State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Child Care Program Office

Addendum 5

March 30, 2016

To

Request for Proposals

HMS 302-16-01-S
Application/Payment Processing
For DHS Child Care Subsidies
Date Issued: March 1, 2016

March 30, 2016

ADDENDUM NO. 5

To

REQUEST FOR PROPOSALS
Application/Payment Processing For DHS Child Care Subsidies
HMS 302-16-01-S

The Department of Human Services, Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to HMS-302-16-01-S, Application/Payment Processing For DHS Child Care Subsidies 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:
Colleen Leonardo
(808) 586-0978
cleonardo@dhs.hawaii.gov
DHS, BESSD, CCPO
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

Amendment is made to correct the typographic error in the

Addendum #3 dated March 15, 2016

Request for Proposals HMS 302-16-01-S

Addendum #3 face sheet contains typographic errors which are being corrected:

- ADDENDUM NO. 3 (incorrectly typed as ADDENDUM NO. 2)
- HMS 302-16-01-S (incorrectly typed as HMS 302-14-01-S)

Addendum #5 reissues the changes with the correct RFP # and a corrected Addendum number reference.

- Pages 2-7 and 2-12, 2.4 Scope of Work, A. Provider Activities

8. Set up and maintain individual families' child care cases in the Department's electronic case record management system (i.e. Electronic Case Folder – (ECF)) following DHS procedures for initial applications as well as ongoing cases. The electronic child care case records shall include digital scans of the completed child care application and verifying documents, completed pertinent DHS forms, copies of notices if not generated by the Department's electronic data system (i.e. HANA), and all other documents received to determine ongoing eligibility.

43. Ensuring implementation of corrective action plans developed by the Department and ensuring improvement in areas identified as weaknesses for any audit findings from Federal audits.

44. Ensuring implementation of corrective action plans developed by the Department and ensuring improvement in areas identified as weaknesses for any audit findings from State audits.

45. Developing any additional plans for approval by the Department for reducing the number and amount of overpayments issued to child care subsidy clients due to agency error in addition to corrective action plans established by the Department due to audit findings.

- Page 2-21, 2.5 Compensation and Method of Payment

  Performance Requirements and Penalty/Audit

  The STATE shall randomly audit cases based on contract objectives to determine whether a penalty is imposed. The audited cases will be based on a scientific sample size determined by the Department's statistician or representative. The penalty for each objective will be realized after the end of the contract period for each State fiscal year, upon completion of twelve months of audits as determined by the Department. The PROVIDER shall incur a $25,000.00 penalty for each objective that is not met.

  The Provider shall incur a $25,000 penalty for each of the following if these objectives are not met:

  A. Less than 90% of the approved applications that are received and reviewed were processed and completed within 30 calendar days.

  B. Less than 90% of the on-going cases processed and completed have correct payment determinations.

  C. Less than 90% of the statewide child care cases have the required eligibility forms, verifications and documentations to determine eligibility and correct benefits.

  The penalty amount shall be the sole responsibility of the Provider and shall not be charged to the contract. The final payment for each contract period up to the penalty amount shall be withheld until a determination is made that the penalties apply. Penalties shall be taken out of the amount withheld. Should the amount withheld still not satisfy the penalty assessed, the Provider shall pay the balance of the penalty to the State within two months of the end of the contract period, or the State may deduct the remaining penalty amount from subsequent contract payments, if the contract is extended.

- Page 3-4, 3.4 Service Delivery

  The applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Service Specifications, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. The output and outcome/performance measurements found in Section 2.4(B)(4) of this RFP should also be addressed in this section. The narrative should reflect an understanding of the intent of the

services delivered to the community and how the applicant intends to deliver the services.

The description of how the applicant will carry out the primary services/activities listed in Section 2, Service Specifications, shall also include, but is not limited to, the need that the program is designed to meet; the target groups to be served; and the goals, objectives and expected outcomes. The narrative should reflect major milestones in service delivery during the contract period, and reflect understanding of the tasks, service activities and management requirements in Section 2, Service Specifications, by describing how they will be accomplished.