

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
OFFICE OF YOUTH SERVICES

RFP # HMS-501-08-01

“Community-Based Prevention and Intervention Services for Youth”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session conducted on November 16, 2006 or received in writing by November 24, 2006, as specified in Section 1 of the RFP.

Administrative, Background, and Format

Q1. Are there start-up funds available?

A. No, the funds being awarded are not intended for start-up services. Applicants should be ready to receive youth and provide services on July 1, 2007.

Q2. Are non-Hawaii providers encouraged to bid?

A. All qualified applicants are encouraged to submit proposals.

Q3. Does the State have some “best practices” or preferred cost allocation plans? If not, where are acceptable templates to be found?

A. Refer to RFP Section 3-RFP Proposal Application Instructions, V-Financial, B-Other Financial Related Materials, 1-Accounting System. To demonstrate the existence of an adequate accounting system as described in administrative rules, interested applicants should include documentation in the proposal to demonstrate expenditures are allocated based on a plan that is reasonable, appropriate and lawful. The OYS does not have a preferred format, template, or suggested “best practice” for the Cost Allocation Plan. Applicants should confer with their accounting office and possibly the Internet for possible formats to meet this requirement and their agency needs.

Q4. What is the expiration date for the tax clearance?

A. Refer to Section 1-Administrative Overview, VIII-Submission of Proposals, A-Forms/Format, 5-Tax Clearance (page 1-5). Applicants should submit a certified copy of a valid tax clearance certificate obtained from the State Department of Taxation and the Internal Revenue Service (IRS). For the initiation of a contract, a tax clearance is valid for six months from the date of approval.

Q5. Please clarify expected font size and margin requirements.

A. The narrative sections of the application should be typed in New Times Roman 12-point font with 1 inch margins.

Q6. Are there any limitations on the Attachments?

- A. Attachments should support, justify, clarify, and enhance the narrative content of the proposal. An attachment generally is not a stand alone document that sufficiently substitutes for the narrative or the application as a whole. Attachments should be referenced in the narrative of the proposal but are not included within the page limits for each section.**
- Q7. Can one organization submit multiple proposals if each site is independently operated?
- A. Yes. An agency may choose to submit multiple proposals for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q8. Are separate, individual proposals required if applying for multiple grants?
- A. Yes. One proposal should be submitted for each service area. An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q9. Are separate, individual proposals required if applying for funding for identical programs but different islands?
- A. Refer to RFP Section 2-Service Specifications, I-Introduction, E-Geographic Area of Coverage. The necessity for individual proposals for different islands varies depending on the requested service. If the geographic distribution of awards has been identified in the RFP, the applicant should propose services accordingly. Awards will be determined based on the degree to which the identified needs and proposed services address the service specifications described in the RFP.**
- Q10. If one organization is capable of providing services for more than one service area, must it submit one or multiple proposals?
- A. One proposal should be submitted for each service area.**
- Q11. Will OYS strongly consider the ability for each organization to deliver the services proposed?
- A. Yes. Through the application and review process, each proposal will be evaluated based on the merits of the proposed service plan in addressing the requested service needs and requirements, and the ability of the applicant to provide those services.**
- Q12. Does the point of contact required to verify experience refer to internal organizational contact or outside reference? (Section 3, II. Experience & Capability, B. Experience.)
- A. Refer to Section 3-RFP Proposal Application Instructions, II-Experience & Capability, B-Experience. To verify successful, relevant experience the applicant should provide contact information for external references and/or past Funders.**
- Q13. Will OYS be prepared to facilitate the federal criminal history records check and fingerprinting for provider agencies effective 7/1/07?
- A. Refer to RFP Section 2-Service Specifications, III-Scope of Work, B-Management Requirements, 1-Personnel. OYS is currently working with the DHS toward establishing procedures to assist the Providers with the implementation of this requirement.**

- Q14. Does OYS have fingerprinting capability?
- A. **No, not at the present time. OYS expects to have the capability in place by July 1, 2007.**
- Q15. How can contractors comply with the fingerprint requirement?
- A. **OYS expects to have a fingerprinting process in place by July 1, 2007. Providers will be informed of procedures at that time.**
- Q16. Please clarify what is requested for the “proposed budget supported by cost analyses for similar services provided by the applicant during the past three years.” (Section 4, Financial Evaluation)
- A. **The request of actual costs for the past three years is specific to the proposals for residential services and not required in this RFP for prevention and intervention services.**
- Q17. Is *Communities that Care* an appropriate “comprehensive needs assessment” for the RFP?
- A. **Yes. An assessment that identifies or promotes the understanding of the risk and protective factors or strengths and needs for a particular population and/or community would be helpful in justifying the proposed services for that population and community. The intent of the OYS is to award funds for services based on the appropriateness of the services to address the identified needs and contribute to the achievement of objectives and outcomes for the specified services in the most comprehensive and cost effective manner.**
- Q18. Is the work plan discussed in the Service Delivery of Section 3 the same as the Scope of Work outlined in Section 2? If not, is there any specific format for the work plan required?
- A. **Refer to Section 2-Service Specifications, III-Scope of Work and Section 3-RFP Proposal Application Instructions, IV-Service Delivery. The applicant should propose services to address the requested activities and service components described in the Scope of Work. The description of the proposed services should be supported by a work plan that conveys how the proposed service activities will be carried out by the applicant. As stated in the RFP, the applicant should refer to both Sections 2 and 3 when completing the proposal to ensure the most comprehensive and adequate description. The OYS does not specify a template or form for the work plan description.**
- Q19. Is OYS opposed to tables and/or charts in the Service Delivery description in the proposal or is it preferred to have them as attachments?
- A. **OYS is not opposed to the use of charts and tables in the text or as attachments. The applicant should utilize the format that best conveys the proposed service plan with accuracy and clarity. Attachments should be referenced in the narrative of the proposal but are not included within the page limits for each section**
- Q20. Are agencies to propose output and performance measures and should they be included in the service delivery section of the proposal?
- A. **Yes. Refer to Section 2-Service Specifications, III-Scope of Work, B-Management Requirements, 4-Output and Performance Measures for specific requirements of individual service areas. Applicants should include projections of numbers of youth to be**

served and determine measures that will be used to assess the impact of services on program participants and the effectiveness of strategies and service delivery. The “Output and Performance Measures” discussed in the service delivery section may be supported by another format in the attachment section of the proposal. If and when OYS establishes or modifies performance measures and tracking and reporting mechanisms and forms, contractors will be notified of necessary changes and the requirements.

Q21. Please elaborate the “Performance and Output Measurements” described in Section 5-1 “Sample Table of Contents.”

A. Refer to Section 5-Attachments, A-Sample Table of Contents. Attachment A is a sample format for the Table of Contents for proposals provided by the State Procurement Office. The applicant may choose to follow the sample and include information related to “Performance and Output Measurements” as attachments in table form.

Q22. Please clarify which format should be followed for the service delivery. Do we follow what’s indicated in RFP Section 3 (page 3-4) or do we follow the outline of the scope of work indicated for each service specification in RFP Section 2?

A. Refer to Section 2-Service Specifications, III-Scope of Work, A-Service Activities and Section 3-RFP Proposal Application Instructions, IV-Service Delivery and Section 4-RFP Proposal Evaluation, III-Evaluation Criteria, B-Phase2-Evaluation of Proposal Application, 3-Service Delivery. Applicants should include enough information to clearly and adequately describe the plan for service delivery which addresses and integrates requested aspects and components of the service.

Q23. If one proposal is for multiple sites and less than the number of sites proposed are selected, would the entire proposal be rejected?

A. The intent of the OYS is to award funds on the appropriateness, comprehensiveness, and cost effectiveness of the proposed service delivery to address the identified needs and requested services. Further, with respect to the anticipated allocation of available resources to specific sites or geographic areas, it is not possible to determine the best possible configuration of services for the State until such time as all proposals are evaluated.

Q24. Do the proposals for all of the specific service areas require some community needs assessment?

A. See RFP Section 2. Service Specifications. The intent of the OYS is to award funds for services based on the appropriateness of the services to address the needs identified in the proposal in the most comprehensive and cost effective manner. Since interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the achievement of objectives and outcomes for specified services, information from a needs assessment is recommended.

Q25. In the event that some service areas do not require a community needs assessment, can we still include one to help us with that service delivery section?

A. See Q #24. Since interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the achievement of objectives and outcomes for specified services, information from a needs assessment or similar source to justify and support the proposal is recommended.

- Q26. Can agencies request more funds though each specific service specification has approximate funding levels stated?
- A. **Yes, applicants may propose budgets for any amount to provide the requested service. Although approximate funding amounts may be indicated in the RFP, awards will be based on the uniqueness and appropriateness of proposals affording the best configuration of services for the State and the POS resources available to the OYS.**
- Q27. If an agency intends to apply for more than one service area, i.e. Positive Youth Development and Youth Gang Prevention and Intervention, does this require two separate proposals?
- A. **Yes. A separate proposal should be submitted for each of the service specifications (2a – 2f) listed in Section 2 of the RFP.**
- Q28. Is an agency permitted to submit multiple proposals for different sites?
- A. **Yes. An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.**
- Q29. Can an agency with multiple sites in different communities submit one proposal for multiple sites, submit one proposal for each site (multiple proposals), or is an agency allowed to submit only one proposal for only one project site?
- A. **An agency may submit proposals for multiple sites. A separate proposal should be submitted for each of the service specifications (2a – 2f) listed in Section 2 of the RFP. Multiple applications for one site for the same service from one agency are not allowed.**
- Q30. Please clarify the number of proposals needed to be submitted by an agency wanting to provide both positive youth development and truancy prevention in two different communities in one of the identified geographic regions.
- A. **A separate proposal should be submitted for each of the service specifications (2a – 2f) listed in Section 2 of the RFP.**

Funding

- Q31. How did OYS estimate the amount of award relative to the scope of services?
- A. **The OYS based approximate award amounts on feedback from Providers, expenditure reports for similar past/current services, consideration for statewide coverage of services for youth, and the OYS purchase of service (POS) budget approved by the State Legislature.**
- Q32. Is the funding for two or four years?
- A. **Refer to RFP Section 2-Service Specifications, I-Introduction, F-Probable Funding Amounts, Source and Period of Availability. The initial contract term is either July 1, 2007 – June 30, 2009 or October 1, 2007 – September 30, 2009. The award indicates the amount of funds for one 12-month budget period of a 24-month funding period.**

- Q33. The RFP states that extensions are possible so does that mean carryover or additional funding in years 3 and 4?
- A. **Refer to RFP Section 2-Service Specifications, I-Introduction, F-Probable Funding Amounts, Source and Period of Availability. There may a possibility for an extension of the initial award period. Each budget period of the funding period requires a separate budget for additional funds, and there will be no carry over of funds from one budget period to the next.**
- Q34. How much money has been re-directed to residential services since there are options for providers to refer youth?
- A. **The approximate total amount of funds available for the requested services is stated in the RFP Section 2-Service Specifications, I-Introduction, F-Probable Funding Amounts, Source and Period of Availability.**
- Q35. Is the Community-Based Prevention and Intervention grant a new program or was it funded last year?
- A. **This is the initial Request for Proposals (RFP) for “Community-Based Prevention and Intervention Services for Youth” from the OYS though similar and related services in various configurations and under different titles have been procured in past years.**
- Q36. If this program was funded last year, how many applications were received and how many were funded?
- A. **OYS has not previously requested or funded “Community-Based Prevention and Intervention Services for Youth” as described in the current RFP.**

Service Specifications

2a. Positive Youth Development

- Q37. How solid is the \$125,000.000 funding ceiling?
- A. **Applicants may propose budgets for any amount to provide the requested service. The amount of \$125,000.00 indicated in the RFP is an approximate amount based on the projected funds available. The intent of the OYS is make actual awards based on uniqueness and appropriateness of proposals affording the best configuration of services for the State.**
- Q38. Does the \$125,000.00 award cover a twelve-month or a twenty-four-month period?
- A. **The award indicates the amount of funds for one 12-month budget period of a 24-month contract period.**
- Q39. What about organizations with multiple sites and the \$125,000.00 per award for Positive Youth Development services?
- A. **An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$125,000.00 regardless of the number of sites proposed for services.**
- Q40. Is it permissible to submit a proposal for multiple sites?

A. Yes. It is permissible to submit a proposal for multiple sites. An agency may choose to submit multiple applications for multiple sites. Multiple applications for one site for the same service from one agency are not allowed.

Q41. If a proposal for multiple sites was awarded, would each site receive \$125,000.00 or would the limit for the proposal, no matter how many sites, be \$125,000.00?

A. The OYS anticipates statewide allocation of available funds for the services. The approximate amount of awards for this service is \$125,000.00 per region. Should an inadequate number of responsive and responsible proposals be submitted for any specified geographic area or should sufficient monies be available, OYS reserves the right to allocate additional funds to geographic areas (school districts) from which acceptable proposals have been submitted.

Q42. Are the 8 awards offered on Oahu going to be divided by a specific number per district, and if so, how many will be offered in each district?

A. Refer to Section 2-Service Specifications, I-Introduction, E-Geographic Coverage of Service, (page 2a-4). The OYS anticipates allocating two awards for this service to geographic regions designated as school districts (with the exception of Maui) by the Hawaii Department of Education. Should an inadequate number of responsive and responsible proposals be submitted for any specified geographic area or should sufficient monies be available, OYS reserves the right to allocate additional funds to geographic areas (school districts) from which acceptable proposals have been submitted.

2b. Youth Gang Prevention and Intervention

Q43. Regarding the gang prevention and intervention services, are separate proposals required for different geographic areas on Oahu?

A. Refer to Section 2-Service Specifications, I-Introduction, E-Geographic Coverage of Service, and F-Probable Funding Amounts, (pages 2b-2 – 2b-3). The OYS anticipates awards for services to be conducted in the geographic areas demonstrating the greatest need for gang prevention and intervention services. The proposals will be evaluated based on the uniqueness, appropriateness, and cost effectiveness of addressing youth gang issues in the geographic areas of need. Applicants shall determine how the proposed services for specific geographic areas are most clearly and adequately conveyed.

2d. Attendant Care

Q44. The attendant care service specifications reference placement into emergency shelter. If legal guardians cannot be located who provides consent for such placement?

A. If parents/legal custodians cannot be located, the attendant care service may explore if a referral to Child Welfare Services is appropriate in order to facilitate a placement if needed.

Q45. With the 24/7 requirement to accept referrals from the police and providing up to 12 hours of supervision of a youth, does OYS believe that this service (attendant care) can be provided with an anticipated award of \$30,000.00?

A. The applicant may propose a projected cost for the attendant care service in a specific geographic area that is different from the anticipated award. The actual award amounts

may vary from the anticipated award, depending on variables such as geography, projected numbers of youth to be served, and availability of funds.

2e. Community-Based Outreach and Advocacy

- Q46. How does the “Community-Based Outreach and Advocacy” (CBOA) service differ from the Hawaii Advocate Program (HAP) contracted by DHS?
- A. **CBOA focuses on active outreach and case advocacy services for youth and families that may be experiencing problems but are not actively engaged in services provided by public and/or private agencies. HAP does not do outreach and youth accepted into the program are referred only by DHS-CWS and Family Court. The service activities provided by CBOA are advocacy-based and seek to refer and connect youth and families to appropriate services. HAP provides a range of intervention services in a variety of modalities, including group work and direct family strengthening support services.**
- Q47. How can the community differentiate between the “Community-Based Outreach and Advocacy” service and the Hawaii Advocate Program for referral purposes?
- A. **Referrals to the CBOA are encouraged to be made by any agency or person in the community. The existing contract for HAP services accepts referrals made by DHS-CWS and Family Court.**
- Q48. Since there is no service titled “Adolescent Diversion Services” as part of the RFP how does the OYS envision providers carrying out the current Ho’okala program?
- A. **OYS intends to procure Attendant Care services to address the federal OJJDP mandate of the six hour time-limit for juveniles in secure police confinement. If placement into emergency shelter and case advocacy service activities are necessary, referrals are to be made to Emergency Shelter Homes and Outreach and Case Advocacy Services, both of which are services being requested as part of the current OYS RFP process.**

2f. Education/Vocation Services for At-Risk Youth

- Q49. What is the average number of referrals per each service, per region for the last fiscal year? Specifically, what was the number of referrals for the education/vocation services for at risk youth on Oahu?
- A. **The number of referrals for the Education/Vocational Services varied depending on the source of referral. The service most recently funded on Oahu served a population of 11 for 2 quarters of FY 2005 and for FY 2004 the total youth population served was 56. In the past, the program served between 15 and 30 youth at any given area. The program started service in Kahuku, then moved to Waipahu, and then to Aiea. The contract ended 6/30/05 so there is no data for Oahu for last year.**
- Q50. How does OYS feel about running a “day service program” (2f) with residential education program?
- A. **The Office of Youth Services does not object to running a day service program with a residential education program. The applicant will need to consider (among other things) the amount of space needed to run the programs, the type of equipment needed for the programs, the number and qualifications of staff for the programs, the risk level mix of the youth and the transfer of education of credits to the schools. Please refer to the following areas in the RFP for further guidelines:**
- **Pages 2f-6 & 7 – III. A. 3. f. 1**
 - **Page 2f-9 – III. B. 1. d.**

Q51. How does OYS feel about running a day service program group and residential education program group on same campus?

A. The Office of Youth Services does not object to running a day service program with a residential education program on the same campus. The applicant will need to consider (among other things) the amount of space needed to run the programs, the type of equipment needed for the programs, the number and qualifications of staff for the programs, the risk level mix of the youth and the transfer of education of credits to the schools.