

State of Hawaii
Department of Human Services
Division of Vocational Rehabilitation
Staff Services Office

Addendum Number 2

March 1, 2016

To

Request for Proposals

HMS-802-17-03

**Vocational and Work Adjustment Training Services
(VWATS)**

For VR Consumers

February 10, 2016

February 29, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Vocational and Work Adjustment Training Services (VWATS)
For VR Consumers
HMS-802-17-03**

The Department of Human Services, Division of Vocational Rehabilitation, Staff Services Office is issuing this addendum to HMS-802-17-03, Vocational and Work Adjustment Training Services (VWATS) for VR Consumers for the purposes of:

- Responding to questions that arose at the orientation meeting of February 18, 2016 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:

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HMS-802-17-03 Vocational and Work Adjustment Training Services VWATS
for VR Consumers
is amended as follows:

<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview		
		No Change
Section 2, Service Specifications		
2.1. (D)	2-2	The last paragraph is replaced with the following: The following numbers are based on FY 2015 data and may be used as a guideline for planning purposes, with the understanding that not all consumers require Vocational and Work Adjustment Training Services.
2.1 (F)	2-3	Funding amount per State Fiscal Year is 2016-2017 and 2017-2018
Section 3, Proposal Application Instructions		
3.2 (C)	3-2, 3-3	Quality Assurance and Evaluation is revised as follows: The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The applicant shall describe its business operating hours. The applicant shall describe what adjustments, if any, shall be made to accommodate consumers or other requests to provide support outside of the normal operating hours. The applicant shall describe its plans for compliance with Management Requirements in Section 2.4 Scope of Work.
3.4	3-4	The following is added to the items the applicant shall include in their proposal under Service Delivery: <ol style="list-style-type: none"> 1. Ratio of instructor to students for: <ol style="list-style-type: none"> a. Classroom or Workshop b. Work Experience in a facility setting c. Work Experience in a community setting 2. Describe, if a group setting is proposed: <ol style="list-style-type: none"> a. Open Group mechanisms b. Closed Group mechanisms 3. Procedure on: <ol style="list-style-type: none"> a. Missed classes, excused b. Missed classes, unexcused c. Retaking or extending an activity
Section 4, Proposal Evaluation		
4.3.(B.3)	4-3	Service Delivery Evaluation Criteria is changed as Follows: <ul style="list-style-type: none"> • Work Adjustment Training Classes – Description,

		<p>Syllabus, Method, Length, Measures, and Reports.</p> <ul style="list-style-type: none"> • Work Experience – Description, Method, Length, Measures, and Reports. <p>Points allocated for each criteria remains the same.</p>
Section 5, Attachments		
	i	Sample Evaluation Report is replaced with Sample Work Experience Report.
	ii	Table of Contents in the RFP is a SAMPLE