

State of Hawaii  
Department of Human Services  
Social Services Division

**Addendum No. 1**

**March 29, 2016**

**to**

**Request for Proposals (RFP)**

**SSD-16-POS-3010**

**Independent/INTERdependent Living (IL),  
Higher Education (HE), and Imua Kakou (IK)  
Services**

**STATEWIDE**

**RFP Posting Date: March 12, 2016**

**RFP Proposal Submission Deadline:  
April 12, 2016, 4:30 p.m.  
Hawaii Standard Time**

**ADDENDUM NO. 1**

**March 29, 2016**

**to**

**REQUEST FOR PROPOSALS (RFP)**

**SSD-16-POS-3030**

**Independent/INTERdependent Living (IL), Higher Education (HE),  
and Imua Kakou (IK) Services**

The Department of Human Services (DHS), Social Services Division, Child Welfare Services Branch is issuing this Addendum to add additional information and correct/revise the RFP as detailed below.

**If you have any questions please contact:**

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**RFP Written Questions and Responses**

**1. 2.4, B., 3. Intake (Page 2-13)**

- a. Question: This states that within 5 business days of receiving a referral, a client will be contacted face-to-face either in person or via Skype/Google Hangout. Most resource families do not have computers that allow youth to skype, google chat, etc. Most youth do not have data phones that offer facetime/skype options. Would a telephone meeting within 5 days of the referral suffice if a scheduled face-to-face to follow-up occurs within 1 week from the date of the telephone meeting? Any other suggestions/options?

Response: The RFP language does allow for telephone contact, "Within five working days of the initial referral from the DHS or self-referral, the Provider shall contact the young person face-to-face, by telephone or by video-conferencing (i.e., Skype or Google Hangout) to introduce the program and set up an appointment for further program planning assessment."

- b. Question: This states that within 5 business days of receiving a referral, a client will be contacted face-to-face either in person or via Skype/Google Hangout. What if there is a waitlist? What is the expectation in the event a referral is received when there is a waitlist?

Response: For Independent Living, it would depend on the need and the request. Contact shall be made with the young person within five (5) days to engage with them and see what kind of support is needed and whether it can be provided by the Provider or other partners, community agencies, etc. If need be, the Provider may have the young person on a waitlist but at least a supportive connection shall be made.

For Higher Education and Imua Kākou, the young person shall not be waitlisted as it will affect payments for attendance at college, daily living needs, etc. The Provider shall work these situations out within their overall staffing structure for IL-HE-IK. Programs shall be working collaboratively within the Provider's agency, and with subcontractors, if applicable, and the Provider shall consider teaming staff and other creative solutions, including working collaboratively with other partners to maximize services provision. The Provider shall contact the POS Specialist if waitlisting situations arise so that options may be discussed.

**2. Work Plan**

Question: Is a Work Plan a required attachment for this proposal?

Response: No, this RFP does not require a Work Plan.

**RFP Corrections, Revisions, and Comments**

**1. 2.4, A., 4. (Page 2-12)**

The second paragraph, first sentence was revised as follows:

Services are only available to young people who **are not** in IK or under Extended Permanency/Adoption Assistance and attending an accredited (academic or vocational) institution of higher learning.

**2. 2.4, B., 6., d. (Page 2-22)**

The IK Case manager's mandatory responsibilities were revised to include only those from 5) – 15), which were renumbered as 1) – 11), respectively.