

State of Hawaii  
Department of Labor and Industrial Relations  
Office of Community Services

## **Addendum 2**

**February 26, 2014**

**To**

**Request for Proposals**

**LBR903-05\_14**

**Employment Core Services for Reintegrating  
Individuals**

**February 4, 2014**

2/26/14

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
Employment Core Services for Reintegrating Individuals  
LBR 903-05\_14**

The Department of Labor and Industrial Relations,  
Office of Community Services, is issuing this addendum to LBR903-05\_14 Employment  
Core Services for Reintegrating Individuals

For the purposes of:

Responding to questions that arose at the orientation meeting of <Date>  
and written questions subsequently submitted in accordance with Section  
1-V, of the RFP.

Amending the RFP.

Final Revised Proposals

The proposal submittal deadline:

is amended to <new date>.

is not amended.

for Final Revised Proposals is

<date>. Attached is (are):

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

Amendments to the RFP.

Details of the request for final revised proposals.

If you have any questions,  
contact: Denise M. Pierson (808)  
586-8675

[Denise.m.pierson@hawaii.gov](mailto:Denise.m.pierson@hawaii.gov)  
830 Punchbowl St Suite 420  
Honolulu, HI 96813

Responses to Question Raised by Applicants  
For LBR903-05\_14 Employment Core Services for Reintegrating Individuals

Question 1.

What are OCS' expectations for monitoring offenders' and ex-offenders' behaviors when they are not in the presence of the service provider? For example; en route to class/training or returning to the class/training, or while attending vocational training with another provider.

To what extent is the service provider responsible for monitoring compliance with applicable laws and rules and regulations of offenders and ex-offenders when these individuals are not in the presence of the service provider?

**Response:** Immediately report any suspected violations of laws, civil rules, departmental policies and procedures, court mandates, or contractual agreements or requirements (e.g. seen somewhere else or other than where they're supposed to be, don't show up for class, show up intoxicated, non-participatory in training, etc.), to the appropriate supervising agency, such as the Department of Public Safety, Hawaii Paroling Authority, or Adult Client Services Division, (probation).

Question #2

Per the vocational scholarship (i.e., \$1,000), will OCS allow PACT/the service provider to pay for other vocational training services that PACT provides, such as Makery Training (CAD, CAM, CNC training) or CBASE classes?

**Response:** Only if the vocational training provided in house are consistent with the client needs as identified through the intake and assessment process and approved by the appropriate supervising agency, such as the Office of Community Services, Department of Public Safety, Hawaii Paroling Authority, or Adult Client Services Division, (probation).

Question #3

Why is vocational training included in the list of trainings for Milestone 2 when it is Milestone 1a?

**Response:** "vocational training" will be removed from the training grid in Milestone 2.

Question #4

Can the service provider(s) submit monthly program progress and fiscal reports at the end of the following month, rather than within fifteen calendar days after the last day of each month? Allowing this would ensure a more accurate reporting of the expenses incurred during the report month.

**Response:** Yes, when the contract is awarded, the requirement will state that the monthly program and fiscal reports will be due 30 calendar days after the last day of each month.

Question #5

Please provide an example of a written outcome-based program plan.” It is not clear what OCS’ expectations are for this type of plan.

**Response:** An outcome-based program plan shall include:

- (1) a written quality assurance plan sufficient to assure consistent and high quality of administration and services.
- (2) a written evaluation plan to effectively measure, monitor, and evaluate program performance and timely detect and resolve program problems.

Question #6

PACT conducts a genealogical/social assessment with each of its clients. Whom does OCS regard as the owner of the information from this assessment? The State (OCS or DPS)? PACT? With whom can PACT share this information?

**Response:** The service provider will be the owner of the information for each client they are serving. The service provider may be required to share the information with the Office of Community Services, the Department of Public Safety, Office of Hawaiian Affairs, Hawaii Paroling Authority, or Adult Client Services Division, (probation). As appropriate.

Question #7

Please clarify and provide examples of how the service provider can ensure, for example, the participant’s payment of restitution or fees, if the participant has no income? What are OCS’ expectations for the service provider(s)’ provision of supports which would ensure compliance and payment?

**Response:** Service providers will not be responsible for restitution collection. Service provider would be responsible to report any financial income the offender receives to the proper authority, i.e. Department of Public Safety, Hawaii Paroling Authority, or Adult Client Services Division, (probation).

Question#8

When comparing the list of SPO-H budget forms on page 3-9 with the “Proposal Application Checklist, Attachment A” in Section 5, Attachments of the RFP, form 205A is indicated on the Checklist, but not listed on page 3-9, while form 205 is listed on page 3-9, but not indicated on the Checklist. Please clarify whether form 205A is required.

**Response:** Applicants may use 205 or 205A. (See answer to question 13 for appropriate use of form SPO-H205A.)

Question#9

“The applicant shall be reimbursed no more than one thousand three hundred (\$1,300) dollars for tuition in support of this milestone.”  
Can you clarify the intent of “tuition” in this statement?

**Response:** The statement should read “The applicant shall be reimbursed no more than one thousand three hundred (\$1,300) dollars in support of this milestone. “ The words “for tuition” are removed to clarify that meeting the milestone is sufficient. There is no tuition involved with this milestone.

Question #10

“The applicant shall be reimbursed no more than six hundred and fifty (\$650) dollars for tuition or job placement training in support of this milestone.”  
Can you clarify the intent of “tuition or job placement training” in this statement?

**Response:** The statement should read “The applicant shall be reimbursed no more than six hundred and fifty (\$650) dollars for job placement training in support of this milestone.” The words “for tuition” are removed to clarify that meeting the milestone is sufficient. There is no tuition involved with this milestone.

Question #11

“for direct monetary assistance to clients enrolled in job and/or vocational training.”

Can you clarify, is the \$250 in client assistance only for those clients enrolled in a vocational training program?

**Response:**

Yes, the client must be enrolled in a vocational training or has started or is ready to start a job. The monetary support is to purchase a bus pass or other job related materials i.e. tools, special clothing, etc. that would help the client be prepared to work.

Question #12

The following Federal Certifications are listed as required:

Debarment & Suspension

Drug Free Workplace

Lobbying

Program Fraud Civil Remedies Act

Environmental Tobacco Smoke

What type of documentation is preferred as evidence of these Certifications?

**Response:** Most of these certifications are self-certifications by the service providers. If the service provider has official documentation they should provide it as part of their proposal.

Question #13

It is noted that “an agency-wide budget detailing the relative proportions of all programs to the application budget” is required.

Can you please advise the format you would like this in?

**Response:** This would be form SPO H 205A.

LBR903-05\_14 Employment Core Services for Reintegrating Individuals is amended as follows:

*Subsection Page*

**Section 1, Administrative Overview**

No Changes

**Section 2, Service Specifications**

2.4 2-9

Table /grid of training “vocational training” will be deleted from the training grid.

2.4 2-10&11

Milestone 2: The words “for tuition” are removed to clarify that meeting the milestone is sufficient. The statement should read “The applicant shall be reimbursed no more than one thousand three hundred (\$1,300) dollars in support of this milestone.

Milestone 3: The words “for tuition” are removed to clarify that meeting the milestone is sufficient. The statement should read “The applicant shall be reimbursed no more than six hundred and fifty (\$650) dollars for job placement training in support of this milestone.”

**Section 3, Proposal Application Instructions**

3.5 3-9

Budget Form SPO-H 205A is to be included on list of budget forms to be submitted on page 3-9.

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

No Changes

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