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February 13, 2007

MEMORANDUM

TO: Purchase of Services Applicants

FROM: Amy Tsark, Acting Administrator
Social Services Division 

SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL ISSUED February 13, 2007

Attached for your information is an addenda to the Request for Proposal HMS 301-48 that was issued on February 1, 2007, by the Social Services Division of the Department of Human Services (DHS). The purpose of the addenda is to make corrections to the RFP.

If you have questions regarding this RFP, please contact Trisha Chung at (808) 586-5748. Thank you for your interest in this procurement.

Attachment

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION**

ADDENDUM FOR RFP ISSUED ON 2/1/07

Section 2 – Service Specifications:

III.A. Service Activities (p. 2-8), please correct the following paragraph to read:

“HFYC is a statewide youth-led organization comprised of a current and former foster youth. It has local chapters in all counties and a statewide youth board of directors. The selected organization or agency in collaboration with the HFYC board of directors shall engage an individual as the Project Director to provide professional management of HFYC, overseeing staff, activities, legal compliance, and finances. The Project Director reports to both the board of directors. And partner agency(ies) and makes recommendations to the board of directors.”

Section 3 – Proposal Application Instructions and Section 4 – Proposal Evaluation:

Section 3 - III.C. Project Organization and Staffing (p. 3-2) and Section 4 – III.B.3. Project Organization and Staffing (p.4-3), this paragraph should read:

“A justification for the staffing pattern (i.e., number and type of staff and FTEs) detailed in the Program Organizational Chart. This explanation should take into account the amount of time needed to provide administrative support for the HFYC.”

Section 4 – Proposal Evaluation:

III.D.3 – Financial, please add:

“At its option the review panel may seek technical assistance from Fiscal Management Office staff or from Management Services Office staff in seeking to understand how the Cost Principles apply to the proposal. Note that the Cost Principles do not allow line items for indirect costs (aka “administrative costs”) unless the applicant indicates in the proposal that it has a federally approved indirect cost rate.”