

State of Hawaii
Department of the Attorney General
Crime Prevention and Justice Assistance Division
Grants and Planning Branch

Addendum 1

Addendum Issued on: March 31, 2016

To

Request for Proposals

RFP No. AG-CPJAD-VOCA-2015-VA
Victims of Crime Act
Victims Assistance Grant Program
RFP Issued on: March 4, 2016

March 31, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Victims of Crime Act Victims Assistance Grant Program
RFP No. AG-CPJAD-VOCA-2015-VA**

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch (the "Department") is issuing this addendum to RFP No. AG-CPJAD-VOCA-2015-VA, Victims of Crime Act Victims Assistance Grant Program 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 APRIL 20, 2016.**
- 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:

Jayna Reynon

Telephone: (808) 586-1154

Email: jayna.a.reynon@hawaii.gov

Address: Department of the Attorney General
235 South Beretania Street, Suite 401
Honolulu, HI 96813

AMENDMENTS TO THE RFP

RFP No. AG-CPJAD-VOCA-2015-VA, Victims of Crime Act Victims Assistance Grant Program, is amended as follows:

Section & Subsection	Page	Amendment	
Title Page		<p>The Title Page has been amended to reflect the extension of the proposal due date to April 20, 2016.</p> <p>A revised Title Page is enclosed. Delete the previous version of the Title page and insert the new Title Page.</p>	
RFP Notice/Cover Letter		<p>The RFP Notice/Cover Letter has been amended to reflect the extension of the proposal submission deadline to April 20, 2016 and the extend deadline for the Department to respond to written questions to April 5, 2016.</p> <p>The revised RFP Notice/Cover Letter is enclosed. Delete the previous version of the RFP Notice/Cover Letter and insert the new RFP Notice/Cover Letter.</p>	
Proposal Mail-In and Delivery Information Sheet		<p>The Proposal Mail-In and Delivery Information Sheet has been amended to extend the proposal submittal deadline to:</p> <p style="text-align: center;">APRIL 20, 2016.</p> <p>The revised Proposal Mail-In and Delivery Information Sheet is enclosed. Delete the previous version of the Proposal Mail-In and Delivery Information Sheet and insert the new Proposal Mail-In and Delivery Information Sheet.</p>	
Section 1 – Administrative Overview			
1.1	Procurement Timetable	1-1	<p>The Procurement Timetable has been amended to (1) extend the deadline for the Department to respond to written questions to April 5, 2016; and (2) adjust the subsequent dates, including the proposal submittal deadline.</p> <p>The revised Procurement Timetable is enclosed. Delete the previous version of the Procurement Timetable and insert the new Procurement Timetable.</p>

Section & Subsection	Page	Amendment
1.8 Submission of Questions	1-4	This section of the RFP has been changed to extend the deadline for the Department to respond to written questions. The deadline for the state agency responses to written questions has been extended to:

APRIL 5, 2016.

A corrected page 1-4 is enclosed. Delete the previous version of page 1-4 and insert the new page 1-4.

Section 2 – Service Specifications

No amendments.

Section 3 – Proposal Application Instructions

No amendments.

Section 4 – Proposal Evaluation

No amendments.

Section 5 – Attachments

No amendments.

State of Hawaii
Department of the Attorney General
Crime Prevention and Justice Assistance Division
Grants and Planning Branch



Request for Proposals

RFP Number: AG-CPJAD-VOCA-2015-VA Victims of Crime Act Victims Assistance Grant Program

Date Issued: March 4, 2016

Proposal Due Date: **APRIL 20, 2016**

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

March 4, 2016

REQUEST FOR PROPOSALS

VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM RFP Number AG-CPJAD-VOCA-2015-VA

The Department of the Attorney General (the “Department”), as the State Administering Agency for the Victims of Crime Act (VOCA) Victim Assistance Grant Program, is requesting proposals from qualified applicants to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

The Federal Program Guidelines for the VOCA Victim Assistance Grant Program defines “services” as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security, such as boarding-up broken windows and replacing/repairing locks.

The contract term will begin on or around July 1, 2016 and may extend through June 30, 2018. Multiple contracts will be awarded under this request for proposals. Non-profit organizations and state and local government agencies are encouraged to apply.

Proposals shall be mailed, postmarked by the United States Postal Service, on or before **APRIL 20, 2016**, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be delivered no later than 4:30 p.m. Hawaii Standard Time (HST), on **APRIL 20, 2016**, at the drop-off site designated on the Proposal Mail-In and Delivery Information Sheet. Proposals postmarked or hand-delivered after the submittal deadline shall be rejected as late. There are no exceptions to this requirement.

All prospective applicants are encouraged to attend the RFP orientation to be conducted by the Department on March 18, 2016 from 1:30 p.m. to 3:30 p.m. HST, at Leiopapa A Kamehameha Building, 235 South Beretania Street, 15th Floor Conference Room, Honolulu, Hawaii. If you are unable to attend the RFP orientation in person, the RFP orientation will also be available via GoToMeeting. Prospective applicants may register for the RFP orientation via GoToMeeting by emailing the RFP contact person no later than 1:00 p.m. HST on March 15, 2016.

The deadline for submission of written questions is 1:00 p.m. HST on March 24, 2016. All written questions will receive a written response from the Department on or about April 5, 2016.

Any inquiries and requests regarding this RFP should be directed to Ms. Jayna Reynon, Criminal Justice Planning Specialist, Department of the Attorney General, at Leiopapa A Kamehameha Building, 235 South Beretania Street, Suite 401, Honolulu, Hawaii 96813, telephone: (808) 586-1154, fax (808) 586-1097, email: jayna.a.reynon@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

One (1) original of the proposal and exhibits/attachments

AND

Four (4) copies of the proposal and exhibits/attachments

AND

**One (1) electronic copy of the proposal and exhibits/attachments
in Portable Document Format (PDF)**

AND

One (1) electronic copy of the proposal in Microsoft Word (.doc) format

The electronic copy of the proposal and exhibits/attachments in Portable Document Format (PDF) and the electronic copy of the proposal in Microsoft Word (.doc) format shall be transmitted on one or more compact disc(s). Each compact disc shall be labeled with the applicant's name, proposal title, RFP number, and the disc number (e.g., Disc 1 of 2, Disc 2 of 2). Electronic copies shall be capable of being read by a personal computer system running a Windows-based operating system. Further, the Microsoft Word (.doc) shall be capable of being read by Microsoft Word 2003. It is the applicant's responsibility to ensure that the electronic copies are capable of being read.

To be considered a complete proposal, the original, paper copies, and electronic copies of the proposal and exhibits/attachments shall be mailed or hand-delivered together.

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **APRIL 20, 2016** and received by the state purchasing agency no later than ten (10) days from the submittal deadline.

All Mail-Ins

Department of the Attorney General
Crime Prevention & Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813

Department of the Attorney General, Crime Prevention & Justice Assistance Division RFP Coordinator

Ms. Jayna Reynon
Telephone: (808) 586-1154
Facsimile: (808) 586-1097
E-mail: jayna.a.reynon@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), APRIL 20, 2016**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **APRIL 20, 2016**.

Drop-off Site

Department of the Attorney General, Crime Prevention & Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.6 Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	March 4, 2016
Distribution of RFP	March 4, 2016 – April 20, 2016
RFP orientation session	March 18, 2016
Closing date for submission of written questions for written responses	March 24, 2016
State purchasing agency’s response to applicants’ written questions	April 5, 2016
Discussions with applicant prior to proposal submittal deadline (optional)	March 4, 2016 – April 12, 2016
Proposal submittal deadline	APRIL 20, 2016
Discussions with applicant after proposal submittal deadline (optional)	April 21, 2016 – April 22, 2016
Final revised proposals (optional)	April 25, 2016
Proposal evaluation period	April 25, 2016 – May 6, 2016
Provider selection	May 9, 2016 – May 27, 2016
Notice of statement of findings and decision	May 31, 2016 – June 30, 2016
Contract start date	On or about July 1, 2016

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

<p style="text-align: center;">Ms. Jayna Reynon Telephone: (808) 586-1154 Email: jayna.a.reynon@hawaii.gov</p>

1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	<u>March 18, 2016</u>	Time:	<u>1:30 p.m. – 3:30 p.m. (HST)</u>
Location:	<u>Leiopapa A Kamehameha Building, 235 South Beretania Street, 15th Floor Conference Room, Honolulu, Hawaii</u>		

Applicants that are unable to attend the orientation in person may attend the meeting online via GoToMeeting. To register for the RFP orientation via GoToMeeting, email the RFP contact person no later than 1:00 p.m. on March 15, 2016.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified below. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date:	<u>March 24, 2016</u>	Time:	<u>1:00 p.m. HST</u>
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State agency responses to applicant written questions will be provided by:

Date:	<u>April 5, 2016</u>
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