi.greubel@ssa.gov. Mailed proposals must be received at 1580 Makaloa St, Suite 660, Honolulu, HI 96814. Questions related to the proposal submission may be directed to Kristi Greubel (email: kristi.greubel@ssa.gov, phone: 808-979-7054).

CE Services: Submit items 1-4 to George Yamashiro, Professional Relations Officer, Disability Determination Branch. An electronic copy of the proposal must be received in PDF format via email at george.yamashiro@ssa.gov. Mailed proposals must be received at 1580 Makaloa St, Suite 660, Honolulu, HI 96814. Questions related to the proposal submission may be directed to George Yamashiro (email: george.yamashiro@ssa.gov, phone: 808-979-7056)

All responses must be received by the DDB prior to 4:00 p.m., September 24, 2025. At this time, the list of qualified applicants will be established. Interested parties may still submit the required submission documents after this deadline but no later than 4:00 p.m., August 31, 2026 in order to be eligible for consideration for the rest of Federal Fiscal Year 2025-2026.

Additional Post-Award Requirements:

Upon award and prior to execution of the contract, DDB will require the following items:

1) Hawaii Compliance Express (HCE)

The HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Applicants should register with HCE at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00. Applicants are advised to register on HCE soon as possible. An applicant that is not compliant on HCE at the time of award will not receive the award.

2) Certificate of Insurance

The policy(ies) shall provide at least the following limit(s) and coverage:

Coverage	Limits
Commercial General Liability	Per occurrence, not claims made

	• \$1 million per occurrence • \$2 million in aggregate
Automobile • Include Non-Owned and Hired Automobiles. • Also Owned Autos if Contractor owns vehicle(s).	May be combined single limit: • Bodily injury: \$1 million per person • \$1 million per accident • Property Damage: \$1 million per accident
Worker's Compensation and Employer's Liability (E.L.)	Worker's Comp: Statutory Limits • E.L. each accident: \$100,000 • E.L. disease: \$100,000 per employee • E.L. disease: \$500,000 policy limit
Professional Liability	May be claims made: • \$1 million per claim • \$2 million annual aggregate • Retroactive Date equals or precedes the effective date of the Contract

Each insurance policy required by the Contract shall contain the Contract Number and the following clauses, which shall also be reflected on the Certificate(s) of Insurance:

- a) "The State of Hawaii is an additional insured with respect to operations performed for the State of Hawaii."
- b) "Any insurance maintained by the State of Hawaii shall apply in excess of and not contribute with, insurance provided by this policy."

Automobile liability insurance shall include coverage for the Contractor's employees who use their own vehicles in the course of employment.

3) Proof of Signing Authority: If the applicant is not a sole proprietor, proof of the individual's authority to bind the applicant.

4) For CE Services Only: Confidentiality Agreement

The CE services contractor will be required to agree to the following confidentiality requirements pertaining to consultative examinations:

I acknowledge and understand that the Social Security Act and its implementing Regulation No. 1 (42 U.S.C. 1306; 20 C.R.R. 401) prohibit the unauthorized disclosure of information obtained in the administration of Social Security programs and make such disclosure a crime. These prohibitions extend to any background data furnished to the provider in conjunction with the performance of the services contracted herein, and to

any reports generated as a result of providing such services, including any copies of such reports retained by the provider.

Unauthorized disclosure of such records by the provider is prohibited. I also acknowledge that release of my records or testimony in relation to a court order (subpoena) is also prohibited. I further acknowledge and understand that should referral of any individual, or data pertaining to an individual, to any third party provider (for additional diagnostic studies, clerical or transcription services, messenger services, (etc.) become necessary in providing services contracted for herein, such third-party provider must be made aware that services are being performed in connection with a Social Security program, and that improper disclosure of information about the subject individual is prohibited.”

Individuals or firms who have previously responded to any DDB request for a statement of qualifications or other solicitation for MC/PC or CE services must submit a new statement of qualification to be considered for work commencing in Federal Fiscal Year 2025-2026.

RYAN YAMANE

Director of Human Services

Posting Date: September 16, 2025