State of Hawaii
Department of Human Services
Social Services Division

Addendum No. 1

April 11, 2016

to

Request for Proposals (RFP)

SSD-16-POS-3040

LANAI INTEGRATED SERVICES SYSTEM

LANAI

RFP Posting Date: March 26, 2016

RFP Proposal Submission Deadline:
April 27, 2016, 4:30 p.m.
Hawaii Standard Time

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SSD-16-POS-3040

LANAI INTEGRATED SERVICES SYSTEM- LANAI

The Department of Human Services, 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. **Section 2.3, A.4 General Requirements (page 2-5)**

   Question: How will Family Court activities be captured?

   Response: Family Court activities will be captured in the Client Eligibility List (CEL).

2. **Section 2.4, B Services Activities (page 2-11)**

   Question: How will Individual and Group Skill Building activities be captured?

   Response: Individual and Group Skill Building activities will be captured in the Client Eligibility List (CEL).

3. **Section 2.C, 3 Personnel (page 2-20)**

   Question: Will current employees who have waivers in the current contract need a new waiver for the new contract, if awarded?

   Response: Yes.

RFP Corrections, Revisions, and Comments

1. **2.4, B.1 The IPP (page 2-10)**

   This section was revised as follows:

   d. The consultation or conference shall result in an IPP to determine the services to be provided. While the IPP shall generally be determined through a consensual agreement among all parties, the DHS social worker has the final say.

2. **2.4, B.2, B. Counseling/Clinical Therapy (page 2-11)**

   This section was revised with the following sentence added:

   No more than 10% of the funding amount shall be expended for clinical therapy services.

3. **2.4, B.3 Voluntary Case Management (VCM) Services (page 2-13)**

   The Family Partnership Plan, Child Safety Assessment, and Comprehensive Strengths and Risk Assessment tools referred to in this section are included as separate attachments to this Addendum #1.

4. **2.4, B.3, B. Voluntary Case Management (VCM) Services- VCM Services Shall be terminated when: (page 2-13)**

   This section was revised as follows:

   b. If at any time, including during the initial or subsequent assessments, the Provider identifies that a child has suffered substantial harm instead of risk and/or identifies the presence of a safety factor, as defined by the DHS, the Provider shall inform CWS within two (2) business days, provide crisis intervention to the family, as necessary, and immediately return the case to the appropriate CWS Unit for re-assignment. The Provider shall also assist CWS in ensuring a smooth transition of the case to CWS.

5. **2.4, B.4 Family Strengthening Services (FSS) (page 2-14)**

The Child Safety Assessment and Comprehensive Strengths and Risk Assessment tools referred to in this section are included as separate attachments to this Addendum #1.

6. 2.4, B.4 Family Strengthening Services (FSS) (page 2-15)

This section was revised as follows:

6) If appropriate, referrals shall be made to Home Visiting Services (HVS).

7. 2.4, B.6 Community Outreach and Resource Centers (page 2-18)

The first paragraph was revised as follows:

The Provider shall conduct outreach and educational sessions with CWS staff and the community, including the CWS Advisory Committee, any Citizen's Review Panel, and other community stakeholders, to educate them about the Provider and its services and to build a community connection to ensure that services are relevant and accepted by the community. This includes, but is not limited to:

a. Community networking, planning, and development activities.
b. Activities to disseminate information regarding the Provider's services and other resources.
c. Providing regular groups and activities in the community to engage family members and the community in promoting appropriate child development and the development of protective factors.

8. Section 2, Performance Measurement Forms A

The Performance Measurement Form A referred to in Section 2 of this RFP have been added as a separate attachment to this Addendum #1.

Performance Measurement Forms B and C will be added as a separate attachment to Addendum #2, which will be posted on April 13, 2016.