

State of Hawaii
Department of Education
Office of Curriculum, Instruction and Student Support
School Based Behavioral Health Services Section

Request for Proposals

RFP No. F07-066

Paraprofessional Support Services

November 6, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

November 6, 2006

REQUEST FOR PROPOSALS

PARAPROFESSIONAL SUPPORT SERVICES

RFP No. F07-066

The Department of Education, School Based Behavioral Health Services Section, is requesting proposals from qualified applicants to provide paraprofessional support services to eligible students who are in need of such services. Services should combine educational, behavioral health and therapeutic approaches in providing time limited interventions designed to assist students to effectively access the general education curriculum. The contract term will be from July 1, 2007 through June 30, 2008. Multiple contracts may be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before January 26, 2007, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be received no later than 4:00 p.m. Hawaii Standard Time (HST) on January 26, 2007, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Education will conduct an orientation *for all islands* on November 13, 2006 from 1:00 p.m. to 3:00 p.m. HST, at OCISS Annex, 476 22nd Avenue, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:00 p.m. HST on November 17, 2006. All written questions will receive a written response from the Department of Education on or about November 24, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Marilyn Jakeway, at 641 18th Avenue, Room V-102, Honolulu, Hawaii 96816, telephone: (808) 733-4832, fax: (808) 735-6228, e-mail: Marilyn_Jakeway@notes.k12.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES REQUIRED: ONE (1) ORIGINAL AND FOUR (4) COPIES

January 26, 2007

All mail-ins shall be *postmarked* by the United States Postal Service (USPS) no later than January 26, 2007, and *received* by the DOE no later than ten (10) days from the submittal deadline.

All Mail-ins

Department of Education
School Based Behavioral Health Services
1106 Koko Head Avenue
Honolulu, Hawaii 96816

DOE RFP Coordinator

Marilyn Jakeway
Acting State Educational Specialist, Autism
For further info. or inquiries
Phone: (808) 733-4832
Fax: (808) 735-6228

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:00 P.M., Hawaii Standard Time (HST), January 26, 2007.

Drop-off Site:

FOR ALL APPLICANTS STATEWIDE:

Department of Education
School Based Behavioral Health Services
1106 Koko Head Avenue
Honolulu, Hawaii 96816

Be Advised: Mail-ins USPS postmarked after 12:00 midnight, January 26, 2007, will not be accepted for review and will be returned. Hand Deliveries will not be accepted after 4:00 p.m., January 26, 2007. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after 4:00 p.m., January 26, 2007.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, State purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

Throughout the RFP, the term “applicant” or “applicants” mean an organization(s) or individual(s) that respond to a request for proposals by submitting a proposal application. If awarded a contract as a result of this RFP, the term applicant or applicants mean contractor(s) or provider(s).

I. Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	11/06/2006
Distribution of RFP	11/06/2006
RFP orientation session	11/13/2006
Closing date for submission of written questions for written responses	11/17/2006
State purchasing agency's response to applicants written questions	11/24/2006
Discussions with applicant prior to proposal submittal deadline (optional)	n/a
Proposal submittal deadline	01/26/2007
Discussions with applicant after proposal submittal deadline (optional)	n/a
Final revised proposals (optional)	n/a
Proposal evaluation period	01/29/2007 – 03/22/2007
Provider selection	03/23/2007
Notice of statement of findings and decision	03/26/2007
Contract start date	07/01/2007

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	“Health and Human Services, Chapter 103F, HRS...”
2	RFP website	“Health and Human Services, Ch. 103F...” and “RFPs”
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4	Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5	Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6	Standard Contract -General Conditions	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Contract Template – General Conditions”
7	Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii DOE Legislature website)	http://www.capitol.hawaii.gov/ click “Bill Status and Documents” and “Browse the HRS Sections”
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click “Business Registration”
11	Campaign Spending Commission	http://www.hawaii.gov/campaign
12	SBBH Forms (Department of Education Website)	http://www.doe.k12.hi.us/sbbh/ click “Required Contract Documents”

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the Department of Education (DOE).

Section 5, Attachments--Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Marilyn Jakeway, Acting State Educational Specialist, Autism

Department of Education, Special Education Services Branch
641 18th Avenue, Room V-102

Honolulu, Hawaii 96816

Phone (808) 733-4832 Fax: (808) 735-6228

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held *for all islands* as follows:

Date: 11/13/2006 **Time:** 1:00 p.m. to 3:00 p.m. HST
Location: OCISS Annex, 476 22nd Avenue, Honolulu, Hawaii 96816

Applicants are encouraged to submit written questions prior to the orientation. Written questions may be faxed to the SBBH Contracts Office at (808) 735-8267 or emailed to Andrell_Beppu@notes.k12.hi.us. Impromptu questions may be permitted at the orientation and spontaneous answers provided at the DOE's

discretion. However, answers provided at the orientation are only intended as general direction and may not represent the DOE's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated below (*see* VII. Submission of Questions) in order to generate a written DOE response.

VII. Submission of Questions

Applicants may submit written questions to:

Marilyn Jakeway, Acting State Educational Specialist, Autism
 Department of Education
 641 18th Avenue, Room V-102
 Honolulu, Hawaii 96816
 Telephone: (808) 733-4832
 Fax: (808) 735-6228
 E-mail: Marilyn_Jakeway@notes.k12.hi.us

All written questions will receive a written response from the DOE.

Deadline for submission of written questions:

Date: 11/17/2006 **Time:** 4:00 p.m. HST

The DOE's responses to applicants' written questions will be posted on the website at www.spo.hawaii.gov on or before:

Date: 11/24/2006 **Time:** 4:00 p.m. HST

VIII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (*see* page 1-2, Website Reference.) Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; program specific requirements; and which forms are required and the order in which all components should be assembled and submitted to the DOE.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachment B. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that address all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Tax Clearance** - A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the DOE.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. A tax clearance application may be obtained from the DOTAX website. (*see* paragraph II, Website Reference.)

The applicant shall submit an original tax clearance certificate upon the execution of a contract with the DOE.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Section 2 (entitled Service Specifications) and Section 3 (entitled Proposal Application Instructions), as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically authorized in Section 2 of this RFP. If alternate proposals are not authorized and an applicant submits alternate proposals, then all of those proposals will be rejected unless one of them is clearly designated as the primary proposal. If there is such a designated primary proposal, then that proposal will be evaluated as if it were the only proposal submitted by the applicant.
- D. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (*see* paragraph II, Website Reference.)
- E. **Compliance with all Applicable State Business and Employment Laws** - All providers must comply with all laws governing entities doing business in the state. Prior to contracting, owners of all forms of business doing business in the State except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies, must be

registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (*see* paragraph II, Website Reference.)

- F. Campaign Contributions by State and County Contractors** - Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which prohibits campaign contributions from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission website. (*see* paragraph II, Website Reference.)
- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support their claim of confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. Proposal Submittal** – All mail-ins shall be postmarked by the United States Postal Service (USPS) and received by the DOE no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the DOE by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected if:
- Postmarked after the designated date; or
 - Postmarked by the designated date but not received within ten (10) days from the submittal deadline; or
 - Hand delivered and received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Proposals must be mailed or delivered as prescribed above. Proposals submitted via facsimile, electronic media such as diskettes or CDs, or by other electronic means **will not** be accepted. The applicant bears the sole responsibility for any such improperly submitted proposal.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline** - Discussions may be conducted with potential applicant to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may also be accepted without discussions, in accordance with section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by the DOE at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the DOE and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the DOE, each applicant shall submit any additional materials and documentation reasonably required by the DOE in its evaluation of the proposals.

XII. RFP Amendments

The DOE reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the DOE. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted in a timely and proper manner, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the DOE.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the sole responsibility of the applicant(s).

XVI. Provider Participation in Planning

Provider participation in the DOE's efforts to plan for or to purchase health and human services prior to the DOE's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules (HAR) for Chapter 103F, HRS.

XVII. Rejection of Proposals

The DOE reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any set of terms and conditions contradictory to or otherwise not in accord with those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals. (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals. (Section 3-143-609, HAR)
- (5) Proposal not responsive. (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible. (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The DOE is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (*see* paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to: 1) the head of the DOE; and 2) the procurement officer who is conducting the procurement (as indicated below) within five (5) working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the DOE.

Head of State Purchasing Agency	Procurement Officer
Name: Patricia Hamamoto	Name: Marilyn Jakeway
Title: Superintendent	Title: Acting State Educational Specialist, Autism
Mailing Address: P.O. Box 2360 Honolulu, Hawaii 96804	Mailing Address: 641 18 th Avenue, Room V-102 Honolulu, Hawaii 96816
Business Address: 1390 Miller Street Honolulu, Hawaii 96813	Business Address: Same as above.

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

A. Performance/Outcome Measures

- Degree to which student met IEP/MP objectives as drafted in the student's service plan
- Degree to which the intensity of service is decreased
- Percentage of students who no longer need the service
- Number of incident reports filed by the DOE against the applicant that resulted in a finding of applicant non-compliance with contract requirements
- Appropriateness of services delivered to each student including use of services that are evidence based and effective
- Ability to maintain internal processes to assure services that meet DOE performance standards and practice

B. Output Measures

- Sufficient staffing and resources to deliver services as required by this RFP and contract
 - Number of times an applicant was referred a case but was unable to accept the referral
- Degree to which access to services is maintained in accordance with this RFP and contract
 - Number of times an applicant was referred a case but was not able to initiate services within the required timelines
 - Number of times an applicant was required to provide a substitute provider but was unable to comply and resulted in a gap in service
- Submittal of all required data, reports, and improvement or corrective action plans and deliverables
- Adequacy and timeliness of responses to any required information, program improvements, and corrective actions
- Accuracy and completeness of student records and documentation
- Degree of adherence to credentialing process and accuracy and completeness of credentialing files

C. Quality of Care/Quality of Services

- Degree to which eligible students are receiving services in accordance with standards and requirements as described in the RFP and contract
- Degree of adherence to program operations, policies and procedures, and standards
 - Follows student's IEP/MP as authorized by the DOE
- Degree of treatment integrity and adequacy of treatment processes, use of evidence based services, and monitoring of student progress and outcomes
- Demonstrated ability to comply with training requirements and provide timely, complete and effective training modules

- Degree of quality and frequency of supervision and training processes as described in the RFP and contract

D. Financial Management

- Accuracy and completeness of accounting files and fiscal records
- Accuracy and timeline of fiscal operations

E. Administrative Requirements

- Overall compliance with contract terms
- Consistent, sound administrative practices

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (*see* paragraph II, Website Reference). Special conditions may also be imposed contractually by the DOE deemed necessary.

Special Conditions may include, but are not limited to, the following provisions:

- A. Notification** - The contract resulting from this RFP shall stipulate that the applicant shall notify the DOE, verbally within twenty four (24) hours, upon the occurrence of any of the events indicated below:
1. Any employee, agent or volunteer's license to practice in the State of Hawaii is suspended, conditioned, revoked, expired, or terminated;
 2. Any employee, agent or volunteer becomes the subject of any disciplinary proceeding or action before any federal or state agency or Board, such as the Board of Medical Examiners or the Board of Nursing;
 3. Any employee, agent or volunteer is convicted of a fraud or felony;
 4. An act of nature or any event occurs that substantially interrupts all or a portion of the applicant's business or practice, or that has a materially adverse effect on the applicant's ability to perform its obligations under this contract;
 5. The applicant fails to maintain the insurance coverage required under Paragraph 1.4 of the General Conditions;
 6. Any malpractice claim, judgment or settlement in which the applicant or any of its employees, agents or volunteers is named a defendant;
 7. Change in the applicant's business address or phone number;

8. Change in the applicant's tax identification number; or
9. Any other situation that could reasonably be expected to affect the applicant's ability to carry out its obligation under this contract.

B. Relief Available to DOE - The contract resulting from this RFP may contain a stipulation that if the applicant is in non-compliance with contract requirements, the DOE may:

1. Temporarily withhold or disallow all or part of the billing cost/payments pending correction of a deficiency or a non-submission of a required deliverable by the applicant;
2. Suspend referrals to the applicant should the applicant fail to comply with any of the requirements of the RFP and other term(s) or condition(s) of the contract and, further, the DOE may maintain the suspension of referrals until such time as the deficiency or non-compliance is corrected and the applicant's corrective actions are determined to be acceptable by the DOE; and
3. Seek reimbursement from the applicant withhold future payments for any funds paid to the applicant subsequent to a determination that such was unauthorized, fraudulently obtained, or inappropriately billed.

C. Prohibitions

1. **Case Assignments** – Under the terms of this contract, the right to assign a case to a particular applicant is under the sole discretion of the DOE. Services provided to an individual under this contract shall not constitute ownership or a property right to deliver that service by either an applicant or an individual provider.
2. **Exclusion of Specific Providers** – The DOE reserves the right to require an applicant to remove an employee, agent, or volunteer from performing work under this contract. The Contract Administrator shall notify applicant in writing and this exclusion of a specific provider(s) shall take effect as indicated on the notice. The applicant may appeal this decision to the Contract Administrator, in writing within ten (10) working days of receipt of the notice. Removal of the employee, agent, or volunteer shall remain in effect pending the outcome of the appeal. This provision shall not infringe upon the right of the applicant to employ the removed individual, but shall apply to any work requiring interaction with the DOE, its employees or students.

3. **Payment for Services not Requested by the DOE** – The DOE reserves the right to deny any claims for payment for the testimony or participation of individual providers that was not requested by the DOE. Unauthorized services include but are not limited to, the applicant pursuing litigation on behalf of itself. The applicant is not authorized to claim payment for services relating to testimony, depositions, or other litigation matters in pursuit of its own business.

D. Transitioning of Students

1. **Transitioning of Students** - The applicant shall assist in the orderly transitioning of students to other providers employed or contracted by the DOE or DOE personnel. The applicant shall work cooperatively with the student's IEP/MP team to develop an appropriate and timely transition plan for the student.
 - a. In cases where a student moves from a district in which the applicant has entered into a valid contract agreement with the DOE to another district that does not hold a contract agreement with the DOE, the DOE may require the applicant to continue and if required, the applicant shall continue servicing the student during an appropriate transition period as identified by the IEP/MP team.
 - b. During the transition period, the applicant shall invoice the DOE for services rendered according to the Compensation and Rate Schedule of the district in which the applicant has a valid contract.

- E. **Right to Seek Market Value for Services** - In the event the applicant fails, refuses or neglects to perform the services in accordance with the requirements of these Special Conditions, the Service Specifications or the General Conditions, the DOE reserves the right to purchase, in the open market, a corresponding quantity of the services specified herein and to deduct from any monies due or that may thereafter become due to the applicant, the difference between the price named in the contract and the actual cost to the DOE. In case any money due the applicant is insufficient for said purpose, the applicant shall pay the difference upon demand from the DOE. The DOE may also utilize all other remedies provided by law.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (*see* paragraph II, Website Reference). Nothing in this

section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

Commonly Used Abbreviations or Acronyms

<u>Abbreviation/Acronym</u>	<u>Description</u>
ADA	Americans with Disabilities Act
APRN	Advanced Practice Registered Nurse
BISS	Behavioral Instructional Support Services
BSP	Behavioral Support Plan
CAFAS	Child & Adolescent Functional Assessment Scale
CALOCUS	Child and Adolescent Level of Care Utilization System
CAS	Complex Area Superintendent
CASSP	Hawaii Child and Adolescent Service System Program
CIMIP	Continuous Improvement Monitoring Implementation Plan
CSSS	Comprehensive Student Support System
DCCA	Department of Commerce and Consumer Affairs
DES	District Educational Specialist
DOE	Department of Education
DSM IV	5 Axes of Diagnostic and Statistical Manual of Mental Disorders, 4 th Edition
DOTAX	Department of Taxation
eCSSS	Electronic Comprehensive Student Support System
FAPE	Free and Appropriate Public Education
FBA	Functional Behavioral Assessment
FERPA	Family Educational Rights and Privacy Act
HRS	Hawaii Revised Statutes
HAR	Hawaii Administrative Rules
HST	Hawaii Standard Time
IDEIA-2004	Individuals with Disabilities Education Improvement Act of 2004
IEP	Individualized Education Plan
MP	Modification Plan
OCISS	Office of Curriculum, Instruction and Student Support
QAP	Quality Assurance Plan
QAIP	Quality Assurance and Improvement Plan
RFI	Request for Information
RFP	Request for Proposal
SBBH	School Based Behavioral Health Services
SPO	State Procurement Office
SSC	Student Services Coordinator
USPS	United States Postal Service

I. Introduction

A. Overview, purpose or need

The Hawaii Department of Education administers the statewide system of public schools. The scope of education programs and services of the public schools encompasses grades kindergarten through twelve, and such pre-school programs and community/adult education curricula as may be authorized. In addition to regular programs of instruction and support services, the DOE offers special programs and services for students who are disabled, gifted, learning English as a second language, economically and culturally disadvantaged, school-alienated, or institutionally confined. Applicable federal and state statutes and regulations govern the provision of some behavioral health services (e.g., 34 C.F.R. Section 300 and Hawaii Administrative Rules Chapter 53 and 56).

In accordance with the IDEIA-2004 and Section 504 – Subpart D of the Rehabilitation Act of 1973 (as amended in 1974), the DOE strives to provide an integrated educational model for students with educational disabilities to realize reasonable benefits from their education.

The purpose of this RFP is to solicit private providers (agencies and/or individuals) interested in providing intensive behavioral/intensive health and educational services through the school-based behavioral health and education models within the Comprehensive Student Support System (CSSS). The DOE anticipates the need to develop contracts to augment DOE school-based services for students who are exhibiting a combination of severe social, communication and behavioral deficits. For the purposes of this RFP, severe is defined as two or more standard deviations below the mean on standardized instruments that are designed to assess social, communication and behavioral deficits.

Services shall be provided through an integrated educational model. The CSSS education model is a strengths-based, multidisciplinary team decision-making model focusing on learning and development. It is based upon the understanding that an individual's capacity to meet expectations is the result of unique inherent characteristics and previous learning opportunities. It promotes the early identification of new learning opportunities to further increase the social, communication, and behavioral repertoire of students.

B. Planning activities conducted in preparation for this RFP

In preparation for the drafting of this RFP, the DOE reviewed existing workload of DOE staff, the DOE's experience with contracted services, and suggestions received from DOE employees and contracted agencies during the course of the previous contract cycle. An RFI meeting with interested parties

was held on August 2, 2006, at the Honolulu International Airport Hotel. Participants in the RFI included members of the DOE, family members of service recipients, and representatives of various private provider agencies.

Additional planning information, if any, may be obtained by contacting the contact person designated for this RFP.

C. **Description of the goals of the service**

Educational services for students such as those exhibiting a combination of severe social, communication, and behavioral deficits are provided within the context of CSSS. As part of an integrated programmatic approach, these services are designed to provide the personalized support necessary to assist students to successfully engage in standards-based educational opportunities through overcoming individual barriers to learning. Provision of services under this RFP is intended to enable the student to meet his/her annual goals and objectives on the student's IEP or MP.

This service is not intended to supplant non-educational services (e.g., respite care, personal assistance care or other community resources) the student or family may access.

D. **Description of the target population to be served**

Students who are eligible for the services described in this RFP must meet the following criteria:

1. The student has or is suspected of having a disability described in HAR Sections 8-56-16 to 8-56-29 or HAR sections 8-53-1 to 8-53-38; **and either:**
 - a. The student has an IEP developed under criteria described in HAR Chapter 56, that is the student is eligible for services under the criteria set forth in HAR Chapter 56 and the student needs special education and related services because of the disability; **or**
 - b. The student has a MP developed under criteria described in HAR Chapter 53, that is, the student is eligible for services under HAR Chapter 53 criteria and the student needs a modification plan and related services because of the disability; **and**
2. The student resides in the State and comes within the following age range: (a) at least three years of age and (b) under 20 on the first instructional day of the school year set forth by the Department of Education; **and**
3. The student is currently exhibiting severe social, communication and behavioral deficits and receives special education and related services in order to benefit from his/her free and appropriate public education.

In Hawaii, approximately 1,230 students currently require such services. A significant reduction in this number is not anticipated between the release of this RFP and June 30, 2007. However, as the DOE builds capacity to provide this service, the need for contracting for this service may decrease.

E. Geographic coverage of service

The services are sought across the State. Refer to Section 3 POS Proposal Applications for specific requirements for submitting proposals by district(s) and complex(es).

F. Probable funding amounts, source, and period of availability

It is expected that State funds will be used to support these services. The current general fund appropriation for school based services approximates \$22 million.

Increased funding may be available subject to the availability of funds. It is expected that funding of at least this current level would be allocated for this contract period.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicant shall comply with chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (effective 10/1/98), which can be found on the SPO website at:

<http://www.spo.hawaii.gov>.

Click on *Procurement of Health and Human Services*

Click on *For Private Providers*

Click on *Forms*

Click on *Budget Application Forms for Requests for Proposals*

Applicant must hold an appropriate certification or license to practice independently, for those activities restricted by licensure laws, or ensure and demonstrate the availability of appropriate supervision.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

 Allowed

 Unallowed
D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

 Single

 Multiple

 Single & Multiple

Criteria for multiple awards:

Successful applicants must first meet all requirements specified by the DOE in this RFP. The criteria for multiple awards include, but are not limited to, the following:

1. The DOE's interest in having coverage in each geographic area of need;
2. The DOE's interest in addressing the needs of the subject target population;
3. The DOE's interest in maintaining readiness to initiate and maintain services; and
4. The score awarded to the applicant's proposal based on the criteria set forth in this RFP.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

 Single term (\leq 2 yrs)

 Multi-term ($>$ 2 yrs.)

Contract terms:

Initial Term of Contract	1 year
Length of Each Extension	12 months
Number of Possible Extensions	Three (3) extensions
Maximum Length of Contract	Four (4) years
Initial Period	Contract shall commence on the contract start date or the date the Notice to Proceed is issued, whichever is later.
Conditions for Extension	Contract may be extended provided that the agreement to extend is in writing, is contingent upon potential changes to the DOE's approach to service delivery, availability of funding, and is executed prior to expiration.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful applicant or applicants. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marilyn Jakeway, Acting State Educational Specialist, Autism
 Department of Education, Special Education Services Branch
 641 18th Avenue, Room V-102
 Honolulu, Hawaii 96816
 Phone: (808) 733-4832 Fax: (808) 735-6228
 Email: Marilyn_Jakeway@notes.k12.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities. All forms referenced in this section can be found at the following website: <http://www.doe.k12.hi.us/sbbh/> - Click on “*Required Contract Documents*”

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

All services shall be provided in accordance with the requirements outlined in this section and any other applicable requirements referenced in any portion of this RFP. Specific requirements for specific levels of care are detailed in Section B, Work Activities.

1. General Requirements

The applicant must adhere to the following provisions for any service activity:

- Provide time-limited services based on an evidence based educational model conducive to success in meeting academic and/or social goals and objectives in the IEP or MP and Hawaii State Content and Performance Standards III.
- Provide appropriate transitioning among and between individual providers or DOE personnel. Transitioning should include discussion of the student’s current level of functioning on IEP/MP goals being worked on, progress on the implementation of the Student Service Plan, discussion of a student’s strengths and weaknesses, and demonstration of instructional strategies that have proven to be effective with student. The applicant is responsible for maintaining notes and records sufficient to facilitate a smooth, proper and complete

transition, and shall make those notes/records available to DOE staff upon request. The applicant must exhibit an ability to maintain and administer such notes, records and data including policies and procedures.

- Provide services according to time and frequency parameters specified by the IEP/MP and authorized by the DOE. In no event shall the provision of services exceed the time or units authorized. In the event the IEP/MP is silent as to time and frequency of service, services shall be provided according to the parameter specified by the DOE. In addition, services must be provided in a timely manner, e.g., do not provide all authorized contract hours for the month in a few sessions at the end of the month, unless such an arrangement is specified within the IEP/MP.
- Provide services at the student's school, or at a site identified as best suited to address IEP/MP goals and objectives. The DOE has the final determination of the location of service delivery.
- Sign in at the school office when entering a school campus and sign out when leaving. A Service Verification Form must be completed and submitted on a monthly basis to the IEP/MP care coordinator.
- Wear appropriate identification when visiting a school campus.
- Maintain appropriate levels of contact (as specified per service) with school staff and families, as directed by the school.
- Make contact with the school staff within one (1) week of "authorization of services" (hereinafter procurement) and be able to initiate service within two weeks of procurement.
- Engage in the timely scheduling of appointments, processing of documents, and participation in conference meetings.
- Have competency, and provide proof of such if requested by the DOE, to provide the services, specifically related to the educational implications of severe social, communication, and/or behavioral deficits.
- Participate in the Internal Monitoring process at the request of the DOE.
- Participate in student specific meetings. Student specific meetings may be held for the purpose of discussing the student's progress or lack thereof and/or changes in the student service plan between parents and providers. This is an included cost of the underlying service.
- Provide information to the DOE or IEP/MP teams on the applicant's services within two (2) working days of a request by the DOE.
- Adhere to all DOE guidelines relating to specific programs and activities, such as water-related activities.

2. Training Requirements

The proposal application should address how the applicant will meet the training requirements noted below and detail how the applicant's proposed training plan will address the desired learner outcomes including target population specific training.

The applicant must adhere to the following provisions for any service activity:

PRIOR TO BEGINNING SERVICE DELIVERY

The applicant must ensure that its direct services staff completes at least twenty-four (24) hours of training, as approved by the DOE, before beginning service delivery and on an annual basis. The twenty-four (24) hours of training shall include:

A minimum of two (2) hours training in:

- IDEIA-2004 and HAR Chapter 56 requirements, including procedures and eligibility criteria;
- Section 504 and HAR Chapter 53 requirements, including procedures and eligibility criteria;
- FERPA and HAR Chapter 34 requirements;

A minimum of eighteen (18) hours training in:

- Educationally relevant interventions and recommendations related to the target population that includes communication, social and behavioral issues related to the target population.

A minimum of two (2) hours training in:

- Data collection and purposes for collecting data.

A minimum of two (2) hours training in:

- An understanding of applicable contract requirements.
- Maintaining professional relationships with the DOE and families. Topics may include but are not limited to professional behavior boundary setting, communication styles, listening skills, and effective communication.

ANNUAL PROFESSIONAL DEVELOPMENT/TRAINING

The applicant must ensure that its direct services staff completes at least forty (40) hours of training, as approved by the DOE, in no event less than annually. The forty (40) hours of professional development training shall directly relate to their work responsibilities and include:

- **All topics and minimum requisite hours (24 hours) as listed under the training requirements prior to beginning service delivery; and**

- **A total of two (2) hours but not more than four (4) hours training in:**
 - HAR Chapter 19 procedures and requirements;
 - State of Hawaii laws regarding child abuse and neglect reporting, reporting of criminal behavior and threats regarding suicide and homicide;
 - CASSP principles;
 - CSSS principles; and
 - Team-based decision-making.
- **Nonviolent crisis intervention training as appropriate for the target population; and**
- **Crisis intervention procedures including suicide recognition as appropriate to level of service delivery; and**
- Any remaining professional development/training hours shall be spent on educationally relevant interventions and recommendations related to the target population that includes communication, social and behavioral issues related to the target population.

DOCUMENTATION REQUIREMENTS FOR ALL TRAINING SESSIONS

The applicant must maintain documentation of each training session or professional development session which shall include, at a minimum, the name of the in-services, the name of the instructor, date, place and time of session. Each direct services staff must sign in on an official registration sheet. A record for each direct services staff member must be kept in his/her credentialing file. The applicant shall maintain a master record of all training and professional development activities. Upon a request from the DOE, the applicant must provide the requested training or professional development documentation within two (2) working days from the request.

3. Supervision Requirements

Individual(s) with any of these qualifications can provide supervision to paraprofessionals delivering services under this RFP and contracts that are subsequently awarded:

An individual who possesses a Doctorate of Philosophy, Education with a specialty in the area of special education, or Psychology, or Speech Pathology and having at least one year (1) of experience working with students with special needs in an educational setting and have knowledge and experience of behavioral/instructional approaches for the target population;

OR

An individual who possesses a Masters Degree in Education with a specialty in the area of special education, or Psychology, or Speech Pathology and having at least five (5) years of experience working with students with special needs in an educational setting and have knowledge and experience of behavioral/instructional approaches for the target population;

OR

A current Hawaii-licensed psychiatrist; board certified by the American Board of Psychiatry and Neurology (hereinafter “ABPN”); or board certified in Child/Adolescent Psychiatry;

OR

An individual who possesses a current Hawaii license in Psychology, Social Work, Marriage and Family Therapy (hereinafter “LMFT”) having at least three (3) years of experience in behavioral/instructional approaches for the target population;

OR

An individual who Possesses Social Work Certification, or is a Diplomate in Clinical Social Work (hereinafter “DCSW”) or Board Certified Diplomate (hereinafter “BCD”) and having at least three (3) years of experience in behavioral/instructional approaches for the target population;

OR

An individual who possesses a current Hawaii license and certification to practice as an Advanced Practice Registered Nurse (hereinafter “APRN”) and having at least three (3) years of experience in behavioral/instructional approaches for the target population;

OR

A Current Hawaii-licensed Mental Health Counselor, as of 2005, and having at least 3 years of experience in behavioral/instructional approaches for the target population.

It is expected that paraprofessionals shall receive, no less than two (2) hours per month of supervision. One (1) hour will consist of individual supervision and one (1) hour will consist of group supervision. Supervision must be documented with supervisors name date, time(s), topic(s) discussed. Documentation will be placed in their personnel files.

B. Work Activities

The proposal application should address how the proposed plan and services would support service delivery of school-based services within the least restrictive environment.

The applicant should also submit documentation and evidence of collaborative relationships with schools, complexes, districts, other individual providers and community agencies including the Children's Community Councils.

In the event that an applicant intends to integrate services with schools, agencies, and other DOE contracted providers, applicant presuming to utilize any community assets, staff, facilities, or instructional resources, including those of the DOE, should submit documentation of any agreements with the relevant organizations/agencies confirming the applicant's intent to participate in service delivery in the event the applicant is successful and awarded a contract.

1. PARAPROFESSIONAL SUPPORT SERVICES

Service Description

Paraprofessional support services must be time-limited and include evidence based instructional interventions that will enable the student to meet identified IEP/MP goals and objectives and the Hawaii State Content and Performance Standards III.

Paraprofessional support services includes working with individual students or a group of students under the direction of a classroom teacher or a contracted service professional to: (1) implement the student's service plan(s); (2) implement the student's behavioral support plan(s), if applicable; (3) collect data on a daily basis on specific IEP/MP goals and objectives for the student(s); and (4) provide assistance to the classroom teacher on implementation of classroom routines.

Service Operations

Paraprofessional support services shall be delivered in a one-to-one or group instructional format as deemed appropriate by DOE personnel. The utilization of paraprofessional support services should be considered an intensive intervention. Due to the restrictiveness of this educational arrangement, it should be considered only when the student(s) has demonstrated severe social, communication, and behavioral deficits across multiple settings.

The classroom teacher or a contracted service professional shall monitor the student's reliance upon the paraprofessional providing the service and ensure that the student has not developed undue dependence on adults. The ultimate goal of paraprofessional support services is to develop the student's ability to function in a less restrictive environment with more natural supports.

Teaming and collaboration among instructional team members is critical in the development and implementation of appropriate educational services for students such as those exhibiting a combination of severe social, communication, and behavioral deficits. The paraprofessional shall work collaboratively with the classroom teacher or contracted service professional (if applicable) and all other members of a student's educational team. The paraprofessional shall take direction from the classroom teacher, in concert with the input from the contracted service professional, if one is procured. The classroom teacher is the final authority on how the paraprofessional will implement services to the student. However, if the paraprofessional and classroom teacher have issues that cannot be resolved, the paraprofessional shall inform his/her supervisor, who shall first bring the matter to the attention of the school administrator. Should the matter be unresolved at the school level, the paraprofessional's supervisor shall contact the appropriate DOE DES assistance in resolving the issues. If the issue still cannot be resolved, it will be taken to the CAS who shall have the final decision making authority.

The paraprofessional shall work with the student(s) to address IEP/MP goals and objectives as identified by the Student Service Plan. To appropriately measure the student's progress towards the IEP/MP goals and objectives, the paraprofessional shall collect systematic data. This data shall be collected daily on the goals and objectives worked on for that day and provided on a weekly basis, or as arranged, to the classroom teacher or the contracted service professional, if one is procured.

Paraprofessional support services should be provided during the school day. However, some students may require interventions that occur beyond typical school hours. The paraprofessional must provide repetition and generalization of skills learned in the classroom and should be delivered in an age appropriate setting with age appropriate activities. The setting will be determined by DOE. It is expected that the paraprofessional will deliver the services as determined by DOE.

The DOE has the final determination of the location of delivery of service. For all services provided in a private home, a parent, guardian, or caregiver (who must be at least 18 years of age) must be present for the duration of the session. Any contracted service professional, other paraprofessional, or any other contracted agency provider shall not be considered a parent, guardian or caregiver.

If the student is absent from school, hours shall not be made up including hours beyond the typical school day. If the paraprofessional

misses a session, the applicant shall be responsible for providing replacement staff for absences or vacations of the assigned paraprofessional. It is expected that a pool of substitutes will be maintained to ensure continuity of service delivery. Failure to provide a replacement or substitute, either on a temporary or permanent basis, shall be documented and may impact future contract awards. The DOE has the final determination if a missed session is to be made up by the contracted provider.

Paraprofessional support services shall not include the transportation of the student. Transportation to and from required activities is the responsibility of the DOE. The DOE will not pay nor reimburse for transportation costs or mileage.

Authorization (Billable Hours)

A billable event shall be face-to-face contact with the student(s) receiving services. Documentation of services provided and student progress should be considered as an included cost of this service and is factored into the unit rate. Phone contact should not be considered a billable event. No additional time may be billed for corrections required by the DOE or the applicant, and corrected data must be submitted within the timeframe specified by the DOE.

Continuing Service Criteria

Paraprofessional support services must be of a time-limited basis and based on evidence based instructional interventions conducive to success in meeting identified IEP/MP goals and objectives and the Hawaii State Content and Performance Standards III. In addition, the service should be aligned to and follow the identified IEP/MP goals/objectives as evidenced by collected data. The need for contracted Paraprofessional Support Services will be determined by the DOE.

Completion of Service

Paraprofessional support services are complete when the following are complete:

1. The student has met the objectives identified at the initiation of the service; or
2. The student has reached mastery level on their IEP/MP goals and objectives identified for this service; or
3. The student has not made measurable gains for one or more quarters; or
4. The student's IEP/MP team determined that the provision of the service being provided by the Provider is no longer needed; or

5. The DOE determines the services of the applicant are no longer necessary.

Staffing Requirements

1. At a minimum, a paraprofessional must have a two-year degree from an accredited university or institution of higher learning or meet NCLB requirements. NCLB requirements are:
 - a. Option 1 - 48 credits when pursuing a Bachelor's degree or higher
 - Credits must be 100 level or higher in any subject area.
 - If earned after June 30, 2003, credits must include 3 credits in Math and 3 credits in English.
 - Must be earned from a regionally accredited institution.
 - Agencies must have all transcripts on file.
 - b. Option 2 - Associates, Bachelors, or Masters Degree
 - Degree must be earned with 100 level or higher courses.
 - For employees who earned a degree prior to January 8, 2002, the degree may include less than 100 level courses.
 - Must be earned from a regionally accredited institution.
 - Agencies must have all transcripts on file.
 - c. Option 3 - Passing score on the Para Pro Assessment
 - A certificate with a minimum score of 459 on the ParaPro Assessment provided by Educational Testing Service.
2. Any additional training should be available from the applicant's supervisory and training infrastructure.

Documentation

Paraprofessional Support Services documentation shall include:

1. Collecting of daily data on each IEP/MP goal and objective for which the paraprofessional is responsible for implementing on that day. This data must relate to the directions set forth in the Student Service Plan.
2. Giving the data, on a daily or weekly basis or as otherwise arranged, to the classroom teacher or contracted service professional, if one is procured. In the event that the Paraprofessional Support Services personnel only provides

services after school and/or on weekends the parapro must give the data to the BISS personnel who is responsible for getting the data to the classroom teacher on a weekly basis.

3. Completing and maintaining the service verification form on a daily basis or as applicable to the hours the paraprofessional Support Services works.

2. **EDUCATIONAL TEAM PLANNING AND PARTICIPATION**

Service Description

Educational Team Planning and Participation provides for the provider to meet with the student's educational team members to develop, revise, and/or review an IEP/MP or a FBA or BSP at the request of the DOE.

Educational Team Planning and Participation shall include all of the following:

1. Attendance at an IEP/MP or FBA/BSP meeting;
2. Completion of an IEP/MP or FBA/BSP, as needed, identifying goals, measurable objectives and interventions based on student evaluation data;
3. Documented verification of attendance such as the Service Verification Form; and
4. Documentation will occur for each meeting in the student's progress notes. The narrative should include the topic discussed and the outcome of the provider's participation.

Service Operations

1. The applicant shall ensure that adequate representation is available at the IEP/MP or FBA/BSP meeting.
2. Participation in education planning is documented in the student's IEP/MP.
3. Copy of the IEP/MP and BSP are included in the student's record.

Referral Criteria

1. The student has an IEP/MP; and
2. The DOE identifies that participation of the provider in the IEP/MP or FBA/BSP meeting would be educationally beneficial.

Authorization (Billable Hours)

Prior procurement by the DOE is required for each education planning meeting. The DOE identifies that participation of the provider in the education planning meeting would be educationally beneficial. If another agency, entity, or individual requests the provider's presence at the meeting, the DOE is not the procurement agency for that service.

Educational Team Planning and Participation is billable only upon prior authorization from a DOE administrator affiliated with the IEP/MP team.

Education planning meetings are limited to the actual time spent at the meeting. There is no reimbursement for travel time, wait time, or cancellations.

Maximum Billable: Limited to actual time spent at the meeting.
(1 unit = 5 minutes, 12 units = 1 hour)

Completion of Service

The service is complete when both of the following are complete:

1. Participation at the education planning meeting is completed; and
2. Documented verification of attendance, such as the Service Verification Form, is completed.

Staffing Requirements

Participants shall meet the qualifications required for the particular level of care represented.

Documentation

Progress note shall be placed within the student's agency record, with a copy sent to the IEP/MP care coordinator, within twenty- four (24) hours of the date of service. Hard copy shall be submitted before invoice submission and payment.

3. COURT/DUE PROCESS HEARING TESTIMONY

Service Description

Court/Due Process Hearing Testimony includes the provider's participation in a court hearing or due process hearing at the request of the DOE. This participation is in addition to a State representative's (i.e., Deputy Attorney General) presence in court and is intended to ensure that the court has access to all relevant information needed.

Court/Due Process Hearing Testimony shall include all of the following:

1. Attending court or due process hearings as specifically requested by the DOE to present relevant educational data or other information needed.
2. Specific report writing by the provider is needed for court or due process hearing (SBBH Quarterly Progress Reports, Progress Notes, Clinical Evaluations, and other existing reports do not suffice). If a specific report must be submitted, the DOE may request that the provider complete specific documentation to assist in the writing of

the report. The unit of service for the generation of the specific documentation is limited to a maximum of one (1) hour.

3. Recommendations are based on the presenting needs of the student. Recommendations will not be accepted regarding specific services, methodology, or persons (i.e., student requires day treatment).
4. Reports are made available to the DOE for review prior to the hearing.

Service Operations

1. Present testimony at the court hearing or due process hearing, as requested by the DOE.
2. The report, if requested, is signed by the appropriate professional.

Referral Criteria

1. Student has an IEP/ MP; and
2. Student has a scheduled court hearing or due process hearing; and
3. The DOE identifies that participation by the provider would be helpful to the court or hearings officer in understanding the student's case.

Authorization (Billable Hours)

Prior procurement by the DOE is required for each court hearing or due process hearing session or event. Participation is limited to twenty-four (24) units. Specific rationale for exceeding the maximum units must be reviewed with school administrator or DOE District Educational Specialist prior to the procurement of the service.

Maximum Billable = up to 24 units.
(1 unit = 5 minutes, 12 units = 1 hour)

Completion of Service

Court/Due Process Hearing Testimony ends with the completion of the court hearing or due process hearing, or the acceptance of the requested documentation by the DOE representative.

Staffing Requirements

Participants shall meet the qualifications required for the particular level of care represented.

Documentation

Report as specified under Service Description, if necessary.

C. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Supervision Requirements

The applicant may hire direct employees or establish a network of independent professional providers (hereafter agents). If the applicant utilizes a network of independent providers, each agent must meet Hawaii State requirements to provide behavioral health services as an independent provider. The applicant shall be responsible for the quality of work provided by its employees, agents, and volunteers. The applicant shall also be responsible for monitoring the work of all agents. The applicant must ensure that the expectations and responsibilities assumed by and between its employees are equally placed on agents.

The applicant must train, monitor, investigate complaints, and cooperate fully with any DOE investigations, including but not limited to taking immediate necessary action, submitting and implementing corrective action plans, and disciplining any employee or agent for violations of any term or condition under this RFP or resulting contract.

Credentialing Requirements

The applicant must maintain personnel files that include documentation of the training, supervision, appropriate credentialing, and ongoing performance of all employees, agents, and volunteers. The applicant must complete and submit the prescribed DOE credentialing application for each employee, agent or volunteer.

In addition, the applicant shall submit monthly personnel updates to reflect any changes in staffing (e.g., new hires, terminations, changes in credentialing) among the applicant's officers, direct service employees, agents, and volunteers using the prescribed DOE provider update form. The applicant shall notify the DOE, verbally within twenty-four (24) hours, upon any change in staffing that could reasonably be expected to affect the applicant's ability to carry out its obligation under this RFP and contract.

The applicant must maintain written policies and procedures, subject to the DOE approval, that identifies the applicant's process for primary source verification of all personnel.

Criminal History Record Check Requirements

The applicant shall conduct all reasonable investigations to determine whether an employee, agent, volunteer or prospective employee has been convicted of any criminal offense pursuant to any law enforcement or military authority which would make the employee, agent, volunteer or prospective employee unsuited for working in close proximity to children. Furthermore, the applicant shall inform the DOE if any employee, agent, volunteer or prospective employee who is providing services under this contract has been convicted of a criminal offense. The DOE reserves the

right to refuse the services of any employee, agent, volunteer or prospective employee of the applicant for any reason or for no reason.

The applicant shall require, at a minimum, local criminal history checks on all employees, agents, and volunteers including but not limited to administrative and direct service staff members who work in close proximity to children. The required fingerprint checks shall be completed before any employee, agent or volunteer of the applicant is assigned to any work site. The applicant shall indemnify and defend the DOE for any liability or damages resulting from the applicant's failure to conduct a criminal history check.

The applicant shall maintain a record of the mandatory criminal history checks performed on each of its employees, agents, and volunteers in compliance with this Section. Additionally, the applicant shall at all times maintain a current list of all new employees, agents, and volunteers documenting the status and completion dates of the mandatory criminal history checks and other primary source verification.

The DOE reserves the right to monitor at least annually the applicant's compliance with this section through either, or both, an on-site evaluation or a documents review.

* NOTE: Upon express statutory authority for the DOE to conduct national criminal history checks on contracted providers, a national criminal history check shall be required of all contract providers. All costs associated with conducting and processing criminal history checks of applicant's employees, agents, and volunteers shall be borne by the applicant.

TB Clearance Requirements

The applicant shall require and maintain certification of TB examination for all employees, agents and volunteers issued within the twelve (12) month period preceding the start of employment of service under this contract. Certificate must state that the person is free of communicable tuberculosis.

2. Administrative

Medicaid Requirements

The DOE may engage in activities to support the DOE requests for Medicaid reimbursement of the provision of services identified in this RFP for eligible students. The DOE will require verification of licensure subject to the terms of this RFP in context of Medicaid reimbursable activities. This requirement will not supersede the provider credentials required in the service activities. Applicants awarded a contract under this

RFP will be subject to administrative claiming for all eligible services regardless of licensure, and will be expected to participate in time studies by the DOE or their agent(s) three (3) times a year, or more frequently if required. All services under this RFP and contract will be subject to Medicaid audit.

Confidentiality Requirements

The applicant must ensure that employees, agents and volunteers adhere to all applicable State and federal laws regarding the collection and release of confidential student information. The applicant shall adopt and implement policies and procedures that govern the provision of services in natural settings. The applicant shall generate, maintain and make available documentation that it respects students' and/or families' right to privacy when services are provided in these settings. The DOE shall have the right to inspect and approve these policies and documentary records.

The applicant's records relating to students under this contract are educational records governed under FERPA. The documents and records held by the applicant for students serviced under this RFP and resulting contracts are the property of the DOE. Any documentation that an agency requires an employee or subcontractor to maintain shall be provided to the DOE within two (2) working days of request by the DOE. This includes but is not limited to copies of any progress notes, files and/or group supervision notes.

Parental consent for assessment and release of information is covered by the IEP/MP consent. No additional parental consent for assessment or release of information is needed by the applicant.

Sentinel Event/Incident Notification Reports

The applicant must have policies and procedures, approved by the DOE that address sentinel events and incident notification. These policies must address: (1) how the applicant will notify the respective School Administrator and the appropriate DES within twenty- four (24) hours by phone and also in writing within seventy two (72) hours of any event that compromises the safety of a student; (2) how the applicant tracks the occurrence of all sentinel events and incidents to identify trends and patterns in order to implement improvements; and (3) a complete analysis of the event as well as actions taken to address the event. Upon a sentinel event, the applicant shall inform the DOE utilizing the prescribed DOE format.

Use of Restraint Policy

The applicant must have documentation and evidence of policies and procedures, approved by the DOE, regarding the use of restraints.

3. Quality Assurance and Evaluation Specifications

The applicant must participate in contract monitoring, in no event less than annually. This contract monitoring will focus on compliance with the DOE monitoring protocol and compliance with all administrative and fiscal aspects of the contract.

All documentation and all student records must be made available for inspection and/or copying within two (2) working days of a request by the DOE.

The DOE reserves the right to evaluate the applicant program/service delivery or financial records/billing information for program monitoring purposes through either, or both, an on-site evaluation or a documentation review at least once a year.

The applicant shall comply with the applicable District(s)/Complex (es) CIMIP. The applicant shall implement an internal QAP that has been approved by the DOE, to assure the delivery of quality educational services and a plan for program assessment and continuous improvement. The QAP will include evidence supporting their plan and will be available for DOE review.

4. Output and Performance/Outcome Measurements

At a minimum, output and performance/outcome requirements must include the following measures:

- Annual satisfaction survey of schools, students, and families;
- Progress and outcome measures related to academic achievement and behavioral success, as appropriate, in school, at home, and in the community;
- Timeliness of services, which includes initiation of services and data collection and reports provided by due dates; and
- Services provided aligned with DOE educational philosophy and complement students' educational curriculum.

An annual report containing the results of the above outcome measures shall be provided to the DOE within thirty (30) days of the end of the contract year.

5. Experience

Please refer to specific service and staffing requirements as detailed in Section 2, B, Work Activities.

6. Coordination of Services

Please refer to specific service and staffing requirements as detailed in Section 2, B, Work Activities.

7. Reporting Requirements for Program and Fiscal Data

Program Requirements

The development and implementation of an integrated student information system, (eCSSS), will enable the DOE to integrate with other existing systems and generate consolidated statistical information regarding student population, services and other related items (e.g., school lunch, attendance and graduation rates) from one location. eCSSS is web based and accessible from all schools, DOE offices, and district offices, etc.

In addition, the DOE desires to utilize technology in implementing such features as workflow, electronic forms, profiling, item banking of services and recommendations, electronic plan generation, case coordination, case management and the measurement of the effectiveness of services.

Applicants shall be required to input information into the eCSSS modules, if appropriate. In the event eCSSS is amended or unavailable, the applicant shall use the data system specified, or alternatively, the DOE may authorize substitution of hard copy reporting utilizing a designated format. In the event a paper system is instituted, the same timelines for reports shall apply.

Data entry into eCSSS (along with applicable requirements within each service activity) must be completed before invoice submission and payment.

At a minimum, applicants are required to have computer hardware/software that supports the operation and access to eCSSS including:

- Internet Explorer 6.x for Windows;
- Desktop Resolution set to at least 1024x768;
- Have a web browser that will allow pop-up windows when using eCSSS;
- Have the ability to temporarily hide search engine toolbars; and
- Adobe Acrobat Reader.

Applicants are responsible for arranging for their Internet connections; the DOE will not provide this service. Applicants must also provide their own equipment, training and technical support. Email may be used for all provider correspondence and applicants will be responsible for checking accounts.

Fiscal Requirements

Original monthly claims/invoices, along with the DOE billing diskette, must be submitted within fourteen (14) calendar days after the last day of each calendar month to the applicable district. A sample billing diskette may be obtained from the DOE upon the execution of a contract from the SBBH contracts office. Invoices and billing diskettes shall be submitted to the SBBH Contract Specialist of the applicable school district. All appeals and corrections for reporting/invoice rejections must be resolved within the next sixty (60) calendar days and late claims will not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of DOE's requirement to pay within thirty (30) days upon receipt of the original invoice. DOE's requirement to pay within thirty (30) days starts on the day the corrected invoice is re-submitted and accepted by the DOE. All provider reporting data must be submitted in the manner and format specified by the DOE.

The DOE reserves the right to audit the agency's financial records and billing documentation on an annual basis, at a minimum, through either an on-site evaluation or a documentation review.

Final Reports and Other Documentation

The applicant shall, at the completion of the contract period, submit a final written report summarizing contract performance to the DOE in a format to be prescribed by the DOE.

The applicant shall submit an original tax clearance certificate upon the execution of a contract with the DOE and with the final invoice request.

8. Pricing structure or pricing methodology to be used

A fixed unit rate of service will be established by the DOE. An applicant must submit a cost proposal utilizing the unit cost pricing structure as designated by the DOE. The cost proposal must be attached to the proposal application for those specific services as listed on the DOE Rate Schedule.

The DOE will not consider proposals for services with rates that are above the maximum allowable amounts set forth in the DOE Rate Schedule.

This RFP seeks to purchase services on an as needed basis. The applicant should establish a reasonable estimate of the minimum number of service units it can provide for which there is sufficient operating capacity (e.g., adequate, planned and budgeted space, equipment, staff, etc.). Applicants should provide a minimum number of units they can deliver for each

geographic area by level of care to assist the DOE in determining applicant's capacity to serve.

9. Units of service and unit rate

A unit rate shall be established by the DOE for all types of services. A unit shall be recorded in five (5) minute increments (e.g., 5 minutes = 1 unit; 30 minutes = 6 units; 45 minutes = 9 units; and 1 hour = 12 units) rather than hourly.

The unit rate established by the DOE will include all direct and indirect costs associated with service delivery, including but not limited to the following:

- Cost of travel, including airfare, lodging and car rental
- Cost of mileage reimbursements for all direct service providers
- Costs associated with servicing remote geographical areas
- Costs associated with documentation requirements

For all service activities, there will be no payment for wait time, no-shows, and/or cancellations, or start-up costs associated with developing a new program.

10. Method of Compensation and Payment

In full consideration for the services performed by the applicant, the DOE agrees, subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, to pay the applicant for service units provided on a unit cost basis (unless a flat rate is so required), which shall be paid in accordance with and subject to the following:

Monthly Invoices, Monthly Payments

Payments shall be made in monthly installments upon the monthly submissions by the applicant of invoices for the services provided. Payments shall be inclusive of all applicable State and Federal Taxes.

Monthly Claim Submissions

The applicant shall submit monthly invoices for the program services utilizing the DOE prescribed invoice form for monthly claim submission. An original and two (2) copies, plus a billing diskette subject to the specifications of the DOE, shall be submitted within fourteen (14) calendar days after the last day of each calendar month. The monthly claim submission should be mailed to the appropriate district contract specialist.

The DOE shall make payment to the applicant within thirty (30) days of the receipt of the accepted invoice. All corrections and appeals must be resolved within sixty (60) days of the original submission deadlines. Any appeals and correction for reporting invoice rejections shall constitute an end of the DOE's requirement to pay within thirty (30) days of receipt of the original invoice. The DOE's requirement to pay within thirty (30) days starts on the day the corrected invoice is re-submitted and accepted by the DOE. All applicant reporting data shall be submitted in the manner and format specified by the DOE. Any errors or omissions may cause a significant delay in payment to the applicant. The DOE shall not consider any late claims.

The monthly claim (or report) shall be reviewed by the DOE and shall be subject to the DOE's preliminary determination of appropriateness and allowability of claim (or report). The DOE reserves the right to withhold payment from the applicant for any non-compliance with the contract. The DOE's thirty (30) day payment requirement will restart on the day the applicant and the DOE reach an agreement over the compliance of the term(s) of the contract.

Audit, Reimbursement and Reconciliation

The DOE's preliminary determination of appropriateness and allowability of the claim (or report) shall be subject to later verification and subsequent audit. The DOE reserves the right to seek reimbursement from the applicant upon an audit of all claims for any errors made in payment and/or for services not delivered. Final settlement of this contract shall include submission and acceptance of all claims (or reports) and other materials to be submitted by the applicant to the DOE, resolution of all discrepancies in performance of services, monthly claims (or reports), and completion of all outstanding matters under this contract.

Final Settlement

The DOE shall withhold fifty percent (50%) of the accepted amount for the final month of this contract until final settlement of all claims (or reports) of this contract.

IV. Facilities

In most instances, the DOE will provide facilities used for the provision of services described and considered in this RFP. Nonetheless, any facilities used by the applicant to provide any services or otherwise requiring the presence or participation of students or their families must be ADA compliant and otherwise safe, legal, appropriate for use in connection with this RFP.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the DOE using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

Applicant shall also include name of references, address(es), e-mail address(es) and telephone numbers. The DOE reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Applicants must create and maintain an internal quality-assurance and improvement plan (QAIP) to assure the delivery of quality educational services and a plan for program assessment and continuous improvement. This plan should explain how the agency would ensure outcomes from the services provided. As this is an educationally related service, the primary outcome measure the DOE is accustomed to is an improvement in grades, behaviors, or scholastic criteria as set forth in the student's IEP or MP. Applicant responses should seek to detail how work is evaluated and reviewed by supervisors and to what degree providers are accountable for providing sound interventions in accordance with the requirements set forth in this RFP.

D. Operational Plan

The applicant should describe in detail how it would address operational issues relating to the delivery of the services covered in this RFP. Specifically, the applicant should detail: 1) how it will handle new referrals, 2) its policies and procedures for initiating services, 3) how it will ensure that records and reports are accounted for within timelines, 4) how it monitors and verifies service delivery prior to and after billing claims have been submitted, 5) how it will comply with the terms of this RFP or subsequent contract, 6) how the applicant addresses concerns about its service providers, and 7) how it resolves questions of provider conduct or performance.

If applicable, the applicant response should detail how the plan reflects past practice, or how it has been modified from the applicant's prior method of operation. If the applicant has no prior history servicing this population in Hawaii for the Departments of Education or Health, then it should

demonstrate how these policies and procedures would be fully adhered to and provide some measure of verification in the proposal that they will be faithfully implemented if a contract is awarded.

III. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

The applicant shall describe policies and procedures designed to insure the smooth transition of services, including the storage, retrieval and transmission of any notes, files and documents, in any form, relevant and important to the transition of services between and among the providers and the DOE.

IV. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities are appropriate and meet all requirements, including but not limited to ADA requirements, as applicable, and special equipment that may be required for the services.

Applicants need only to respond to this section if applicable to the service. Applicants should be clear where the services are to be provided, and if they will be delivered at a specific site. If so, this section would apply.

V. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

This should be reflected in the supporting resumes or curriculum vitae attached as part of the applicant's response. For each service type specified in the scope of services, the applicant should illustrate what it considers the norm for the qualifications and level of education or experience of its providers.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable.)

The applicant shall also describe how staff is evaluated not only for the mandatory background checks, but also for competence and ability to deliver the services in conformity with the applicant's own policies and within the requirements of this RFP.

The applicant shall describe in detail the method and means they use to ensure that all employees are free of legal entanglements which may be relevant to their work, including but not limited to criminal convictions. In particular, the applicant must describe how they conduct employee background checks encompassing all previous places of residence.

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

The supervision ratios of supervisors to staff should be identified for each service activity. The applicant's ability to train its personnel should be specifically addressed. A description of the training program, how it will be enforced and implemented, and what it entails should be specifically described.

In addition, the applicant should describe in detail how staff is monitored to ensure they not only complete the required training, but also that they practice those training principles on the job. Furthermore, the applicant should describe any remedial actions utilized such as retraining.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

VI. Service Delivery

The service delivery section shall include a detailed discussion of the applicant's approach to applicable service delivery and management requirements including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A generic response to how services will be addressed will not be scored highly. This section should contemplate the methodology, program integration, and allow a reviewer to differentiate one response from another.

Responses must include the provision of all services listed in this RFP. Applicants may not choose to omit any of the services in their response. Failure to address all of the service activities will be deemed as non-responsive and the proposal shall be rejected.

Applicants shall provide services for all schools within the district(s) they propose to serve, including those schools in remote complex areas. Pay particular attention to the district's definition of geographic area. For a list of schools within each district, go to: <http://nssb.k12.hi.us/cgi-bin/clinks/main.cgi>

Table 1

ANTICIPATED HOURS NEEDED BY DISTRICT FOR PARAPROFESSIONAL SUPPORT SERVICES

Type of Service	Honolulu District	Central District	Leeward District	Windward District	Hawaii District	Maui District	Kauai District
Paraprofessional Support Services	178,019	160,000	132,204	110,000	121,168	61,000	912
Education Team Planning	301	0	83	533	180	23	5
Court/Hearing Testimony	0	0	0	0	0	0	0

VII. Financial

A. Pricing Structure

A fixed unit of service rate will be established by the DOE. An applicant must submit a cost proposal utilizing the unit cost pricing structure as designated by the DOE. The cost proposal must be attached to the proposal application for those specific services as listed on the DOE Rate Schedule.

The DOE will not consider proposals for services with rates that are above the maximum allowable amounts set forth in the DOE Rate Schedule.

This RFP seeks to purchase services on an as needed basis. The applicant should establish a reasonable estimate of the minimum number of service units it can provide for which there is sufficient operating capacity (e.g., adequate, planned and budgeted space, equipment, staff, etc.) Applicants should provide a minimum number of units they can deliver for each geographic area by level of care to assist the DOE in determining applicant's capacity to serve.

All budget forms, instructions and samples are located on the SPO website (<http://www.spo.hawaii.gov>). The following budget form(s) shall be submitted with the POS Proposal Application:

SPO-H-205 Budget

SPO-H-206A Personnel Salaries and Wages

SPO-H-206B Personnel Payroll Taxes, Assessments and Fringe

SPO-H-206C Travel Inter-Island

SPO-H-206D Travel Out of State

SPO-H-206E Contractual Services - Administrative

SPO-H-206F Contractual Services - Subcontracts

When preparing the SPO-H-205 Budget form, the first column should be used to reflect the total cost of the proposal (**i.e., total budget for all services across all districts**). Applicants should use the additional columns for each specific service they are applying for to reflect the associated costs in delivering that service (**i.e., total budget by each service specification- Paraprofessional Services, Ed Team Planning, etc.**). If there is a set cost for some aspect of the service delivery, such as an office, the percentage of the cost should be assigned to each service as it relates to that cost. If an applicant is responding to more services than will fit on one form, they may continue on additional forms as needed.

DOE reserves the right to ask for additional information (i.e., information supporting or justifying service delivery, or monthly group rate) from each applicant. Additional information must be available for review during the proposal evaluation period.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- A description of how applicant's accounting system is organized to handle the contract;
- A description of the applicant's billing procedures including, if applicable, the procedures in which subcontractors are paid;
- Name of individual responsible for the accounting/billing system and his/her qualifications and position description;
- Applicant's most recent program annual report (if available);
- Applicant's most recent financial audit (if available);
- Description of the internal control structure used in the accounting system; and
- If accounting work is subcontracted, please describe.

2. Information System

The applicant shall describe the organization's current type of computer hardware, software, any plans for major changes to comply with Section 2 Service Specifications, C.7. (Reporting requirements for program and fiscal data, and the capability of your staff to use the system.)

VIII. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the State purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

Applicants who meet all requirements based on the rating listed in this section shall be qualified to enter into a contract with the DOE. ***In order to be eligible for a contract award, the applicant must receive a score of seventy (70) points or better as detailed in this section.*** Qualified applicants will be placed on DOE’s School Based Services Qualified Providers List. Services will be procured from the contracted agencies on an as needed basis, and any referrals will be determined by the applicable SSC or designated representative. Selection will be based upon various factors including the applicant’s responsiveness to the RFP, quality of providers, specific expertise, fit of the provider, and the needs and interests of the DOE.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Pass or Rejected

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	18 points
Project Organization and Staffing	20 points

Service Delivery	55 points
Financial	7 Points

TOTAL POSSIBLE POINTS**100 Points****III. Evaluation Criteria****A. Phase 1 - Evaluation of Proposal Requirements*****(1) Administrative Requirements***

- Application Checklist
- Registration (if not pre-registered with SPO)
- Federal Certifications
- Rate Schedule

(2) Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)***(1) Program Overview***

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.
- The applicant demonstrates a clear understanding of delivery of this service through an educational and not a clinical model.
- The applicant demonstrates a clear understanding of how to deliver these services in concert with the goals and philosophical approach of the Department of Education, and will incorporate its efforts under the IDEIA-2004, Section 504, Subpart D, and the CASSP principles and integrate these efforts in assisting students to achieve school success.

Note: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the services being offered. This should not be a long drawn out narrative but a concise review of the proposal.

Applicants should pay particular attention to the evaluation criteria for the following sections as proposal applications will be scored by sections. A generic response to how services will be addressed will not be scored highly. The proposal application should contemplate the methodology, program integration, and allow a reviewer to differentiate one response from another.

(2) Experience and Capability (18 Points)

The DOE will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services in an educationally based approach and through evidence based interventions of its supervisors. [3 points]
- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services in an educationally based approach and through evidence based interventions of its direct service personnel. [3 points]
- The experience and capacity of its supervisors, or those overseeing the delivery of the services and their knowledge or expertise in the interventions or in working with the target population. [3 points]
- The experience and capacity of its direct service personnel and their knowledge or expertise in the interventions or in working with the target population. [3 points]
- Sufficiency of quality assurance and improvement plans (QAIP) for the proposed services, including methodology. [2 points]
- Demonstration of the applicant's specific operational plan to manage and oversee the delivery of services. [2 points]
- Demonstrated capability to coordinate services with other agencies and resources in the community. [2 point]

(3) Project Organization and Staffing (20 Points)

The DOE will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, student/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services:

- Does the applicant have sufficient staff reflected in the attached resumes or curriculum vitae to provide the amount of services proposed? [2 points]
- Does the applicant have a clearly detailed and viable plan for obtaining necessary staff? [1 point]
- Minimum qualifications (including experience) for staff assigned to the program:
 - The applicant should have detailed and demonstrated a background review process. [2 points]
 - The applicant should have a detailed screening process for determining competency of providers to deliver interventions in line with the applicant's policies and the requirements of this RFP. [2 points]
- Demonstrated ability to supervise and provide administrative direction to staff relative to the delivery of the proposed services. [2 points]
- The supervision ratios of supervisors to staff are reasonable to ensure proper oversight and that the ratios are reflective of the degree of oversight needed for the respective ability of the individual providers. [2 points]
- The applicant's ability to train its personnel is specifically addressed. [2 points]
- Evidence of the training program and what it entails, with desired learner outcomes including target population specific topics and should be specifically described. [4 points]
- How applicant will document and enforce training requirements. [2 points]
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks). [1 point]

(4) Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

- Given the service description of the required services in this RFP, the response has clearly detailed an understanding of the service in terms of the service operations and service activities in an educationally based model and how this will translate to actual provision of the service as related to the target population. [10 points]
- The means in ensuring prompt responses to referral, and a detailed description of the applicant's
- policies and procedures on how services are referred to their providers. [5 points]

- The response should clearly demonstrate how the referral system will avoid service delays or keep the DOE apprised of service gaps. [3 points]
- The response should also address how the applicant will address the provision of substitutes. [3 points]
- The response will show how the applicant will address the issue of informing the schools of provider absences. [2 points]
- The response should address how the applicant will service the remote or out-lying areas in the proposed school district(s) and ensure services will be available throughout the districts. [2 points]
- For each service, it should be clearly detailed how the tasks will be accomplished in a manner that will demonstrate progress towards meeting service plan objectives. [5 points]
- Evidence that the service activities are in conformity with educational best practices and are evidence based as described in peer reviewed established professional publications for the target population. [5 points]
- Demonstration of the applicant's commitment to least restrictive interventions. [5 points]
- Demonstration of the applicant's policies and procedures for identifying, addressing and managing transitions. [5 points]
- Clearly addresses how the services will be delivered collaboratively with the DOE, and will focus on assisting the student to make progress towards service plan objectives. [5 points]
- Description how applicant's providers will collaborate and problem solve with classroom teachers. [5 points]

(5) Financial (7 Points)

The DOE will evaluate the applicant's cost proposal(s) and description of the applicant's overall fiscal operations that will include:

- Description of how applicant's accounting system is organized to support contract implementation. [2 points]
- Description of adequacy of accounting system and infrastructure to support electronic/manual billing requirements including a demonstration of the applicant's ability to accurately track cost of related services by students served. [2 point]
- Description of the applicant's billing procedures including, if applicable, the procedures in which employees or agents are paid. [2 points]
- Description of the internal control structure used in the accounting system. [1 point]

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Rate Schedule
- D. Federal Certifications

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by APPLICANT
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP	X	
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP	X	
Program Fraud Civil Remedies Act		Section 5, RFP	X	
Environmental Tobacco Smoke		Section 5, RFP	X	
Program Specific Requirements:				
Financial Report (if available)			X	
Program Annual Report (if available)			X	

Authorized Signature

Date

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APPLICANT:

GEOGRAPHIC AREA:

Rate and Cost Summary Worksheet for RFP No. F07-066 (Paraprofessional Services)

			Column A	Column B	Column C
Type of Service (Unit Measure)	Unit Measure	Proposed Unit Rate	Units of Service	Unit Cost	Total Annual Cost (A x B)
Paraprofessional Support Services					
Paraprofessional	Five Minutes	\$2.25		\$2.25	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$2.45		\$2.45	
Educational Team Planning and Participation					
Paraprofessional	Five Minutes	\$2.25		\$2.25	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$2.45		\$2.45	
Court / Due Process Hearing Testimony					
Paraprofessional	Five Minutes	\$2.25		\$2.25	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$2.45		\$2.45	
GRAND TOTAL					

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central

point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management
 Office of Grants Management
 Office of the Assistant Secretary for Management and Budget
 Department of Health and Human Services
 200 Independence Avenue, S.W., Room 517-D
 Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children’s services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children’s services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children’s services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED