

State of Hawaii
Executive Office on Early Learning

October 21, 2015

ADDENDUM A

To

Request for Proposals

RFP No. F16-019
Pre-Plus Child Development Services

Questions and Answers

The following responses are hereby provided to the questions received:

Contract Period

Q1: Would the Executive Office on Early Learning consider amending the contract period from December 28, 2015 through December 27, 2016 to July 1, 2016 through June 30, 2017 and include a six-month contract extension for current Pre-Plus contractors from January 2016 through June 30, 2016?

A1: The contract period may be amended in the future via the issuance of another RFP addendum.

Q2: Can the start and end date of the contract be adjusted so that it is aligned with the DOE calendar?

A2: The start and end dates may be amended in the future via the issuance of another RFP addendum.

Work Plan

Q3: RFP pg. 3-4, Section 3.4 Service Delivery: Instructions are to "... include a detailed discussion of the applicant's approach ... including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules." Is a work plan required for this application? If so, could the EOEL provide a template of the work plan?

A3: While the submittal of a separate work plan is not required, within the proposal, applicants must address all required components specified in the RFP, including but not limited to a plan of all services and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Description Of Plans

Q4: RFP pg. 3-5, Section 3.4 Service Delivery, H. Description of plans for collaboration with HIDOE: Instructions are to “ ... also include a separate page for each school to explain how the needs of each school will be addressed.” Should the separate page description be included in the narrative under Section 3.4 Service Delivery or as an attachment?

A4: The required separate page description shall be included in the narrative or as an attachment. If included as an attachment, the applicant shall reference the attachment in the narrative.

Wage Certificate

Q5: With respect to the Wage Certificate (Attachment C), does the information in letter “a” apply to non-government entities and non-profit organizations?

A5: Applicant shall complete and submit a Wage Certificate by which the Applicant certifies that services required will be performed pursuant to §103-55, HRS.

Q6: What is the purpose for the completion of this certificate, if the “award” through the RFP is the rent-free provision of DOE facilities to implement Pre-Plus services and there is no monetary funding involved? We are not clear on how to complete this certificate.

A6: Pursuant to 103-55 HRS, Item I. or Item II. Is applicable. The provider’s signature and title is required.

Requests For Information

Q7: Can examples of HIDOE (Hawaii Department of Education) proposals which have been successful in receiving awards, be provided?

A7: Requests for information shall be made in accordance with Hawaii Revised Statute 92F. Please visit the State of Hawaii Office of Information Practices website (<http://oip.hawaii.gov/>) for the process to request information. Requests can be submitted to the Hawaii Department of Education, Procurement and Contracts Branch at doeprocure@notes.k12.hi.us, and should reference RFP F16-019. Please be aware that the request for information process has time and cost constraints that may impact the availability of a request prior to the RFP due date.