

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

## **Request for Proposals**

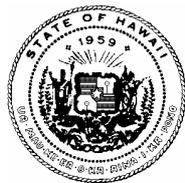
**RFP# HMS-302-07-02-S**

## **Child Care Training & Scholarships**

December 1, 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.

LINDA LINGLE  
GOVERNOR



LILLIAN B. KOLLER, ESQ.  
DIRECTOR

HENRY OLIVA  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN SERVICES**

Benefit, Employment and Support Service Division  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

December 1, 2006

MEMORANDUM

To: All Interested Applicants

From: Lillian B. Koller, Esq., Director

SUBJECT: CHILD CARE TRAINING & SCHOLARSHIPS  
Request For Proposals (RFP) HMS-302-07-02-S

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Employment and Child Care Program Office (ECCPO), seeks to purchase the services listed above and described in the attached RFP. This is to offer community-based training to child care providers as well as offer scholarships to individuals who take early childhood education college - level classes.

The RFP provides information to assist applicants in the preparation of proposals and a budget, including: (1) a description of the services sought; (2) the requirements to be met by the provider; (3) the criteria by which qualifying proposals shall be reviewed/rated; and (4) the criteria for monitoring and evaluating the services.

Applicants are to review the RFP very closely and address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **January 31, 2007**, or hand-delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **January 31, 2007**, to DHS-ECCPO at 820 Mililani Street, #606, Honolulu, HI 96813. All mail-ins postmarked after 12:00 midnight **January 31, 2007** or hand-delivered after the **January 31, 2007** deadline will not be accepted for consideration.

The BESSD Program Staff will conduct an **orientation** to review the RFP requirements on **Friday, December 15, 2006 from 10:30 a.m. – 12:30 p.m.**, HST, at the Benefit, Employment and Support Services Division, Haseko Center, 820 Mililani Street #606, Honolulu, Hawaii. All prospective applicants are encouraged to review the RFP closely and attend the orientation. Inquiries regarding this RFP should be directed to the RFP Contact Person listed in Section 2 of the RFP.

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**ONE (1) ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED.**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 31, 2007** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

### All Mail-ins

Department of Human Services  
Benefit, Employment and Support Services Division  
Employment and Child Care Program Office  
Haseko Center  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

### DHS RFP COORDINATOR

Julie Morita  
For further info. or inquiries  
Phone: (808) 586-7058  
Email: jmorita@dhs.hawaii.gov

ALL HAND-DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), January 31, 2007.** Deliveries by private mail services such as FEDEX shall be considered hand-deliveries. Hand-deliveries shall not be accepted if received after 4:30 p.m., January 31, 2007.

### Drop-off Site

For applicants located on Oahu:

Department of Human Services  
Benefit, Employment and Support Services Division  
Employment and Child Care Program Office  
Haseko Center  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

For applicants located on East Hawaii:

Department of Human Services  
Benefit, Employment and Support Services Division  
East Hawaii Section  
1990 Kinoole Street, Suite 111  
Hilo, Hawaii 96720

For applicants located on West Hawaii:

Department of Human Services  
Benefit, Employment and Support Services Division  
West Hawaii Section  
Kona Center  
75-5722 Hanama Place, Suite 1105  
Kailua-Kona, Hawaii 96740

For applicants located on Maui:

Department of Human Services  
Benefit, Employment and Support Services Division  
Maui Section  
1955 Main Street, Suite 325  
Wailuku, Hawaii 96793

For applicants located on Kauai:

Department of Human Services  
Benefit, Employment and Support Services Division  
Kauai Section  
Dynasty Court  
4473 Pahee Street, Suite G  
Lihue, Hawaii 96766-2037

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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.**

### 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.**

Activity	Scheduled Date
Public notice announcing RFP	<u>12/01/06</u>
Distribution of RFP	<u>12/01/06</u>
RFP orientation session	<u>12/15/06</u>
Closing date for submission of written questions for written responses	<u>12/20/06</u>
State purchasing agency's response to applicants' written questions	<u>12/27/06</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>01/09/07</u>
Proposal submittal deadline	<u>01/31/07</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>02/05/07</u>
Final revised proposals (optional)	<u>02/07/07</u>
Proposal evaluation period	02/05/07 – <u>02/16/07</u>
Provider selection	02/19/07 – <u>02/23/07</u>
Notice of statement of findings and decision	02/26/07 – <u>03/02/07</u>
Contract start date	<u>07/01/07</u>

## II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://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...” “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](http://www.hawaii.gov))

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://www.hawaii.gov/tax/">http://www.hawaii.gov/tax/</a> click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/">http://www.capitol.hawaii.gov/</a> click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca">http://www.hawaii.gov/dcca</a> click “Business Registration”
11	Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign">www.hawaii.gov/campaign</a>

## 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 state purchasing agency.

**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:

Employment, Child Care Program Office  
Department of Human Services, State of Hawai'i  
Benefit, Employment & Support Services Division  
Haseko Center, 820 Mililani Street, #606  
Phone: (808) 586-7058 Fax: (808) 586-5744

## VI. Orientation

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

**Date:** December 15, 2006 **Time:** 10:30 a.m. to 12:30 p.m., HST

**Location:** Haseko Center, 820 Mililani Street, #606, Honolulu, Hawaii

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency'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 in the next paragraph (VII. Submission of Questions).

## VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** December 20, 2006      **Time:** 4:30 p.m., HST

State agency responses to applicant written questions will be provided by:

**Date:** December 27, 2006

## 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, Websites Referred to in this RFP. 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; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
  3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. 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 addresses 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 purchasing agency.

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. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the 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 provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though 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 shall 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 be register 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 states that campaign contributions are prohibited 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 webpage. (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 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 System (USPS) and received by the State purchasing agency 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 State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, 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 submitted by telefacsimile transmissions, electronic mail, website, on computer diskettes/CD, or other electronic means are not permitted.

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants 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 be accepted without discussions, in accordance section 3-143-403, HAR.

**X. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency 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 state purchasing agency 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 state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

**XII. RFP Amendments**

The State 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 state purchasing agency. If a final revised proposal is not submitted, 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 State.

**XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency'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 for Chapter 103F, HRS.

## **XVII. Rejection of Proposals**

The State 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 other set of terms and conditions contradictory to 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) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for 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 State of Hawaii 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 state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five 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 state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Lillian B. Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Fiscal Management Officer
Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339	Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339
Business Address: 1390 Miller Street Honolulu, Hawaii 96813	Business Address: 1390 Miller Street Honolulu, Hawaii 96813

## **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:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**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 state purchasing agency, as deemed necessary.

**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**

### **I. Introduction**

#### **A. Overview, purpose or need**

The Department of Human Services (DHS) is the State’s lead agency for the federal Child Care and Development Fund. The purpose of this federal grant is to increase the availability, affordability and quality of early childhood educational and care programs and to increase the accessibility to all early childhood education and care (ECEC) and development programs, including the before-and-after-school programs.

The DHS will contract with a private organization to assist and support caregivers in the DHS licensed child care settings and foster care settings by providing them with community-based training and technical assistance.

The organization will also be required to administer a scholarship fund that will be available to any individual who is taking college-level courses in early childhood education.

#### **B. Planning activities conducted in preparation for this RFP**

Planning for this contract included an assessment of the existing state contract and comments received through the formal “Request for Information” process.

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

The goals of this service are to:

1. Increase the availability of child care settings by increasing the pool of qualified caregivers who are appropriately trained and educated to care for young children;
2. Increase the quality of care in early childhood settings by providing training and education opportunities which increases the knowledge and expertise of caregivers who work with young children.

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

Community-based training will be available to all caregivers in DHS licensed child care as well as to potential family child care providers. The training will also be available to foster parents in DHS licensed settings as they could

benefit from the same knowledge about caring for children as those in child care settings.

Scholarships will be available for any individual who is taking early childhood college-level classes or obtaining a Child Development Associate (CDA).

**E. Geographic coverage of service**

Training and scholarships will be made available on a statewide basis. Training will be community-based in areas that are geographically accessible to all caregivers and scheduled at times that are convenient for caregivers.

Scholarships will be available to individuals statewide for early childhood education college-level classes.

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

A maximum amount of \$558,000 funding from Federal funds is allocated for the contract period of July 1, 2007 through June 30, 2008. A maximum of \$558,000 per year is allocated for 3 additional 12-month periods, not to exceed June 30, 2011. The total allocation of funds is subject to the appropriation and availability of funds and may be terminated without liability to either the purchasing agency or the provider in the event funds are not appropriated or available.

Of the maximum amount allotted at least \$80,000 per year shall be utilized for scholarships.

**II. General Requirements**

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

1. The organization selected to provide the child care training and scholarship service shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services, which can be found in the Hawaii State Procurement Office (SPO) website (See Section 5, Proposal Application Checklist, for the website address).
2. The organization selected to provide the child care training and scholarship service must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The organization selected to provide the child care training and scholarship service must not require nor depend on the State agency's staff to provide service activities in

the event that program resources are not available due to the above situations.

3. When a disagreement arises between the organization selected to provide the child care training and scholarship service and the State regarding the performance of specific service activities within contracted specifications, the wishes of the State shall prevail. Failure on the part of the organization selected to provide the service to comply shall be deemed cause for corrective action and subject to contractual remedies.

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed, subject to approval by the State.

Planned secondary purchases: None

**C. Multiple or alternate proposals** **check one**  
(Refer to §3-143-605, HAR)

Allowed  Unallowed

**D. Single or multiple contracts to be awarded** **check one**  
(Refer to §3-143-206, HAR)

Single  Multiple  Single & Multiple

Criteria for multiple awards: Not applicable.

**E. Single or multi-term contracts to be awarded** **check one**  
(Refer to §3-149-302, HAR)

Single term ( $\leq 2$  yrs)  Multi-term ( $> 2$  yrs.)

Contract terms:

Initial term of contract: twelve (12) months

Length of each extension: twelve (12) months

Number of possible extensions: three (3)

Maximum length of contract: four (4) years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

**Conditions for contract extensions:** the contract for the proposed services may be extended without the necessity of re-bidding, subject to appropriation and availability of funds to DHS, community need, and the State's determination of satisfactory provider performances, or unless this Agreement is terminated. The option to extend the services will be offered in writing by the DHS, at least sixty (60) days prior to expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties thereto prior to the start date of the agreement. The provider shall not provide any services until the agreement is fully and properly executed.

**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 provider or providers. 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.

Contact person: Julie Morita Phone: (808) 586-7058 Email address: jmorita@dhs.hawaii.gov
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**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

1. Community-based training

- The contractor shall assure that developmentally appropriate practices are a primary focus of the delivery of service. This will include looking at what is known about child development and learning – knowledge of age-related human characteristics that permit general predictions within an age range about what activities, materials, interactions, or experiences will be safe, healthy, interesting, achievable, and also challenging to children.
- The contractor shall gather information from the family child care and center based providers regarding their training needs in

order to develop and offer training that is responsive to their needs.

- Outreach and recruitment of participants, surveying the needs for training, and development of training plans that address these needs as it relates to each island and its communities shall be completed minimally once a year.
- Family child care providers shall have the opportunity to receive training that is unique to their individual needs and goals. This includes assigning family child care recruiters to each island for the purpose of providing training and technical assistance to potential family child care providers to encourage them to become licensed.
- Efforts shall be made to determine what other training resources are available in the community to accommodate the providers stated needs and goals. This will eliminate the duplication of training and will maximize resources that are being provided under this contract.
- Classes shall be offered at various locations and times, in response to results of surveying of training needs.
- Plans for recruitment and at least 80% attendance for each training session shall be provided.
- Curriculum shall be developed and provided to the Department.
- Training can be offered to those outside of the target population when it is determined that there are vacant training slots in a scheduled training class.
- Caregivers in DHS licensed child care and foster care programs shall be notified of available training through various methods (i.e. newsletter, website, etc.).

## 2. Scholarships

- Scholarships shall be available to any individual who is taking college-level classes that focus specifically on early childhood.
- Scholarships shall also be available to any individual who is trying to obtain a CDA.

- Scholarships shall primarily be available for college-level classes available on the island that the individual resides.
- Scholarships may be available for college-level classes that are offered through distance learning from DHS approved colleges/universities. In these cases, scholarships will only be offered for the cost of the class and shall not include other items including, but not limited to, the cost of books and travel.
- Plans for the awarding of scholarships shall be provided to the Department. This plan shall include: (1) an application process; (2) criteria for award; (3) Rights and Responsibilities; and (4) a repayment clause should training not be completed.
- The formula that will be used to set a maximum dollar amount for issuing the scholarships per applicant shall be approved by the DHS prior to implementation of scholarship awards. When setting the maximum dollar amount for scholarships, there should be consideration given to current or projected college/university tuition rates and allowing as many individuals, as possible, to utilize the scholarship funds.
- The contractor shall create all necessary forms that include a scholarship application, and the rights and responsibilities for the receipt and repayment of scholarship funds. This shall be completed in consultation with the Department.
- The contractor shall recoup scholarship funds from an individual according to Departmental policies and procedures.
- There shall be plans to inform the public of the availability of the scholarships to insure maximum utilization of the funds.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

An organizational chart showing clear lines of authority for each person performing services under this project must be provided. In addition, a roster of the Board of Directors shall be included.

The staff involved in the development of the training curriculum and delivery of training shall have a background in early childhood education. The contractor shall recruit, hire, train, and supervise the necessary staff to operate the project.

Trainers shall have experience in the early childhood field, as well as academic background in early childhood education.

The organization selected to provide the service shall recruit, hire, train, and supervise the necessary staff to operate the child care training and scholarship service. The organization shall also have written position descriptions, requirements and qualifications, policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

The organization selected to provide the service must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The organization selected to provide the service must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

## **2. Administrative**

Equipment. The organization selected to provide the service shall be responsible to purchase or lease, with the available funding, all necessary furniture and equipment needed to perform the services. Allowed purchases or leases may include chairs, file cabinets, copiers, facsimile machines, mail meter, and desk telephones for the staff.

All equipment purchased with contract funds under this agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$250 or more per item and with an expected life of more than one year, shall remain the property of the DHS. All equipment purchased with contract funds must have prior approval from the DHS before purchase to be allowable. Following the final agreement period, all equipment shall be reported in the final report to the DHS and the organization selected to provide the service shall transfer possession of equipment under this agreement to the DHS.

Computers may also be purchased, but must meet the DHS specifications indicated as follows:

- IBM Thinkcentre Desktop 3.0 GHZ processor (800 MHZ front side bus, 512 MB, 40GB, DVD, Floppy, Gigabit, ESS, Windows XP Professional, 3-year on-site maintenance (all as stated or comparable).
- IBM Think Vision C170 monitor (or comparable).

Other costs. Funding is also available for office supplies, office space rent, telephone installation, and repair and maintenance of equipment.

Allowable costs. The organization selected to provide the service staff costs shall include salaries and fringe benefits attributable to the operation of this project. "Cost Principles" from the SPO are to be used as a guide for projected expenses and are found on the SPO website (see Section 5, Proposal Application Checklist, for the address). These represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and reimbursements requiring verification and documentation.

Staffing. The organization selected to provide the service shall be responsible to ensure appropriate staffing to meet the public's needs.

Meetings with DHS staff. The organization selected to provide the service, upon request of the DHS, shall meet with representatives of the DHS to discuss the progress of the project.

Audit report. The organization selected to provide the service shall be required to provide an annual internal financial audit report following the A-133 requirements.

Disagreements. When a disagreement between the organization selected to provide the service and DHS arises in regards to the service provided, the wishes of DHS shall prevail. Failure to comply on the part of the organization selected to provide the service shall be deemed cause for corrective action and is subject to contractual remedies.

### **3. Quality assurance and evaluation specifications**

Records. The organization selected to provide the service shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to:

- Copies of approved purchase orders signed by the appropriate authority;
- Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents; and
- Other appropriate internal accounting statements and reconciliation schedules.

Program records. The organization selected to provide the service shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff or its designee. Monitoring will consist of

comparing reported data with the organization selected to provide the service's documents used to summarize data. These records shall include, but are not limited to:

- Agency files such as personnel files;
- Notes of staff meeting/minutes and training;
- Documentation of service activities including collaboration with community agencies and organizations, and
- Accounting practices.

Evaluation will consist of comparing projected program objectives with outcome performance, and analyzing factors that produced those results.

Quality assurance plan. The organization selected to provide the service shall have a written quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration, and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring.

Evaluation of performance. The organization selected to provide the service shall have a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

Contract monitoring. Annual contract monitoring by the DHS may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required progress reports as required by the DHS, and periodic assessment of the program effectiveness.

#### **4. Output and performance/outcome measurements**

There shall be a written description of the process that will be used to measure the effectiveness of the project. The following projected outcomes shall be measured and reported at the end of each fiscal year:

- At least 90% of trainees shall be satisfied with the training received;

- At least 1200 hours of training shall be offered in a contract year;
- At least 70% of those who apply to provide family child care providers become licensed by the DHS;
- 100% of the DHS licensed child care providers shall be notified of the schedule of training that is offered;
- 100% of the DHS licensed foster parents shall be notified that they are able to receive training through this service; and
- Scholarships shall be awarded to at least 100 individuals during the contract period.

## **5. Experience**

The applicant shall demonstrate a thorough understanding of the purpose and scope of this service, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.

## **6. Coordination of services**

The organization selected to provide the service is expected to coordinate and collaborate with other organizations and groups to insure that: training needs of providers are met; there is no duplication of the type of training offered; and the target group is aware of the types of services offered.

## **7. Reporting requirements for program and fiscal data**

Monthly expenditure reports. Monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement shall be submitted to the DHS. The “Subgrantee’s Invoice and Expenditure Report” (SIER) shall be the official form used for the organization selected to provide the service to request funds for the operation of the service.

Quarterly program progress. Written quarterly program progress reports shall be submitted to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service. Quarterly reports shall minimally include the following:

- a) Unduplicated and duplicated numbers of individuals receiving training on a monthly basis for the quarter;

- b) Unduplicated and duplicated numbers of individuals receiving training and where they are employed (i.e. in a center-based facility, including the type, or in a family child care home; foster care, potential provider, etc.);
- c) Type, frequency and locations of trainings offered on a monthly basis;
- d) Unduplicated and duplicated numbers of individuals receiving training, and the type of training that they completed;
- e) Description of the types of outreach activities conducted to encourage new caregivers attend trainings that are offered;
- f) Number of scholarship applications received on a monthly basis for the quarter;
- g) Number of scholarship applications approved on a monthly basis for the quarter;
- h) Number of scholarship applications denied and the reason for the denial on a monthly basis for the quarter;
- i) Educational goals of the individuals who received scholarships on a monthly basis for the quarter;
- j) Total amount issued for scholarships for the quarter;
- k) Recouped payments processed on a monthly basis for the quarter; and
- l) Any other information requested by the DHS.

Final report. The organization selected to provide the child care training and scholarship service shall submit a final written summary report of the fiscal year activities to the DHS no later than 45 calendar days after the end of the State fiscal year. This report shall include cumulative data by geographic location, a narrative summarizing the success of project activities, and recommendations to improve services for the next fiscal year.

The annual written summary shall include cumulative data for the contract period as follows:

- a) Unduplicated and duplicated numbers of individuals who received training;
- b) Unduplicated and duplicated numbers of individuals who received training and where they are employed (i.e. in a center-based facility, including the type, or in a family child care home; foster care, potential provider, etc.);
- c) Type, frequency and locations of trainings offered throughout the year;
- d) Unduplicated and duplicated numbers of individuals who received training, and the type of training that they completed;

- e) Description of the types of outreach activities conducted throughout the year to encourage new caregivers attend trainings that were offered and an evaluation of the outreach efforts;
- f) Description of how training has been tailored to each community and type of provider being served;
- g) Summary of feedback from individuals who attended training and how the training plan will be adjusted, if necessary, as a result of the feedback;
- h) Unduplicated and duplicated count of individuals who applied for scholarships for the year;
- i) Unduplicated and duplicated count of the number of scholarship applications approved on a monthly basis for the quarter;
- j) Unduplicated and duplicated count of individuals whose application for scholarships were denied and the reason for the denial for the year;
- k) A listing of the type of educational goals of individuals who received scholarships for the year, and the unduplicated numbers of individuals who were obtaining those goals;
- l) The total amount issued for scholarships for the year, with an average amount issued per person;
- m) The total amount of recouped payments processed for the year; and
- n) Other report information as requested by the DHS.

#### **8. Pricing structure or pricing methodology to be used**

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation. The budget amount for the operation of the services must not exceed the amount stated in the RFP. The SPO budget of the services must not exceed the amount stated in the RFP. The SPO budget forms are to be used in preparing a proposal, and are available on the SPO website (see Section 5, Proposal Application Checklist, for address).

The organization selected to provide the child care training and scholarship service shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO H-201 (effective 10/1/98), which can be found on the SPO website (see Section 5, Proposal Application Checklist, for address). The Cost Principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered.

The organization selected to provide the child care training and scholarship service shall abide by all the Federal regulations as legislated by Public Law 101-508, Omnibus Budget Reconciliation Act of 1990. Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996, requires that any expenditure made or authorized by the organization selected to provide the service that is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant is entitled.

**9. Units of service and unit rate**

Not applicable.

**10. Method of compensation and payment**

The organization selected to provide the child care training and scholarship service shall submit monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement. The “Subgrantee’s Invoice and Expenditure Report” (SIER) shall be the official form used by the organization selected to provide the child care training and scholarship service to request funds for the operation of the service.

**IV. Facilities**

The organization selected to provide the child care training and scholarship service shall have the responsibility to seek, lease, and furnish suitable facilities for the operation of the service. The service shall (minimally) be provided in a centralized location on each island, or from a central location on Oahu, and must be responsive to the needs of the public.

The organization selected to provide the child care training and scholarship service shall operate and maintain equipment and facilities in accordance with all Departmental policies and procedures.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency 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.

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the DHS with a broad understanding of the entire proposal. Include a brief description of the applicant's

organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the need identified in the service specifications.

## **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. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, e-mail addresses, etc., of those individuals the DHS can contact for verification purposes.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include a written quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services and identify roles and responsibilities for on-going monitoring.

The applicant shall also include a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community by indicating which agencies, organizations, and/or groups should be collaborated with in order to deliver the services to the target group in a satisfactory manner. Also, the

applicant shall describe a detailed plan for coordination and collaboration with those agencies, organizations, and/or groups that are identified.

**E. 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, including a timetable, to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

The applicant shall also indicate whether the facilities will be secured for a centralized location on each island, or from a central location on Oahu, and include the rationale for their choice.

**III. 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.)

The applicant shall describe their plans for continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

Also, the applicant shall describe their plan to deliver the service statewide and ensure that it is available daily, including non-traditional hours.

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. The applicant shall also provide written position descriptions, requirements and qualifications, and policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

**B. Project Organization**

**1. Supervision and Training**

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

**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.

**IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The applicant shall include a detailed description of their plans to implement the primary services and activities listed in Section II “Scope of Work” which includes, but is not limited to:

- A. Developing and offering community-based training that is responsive to the needs of the target group;
- B. Providing information to the target group of the trainings that are offered;
- C. Outreach and recruitment of child care providers and foster parents to attend the offered trainings;
- D. Establishing family child care recruiters who can provide training and technical assistance to potential and licensed family child care providers;
- E. Offering the services statewide during times that would be responsive to the needs of the target group;
- F. Evaluation to determine satisfaction of the target group with the trainings offered;
- G. Determining what the training needs of the target group are;
- H. Developing a scholarship program for the target group;
- I. Determining how data will be collected in order to meet quarterly reporting requirements specified.

## V. Financial

### A. Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation.

The DHS shall consider cost proposals based on “cost type” or “pure reimbursement” pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. “Cost type” involves payment of all incurred costs within a predetermined total estimated cost.

The DHS shall also consider cost proposals based on “cost-plus-fixed-fee” from the applicants who are for-profit organizations licensed to do so in the State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. We anticipate these fees to be limited to 10% or less of the contract award. Also, these fees need to be built within the contract ceiling. Please note, however, that the DHS reserves the right to negotiate the final amount of fixed fee within the limits discussed above.

The DHS shall select the applicable cost proposals subject to the legal standing of the applicant organization, e.g., non-profit or for-profit, and that are in the best interest of the State.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification - Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Budget Justification – Travel: Inter-island
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206F	Budget Justification – Contractual Services: Sub-contracts
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases

**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:

- a. The applicant shall submit the organization's most recent financial audit.
- b. The applicant shall submit a copy of the organization's financial policies that relate to the expenditure of funds for this project.

**VI. 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.

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

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State procurement office)

##### 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)

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

- 5= Very satisfactory
- 4= More than satisfactory
- 3= Satisfactory
- 2= Less than satisfactory
- 1= Unsatisfactory
- 0= Not addressed (no credit)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

**1. Experience and Capability (20 Points)**

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

- A. Necessary Skills**
  - Demonstrated skills relating to the delivery of the proposed services. \_\_\_\_\_
  - Demonstrated abilities relating to the delivery of the proposed services. \_\_\_\_\_
  - Demonstrated knowledge relating to the delivery of the proposed services. \_\_\_\_\_
  
- B. Experience**
  - Demonstrated experience related to the delivery of the service \_\_\_\_\_
  
- C. Quality Assurance and Evaluation**
  - Provides a detailed description of a quality assurance and evaluation plan for the proposed services, including methodology. \_\_\_\_\_
  
- D. Coordination of Services**
  - Demonstrated knowledge of which agencies, organizations, or groups that need to be collaborated and coordinate with in order to deliver satisfactory services. \_\_\_\_\_
  - Described how collaboration with the agencies, organizations, or groups identified would result in the delivery of satisfactory services. \_\_\_\_\_
  
- E. Facilities**
  - Adequacy of facilities relative to the proposed services. \_\_\_\_\_
  - Demonstrated a plan for the location of the facilities. \_\_\_\_\_

**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

**A. Staffing**

- The proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. \_\_\_\_\_
- Minimum qualifications (including experience) for staff assigned to the program is reasonable based on the position descriptions for each position. \_\_\_\_\_
- Describes in detail a plan for coverage in situations when assigned staff are unavailable. \_\_\_\_\_

**B. Project Organization**

- Describes in detail a plan for training of staff relative to the delivery of the proposed services. \_\_\_\_\_
- Describes in detail a plan for providing supervision and administrative direction to staff relative to the delivery of the proposed services. \_\_\_\_\_
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. \_\_\_\_\_

**3. 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 Proposal Application.*

- Describes in detail how training curriculums will be developed. \_\_\_\_\_
- Describes in detail how the training topics will be responsive to the needs of the target group. \_\_\_\_\_
- Describes in detail how the target group will be informed of the training offered. \_\_\_\_\_
- Describes in detail the kinds of outreach and recruitment that will be done to encourage new \_\_\_\_\_

- participants to attend trainings. \_\_\_\_\_
- Describes in detail how training will be offered at various locations to accommodate the needs of the target group. \_\_\_\_\_
- Describes in detail how many training classes per month will be offered per island. \_\_\_\_\_
- Describes in detail when the training classes will be offered and how it will be responsive to the target group’s needs. \_\_\_\_\_
- Describes in detail how the training will be evaluated to determine whether the training provided is satisfactory. \_\_\_\_\_
- Describes in detail how the training will be evaluated to determine areas of improvement. \_\_\_\_\_
- Describes in detail a plan to utilize family child care recruiters to provide direct training and technical assistance to currently licensed and potential licensing applicants for family child care. \_\_\_\_\_
- Describes in detail the application process for the scholarship program. \_\_\_\_\_
- Describes in detail how the target group will be informed of the scholarships that are offered. \_\_\_\_\_
- Describes the formula that will be used to determine the amount of scholarship that will be offered and issued to applicants. \_\_\_\_\_
- Describes in detail the plan to award scholarships. \_\_\_\_\_
- Describes in detail the criteria for recoupment of scholarships. \_\_\_\_\_
- Describes in detail the process for recoupment of scholarships. \_\_\_\_\_

**4. Financial (10 Points)**

- Personnel costs are reasonable and comparable to positions in the community. \_\_\_\_\_
- Non-personnel costs are reasonable and adequately justified. \_\_\_\_\_
- The budget fully supports the scope of service and requirements of the Request for Proposal. \_\_\_\_\_
- Accounting system is adequate (as indicated in most recent audit report). \_\_\_\_\_
- Financial policies for the use of funds for this service is clearly presented. \_\_\_\_\_

**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. Special Conditions

## 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
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
<b>Cost Proposal (Budget)</b>				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
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*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Organization Chart(s)	Section 3, RFP	Section 3, RFP	<b>X</b>	
Audit Report	Section 3, RFP	Section 3, RFP	<b>X</b>	
Financial Policies	Section 3, RFP	Section 3, RFP	<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Sample

Organization: \_\_\_\_\_  
RFP No: \_\_\_\_\_

## Proposal Application Table of Contents

- I. Program Overview .....1**
- II. Experience and Capability .....1**
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  - C. Quality Assurance and Evaluation.....5
  - D. Coordination of Services.....6
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    - 1. Proposed Staffing.....7
    - 2. Staff Qualifications .....9
  - B. Project Organization .....10
    - 1. Supervision and Training.....10
    - 2. Organization Chart (Program & Organization-wide)  
(See Attachments for Organization Charts)
- IV. Service Delivery.....12**
- V. Financial.....20**  
See Attachments for Cost Proposal
- VI. Litigation.....20**
- VII. Attachments**
  - A. Cost Proposal
    - SPO-H-205 Proposal Budget
    - SPO-H-206A Budget Justification - Personnel: Salaries & Wages
    - SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
    - SPO-H-206C Budget Justification - Travel: Interisland
    - SPO-H-206E Budget Justification - Contractual Services – Administrative
  - B. Other Financial Related Materials
    - Financial Audit for fiscal year ended June 30, 1996
  - C. Organization Chart
    - Program
    - Organization-wide
  - D. Performance and Output Measurement Tables
    - Table A
    - Table B
    - Table C
  - E. Program Specific Requirements

### **Special Conditions**

- The Department shall require that the organization selected to provide the service present a certificate of insurance in the amount of two million and no/100 dollars (\$2,000,000.00) for bodily injury and property damage liability arising in connection with the provider's performance under this Agreement.
- Limit the administrative costs, which do not include the cost of providing direct services, for this Agreement to not more than 5% of the aggregate amount of funds available for this Agreement in accordance with Public Law 104-193, the federal law governing the Child Care Development Fund.