

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Child Care Program Office

Addendum #2

August 15, 2013

To

Request for Proposals

HMS 302-14-01-S
Preschool Open Doors (POD) Child Care Services
Date Issued: August 1, 2013

August 15, 2013

ADDENDUM NO. 2

To

**REQUEST FOR PROPOSALS
Preschool Open Doors (POD) Child Care Services
HMS 302-14-01-S**

The Department of Human Services, Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to HMS 302-14-01-S, Preschool Open Doors (POD) Child Care Services for the purposes of:

- Responding to written questions submitted in accordance with Section 1.8 of the RFP and Addendum No. 1.

The proposal submittal deadline:

- is not amended. Proposal due date is August 30, 2013.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.

If you have any questions, contact:
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Responses to Question Raised by Applicants
HMS 302-14-01-S
Preschool Open Doors (POD) Child Care Services

1. Question: Can the “Special Populations Referral” (SPR) form be updated to include who is qualified to sign the form? ref: Section 2, 2.1, (A)(D)

Response: The SPR in this section of the RFP refers to the use of this form in the current POD program. Once the contract is awarded the Provider may request changes to programmatic forms. However, the State is under no obligation to negotiate or accept these types of requests.

2. Question: Will DHS be eliminating the Environmental Risk caveat? Ref: Section 2, 2.1, (A)(D)

Response: Once the contract is awarded the Provider may meet with the Department to discuss specific questions which are not part of this RFP.

3. Question: Families with children having a SPR must seek assessment of their concerns from DOE. That process can take up to six (6) months, which would not be timely when qualifying children for POD. Due to the fact that families offered Special Education Services by the DOE may elect to decline those services, would the DHS consider eliminating that requirement now that the qualified professionals prerequisite has been amended? ref: Section 2, 2.1, (A)(D)

Response: This question infers to hypothetical situations. Once the contract is awarded the Provider may meet with the Department to discuss specific questions which are not part of this RFP.

4. Question: Can the POD Provider change the application to include the school year they are applying for? ref: Section 2, 2.1, (A)(D)

Response: Reference to an application is not contained in this section of the RFP and thus cannot be addressed.

5. Question: The RFP states the Provider shall deliver services to eligible families residing in all of the counties in the State of Hawaii. It was conveyed at the RFP orientation that the geographic parameters are yet to be determined. Will these parameters be determined prior to awarding the contract? ref: Section 2, 2.1, (A)(E)

Response: No. The geographic parameters will not be available prior to contract award.

6. Question: Will “all” participation end June 30? ref: Section 2, 2.4, (A)(7)

Answer: Yes. The RFP is based on the Department’s determination of how best to serve the needs of the targeted population. However, the Department reserves the right to amend service specifications at any time.

7. Question: The RFP requires that statistical data be provided which includes the name of the transition school for Junior K or Kindergarten. Is there an existing plan on how that’s going to be executed? ref: Section 2, 2.4, (19)(b)

Answer: The applicant’s submitted proposal shall describe the applicant’s plan as to how the applicant shall collect any data required under this RFP.

8. Question: The RFP requires that monthly reports includes the total subsidy dollar amount spent. Will this be able to be extracted from HANA, or would the DHS agree to submit a CSSR to have monthly reports produced and sent to the Provider on a monthly basis? ref: Section 2, 2.4, (A)(20)

Answer: The applicant’s submitted proposal shall describe the applicant’s plan as to how the applicant shall collect any data required for reporting under this RFP. Once the contract is awarded the Provider may request accommodations by the Department to meet programmatic requirements. However, the State is under no obligation to negotiate or accept these types of requests, therefore the Provider must be able to meet the terms of the contract regardless.

9. Question: The RFP states “At least one staff shall be located ‘onsite’ to meet the requirements of authorizing/issuing EBT cards”. Is that every site, every island? ref: Section 2, 2.4, (B)(1)

Answer: This requirement is deleted from the RFP.

10. Question: The RFP states “The Provider shall describe and ensure adequate worker-to-case ratio”. Does the DHS have a pre-determined definition or number of adequate worker-to-case ratio for this contract? ref: Section 2, 2.4, (B)(1)

Answer: No. The applicant's submitted proposal shall describe the applicant's planned caseload and provide justification as to how the worker-to-case ratio is adequate under this RFP.

Questions 11 – 14 refers to Section 5, Attachment E, Required Activities for Preschool Open Doors (POD) Child Care Services of the RFP

11. Question: The RFP states that RttT funding will not be available beyond 6/30/14. Will there be an extension?

Answer: There are no plans for an extension at this time.

12. Question: Will participation begin in July for selected children if a preschool is open in July?

Answer: Yes. As referenced in 2.4, A, 7 of the RFP "The program year for services shall be based on a State Fiscal Year (July 1 through June 30)."

13. Question: Should Step 6, Interview the Caretaker to Determine POD Eligibility be after Step 7, Create POD enrollment priority list?

Answer: No.

However, the following corrections are being made to:
Step 6 – delete "notify the applicant accordingly"

14. Questions (related):

- What is the purpose of having an interview when the applicant is submitting all required information that is current with the application?
- What questions would the Provider ask during an interview in October/November?
- What if instead, the contract vendor conducted an interview closer to the payment start date (May/June) to determine if the "selected/approved" applicant still intends to participate?
- Would the DHS consider amending the contract to eliminate the interview requirement after the first year of the contract with the expectation that the open enrollment period would revert back to March/April, and revisiting the Steps laid out in the RFP?
- Can you clarify "The notice will also advise the approved applicants of their 'priority ranking'" Please elaborate on what DHS wants on the notice.

Answer: Step 6 states "Carefully inquire about household composition...to help ensure that the correct family situation is identified." The Provider is responsible to determine that the information provided in the POD application is complete and accurate. Any proposal must address how the RFP applicant will ensure the accuracy and completeness of the POD application.

Once the contract is awarded the Provider may meet with the Department to discuss specific questions which are not part of this RFP.

HMS 302-14-01-S, Preschool Open Doors (POD) Child Care Services is amended as follows:

Section 2, Service Specifications

<i>Subsection</i>	<i>Page</i>	
2.4 (B) (1)	2-12	The following statement is removed in its entirety: “At least one staff shall be located onsite to meet the requirements of immediately authorizing and issuing new or replacement Electronic Benefit Transfer (EBT) cares to eligible families“

Section 5, Attachment E, Required Activities for Preschool Open Doors (POD) Child Care Services of the RFP

Amended to read as follows:
Step 6...Interview the Caretaker to Determine POD Eligibility
Carefully inquire about household composition and monthly resources, and review the POD application materials to help ensure that the correct family situation is identified. By implementing the DHS child care services rules, the Provider shall determine if the POD application is approved, denied, withdrawn, or discontinued.