

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

Addendum 1

April 7, 2016

To

Request for Proposals

RFP No. HMS-302-16-05-S
Child Care Training and Scholarship
March 11, 2016

April 7, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Child Care Training and Scholarship
RFP No. HMS-302-16-05-S**

The Department OF Human Services, Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to RFP Number HMS-302-16-05-S, Child Care Training and Scholarship 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 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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**Responses to Question Raised by Applicants
RFP No. HMS-302-16-05-S
Child Care Training and Scholarship**

1. **Question:** In the QAR, can the selected Provider self-determine the proposed annual outcomes that are blank? If not, how will these outcomes be determined?

Response: No. The Department will determine the annual outcomes based on projected service needs, feedback (community, stakeholder, etc.) on the QAR.

2. **Question:** In the QAR the “Number of individuals whose training needs were met by the Provider” is set at 100%. On page 2-11 under the Scope of Work, a similar outcome is measured as “At least 90% of trainees shall be satisfied with the training received.”

a. Is this the same outcome with different measures, or two separate outcomes?

b. If they are different outcomes, please clarify how the “number of individuals whose training needs are met” is to be measures. If they are the same outcome, please clarify the expected outcomes.

c. Is the 100% outcome sufficiently met by providing callers with training professional development inquiries with the training calendar and related training resources?

Response:

a. It is two separate outcomes, the QAR is requesting the number of individuals whose **needs were met** while the Scope of Work talks about **trainee satisfaction**.

b. This would be the number of individuals seeking specific training whose needs the provider was able to meet, (i.e. training for infant and toddler) in a timely and appropriate manner.

Trainee satisfaction has to do with how well a training session met their expectations.

c. Yes

3. **Question:** In section 3 and on the QAR Outcomes there is reference to prospective provider recruitment achievement; however the former says, “provided services,” and the latter, “provided recruitment, training and TA services.”

Does the provider become accountable for prospective providers to become

licensed once they submit an application to the DHS child care licensing unit, and the Provider has given supports as “recruitment, training, and TA services.”

Response:

In section 2, b.4, page 2-13, at least 70% of those provided services from a family child care (FCC) recruiter shall become registered with the DHS. Only potential providers that have submitted their FCC application to the DHS child care licensing unit and have received a home visit by the FCC recruiter. The DHS will monitor the achievement of this outcome and, if not attained, work with the Provider to determine reasons why this 70% outcome cannot be achieved and possibly modify the metric as applicable.

4. **Question:** In the Scope of Work, under point 3, the RFP describes a once a year community assessment of professional development needs and training evaluations from training participants that includes follow up. In the same section under point 13, the RFP indicates the Provider is to conduct follow up training evaluations at 3 and 6 month intervals. In both instances there is wording that is identical. Please clarify the following pieces:

- a. Are these different outcomes altogether?
- b. If these are two different references to the same outcome, please clarify the schedule in which follow-ups should be occurring.

Response:

a. Yes, these are two different outcomes. No. 3 in the Scope of Work addresses an assessment of professional development needs and an evaluation of the training to see if the training should be revised or whether new curricula should be developed. In addition it includes areas that the evaluation follow-up should include which is what No. 13 addresses.

b. Please see response to 4.a.

5. **Question:** In addition to free trainings, may the Provider offer “low cost” trainings to cover the expense of trainings requiring more materials?

Response: Trainings offered under this Agreement shall not be free of charge other than the nominal confirmation fee for a confirmed slot at a training session.

Ref.: Section 2, 2.4., A.7.b.

6. **Question:** May the Provider supplement the scholarship funding with private funding as long as the Provider does not generate income from the services?

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.

7. **Question:** Extension of programmatic services is possible through community partnerships; such partnerships are also encouraged in the CCDF requirements. May the Provider supplement programmatic services with private funding as long as the Provider does not generate income 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.

8. **Question:** Whereas the provider is expected to coordinate and collaborate with other organizations to ensure that needs of providers are met, is such coordination with collaboration able to be done as long as the services offered do not generate profit for the benefit of the organization?

Response: The expectation to coordinate and collaborate with other organizations does not require the Provider to enhance private revenues or to supplement programmatic services under this Agreement. 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.