

State of Hawaii  
Department of Health  
Family Health Services Division  
Children with Special Health Needs Branch  
Early Intervention Section (EIS)

## Request for Proposals

**RFP No. HTH 560-CG-FFS-15**

**RFP Title: Professional Services for Infant  
and Toddler Development**

Date Issued: December 13, 2013

Orientation Session: December 20, 2013; 10 – 11:30 a.m.  
Place of Orientation: Early Intervention Section  
1350 S. King Street, Suite 200  
Honolulu, Hawaii 96814

Proposal Submittal Deadline: February 3, 2014; 4:30 p.m. HST

**Note:** *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

Date RFP issued: December 13, 2013

## **REQUEST FOR PROPOSALS**

**RFP Title: Professional Services for Infant and Toddler Development**  
**RFP No. HTH 560-CG-FFS-15**

### **NOTICE**

The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section (EIS) is requesting proposals from qualified applicants to provide infant and toddler development services to children under the age of three (3) with special needs and their families on a fee-for-service basis, statewide. Refer to Section 2 for a list of services. The contract term will be from July 1, 2014 through June 30, 2016, with an option to extend.

### **SUBMITTAL DEADLINE**

All proposals mailed by the United States Postal Service (USPS) shall be postmarked on or before February 3, 2014 to the mail-in address and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on February 3, 2014, at the drop-off site designated below.

**An original and two (2) copies of each proposal are required for submittal.**

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. There are no exceptions to this requirement. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

### **MAIL-INS and HAND DELIVERIES (Drop-off Site):**

Department of Health  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Attention: Mae Braceros

**Applicants are encouraged to attend the Orientation Meeting. (See Section 1)**

### **INQUIRIES:**

Any inquiries regarding this RFP should be directed to the RFP contact person:

Mae Braceros  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Phone: (808) 594-0013  
Fax: (808) 594-0015  
Email: mae.braceros@doh.hawaii.gov

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# 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 agency may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	<u>December 13, 2013</u>
RFP orientation session	<u>December 20, 2013</u>
Due date for written questions	<u>December 31, 2013 4:30 p.m. HST</u>
State purchasing agency's response to written questions	<u>January 10, 2014</u>
Proposal submittal deadline	<u>February, 3, 2014 4:30 p.m. HST</u>
Proposal evaluation period	<u>February 2014</u>
Final revised proposals (optional)	<u>(To be determined)</u>
Provider selection	<u>March 3, 2014</u>
Notice of statement of findings and decision	<u>March 3, 2014</u>
Contract start date	<u>July 1, 2014</u>

## 1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

	For	Click on “Doing Business with the State” tab or
1	Procurement of Health and Human Services	<a href="http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services">http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services</a>
2	RFP website	<a href="http://hawaii.gov/spo/general/procurement-notice-for-solicitations">http://hawaii.gov/spo/general/procurement-notice-for-solicitations</a>
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules">http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules</a>
4	Forms	<a href="http://hawaii.gov/spo/statutes-and-rules/general/spo-forms">http://hawaii.gov/spo/statutes-and-rules/general/spo-forms</a>
5	Cost Principles	<a href="http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services">http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services</a>
6	Standard Contract -General Conditions, AG103F13	<a href="http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts">http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts</a>
7	Protest Forms/Procedures	<a href="http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers">http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers</a>

### Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Hawaii Compliance Express (HCE)	<a href="https://vendors.ehawaii.gov/hce/splash/welcome.html">https://vendors.ehawaii.gov/hce/splash/welcome.html</a>
9	Department of Taxation	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a>
10	Wages and Labor Law Compliance, HRS §103-055	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
11	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click “Business Registration”
12	Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## 1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), 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 application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

## 1.4 RFP Organization

This RFP is organized into 5 sections:

**Section 1, Administrative Overview** - The procurement process; requirements for awardees.

**Section 2, Service Specifications** - Services to be delivered, applicant responsibilities, requirements for the proposal application.

**Section 3, Proposal Application** – General and specific instructions for proposal application submission.

**Section 4, Evaluation** - The method by which proposal applications will be evaluated.

**Section 5, Attachments** - Information and forms necessary to complete the application.

## **1.5 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:

Department of Health  
Family Health Services Division  
Children with Special Health Needs Branch  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Phone: (808) 594-0000  
Fax: (808) 594-0015

## **1.6 RFP Contact Person**

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Mae Braceros  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Phone: (808) 594-0013  
Fax: (808) 594-0015  
Email: mae.braceros@doh.hawaii.gov

## **1.7 Orientation**

An orientation for applicants in reference to the RFP will be held as follows:

**Date:** December 20, 2013 **Time:** 10:00 to 11:30 a.m.

**Location:** 1350 South King Street, Suite 200, Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the State purchasing agency's discretion and intended as general directions.

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 the submittal deadline for written questions indicated in the Subsection 1.8, Submission of Questions.

## **1.8 Submission of Questions**

Applicants may submit written questions to the RFP Contact Person identified in subsection 1.6. Written question should be received by the date and time specified in the procurement schedule in Subsection 1.1. The State purchasing agency will respond to written questions by way of an Addendum to the RFP.

*Deadline for submission of written questions:* December 31, 2013, 4:30 p.m. HST

*Deadline for responses:* January 10, 2014, 4:30 p.m. HST

## **1.9 Discussions with Applicants**

Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

## **1.10 Multiple or Alternate Proposals**

Multiple/alternate proposals are not applicable to this RFP.

## **1.11 Confidential Information**

If an applicant believes that any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

## **1.12 Opening of Proposals**

Upon the State purchasing agency's receipt of a proposal at the designated location(s), proposals, modifications to proposals and withdrawals of proposals shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

## **1.13 Additional Materials and Documentation**

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

## **1.14 Public Inspection**

Procurement files shall be open to public inspection after contracts have been awarded and executed by all parties.

## **1.15 RFP Addenda**

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

## **1.16 Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the State purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final revised proposal.

## **1.17 Cancellation of Request for Proposals**

The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with HAR §3-143-613.

## **1.18 Costs for Proposal Preparation**

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

## **1.19 Provider Participation in Planning**

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a State purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, shall not disqualify providers from submitting proposals if conducted in accordance with HAR §3-142-202, and HAR §3-142-203.

## **1.20 Rejection of Proposals**

A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected for any of the following reasons:

- 1) Failure to cooperate or deal in good faith (HAR §3-141-201);
- 2) Inadequate accounting system (HAR §3-141-202);
- 3) Late proposals (HAR§3-143-603);

- 4) Inadequate response to request for proposals (HAR §3-143-609);
- 5) Proposal not responsive (HAR §3-143-610(a)(1)); and/or
- 6) Applicant not responsible (HAR §3-143-610(a)(2)).

## 1.21 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by a contract awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## 1.22 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See Section 1, Subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A State purchasing agency's failure to follow procedures established by HRS §103F;
- (2) A State purchasing agency's failure to follow any rule established by HRS §103F; and
- (3) A State purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a RFP issued by the State purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to the head of the State purchasing agency conducting the protested procurement, and the procurement officer conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the State purchasing agency.

<b>Head of State purchasing agency</b>	<b>Procurement Officer</b>
Name: Loretta J. Fuddy, A.C.S.W., M.P.H.	Name: Gordon Takaki
Title: Director of Health	Title: Public Health Administrative Officer
Mailing Address: P.O. Box 3378 Honolulu, Hawaii 96801-3378	Mailing Address: 3652 Kilauea Avenue Honolulu, Hawaii 96816
Business Address: 1250 Punchbowl Street Honolulu, Hawaii 96813	Business Address: 3652 Kilauea Avenue Honolulu, Hawaii 96816

## 1.23 Availability of Funds

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

## 1.24 Hawaii Compliance Express (HCE)

All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the State of Hawaii, Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Subsection 1.2, Website Reference, for HCE's website address.

- A. **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See Subsection 1.2, Website Reference for DOTAX and IRS website address.)
- B. **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See Subsection 1.2, Website Reference for DLIR website address.)
- C. **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See Subsection 1.2, Website Reference for DCCA website address.)

## 1.25 Wages Law Compliance

If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See Subsection 1.2, Website Reference for DLIR website address.)

## 1.26 Campaign Contributions by State and County Contractors

HRS §11-355 prohibits campaign contributions from certain state or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See Subsection 1.2, Website Reference for Campaign Spending Commission website address.)

## **1.27 General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the State purchasing agency, as deemed necessary.

## Section 2

### Service Specifications

#### 2.1 Overview, Purpose or Need, and Goals of Service

The Early Intervention Section (EIS), Children with Special Health Needs, Family Health Services Division is soliciting applications for the purpose of providing family-centered, community-based evaluation, treatment, and consultation services for infants and toddlers, birth to age three (3), with special needs, and their families. Services to be provided statewide include: audiology; deaf and hard of hearing; intensive behavioral support (IBS) (i.e. to address autism related behaviors and challenging behaviors unrelated to autism); interpretation (foreign language and sign language) and translation; nutritional; occupational therapy; physical therapy; psychological evaluation and consultation; social work; special instruction; speech language pathology; transportation; and vision.

#### 2.2 Planning Activities

Services to be provided are based on criteria outlined in P.L. 108-446, known as the Individuals with Disabilities Education Act (IDEA), Part C, and the Hawaii Early Intervention State Plan. These documents may be referenced at <http://health.hawaii.gov/eis>.

#### 2.3 Demographics and Funding

Target population to be served: Infants and toddlers under age three (3) with special needs, and their families.

Geographic coverage of service: Statewide. Applicants may apply to provide, on an as-needed basis, services authorized by the Early Intervention Section to one or more of the area(s) listed below. The programs within each geographic area are also listed below.

**Providers shall indicate the island and area(s) for which they are applying to serve, on their Proposal Application Identification Form (SPO-H 200), under Proposal Information, Geographical area(s).**

<b>Island</b>	<b>Area</b>	<b>Program(s)</b>
<b>Oahu</b>	<b>West</b>	Easter Seals Kapolei WCECS Waianae* WCECS Waipahu*
	<b>Central</b>	Leeward ECSP** Kapiolani Medical Center
	<b>North</b>	WCECS Wahiawa*
	<b>Windward</b>	Easter Seals Kailua Windward ECSP**
	<b>Honolulu</b>	Lanakila ECSP** Easter Seals Honolulu Central Easter Seals Honolulu East United Cerebral Palsy Association
<b>Hawaii</b>	<b>Hilo</b>	Easter Seals Hilo
	<b>Kohala / Hamakua</b>	FSSWH North Hawaii***
	<b>Kona/Kau</b>	FSSWH Kona/Ka'u***
<b>Maui/Lanai</b>	<b>Island-wide</b>	Imua Family Services
<b>Molokai</b>	<b>Island-wide</b>	Molokai Ohana Health Care
<b>Kauai</b>	<b>Island-wide</b>	Easter Seals Kauai

\*WCECS – Waianae Coast Early Childhood Services. \*\*ECSP – Early Childhood Services Program.  
 \*\*\*Family Support Services of West Hawaii.

**Note: The purchasing agency shall determine mileage to serve the child in his/her home or community-based location, which will be based on the program’s physical location in the geographical area to be served. Authorized mileage shall be from the requesting program’s location to the child’s location. Refer to Attachment B, Fee-For-Service Policies and Procedures for more details.**

Probable funding amounts, source and period of availability: Approximately \$1,500,000 of State, Federal, and Special Funds may be available each year for the provision of services. The legislature and federal agency may also appropriate additional State, Special and Federal funds of up to \$1,000,000 per year for these services.

## 2.4 Contract Award and Term

Single or multiple contracts to be awarded (HAR §3-143-206):

Single     Multiple     Single & Multiple

Criteria for multiple awards: multiple awards may be made within geographical areas and types of services.

**Term of Contract(s)**

Initial term:	<b>Two (2) years, from July 1, 2014 up to, and including, June 30, 2016</b>
Length of each extension:	<b>One (1) year – twelve (12) consecutive months.</b>
Number of possible extensions:	<b>Two (2) possible extensions.</b>
Maximum length of contract:	<b>Four (4) years.</b>

**Conditions for extension requests must be in writing and must be executed prior to the contract’s expiration date.**

**2.5 Secondary Purchaser Participation**

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

**2.6 Service Activities**

A. Minimum and/or mandatory tasks and responsibilities for providers are as follows:

1. Provide family-centered, community based, and discipline-specific evaluation, therapy, and consultation services based on the individual needs of each child with special needs under age three (3) who have been authorized by the State’s Early Intervention Section to receive services.
2. Provide discipline-specific consultation or information to the State’s program staff and its contracted service providers as requested by the State.
3. Participate in Individual Family Support Plan (IFSP) meetings and other meetings concerning the child’s progress as requested by the child’s family, State program staff or its contracted service providers.
4. Provide consultation, training and assistance to family members to increase the family’s ability to support their child’s development.
5. Collaborate with the child’s Care Coordinator on a regular basis, and with the EIS behavioral support service staff when applicable, regarding issues related to the provision of services, the child’s progress, and/or family status.
6. Submit a written evaluation report to the State’s or contracted service provider’s Care Coordinator, and the family, as required by the State, within two (2) weeks following the evaluation. Reports shall include a summary of the child’s development and developmental needs.

7. Submit written quarterly child progress reports relative to the Individual Family Support Plan (IFSP) outcomes and objectives and the need for further service provision. The quarterly reports shall be submitted to the child's Care Coordinator two (2) weeks prior to the end of each authorized calendar quarter; and shall follow the format prescribed by the State.
  8. Submit the Service/Attendance Log for each child served, including dates and times served and verified by parent/caregiver initial, to the child's Care Coordinator within one (1) week after the end of each month. See Attachment B, Fee-For-Service Policies and Procedures, for the Form.
  9. Submit a Personnel List. See Attachment B, Fee-For-Service Policies and Procedures for the Personnel List form. This list shall be updated and submitted whenever there is a change in personnel **and** shall include only staff and subcontracted staff identified to provide Early Intervention Services.
- B. Services, service delivery methods, settings, and availability:
- The Provider shall indicate the services, service delivery methods, settings, and availability in Section 3, Proposal Application.
- C. Services are needed statewide. Provider should designate which area(s) they wish to provide services.

## 2.7 Qualifications

### *Requirements for the Proposal Application*

#### A. Experience

1. The Provider shall:
  - a. Demonstrate that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families as indicated in Section 3, Proposal Application. For IBS Services please refer to Attachment C, Credentialing and Supervision Guidelines for Providers of Intensive Behavioral Support Services.
  - b. Demonstrate capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family's IFSP.

- c. Provide evidence of knowledge and understanding of IDEA, Part C requirements in the delivery of proposed service. If the Applicant has not completed the Part C Orientation Training, Applicant, and those staff or subcontracted staff who will be providing direct services, shall complete the required training within 6 months of hire, and at their own expense. Exceptions must be approved by the EIS Supervisor.
2. The Provider shall provide a narrative description of experience/projects/contracts pertinent to the proposed service(s). The Provider shall include points of contact, addresses, email, and phone numbers of references. The State reserves the right to contact references to verify experience in the following areas:
    - a. Provision of direct services to infants and toddlers under age three (3) with special needs;
    - b. Participation in IFSP meetings;
    - c. Collaboration with other providers on a child's/family's service team;
    - d. Evidence of knowledge of IDEA Part C (e.g., list of past Part C trainings attended, etc.);
    - e. Conducting family-centered interviews that identify the child's strengths and needs and any other related family concerns;
    - f. Completion of timely evaluation reports and quarterly progress reports; and
    - g. Availability at various settings, days, and times.

***Total possible evaluation points for Experience are 45.***

## **B. Organization**

1. The Provider shall show evidence that:
  - a. They are registered with the Department of Commerce and Consumer Affairs (DCCA), Business Registration; and
  - b. They meet the necessary insurance requirements for this RFP.

### ***Requirements for the Proposal Application***

2. The Provider shall include the following documentation (see Attachment D, Guidelines for Name, Certificate of Insurance, Tax Clearance Certificate, and Notary Public, for details):
  - a. Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration. This does not apply to sole proprietors.
  - b. Current Tax Clearance Certificate (TCC) from the Department of Taxation.
  - c. Current Certificate of Liability (COI) and Auto Insurance. The Provider shall obtain and keep in force, from a company authorized by law to issue insurance in the State of Hawaii, a minimum of \$1 million per occurrence,

\$2 million in the aggregate of general liability insurance, and \$1 million per accident in automobile insurance. On a case by case basis, the State purchasing agency may require the per occurrence and aggregate amounts to be higher, depending on criteria set in the request for proposal or negotiation between the State purchasing agency and the Applicant. The State purchasing agency may also allow for professional liability insurance or other types of insurance coverage, such as an umbrella policy which totals \$1 million per occurrence and \$2 million in the aggregate as acceptable.

**Note:** *If the Provider is registered with Hawaii Compliance Express and their current status is “Compliant,” the Applicant may submit a Certificate of Vendor Compliance (CVC), in lieu of a Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration, and a Current Tax Clearance Application from the Department of Taxation. As the above documents are usually valid only for a certain time period, the Applicant may be asked to submit updated documents prior to contract execution.*

**Total possible evaluation points for Organization are 30.**

### **C. Personnel**

1. The Provider shall submit evidence that, where applicable, the Provider possesses the appropriate licensing/certification to provide the services listed in this RFP.

#### ***Requirements for the Proposal Application.***

2. The Provider’s RFP shall include the following, for all those who will be providing early intervention services:
  - a. Copies of resumes and pertinent/applicable professional license(s) to practice in Hawaii;
  - b. Copies of profession-specific certification(s) for all staff and subcontractors who will be providing early intervention services; and
  - c. Copies of resumes.
3. Additionally, if the Provider is for IBS Services, the Provider shall submit a statement of attestation that those staff and subcontractors who will be providing IBS Services meet the requirements set forth in Attachment C, Credentialing and Supervision Guidelines for Providers of Intensive Behavioral Support Services. The statement of attestation shall be signed by an authorized representative of the Provider.
4. The Provider shall submit a Personnel List that shall identify all staff and subcontractors who will be providing Early Intervention Services if awarded.

Please see Attachment B, Fee-For Service Policies and Procedures, for the form and format.

*Total possible evaluation points for Personnel are 25.*

#### **D. Facilities**

*Requirements for the Proposal Application.*

Not applicable.

### **2.8 Pricing Structure**

*Requirements for the Proposal Application.*

Applicant's proposal shall include hourly direct service rate (rate/hour) for each service it proposes to deliver and a mileage rate (rate/mile). **Applicant shall include sufficient justification for the proposed rate(s).** Approved mileage shall be from the requesting program's location to the child's location (see Attachment B, Fee-for-Service Policy and Procedures). The State shall not pay a travel rate.

*Note: The hourly service rate and mileage rate shall be subject to negotiation. The State shall not pay for "No Shows" or for "Documentation or Write-up Time". Fees for Audiology services are set per the Department of Health, Children with Special Health Needs Branch fee schedule.*

*Total possible evaluation points for Pricing are 100.*

### **2.9 Other**

#### **Litigation**

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

*Note: Statements regarding litigation will not carry any point value but are required.*

### **2.10 Reporting Requirements for Program and Fiscal Data**

Provider is required to utilize appropriate reports and records pertaining to the provision of service in accordance with standards developed by the Early Intervention Section. Reports and records shall be maintained by the service provider and made available for monitoring and review by the Early Intervention Section staff upon request. Records on

each child are confidential and shall be maintained pursuant to the State's current Hawaii Early Intervention State Plan.

Reporting requirements for Awardees in the format designated by the State shall include:

- A. Written evaluation report within two (2) weeks following the evaluation or therapy session, to the child's Care Coordinator;
- B. Written quarterly reports two (2) weeks prior to the end of each quarter to the child's Care Coordinator;
- C. Invoices for payment shall be submitted monthly and , if required, with a copy of the approved Authorization For Services (AFS); and
- D. Individual Service/Attendance Logs shall be submitted monthly to the child's Care Coordinator, and shall be made available to the State, upon request, for fiscal monitoring purposes.

## **2.11 Contract Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated shall include, but is not limited to, the following:

- A. Review of the Service/Attendance Logs
- B. Review of the Quarterly Reports
- C. Comparison of invoices with Service/Attendance Logs
- D. Quality of Services Feedback (parents/program staff/EIS staff)
- E. Submission of Timely Reports
- F. Knowledge of IDEA Part C
- G. Administrative Requirements

## Section 3

# Proposal Application

### 3.1 Instructions for Completing and Submitting Proposal Application

- *Proposal Applications shall be submitted to the State purchasing agency using the prescribed format outlined in this Section and Section 2.*
- *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 **strongly** encouraged to review evaluation criteria when completing the proposal.*

The proposal application documents are as follows and **shall** be submitted in the following order:

- *Proposal Application Identification Form (SPO-H 200).* Identifies the proposal application.
- *Table of Contents.* Include a listing of all documents included in the application.
- *Proposal Application*
  - Qualifications
  - Pricing
  - Other - Litigation
- *Attachments*
  - Certificate of Good Standing (DCCA)
  - Tax Clearance Certificate
  - Certificate of Insurance (COI)
  - Automobile Insurance Policy - Declaration and Limits page
  - Resumes and copies of pertinent licenses/certificates
  - Personnel List (shall be kept current)

The required format for the proposal application is as follows and shall include items which are specific to each RFP.

### 3.2 Specific Proposal Application Instructions

#### 3.2.1 Qualifications

##### A. Experience

The Applicant's proposal include a demonstration that providers possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families. Attach copies of all resumes.

Applicant shall include a description of experience, projects, and contracts pertinent to the services required. Applicant shall include points of contact,

addresses, email, and phone number. The State reserves the right to contact references to verify experience in the following areas:

- a. Participation in IFSP meetings;
- b. Collaboration with other providers on a child's/family's service team;
- c. Evidence of knowledge and understanding of IDEA Part C (e.g., list of past Part C trainings attended, etc.);
- d. Conducting family-centered interviews that identify the child's strengths and needs and any other related family concerns;
- e. Completion of timely evaluation reports and quarterly progress reports; and
- f. Availability at various settings, days, and times.

***Total possible evaluation points for Experience are 45.***

**B. Organization**

The Applicant's proposal shall include the following documentation:

- a. Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration.
- b. Current Tax Clearance Certificate (TCC) from the Department of Taxation.
- c. Current Certificate of Liability Insurance (COI) and Automobile Insurance. The Applicant shall obtain from a company authorized by law to issue insurance in the State of Hawaii a minimum of \$1 million per occurrence, \$2 million in the aggregate of general liability insurance, and \$1 million per accident in automobile insurance. On a case by case basis, the State purchasing agency may require the per occurrence and aggregate amounts to be higher, depending on criteria set in the request for proposal or negotiation between the State purchasing agency and the Applicant. The State purchasing agency may also allow for professional liability insurance or other types of insurance coverage, such as an umbrella policy which totals \$1 million per occurrence and \$2 million in the aggregate as acceptable.

***Note: If the Applicant is registered with Hawaii Compliance Express and their current status is "Compliant," the Applicant may submit a Certificate of Vendor Compliance (CVC), in lieu of a Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration, and a Current Tax Clearance Application from the Department of Taxation. As the above documents are usually valid only for a certain time period, the Applicant may be asked to submit updated documents prior to contract execution.***

***Total possible evaluation points for Organization are 30.***

C. **Personnel**

***Requirements for the Proposal Application.***

The Applicant's proposal shall include the following, for all those who will be providing early intervention services:

- a. Copies of resumes and pertinent/applicable professional license(s) to practice in Hawaii;
- b. Copies of profession-specific certification(s) for all staff and subcontractors who will be providing early intervention services; and
- c. Copies of resumes.

Additionally, if the Applicant is submitting a proposal for IBS Services, the Applicant shall submit a statement of attestation that those staff and subcontractors who will be providing IBS meet the requirements set forth in the Intensive Behavioral Support Credentialing and Supervision Guidelines (Attachment C). The statement of attestation shall be signed by an authorized representative of the Applicant.

The Applicant shall submit a Personnel List. The Applicant shall identify on this list, all staff and subcontractors who will be providing early intervention services if awarded. Please see Attachment B, Fee-For Service Policies and Procedures, for the form and format.

Services include: audiology; deaf and hard of hearing; intensive behavioral support (IBS) (i.e. to address autism related behaviors and challenging behaviors unrelated to autism); interpretation (foreign language and sign language) and translation; nutritional; occupational therapy; physical therapy; psychological evaluation and consultation; social work; special instruction; speech language pathology; transportation; and vision.

***Total possible evaluation points for Personnel are 25.***

- D. Facilities  
Not Applicable

3.2.2 Service Delivery

A. Services

The Applicant shall indicate service activities for which they are applying based upon area of interest, education and experience. Services requested:

- Audiology
- Deaf and Hard of Hearing
- Intensive Behavioral Support (IBS)
- Interpreter/Translation (Foreign Language and Sign Language)

- Nutrition / Dietician
- Occupational Therapy
- Physical Therapy
- Psychological Evaluation and Consultation
- Social Work
- Special Instruction / Special Education Teacher
- Speech Language Pathology
- Transportation
- Vision

**B. Methods of Service Delivery**

The Applicant shall check off applicable method(s) of service delivery as follows:

- Individual
- Group
- Other (please specify) \_\_\_\_\_

**C. Settings**

The Applicant shall check off the setting(s) in which the Applicant is willing to provide services:

- Home
- Community Preschool
- Community Day Care (e.g., baby sitter's home)
- Other Community Locations (e.g., park, Head Start Program, etc.)
- Program for Children with Developmental Delays
- Applicant's Office (justification required)
- Other (please specify) \_\_\_\_\_

**D. Availability – Days and Times**

The Applicant shall indicate availability by placing a check mark in the appropriate time slot(s):

	<b>Daytime:</b> 8 a.m. – 4:30 p.m.	<b>Evenings:</b> 4:30 – 7:30 p.m.
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

E. Geographic Locations

The Applicant shall indicate the geographical area they wish to serve by placing a check mark in the applicable Island/Area slots.

<b>Island</b>	<b>Area</b>	<b>Program(s)</b>
<b>Oahu</b>	<b>West</b>	Easter Seals Kapolei WCECS Waianae* WCECS Waipahu*
	<b>Central</b>	Leeward ECSP** Kapiolani Medical Center
	<b>North</b>	WCECS Wahiawa*
	<b>Windward</b>	Easter Seals Kailua Windward ECSP**
	<b>Honolulu</b>	Lanakila ECSP** Easter Seals Honolulu Central Easter Seals Honolulu East United Cerebral Palsy Association
<b>Hawaii</b>	<b>Hilo</b>	Easter Seals Hilo
	<b>Kohala / Hamakua</b>	FSSWH North Hawaii***
	<b>Kona/Kau</b>	FSSWH Kona/Ka'u***
<b>Maui/Lanai</b>	<b>Island-wide</b>	Imua Family Services
<b>Molokai</b>	<b>Island-wide</b>	Molokai Ohana Health Care
<b>Kauai</b>	<b>Island-wide</b>	Easter Seals Kauai

\*WCECS – Waianae Coast Early Childhood Services. \*\*ECSP – Early Childhood Services Program. \*\*\*Family Support Services of West Hawaii.

**Note: The purchasing agency shall determine mileage to serve the child in his/her home or community-based location, which will be based on the program’s physical location in the geographical area to be served. Authorized mileage shall be from the requesting program’s location to the child’s location. Refer to Attachment B, Fee-For-Service Policies and Procedures for more details.**

Probable funding amounts, source, and period of availability: Contingent upon the availability of State, Federal, and Special Funds each fiscal year.

3.2.3 Pricing

The Applicant shall provide a proposed rate and its justification, for the specific direct service/activity (rate/hour), and mileage rate/mile.

The State no longer reimburses for no-show, or for write-up documentation time for service providers.

*Note:* Audiological fees are set per the Department of Health, Children with Special Health Needs Branch fee schedule for audiology services.

### 3.2.4 Other

#### A. Litigation

The Applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain. (*Statements regarding litigation will not carry any point value but are required.*)

## **Section 4**

# **Proposal Evaluation**

### **4.1 Evaluation Process**

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

### **4.2 Evaluation Criteria**

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached upon completion of the evaluation process.

#### **Qualifications – Evaluation Criteria (100 points)**

Experience (45 points)

Organization (30 points)

Personnel (25 points)

#### **Pricing – Evaluation Criteria (100 points)**

**SAMPLE**

Evaluation of RFP No. HTH 560-CG-FFS-15  
 Professional Services for Infant and Toddler Development

Applicant: \_\_\_\_\_

Proposal Application ID: \_\_\_\_\_

Criterion	Total Possible Score	Score
<b>QUALIFICATIONS</b>	<b>100</b>	
<b>Experience</b>	<b>45</b>	
* Demonstrated that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families as indicated in Section 3, Proposal Application.	15	
* Demonstrated capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family's IFSP.	15	
* Provided evidence of knowledge and understanding of IDEA, Part C requirements in the delivery of proposed service(s).	15	
<b>Comments:</b>		
<b>Organization</b>	<b>30</b>	
* Provided current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration	10	
* Provided current Tax Clearance Certificate (TCC) from the Department of Taxation	10	
* Provided current Certificate of Liability Insurance (COI) and Automobile Insurance	10	
<b>Comments:</b>		
<b>Personnel</b>	<b>25</b>	
* Submitted resumes and pertinent licensure and/or certification for all staff and subcontracted staff that will be providing Early Intervention Services. Statement of Attestation for IBS Credentialing.	15	
* Submitted the Personnel List	10	
<b>Comments:</b>		
<b>PRICING</b>	<b>100</b>	
* Direct service rate per hour	75	
* Mileage rate per mile	25	
<b>Comments:</b>		
<b>TOTAL:</b>	<b>200</b>	