



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606 Haseko Center
Honolulu, Hawaii 96813

May 31, 2000

MEMORANDUM

TO: All Interested Applicants

FROM: *for* Susan M. Chandler, Director *Kathleen G. Stanley*

SUBJECT: **REQUEST FOR PROPOSALS (RFP) DHS-00-7-S: TRAINING AND SCHOLARSHIP SERVICES**

The Department seeks to purchase the services listed above and described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and a budget, including: (1) a description of the services sought; (2) the special requirements to be met by the provider; (3) the criteria by which qualifying proposals shall be reviewed/rated; and (4) the criteria for monitoring and evaluating the services.

Applicants are to review the RFP very closely and address all parts of the RFP. The Department has scheduled an informational meeting on Friday, June 2, 2000 from 10:00 a.m. – 11:30 a.m. at the Benefit, Employment and Support Services Division, Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii. Program staff from the Department will be present at this session to review the RFP requirements and address any questions.

In order for the Department to consider proposals, all applicants must submit one (1) original and three (3) copies of the proposal to the address on the letterhead via hand-delivery, no later than 4:30 p.m., or postmarked U.S. mail by the deadline of Friday, June 16, 2000. Proposals and material not requested by the Department or submitted after the deadline will not be accepted for consideration.

State of Hawai'i
Department of Human
Services

RFP Title:
Training and
Scholarship Services

RFP Number: DHS-00-7-S

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ALL MAIL-INS MUST BE POSTMARKED BEFORE 12:00 MIDNIGHT, June 16, 2000

ONE ORIGINAL AND FOUR COPIES OF THE PROPOSAL ARE REQUIRED

All Mail-ins

Department of Human Services
Benefit, Employment & Support Services Division
Employment/Child Care Program Office
Haseko Center, 820 Mililani Street #606
Honolulu, Hawaii 96813

All Hand-Deliveries Will Be Accepted Until 4:30 p.m., June 16, 2000.

Drop-off Site

Department of Human Services
Benefit, Employment & Support Services Division
Haseko Center, 820 Mililani Street #606
Honolulu, Hawaii
Attn: Child Care Program Office

DHS RFP Coordinator

For info or inquiries:
Gail M. Kikudome
Phone: 586-7062
Fax: 586-5744

BE ADVISED:

ALL MAIL-INS POSTMARKED AFTER MIDNIGHT, JUNE 16, 2000 WILL NOT BE ACCEPTED FOR REVIEW AND WILL BE RETURNED.

HAND DELIVERIES WILL NOT BE ACCEPTED AFTER 4:30 P.M., JUNE 16, 2000.

POS Proposal Application

I. Background and Summary

II. Experience and Capability

A. Necessary Skills and Experience

B. Quality Assurance and Evaluation

C. Coordination of Services

D. Facilities

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

B. Staff Qualifications

C. Supervision and Training

D. Organization Chart

Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

IV. Service Delivery

V. Financial

A. Pricing Structure

The following budget form(s) are submitted with the POS Proposal Application:

B. Other Financial Related Materials

VI. Other

A. Litigation

**COMPETITIVE POS
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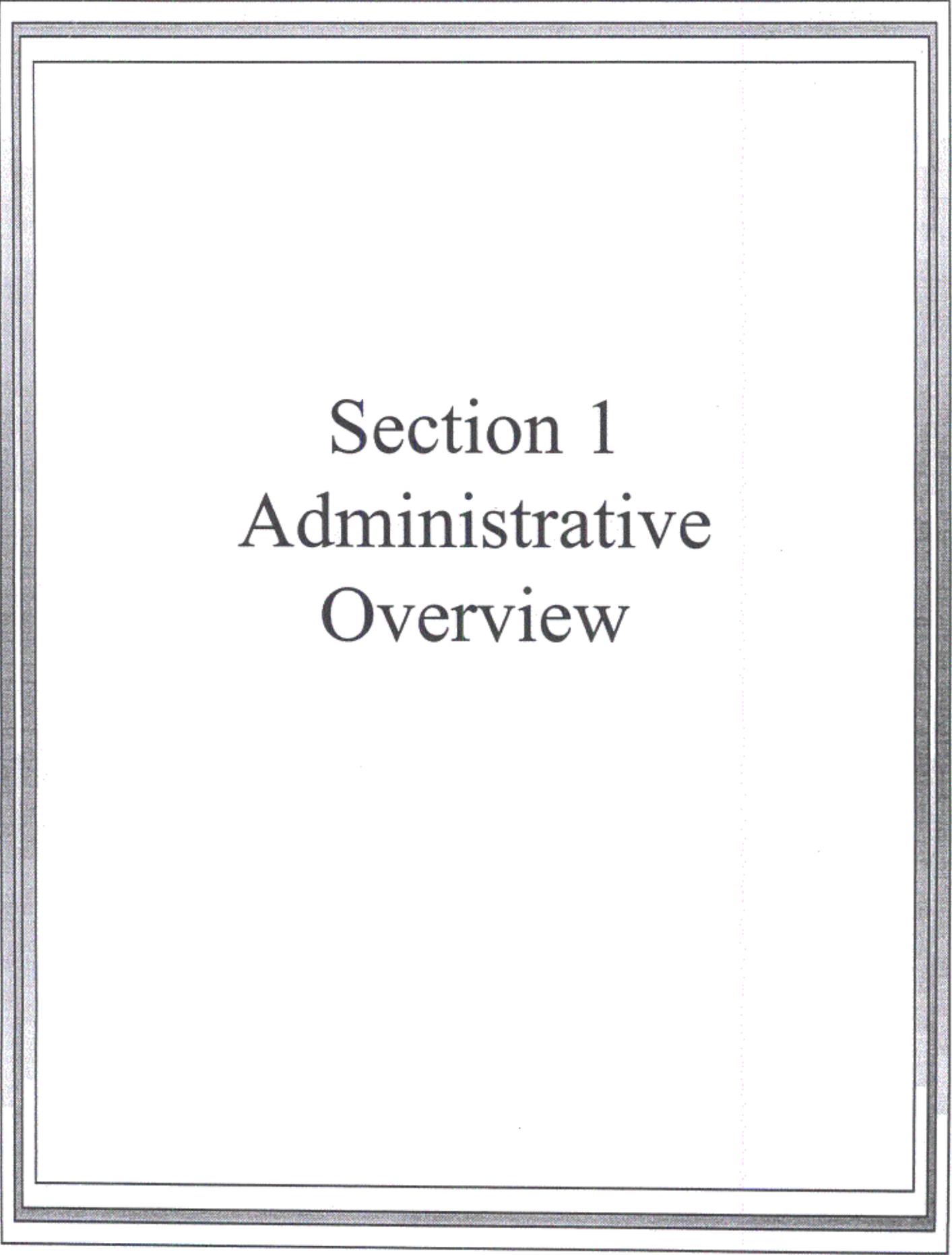
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Section 1
Administrative
Overview

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Employment/Child Care Program Office
 Department of Human Services, State of Hawai'i
Benefit, Employment and Support Services Division
Haseko Center, 820 Mililani Street #606
Honolulu, Hawaii 96813
 Phone: (808) 586-7062 Fax: (808) 586-5744

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	5/28/00
Distribution of RFP	5/31/00
RFP orientation session	6/2/00
Closing date for submission of written questions for written responses	5/31/00 6/6/00
State purchasing agency's response to applicants' written questions	6/6/00 6/9/00
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	6/16/00
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	6/19-6/20/00
Provider selection and award	6/21/00
Notice of statement of findings and decisions	
Contract start date	7/1/00

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on June 2, 2000 from 10:00 a.m. to 11:30 a.m. at Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than 4:30 p.m. H.S.T., on June 6, 2000 in order to generate a written state purchasing agency response.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m. H.S.T., on June 6, 2000. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by June 9, 2000.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

- (1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** - Applicant shall submit a comprehensive narrative that addresses all of the issues contained in the POS Proposal Application, including a cost proposal/budget. (Refer to Section 3 of this RFP.)
- (2) ***Competitive POS Application Check List*** - Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.
- (3) ***Registration Form (SPO-H-100A)*** - If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may call the purchasing agency at 586-7050 or the State Procurement Office at 587-4705.
- (4) ***Tax Clearance Certificate (Form A-6)*** - An original or certified copy of a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.
- (5) ***Certifications*** - Federal and/or State certifications, as applicable.
- (6) ***Program Specific Requirements*** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and four copies of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected.

Telefacsimile transmission, use of electronic mail, or submission of proposals on computer diskettes are not authorized.

VIII. Discussions with Applicants Prior to, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

X. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201)
- (2) Rejection for inadequate accounting system. (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610 (1))
- (6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped and, when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. Protests regarding awards of contracts and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five working days of the postmark of the notice of findings and decision sent to the protester. Only the following matters may be protested:

- (1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) a state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Susan M. Chandler	Name: Edwin Igarashi
Title: Director	Title: Fiscal Management Officer
Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339	Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339
Business Address: 1390 Miller Street Honolulu, Hawaii 96813	Business Address: 1390 Miller Street Honolulu, Hawaii 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XX. Criteria by Which the Performance of the Contract Will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are contained in the POS Manual. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Background

The mission of the Department of Human Services (DHS) is to provide quality, efficient and effective services designed towards achieving self-sufficiency for clients as quickly as possible. Its child care licensing program strives to promote high quality, developmentally appropriate programs for children and their families.

B. Purpose or Need

The Department of Human Services is the State's Lead Agency for the federal Child Care and Development Fund Block Grant. The purpose of this grant is to increase the quality of early childhood educational and care programs. The DHS will contract with a private organization to assist and support the DHS by outreaching to licensed family child care and group child care providers. The contract will include training for individuals or organizations pursuing licensing.

The contractor will also administer a scholarship fund that will be available to staff in licensed family child care homes and group child care centers/homes. This effort is to provide them with the enhanced ability to deliver developmentally appropriate practices to assure that children are ready to succeed in school and later in life.

Planning for this activity included numerous discussions with members of the Statewide Child Care Advisory Committee. Other opportunities for input were provided during the public hearing process prior to the submittal of the State's Child Care and Development Fund State Plan and through the Request for Information process.

C. Description of the goals of the service

The goal of this program is to increase the availability and quality of child care settings in the community through continuous staff development opportunities. Staff development or training opportunities will be made available to persons offering care for infants, toddlers, preschoolers, and elementary school aged children (before/after school care) in registered family child care homes and licensed group child care centers. Group child care centers that are exempt from licensing regulations according to Hawaii Revised Statutes 346-152 shall also be

included. Classes will be offered statewide and in various locations to accommodate all possible attendees.

Trained providers will allow children to acquire a body of knowledge and skills, as well as positive dispositions and attitudes. The provision of service under this contract would also allow providers to assure a safe and nurturing environment that promotes the physical, social, emotional, aesthetic, intellectual, and language development of the child.

The scholarship monies will promote continuing education of staff which will enhance the quality of the services being delivered. This may possibly lead to promotion and an increase in compensation, which in turn leads to staff retention.

D. Description of the target population to be served

Services will be provided to caregivers and support/administrative staff in center-based child care facilities and family child care homes which are licensed by the Department of Human Services or group child care centers which are exempt from licensing under Hawaii Revised Statutes Section 346-152. Again, these include persons or organizations providing care for infants, toddlers, preschoolers, and elementary school aged children who are attending before and/or after school child care.

Scholarships will be available for staff of licensed centers and family child care homes.

E. Geographic coverage of service

Training and scholarships will be made available on a statewide basis. Training will be community based in areas that are geographically accessible to all providers and scheduled at times that are convenient for providers.

Scholarships will be available for education and/or training that is on the island in which the individual resides. Training that requires travel to another island or state will not be allowed.

F. Probable funding amounts, source, and period of availability

A maximum amount of \$290,369 funding from State funds is allocated for the contract period of July 1, 2000 through June 30, 2001 subject to the appropriation and availability of State funds and may be terminated without liability to either the purchasing agency or the provider in the event funds are not appropriated or available. Of this amount \$40,000 shall be utilized for scholarships.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

There are no plans for secondary purchases. After-the-fact secondary purchases will not be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

Single Multiple Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

Single term (< 2 yrs) Multi-term (> 2 yrs.)

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP. Contact person is Gail M. Kikudome at 586-7062.

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

The offeror shall assure that developmentally appropriate practices are a primary focus of the delivery of service. This will include looking at what is known about child development and learning – knowledge of age-related human characteristics that permit general predictions within an age range about what activities, materials, interactions, or experiences will be safe, healthy, interesting, achievable, and also challenging to children.

Outreach and recruitment of participants, surveying the needs for training, and development of training plans which addresses these needs as it relates to each island and its communities shall be completed.

The offeror shall gather information from the family child care and center based providers regarding their training needs. For center based programs, ensure that all staff are given the opportunity to provide feedback.

Family child care providers shall have the opportunity to receive training that is unique to their individual needs and goals.

Collaborative efforts shall be established to accommodate the various training needs of the family child care and center based providers. This will eliminate the duplication of training and will maximize resources that are being provided under this contract.

Classes shall be offered at various locations and times, in response to results of surveying of training needs.

Plans for recruitment and at least 80% attendance for each training session shall be provided.

Trainers shall have center-based experience as well as academic background in early childhood education.

Curriculum shall be developed and provided to the Department.

The offeror shall award scholarships to individuals who are working in settings that are required to be licensed/registered or which are exempt from licensing regulations according to Hawaii Revised Statutes 346-152. Scholarships shall be awarded based on the type of educational program that is being sought and the

individual's commitment to remaining with their current employer. Plans for the awarding of scholarships shall be provided to the Department. This plan shall include: (1) an application process; (2) criteria for award; (3) Rights and Responsibilities; (4) provisions for contracting between the vendor and staff person; and (5) a repayment clause should training not be completed.

The offeror shall create all necessary forms which include a scholarship application, and the rights and responsibilities for the receipt and repayment of scholarship funds. This shall be completed in consultation with the Department.

The offeror shall recoup scholarship funds from an individual according to Departmental policies and procedures.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

The staff who are involved in the development of the training curriculum and delivery of training shall have a background in early childhood education. The offeror shall recruit, hire, train, and supervise the necessary staff to operate the project.

2) Administrative

The offeror shall be responsible for purchasing of necessary equipment which may include personal computer packages, chairs, file cabinets, copier, facsimile machine, and desk telephones for the staff. Equipment purchased with government funds shall be the property of the Department. Funding is also available for office supplies, office space rent, telephone installation, and repair and maintenance of equipment. Staff costs shall include salaries and fringe benefits. "Cost Principles" are to be used as a guide for projected expenses and are found in the POS Manual.

The offeror, upon request by the State, shall meet with representatives of the State to discuss the progress of the project. The purpose of these visits will be to observe the program operations, examine materials ordered for the project, and examine record-keeping procedures.

3) Quality assurance and evaluation specifications

The offeror shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to: a) Copies of approved purchase orders signed by appropriate authority; b) Copies of invoices; and c) Other appropriate internal accounting statements and reconciliation schedules.

The offeror shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff. Monitoring will consist of comparing reported data with offeror's documents used to summarize data. These records shall include, but are not limited to: a) Personnel files; b) Notes of staff meetings and training; c) Documentation of the various service activities; and d) Collaborative meetings with DHS and other agencies, organizations and private businesses. Evaluation will consist of comparing projected objectives with outcome performance and analyzing factors producing the results.

4) Output and performance/outcome measurements

Monthly reports shall address the numbers served. Quarterly reports shall focus on the description of the successful achievement in outreaching to providers. It will also describe how services have been tailored to each community being served. The annual written summary shall include cumulative data for the contract period, itemizing the service activities in this Section 2.

Scholarships awarded shall be addressed in a monthly report indicating: (1) applications received; (2) applications approved; (3) educational goal; (4) credit hours scheduled; (5) number of payments successfully/unsuccessfully completed; and (6) paybacks received.

5) Reporting requirements for program and fiscal data

The offeror shall submit monthly expenditure reports for the operation of the program that serve as invoices for reimbursement. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the offeror to request funds for the contract.

The offeror shall maintain a data collection system and on a quarterly basis submit information to include the number of providers served by geographic location to the Child Care Program Office. The reports shall also include information regarding the type of services provided, the method of delivery, and the collaborative efforts utilized. If in-kind services have been provided, this information shall be disclosed in the reports.

Information regarding the awarding and recoupment of scholarship funds shall also be submitted via the quarterly report.

The quarterly reports are to be submitted no later than 30 days after the end of the quarter and the final report of program accomplishments no later than 45 days after the end of the fiscal year. Periodic reports may be requested by the DHS Child Care Program Office. The quarterly reports shall include the reporting of information by month.

6) Pricing or pricing methodology to be used

The offeror shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (effective 10/1/98), which can be found in the POS Manual. Cost principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. The budget amount for the operation of the project must not exceed the amount stated in the RFP. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered. Any expenditure made or authorized by the offeror that is subsequently determined by the government to be unallowable shall be repaid to the State or offset against any other funds to which the offeror is entitled.

7) Units of service and unit rate

Not applicable.

Section 3
POS Proposal
Application

Section 3

POS Proposal Application

General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *Diskettes will be available for this form (SPO-H-200A). However, the diskette will not include items specific to each RFP. If using the diskette, the applicant must include the items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

C. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

D. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (as indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The narrative should include the following in the format listed:

Statement of purpose:

- A. Description of the need the program is designed to meet.
- B. Description of the target group(s) to be served.
- C. Description of how services are culturally and community sensitive.
- D. Outcomes of project goals and objectives.

Description of the delivery of services to be offered

- A. Geographic coverage
- B. Surveying of training needs
- C. Provider outreach
- D. Public relations
- E. Coordination with DHS staff
- F. Collaboration with other community agencies/services
- G. Criteria for awarding of scholarships
- H. Reports to DHS
- I. Management activities
- J. Evaluation of effectiveness

V. Financial

A. Pricing Structure

Applicants shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The following budget form(s) which are contained in the POS manual shall be submitted with the POS Proposal Application:

- SPO-H-205 Budget
- SPO-H-205A Organization-Wide Budget by Source of Funds
- SPO-H-205B Organization-Wide Budget by Programs
- SPO-H-206A Budget Justification – Personnel – Salaries & Wages
- SPO-H-206B Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits
- SPO-H-206E Budget Justification – Administrative
- SPO-H-206F Budget Justification – Contractual Services – Sub-contracts
- SPO-H-206G Budget Justification – Depreciation
- SPO-H-206H Budget Justification – Program Activities
- SPO-H-206I Budget Justification – Equipment Purchases

Sample and instructions for completing the forms are also in the POS Manual.

B. Other Financial Related Materials

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

1. Copy of the organization's financial statements for the period ending June 30, 1999 and
2. Copy of the organization's financial policies that relate to the expenditure of funds for this project.

VI. Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

General Guidelines

The proposal shall be signed by an individual authorized to bind the offeror, and shall contain a statement that the proposal is a firm offer for a 120-day (or more) period. The proposal shall also provide the following information: name, title, address, telephone, and facsimile number of an individual who may be contacted during the period of the proposal evaluation, and who has the authority to negotiate and contractually bind the organization, firm or agency.

The department reserves the right to delete an item or task, after proposals are opened and before an award is made, to the extent that the project shall be completed with available funds.

In the event that the information provided with the proposal is inadequate for a complete evaluation, the proposal will not be considered by DHS. The department reserves the right to reject any and all proposals or portions thereof. The offeror shall solely be responsible to submit sufficient data with the proposal. The department is not obligated to request additional data but may do so, as well as question the submitted data.

A selection committee appointed by the department consisting of not less than three members will review proposals and make recommendations based on the proposal criteria. Proposals may be accepted without discussions. However, discussions may be conducted with offerors that submit proposals determined to be reasonably acceptable of being selected for the award.

The proposal with the highest point total may be awarded the contract. In the event of a tie, the award will be offered to the offeror with the lowest price.

At any time prior to the specified proposal due date and time, an offeror (or designated representative) may withdraw the proposal. Such withdrawal must be a written notice with the original signature of offeror's authorized signatory. Telegraphic, mailgram, or facsimile withdrawals shall not be considered.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
Mandatory Requirements	Pass or Rejected
<i>POS Proposal Application</i>	100 Points
Background and Summary	10 points
Experience and Capability	20 points
Personnel: Project Organization and Staffing	10 points
Service Delivery	50 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) *Mandatory Administrative Requirements*

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate

(2) *Mandatory POS Proposal Application Requirements*

- POS Application Title Page
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

(1) *Background and Summary (10 Points)*

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity
- The goals and objectives are in alignment with the proposed service activity
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

(2) *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

(3) *Personnel: Program Organization and Staffing (10 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(4) *Service Delivery (50 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

(5) *Financial (10 Points)*

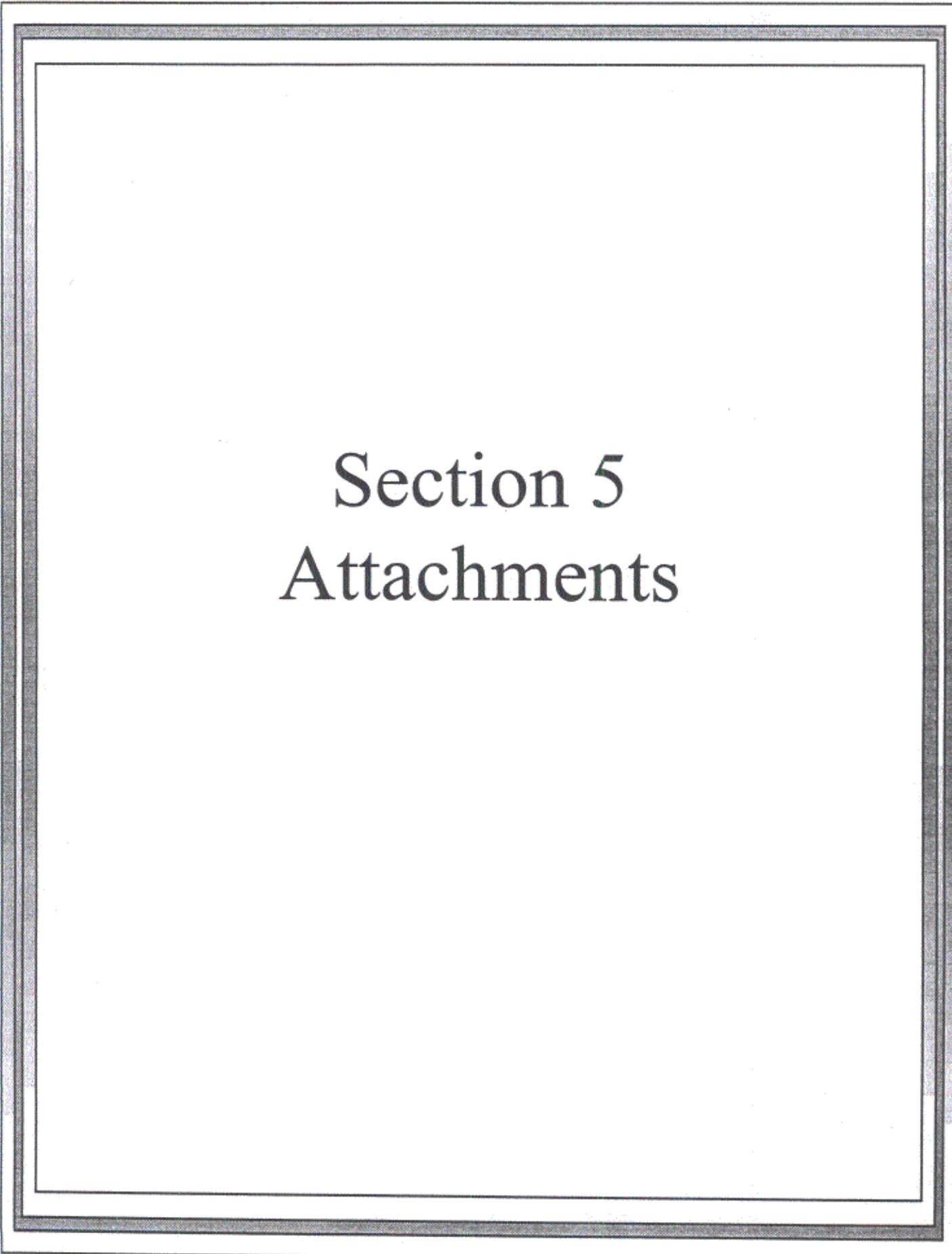
Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- To what extent does the budget support the scope of service and requirements of the Request for Proposal?
- Adequacy of accounting system.

- *Evidence of financial policies for use of the funds for this project.*

IV. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.



Section 5

Attachments

Attachment A

Competitive POS Application Checklist

Competitive POS Application Checklist

Applicant: _____

RFP No.:DHS-00-7-S

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	Section 1, RFP	POS Manual	X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. POS Proposal Application (SPO-H-200A)	Section 3, RFP	POS Manual	X	
4. Table of Contents	Section 5, RFP	Section 5, RFP	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	POS Manual	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	POS Manual	X	
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	POS Manual	X	
SPO-H-205A	Section 3, RFP	POS Manual	X	
SPO-H-205B	Section 3, RFP	POS Manual	X	
SPO-H-206A	Section 3, RFP	POS Manual	X	
SPO-H-206B	Section 3, RFP	POS Manual	X	
SPO-H-206C	Section 3, RFP	POS Manual		
SPO-H-206D	Section 3, RFP	POS Manual		
SPO-H-206E	Section 3, RFP	POS Manual	X	
SPO-H-206F	Section 3, RFP	POS Manual	X	
SPO-H-206G	Section 3, RFP	POS Manual	X	
SPO-H-206H	Section 3, RFP	POS Manual	X	
SPO-H-206I	Section 3, RFP	POS Manual	X	
SPO-H-206J	Section 3, RFP	POS Manual		
Certifications:				
8. Federal Certifications	Section 1, RFP	POS Manual		
Debarment & Suspension				
Drug Free Workplace Requirements				
Lobbying				
Program Fraud Civil Remedies Act				
Environmental Tobacco Smoke				
Program Specific Requirements:				
9. Financial Statements/Policies	Section 3, RFP	Section 3, RFP	X	
10. Organization Charts	Section 3,RFP	Section 3, RFP	X	

Authorized Signature

Date

Sample

Organization: _____

RFP No: _____

**POS Proposal Application
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C. Coordination of Services.....4

D. Facilities5

III. Personnel: Project Organization and Staffing

A. Proposed Staffing.....6

B. Staff Qualifications7

C. Supervision and Training.....8

D. Organization Chart (Program & Organization-wide - attached)

IV. Service Delivery9

V. Attachments

A. Cost Proposal

1. SPO-H-205 Proposal Budget for FY 2000 & 2001

2. SPO-H-206A Budget Justification - Personnel: Salaries & Wages

3. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits

4. SPO-H-206C Budget Justification - Travel: Interisland

5. SPO-H-206E Budget Justification - Contractual Services - Administrative

B. Other Financial Related Materials

1. Financial Audit for fiscal year ended June 30, 1999.

C. Performance and Output Measurement Tables

1.

D. Program Specific Requirements

1.

E. Workplan Form

Attachment B

Sample Table of Contents for the POS Proposal Application

Sample

Organization: _____
RFP No: _____

**POS Proposal Application
Table of Contents**

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E. Workplan Form