

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

Addendum 1

April 8, 2016

To

Request for Proposals

RFP No. HMS-302-16-02-S
Infant and Toddler Training
March 11, 2016

April 8, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Infant and Toddler Training
RFP No. HMS-302-16-02-S**

The Department OF Human Services, Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to RFP Number HMS-302-16-02-S, Child Care Provider Registry for the purposes of:

- Responding to questions that arose at the orientation meeting of March 21, 2016 and written questions subsequently submitted in accordance with Section I-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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**Responses to Questions Raised by Applicants
RFP No. HMS-302-16-02-S
Infant and Toddler Training**

1. **Question:** What is the definition of “training module,” as found on page 2-5 under Scope of Work?

Response: A training module is comprised of classes or training sessions within a series. For example, based on The Program for Infant/Toddler Care (PITC) which is operated by WestEd, the Partners for Quality training, modules for Sections 1 & 2 includes 64 hours of training and 40 hours of training. These hours of training and coaching are delivered over a number of sessions/classes.

2. **Question:** Please clarify what “trained and certified” means as it pertains to Infant and Toddler (IT) Trainer qualifications. To meet this standard, is it sufficient that IT Trainers have taken trainings on these curriculum.

Response: Trainers must have at least 12 college credits in Early Childhood Education (ECE) or Child Development (CD) and 3 years of experience in training adults who work with children or have 6 college credits in ECE or CD and 5 years of experience in training adults who work with children.

3. **Question:** Can pre-recorded webinars conducted by qualified trainers that offer trainer support/technical assistance count as acceptable IT Training for caregivers?

Response: The applicant may propose “pre-recorded” webinars and provide justification as to how these pre-recorded sessions will meet the needs of the trainees and the requirements of the curriculum the applicant is proposing to use.

4. **Question:** May the Provider supplement programmatic services with private funding as long as the Provider does not generate profit from the practice?

Response: The Provider is not allowed to use the award of the DHS services under this Agreement to put the Provider at an advantage to generate additional revenue apart from the funds under this Agreement over a similar competitor or potential competitor.

Amendment to RFP No. HMS-302-16-02-S, Infant and Toddler Training

Page 2-5, 2.4 Scope of Work, A.4, Provider Activities

- Ensure that the staff or trainers who are providing the infant and toddler training in the communities have been trained and assessed on a regular basis for performance in their trainings by a certified trainer in the national curriculum on infant and toddler development.