

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch
Parenting Support Program

Addendum 1

January 29, 2015

To

Request for Proposals

HTH-560-CF-007

**Parent Education and Support through
Community Based Parenting Groups**

Issued: 1/12/15

January 29, 2015

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

**Parent Education and Support through
Community Based Parenting Education Groups
HTH-560-CF-007**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Parenting Support Program is issuing this addendum to Parent Education and Support through Community Based Parenting Education Groups HTH-560-CF-007 for the purposes of:

- Responding to questions that arose at the orientation meeting of January 21, 2015, 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: Lynn Niitani, 733-4054/ lynn.niitani@doh.hawaii.gov

Responses to Question Raised by Applicants
For HTH-560-CF-007
Parent Education and Support through Community Based Parenting Education Groups

1. Please provide clarification regarding the period of funding.

There is an error in Section 2, 2.1 F, on page 2-3.

The probable funding amounts, source, and period of availability will be amended to reflect:

Fiscal Year 2016:	\$250,000.00 (January – June 2016)
Fiscal Year 2017:	\$500,000.00 (July 2016 – June 2017)

2. The performance tables do not match what is outlined in Section 2. Please provide clarification.

The program will target families with children birth to ten years of age, who are transitioning from homelessness or are isolated from mainstream services due to location or limited access to resources. A minimum of 400 parents per fiscal year shall be served using an unduplicated count. Services are intended to be primary or secondary prevention in nature and are not intended for families served by the child welfare services system.

Tables B has been amended to reflect this change.

3. Will the financial audit report and organization-wide budget be counted in the 100 page limit?

No. The financial audit report and organization-wide budget will not be included in the page limit count. If a financial audit report is not available a short explanation may be submitted in its place. This explanation will not be included in the page limit count.

4. Has the proposal submittal deadline changed?

No. Proposals are due February 23, 2015

HTH-560-CF-006
Parenting Education, Training, and Support, through The Parent Line and Home Reach
is amended as follows:

Subsection Page

Section 2, Service Specifications

2.1D	2-3	Description of the target population to be served is amended as follows: The program will target families with children birth to ten years of age, who are transitioning from homelessness or are isolated from mainstream services due to location or limited access to resources. A minimum of 400 parents per fiscal year shall be served using an unduplicated count. Services are intended to be primary or secondary prevention in nature and are not intended for families served by the child welfare services system.
2.1 F	2-3	The probable funding amounts, source, and period of availability is amended as follows: Fiscal Year 2016: \$250,000.00 (January – June 2016) Fiscal Year 2017: \$500,000.00 (July 2016 – June 2017)
2.4 G	2-5	The number of families served is amended as follows: Services will be provided statewide to a minimum of 400 families per year using an unduplicated count.
2.4 5	2-6	General Educational Workshops is amended as follows: <ul style="list-style-type: none">• Specific topics shall also include awareness of how to protect children from human trafficking, sexual and domestic violence.• Participation in the Maternal and Child Health Branch’s (MCHB) child abuse and neglect prevention efforts including the promotion of February as

Parent Leadership Month, April as Child Abuse Prevention Awareness Month, and October as Safe Sleep Awareness Month.

- Attendance at a minimum of one national training or conference addressing strengthening families or child abuse and neglect. Following the conference, the Awardee will provide a minimum of one training on what was learned and provide a detailed summary to the MCHB.

- B.3. 2-8 Quality assurance and evaluation specification is amended to reflect the additional requirement as follows:
c. The Awardee and the MCHB monitor shall meet quarterly to review the progress towards achieving the goal.

Section 3, Proposal Application Instructions

- 3-1 General instructions for completing the application is amended with an additional bullet as follows:
• The total number of pages shall not exceed 100 pages. (The page number count shall not include the Organization-wide budget and the financial audit report.)
- 3.2 A-E 3-2, 3-3 Experience and Capability is amended as follows: Delete page limits. Attachments shall be counted towards the page limit.
- 3.3 A-B 3-3 Project Organization and Staffing is amended as follows: Delete page limits. Attachments shall be counted towards the page limit.
- 3.4 A-B 3-4, 3-5 Service Delivery is amended as follows: Delete page limits. Attachments shall be counted towards the page limit.
- 3.5 3-5,3-6 Financial: Delete page limits. Attachments (excluding the required

financial audit report and organization wide budget) shall be counted towards the page limit.

Section 4, Proposal Evaluation

- 4.3 B 4-3 – Evaluation of proposals is amended as follows: Delete page limits. Attachments (excluding the required financial audit report and organization wide budget) shall be counted towards the page limit.
- 4-5

Section 5, Attachments

- Attachment C Table B, Service Activities, is amended as follows: The annual performance objective for the number of families served shall be 400 families annually.

Performance Measures

TABLE A: Performance Outcomes	Objective for FY 2016
Knowledge of Child Development	
1. % of adults completing the program who have learned a new way of responding to their child's behavior.	90%
2. % of adults completing the program who have completed an ASQ/ASQ-SE for their child.	90%
Nurturing and Attachment	
1. % of adults who complete the program who can share one new nurturing way of interacting with their child.	90%
2. % of adults completing the program who have learned a new way of responding to their child's development.	90%
Social Connections	
1. % of adults completing the program who can identify one community/support agency.	90%
2. % of adults completing the program who can identify one other group/individual who they feel they can communicate with when a need arises.	90%
3. % of parents attending the Parent Leadership/Involvement group will connect with other parent participants.	90%
Concrete Supports	
1. % of workshop attendees who have received a community packet of information	90%
2. % of workshop attendees who have learned one new skill from the workshop.	90%
3. % of adults completing the program who have completed a satisfaction survey.	90%
Resilience	
1. % of adults completing the program who have learned a new way of working through stressful situations.	90%

Performance Measures
 Table B

Performance Measure	Performance Objectives for (01/16 – 3/16)	Performance Objectives for (04/16 - 06/16)	Annual Performance Objectives for Jan-June 2016
1. # of adults admitted to the program.	106	120	226
2. # of adults completing 9 of 12 sessions.	95	105	200
3. # of homeless/ transitional adults counted as served.	60	90	150
4. # of adults who were provided a community referral.	55	85	140
5. # of adults given a pre-post questionnaire.	90	100	190
6. # of adults served by who completed a satisfaction survey.	90	100	190
7. # of children admitted to the program.	100	125	225
8. # of children completing 9 of 12 sessions.	90	100	190
9. # of homeless/ transitional children counted as served.	75	85	160
10. # of children served who have an ASQ/ASQ-SE completed.	60	80	140
11. # of adults who attended a community workshop.	150	150	300
12. # of adults who were given a community resource packet.	150	150	300
13. # of adults who received individualized support.	15	15	30
14. # of adults registered for a parent leadership workshop.	2	3	5
15. # of adults in parent leadership activities who were provided with community resources.	2	3	5
16. # of adults served through parent leadership training who completed a satisfaction survey.	2	3	5

Quarterly Narrative Report Summary:

1. Activity Milestones
2. Significant Outputs (e.g. service delivery, capacity, enrollment, attendance, satisfaction, other)
3. Significant Immediate Outcomes (Outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships)
4. Implementation Issues and Concerns
5. Significant Stories/Consumer Satisfaction
6. Demographic Information

TABLE A: Performance Outcomes	Objective for FY 2017
Knowledge of Child Development	
1. % of adults completing the program who have learned a new way of responding to their child's behavior.	90%
2. % of adults completing the program who have completed an ASQ/ASQ-SE for their child.	90%
Nurturing and Attachment	
1. % of adults who complete the program who can share one new nurturing way of interacting with their child.	90%
2. % of adults completing the program who have learned a new way of responding to their child's development.	90%
Social Connections	
1. % of adults completing the program who can identify one community/support agency.	90%
2. % of adults completing the program who can identify one other group/individual who they feel they can communicate with when a need arises.	90%
3. % of parents attending the Parent Leadership/Involvement group will connect with other parent participants.	90%
Concrete Supports	
1. % of workshop attendees who have received a community packet of information	90%
2. % of workshop attendees who have learned one new skill from the workshop.	90%
3. % of adults completing the program who have completed a satisfaction survey.	90%
Resilience	
1. % of adults completing the program who have learned a new way of working through stressful situations.	90%

Performance Measures
 Table B

Table B. Performance Activities/Outputs (July 2016 – June 2017)	Performance Objectives Quarter 1 (07/16-9/16)	Performance Objectives Quarter 2 (10/16-11/16)	Performance Objectives Quarter 3 (01/17-03/17)	Performance Objectives Quarter 2 (03/17-6/17)	Annual Performance Objectives for Fiscal Year 2017
1. # of adults admitted to the program.	106	120	116	110	452
2. # of adults completing 9 of 12 sessions.	95	105	105	95	400
3. # of homeless/ transitional adults counted as served.	60	90	70	80	300
4. # of adults who were provided a community referral.	55	85	65	75	280
5. # of adults given a pre-post questionnaire.	90	100	95	95	380
6. # of adults served by who completed a satisfaction survey.	90	100	95	95	380
7. # of children admitted to the program.	100	125	110	115	450
8. # of children completing 9 of 12 sessions.	90	100	95	95	380
9. # of homeless/ transitional children counted as served.	75	85	80	80	320
10. # of children served who have an ASQ/ASQ-SE completed.	60	80	70	70	280
11. # of adults who attended a community workshop.	150	150	150	150	600
12. # of adults who were given a community resource packet.	150	150	150	150	600
13. # of adults who received individualized support.	15	15	15	15	60
14. # of adults registered for a parent leadership workshop.	2	3	2	3	10
15. # of adults in parent leadership activities who were provided with community resources.	2	3	2	3	10
16. # of adults served through parent leadership training who completed a satisfaction survey.	2	3	5	3	10

Quarterly Narrative Report Summary:

1. Activity Milestones
2. Significant Outputs (e.g. service delivery, capacity, enrollment, attendance, satisfaction, other)
3. Significant Immediate Outcomes (Outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships)
4. Implementation Issues and Concerns
5. Significant Stories/Consumer Satisfaction
6. Demographic Information