

**December 20, 2013**

**REQUEST FOR PROPOSALS**

**INSTRUCTIONAL SUPPORT SERVICES INCLUDING  
EDUCATIONAL SIGN LANGUAGE INTERPRETIVE SERVICES  
FOR THE DEAF AND HARD-OF-HEARING STUDENTS  
DEPARTMENT OF EDUCATION (STATEWIDE)  
RFP No.: RFP F13-126**

The Department of Education, Office of Curriculum, Instruction, and Student Support, Student Support Branch, Comprehensive Student Support Services Section is requesting proposals from qualified applicants to provide instructional support services including Educational Sign Language interpretive services for the deaf and hard-of-hearing students statewide. Multiple contracts may be awarded under this request for proposals. The contract term will be upon full execution of the contract by the Superintendent and shall end twelve (12) months from the date of execution.

Copies of this Request for Proposals (“**RFP**”) may be obtained at the DOE Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola St, Rm. 200, Waipahu, Hawaii 96797 or downloaded from the Hawaii State Procurement Office (“**SPO**”) website: <http://spo3.hawaii.gov/notices/notices> or <http://hawaii.gov/spo2/health/rfp103f/> .

Proposals shall be mailed, postmarked by the United States Postal Service on or before January 29, 2014, and received no later than 10 (ten) days from the submittal deadline. Hand-delivered proposals shall be received no later than 2:00 p.m., Hawaii Standard Time (HST), on January 29, 2014, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The DOE will conduct an orientation on January 7, 2014, from 1:00 p.m. to 3:00 p.m., HST, at the DOE State Office Annex, 475 22<sup>nd</sup> Avenue, Room 264-A, Honolulu, Hawaii 96816. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 2:00 p.m., HST, on January 13, 2014. All written questions will receive a written response from the State on or about January 17, 2014.

All inquiries should be directed to Gwen Nakamoto, Procurement and Contracts Branch at 94-275 Mokuola St, Rm. 200, Waipahu, Hawaii 96797, telephone: (808) 675-0130, email: [gwen\\_nakamoto@notes.k12.hi.us](mailto:gwen_nakamoto@notes.k12.hi.us).

**KATHRYN S. MATAYOSHI  
SUPERINTENDENT**

Procurement Notice Posted on December 20, 2013