

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

Request for Proposals

RFP No. HMS-305-07-05-WH Infant and Toddler Care for Teen Parents Attending Kealakehe High School

April 5, 2007

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.



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

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

April 2, 2007

MEMORANDUM

To: All Interested Applicants

From: Lillian B. Koller, Director

SUBJECT: INFANT AND TODDLER CARE FOR TEEN PARENTS ATTENDING
KEALAKEHE HIGH SCHOOL
Request For Proposals (RFP) #HMS-305-07-05-WH

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 provide full day child care services to support teen parents in their efforts to be promoted or graduate from high school/ and/or participate in DHS First-to-Work program activities. These services are limited to teen parents who are enrolled at and attend Kealakehe High School. Child care services shall be provided when school is in session and on the Kealakehe High School campus located at 74-5000 Puohuluhuli Street, Kailua-Kona, Hawaii. This infant and toddler facility must be licensed by the DHS prior to operation. The school year begins approximately the last week of July 2007 and is expected to end about the first week of June 2008. Child care services are integrated with the student services of the Department of Education (DOE) Graduation Reality and Dual Skills (GRADS) program in the school. This contract provides DHS funding for staff cost and separating expenses for the school year.

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 **May 11, 2007**, or hand-delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **May 11, 2007**, to DHS-ECCPO at 820 Mililani Street, #606, Honolulu, HI 96813. All mail-ins postmarked after 12:00 midnight **May 11, 2007** or hand-delivered after the **May 11, 2007** deadline will not be accepted for consideration.

The BESSD Program Staff will conduct an **orientation** to review the RFP requirements on **Wednesday, April 25, 2007 from 1:00 p.m. – 2:30 p.m.**, HST, at the Kona Center, 75-5722 Hanama Place, #1105, Kailua-Kona, 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 **May 11, 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

Colleen Leonardo
For further info. or inquiries
Phone: (808) 586-7065
Email: cleonardo@dhs.hawaii.gov

ALL HAND-DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 11, 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., May 11, 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

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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	04/05/07
Distribution of RFP	04/05/07
RFP orientation session	04/25/07
Closing date for submission of written questions for written responses	04/30/07
State purchasing agency's response to applicants' written questions	05/04/07
Discussions with applicant prior to proposal submittal deadline (optional)	NA
Proposal submittal deadline	05/11/07
Discussions with applicant after proposal submittal deadline (optional)	NA
Final revised proposals (optional)	NA
Proposal evaluation period	05/16/07- 05/25/07
Provider selection	05/29/07- 05/31/07
Notice of statement of findings and decision	06/01/07
Contract start date	07/01/07

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...” “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 State 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	www.hawaii.gov/campaign

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 Hawaii

Benefit, Employment & Support Services Division

Haseko Center, 820 Mililani Street, #606

Honolulu, Hawaii 96813

Phone (808) 586-7065 Fax: (808) 586-5744

VI. Orientation

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

Date: April 25, 2007 **Time:** 1:00 p.m. to 2:30 p.m., HST

Location: Kona Center, 75-5722 Hanama Pl, #1105, Kailua-Kona, 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: April 30, 2007 **Time:** 4:30 p.m., HST

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

Date: May 4, 2007

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.

Head of State Purchasing Agency	Procurement Officer
Name: Lillian B. Koller	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 mission of the Department of Human Services (DHS) is to provide high quality, efficient and effective services designed towards achieving self-sufficiency for clients as quickly as possible and to direct our limited resources toward helping those least able to care for themselves.

The Department of Human Services is the State's lead agency for the federal Child Care and Development fund. The purpose of this grant is to increase the availability, affordability and quality of early childhood educational and care programs. The purpose of this RFP is to contract with an organization to provide full day child care services to support teen parents in their efforts to be promoted or graduate from high school and/or participate in DHS First-to-Work program activities. First-To-Work involvement would exist when the teen parent is receiving DHS financial assistance and is a teen head of household .

Historically, children living with mothers who did not finish high school are more likely to drop out of school and have more at-risk behaviors than children whose mothers had obtained more schooling. Teens who are pregnant and/or parenting have often shown poor school attendance, in part due to a lack of child care. To assure greater educational opportunity for all students at Kealakehe High School, enrolled students who are also parents will now have access to child care during the academic school year.

Teens parents will be involved in parenting classes and activities that develop and promote healthy, positive parenting, and family strengthening skills.

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 goal is to enable teen parents to continue their high school education by the provision of full day child care services to their children between the ages of 6 weeks to three years in a DHS-licensed child care facility. The program shall be open every day during which school is in session. The

child care program shall be open 30 minutes prior to the school day starting, and 30 minutes after the school day ends.

Objectives should be measurable for the contract period of performance. Outcomes are the degree to which the objectives were achieved. Ideally, these would be projected at 100%. The objectives include the following:

- 1) Full utilization of the child care center;
- 2) Parents of the infants/toddlers are enabled to attend school, be promoted to the next grade, and graduate from high school;
- 3) Teen fathers and parents of the teen parents participate in program activities;
- 4) Subsequent full-term pregnancies are reduced while participating in the program;
- 5) Collaboration and coordination with other community programs and organizations, and the Kealakehe High School staff involved with the Graduation Reality and Dual Role Skills (GRADS) program;
- 6) Increased staff training opportunities, and
- 7) Activities to increase parenting competencies.

D. Description of the target population to be served

Teen parents who are enrolled in and attend the Kealakehe High School on West Hawaii are selected by the Department of Education GRADS staff to participate in this program because they are motivated to attend school and have no satisfactory alternative child care arrangements for their children in order to attend school. The teens receiving child care are integrated with the GRADS program. Child care project activities are planned and implemented in collaboration with GRADS staff. Their children from 6 weeks to three years are enrolled in the child care program. The teen fathers and families of the teen parents are also encouraged to participate in program activities.

E. Geographic coverage of service

These services are provided on campus and are limited to teen parents who are enrolled at and attend Kealakehe High School on West Hawaii.

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

A maximum amount of \$95,000.00 in total funding for Kealakehe High School students from federal funds is allocated for the initial contract period beginning approximately July 1, 2007 to June 30, 2008. A maximum of \$95,000.00 in total funding is allocated for each of the succeeding twelve-month periods, up to June 30, 2011, subject to the availability of federal

funds and a determination of satisfactory performance. The option to extend the services will be offered in writing by the department.

II. General Requirements

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

1. The children must be cared for in a DHS-licensed infant and toddler care facility. The applicant shall ensure that the appropriate staff qualifications and staff-child ratio regulations are maintained at all times while the child care center is open for child care.
2. The organization selected to provide the infant and toddler care 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).
3. The organization selected to provide the infant and toddler care 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 infant and toddler care 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.
4. When a disagreement arises between the organization selected to provide the infant and toddler care 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 not be allowed.

Planned secondary purchases

None.

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

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: 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 I, paragraph I (Procurement Timetable) of this RFP.

Contact person: Colleen Leonardo
Phone: (808) 586-7065
Email address: cleonardo@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

The applicant shall ensure that this project represents a model program of collaboration which integrates the child care services program with the high school's existing programs for teen parents and the families of the teen parents.

The applicant shall provide a comprehensive child care and parenting education program, which increases the capacity of the student parents to care for their children in an optimal fashion while developing their own potential as young adults.

The applicant shall provide opportunities for the teen parents to be observed by the head teacher and assistant caregivers interacting with their children. Teen fathers shall be recruited into all aspects of these links between the infant and toddler care program and other DOE high school programs. If feasible, teen parents who are nursing their children shall be allowed the opportunity to visit the center during the school day to nurse their infants.

The applicant shall, in collaboration with any DOE high school program, provide opportunities to involve the families of the teen parents in the program.

The applicant will help teen parents explore and utilize school resources that range from learning how to plan their high school career to selecting post-secondary options, and applying to colleges, to exploring potential careers after graduation.

The applicant shall collaborate with other community resources available to the parents for health services and training. The applicant shall provide information regarding community resources addressing the needs of the teen parents, such as medical and financial assistance programs through DHS.

At entry into the child care program, the applicant shall insure that the teen parent has a Career Development Plan which may be part of the GRADS program. This plan shall define the goals and outcomes that the teens hope to accomplish. This plan shall be updated and reviewed quarterly with the teen parent.

When teen parents are no longer eligible for the program, the applicant shall assist the teens in developing a long term plan to assure the continuation of

child care services. The applicant should assist teens in investigating alternate funding sources for child care within the community, including but not necessarily limited to, the child care program available through DHS.

Services shall honor and respect the cultural background, beliefs, and language of the teen parents/families. Culturally appropriate approaches and resources shall be used. Written materials developed for teen parents/families shall be easily understood.

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

1. Personnel

The applicant shall meet all of the staffing requirements listed in HAR 17-895, Licensing of Infant and Toddler Child Care Centers.

The applicant shall hire a lead caregiver for the child care services program who is qualified to work with infants and toddlers in accordance with DHS regulations: HAR 17-895, Licensing of Infant and Toddler Centers, Subchapter 4. When hiring a lead caregiver for the child care program, the following additional qualifications shall be considered:

1. Previous experience working with adolescents;
2. Good communication skills; and
3. Administrative experience in running a child care center.

The applicant shall hire the necessary caregivers and aides as required by the HAR 17-895, Licensing of Infant and Toddler Center licensing regulations. The applicant shall follow the caregiver and aide qualification requirements as also stated in the DHS licensing regulations.

2. Administrative

The applicant, upon request by the State, shall meet with representatives of the State to discuss the progress of the project. The purpose of these visits will be to: a) Observe the program operations; b) Examine materials ordered for the project; c) Inspect renovations made to the facility, and d) Examine record keeping procedures.

The applicant shall be responsible to ensure appropriate staffing of the child care center at all times.

The applicant shall work with the appropriate DOE staff to implement the program of activities for the teen parents and their families.

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, furniture, and developmentally appropriate materials and equipment for infant and toddler care.

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.

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 comply with licensing regulations.

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 have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations."

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

The applicant 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:

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

The applicant shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff. Monitoring will consist of comparing reported data with applicant's documents used to summarize data. These records shall include but are not limited to:

- a) Personnel files
- b) Notes of staff meetings and training;
- c) Documentation of the various service activities;
- d) DHS licensure;
- e) Attendance and participation;
- f) School promotion and graduation;
- g) Anecdotal notes of teens' progress;
- h) Assessment of parental abilities and infants/toddlers' progress;
- i) Collaborative meetings with DOE and community resources, etc. Evaluation will consist of comparing projected objectives with outcome performance and analyzing factors producing the results.

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 measures

Quarterly reports shall focus on a narrative description of the achievement level of the program goals/objectives and each service activity listed in this RFP. These reports shall also include program utilization including but not necessarily limited to:

- a) Number of children enrolled in the child care program;
- b) Number of teen parents enrolled in the program; and
- c) Average daily attendance in the child care center.

In addition, the reports shall also include projections of activities planned for the next quarter, which shall include a narrative description explaining planned activities. Each quarterly report will also include an overview of program outcomes presented in a matrix format. Please see Section 5 Attachment E for a sample of the matrix format that the service provider will be required to complete and submit as part of the quarterly report.

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. The applicant shall submit monthly expenditure reports for the operation of the program that serve as invoices for reimbursement. The form “Subgrantees Invoice and Expenditure Report” shall be the official form used for the Subgrantee to request funds for the contract and shall be submitted no later than 60 days after the end of each month.

Quarterly program progress. Quarterly progress reports shall be submitted no later than 30 days after the end of each calendar quarter. The quarterly reports shall be provided in a format specified by the Department in which the applicant summarizes major activities undertaken during the report period as well as accomplishments, problems encountered, recommendations, and proposed future activities. Data to be reported shall include but may not be limited to:

- a) Ages of children
- b) Number of children enrolled in the child care program per month
- c) Number of teen parents enrolled and participating in the program
- d) Average daily attendance in the child care center per month
- e) Problems encountered and the resolution of the problems
- f) Plans for the next quarter, including brief narrative explaining the projected activities, requests for technical assistance (if needed) to implement the next phase of activities, and itemized listing of anticipated purchases.

Final report. The applicant shall submit to the State a final written summary report no later than thirty days after the end of each fiscal year of

the Agreement. This report may be included in 4th quarter's report and shall include, but is not limited to:

- a) Cumulative data (duplicated and unduplicated) for the period of the Agreement, including:
 1. Ages of children served in the child care center
 2. Number of children served in the child care center
 3. Number of home visits made
 4. Number of teen parents promoted to the next grade
 5. Number of teen parents graduating from high school
 6. Annotated description of future plans of teen parents exiting high school and affected by the child care program
 7. Number of teen fathers participating in the program, and number of full-term subsequent pregnancies for teen parents involved with the child care program
 8. Provide a short narrative on the status of each senior enrolled. This narrative shall include: whether the senior graduated high school, plans for the future including college, vocational training, work, etc.

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 child care for teen parents 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 child care for teen parents to request funds for the operation of the service.

C. Facilities

The organization selected to provide infant and toddler care shall operate on the campus of Kealakehe High School located at 74-5000 Puohulihuli Street, Kailua-Kona. The organization shall present a letter from Kealakehe’s High School Principal confirming that arrangements have been discussed regarding the use of space, equipment, utilities, etc. and that they are satisfactory to the high school should this contract be awarded to the organization. This letter shall be included with the proposal. Infant and toddler care shall be provided when school is in session.

The organization selected to provide infant and toddler care for teen parents 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.

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. This can include a daily, monthly, and annual calendar/schedule for activities. The narrative should reflect major milestones in service delivery during the contract period. Applicant shall include information on when the program will operate during the contract period, and provide a list of school and State holidays when the program will not operate.

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. Child care services program.
- B. Involvement of high school GRADS program.
- C. Involvement of teen parents in the program.
- D. Involvement of families to teen parents.
- E. Collaboration with other community services.
- F. Management and supervision of the program components.

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
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 the State Procurement Office)
- Tax clearance Certificate
- DHS Group Child Care License (Certificate of Approval)

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 relating to the delivery of the proposed services. _____
- 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 capability to coordinate services with other agencies and resources in the community. _____
- 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

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. _____
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. _____
- 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.

- Extent to which the proposal clearly describes the overall program content and design. _____
- Extent to which the proposal describes program goals and objectives that are consistent with those identified in the RFP. _____
- Extent to which the proposal demonstrates a thorough understanding of the target population. _____
- Extent to which the proposal describes a comprehensive child care and parenting education program. _____
- Extent to which the proposal offers means of collaborating with other community resources available to parents for health services and training as well as the _____

providing of community resource information addressing the needs of teen parents.

- Evidence of a long term plan to assure the continuation of the child care services for the teen parents, including the investigating of alternate funding sources for child care within the community.
- Services throughout the contract period are clearly described, including major milestones in delivery of services.
- Timelines and schedule for delivery of services are realistic
- Extent to which the proposal demonstrates flexibility in individualizing service delivery.
- Extent to which the proposal demonstrates knowledge of case documentation and case record maintenance.
- Extent to which the proposal provides for management oversight of the project, including clarity of work assignments and responsibilities.

5. 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
- D. School Schedule for 07-08 School Year
- E. Quarterly Activity Report

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*		
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*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		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		
Program Specific Requirements:				
Organizational Chart(s)	Section 3, RFP	Section 3, RFP	X	
Audit Report	Section 3, RFP	Section 3, RFP	X	
Financial Policies	Section 3, RFP	Section 3, RFP	X	

Authorized Signature

Date

Sample

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SPECIAL CONDITIONS

1. The Department shall require that the PROVIDER 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.
2. 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.
3. The PROVIDER shall follow 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 the legislative body.
4. No such Agreement shall be binding upon the Department until the Agreement has been fully and properly executed by all the parties thereto and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the Contract during the fiscal year. Further, the Contract shall not be considered fully executed until the Department of the Attorney General of the State of Hawaii has approved the Contract as to form.
5. Any work performed prior to receipt of a fully and properly executed Agreement shall be at the PROVIDER'S own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by PROVIDER prior to the receipt of a fully and properly executed Agreement.
6. Confidentiality. In addition to Paragraph 2.1, Confidentiality of Material, Exhibit "D", General Conditions, the PROVIDER further agrees to the following:

The PROVIDER shall keep records to document information acquired about the recipients or given or made available by the recipients served under this Agreement. All such information shall be considered confidential and shall not be disclosed by the PROVIDER except as otherwise allowed by Hawaii Revised Statute §346-10, and Hawaii Administrative Rules §17-601, and only after prior written notification to DHS.

The PROVIDER shall comply with the provisions of HIPAA. In this Agreement, "HIPAA" means the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, Pub.L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 C.F.R. Parts 160 AND 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy or individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provide identifiers. Refer to 45 C.F.R. Parts 160, 162, and 164."

State of Hawaii – Department of Education

2007-2008 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year — First Semester: July 26, 2007, to January 11*, 2008; Second Semester: January 14, 2008, to June 6, 2008
Students' Work Year — First Semester: July 30, 2007, to December 20, 2007; Second Semester: January 14, 2008, to June 5, 2008

This calendar applies to 10-month teachers and students at all regular DOE schools except those on multi-track schedules.

Week	Student Days	Teacher Days		S	M	T	W	T	F	S	
			2007-July	1	2	3	4	5	6	7	July 4 – Independence Day
				8	9	10	11	12	13	14	
				15	16	17	18	19	20	21	
1	-	2		22	23	24	25	26	27	28	1st SEMESTER – 93 Student Days July 26 – First day for teachers July 30 – First day for students August 17 – Statehood Day
2	5	7	August	29	30	31	1	2	3	4	
3	10	12		5	6	7	8	9	10	11	
4	14	16		12	13	14	15	16	17	18	
5	19	21		19	20	21	22	23	24	25	
6	24	26	September	26	27	28	29	30	31	1	
7	28	30		2	3	4	5	6	7	8	September 3 – Labor Day
8	33	35		9	10	11	12	13	14	15	
9	38	40		16	17	18	19	20	21	22	
10	43	45		23	24	25	26	27	28	29	1st Quarter (43 days) Ends – Sept. 28
11	-	-	October	30	1	2	3	4	5	6	Oct. 1-5 – Fall Break ***
12	47	50		7	8	9	10	11	12	13	Oct. 8-12 – One teacher work day without students for Teacher Institute Day (dates set by HSTA)
13	52	55		14	15	16	17	18	19	20	
14	57	60	November	21	22	23	24	25	26	27	
15	62	65		28	29	30	31	1	2	3	
16	67	70		4	5	6	7	8	9	10	
17	71	74		11	12	13	14	15	16	17	Nov. 12 – Veterans Day (observed)
18	74	77	December	18	19	20	21	22	23	24	November 22 – Thanksgiving Day
19	79	82		25	26	27	28	29	30	1	November 23 – School Holiday
20	84	87		2	3	4	5	6	7	8	
21	89	92		9	10	11	12	13	14	15	2nd Quarter (50 days) and
22	93	96		16	17	18	19	20	21	22	1st Semester Ends – Dec. 20
23	-	-	2008-January	23	24	25	26	27	28	29	Dec. 21 – Jan. 10 – Winter Break ***
24	-	-		30	31	1	2	3	4	5	Dec. 25 – Christmas; Jan. 1 – New Year's
25	-	97		6	7	8	9	10	11	12	Jan. 11 – Teacher work day (no students) *
26	98	102		13	14	15	16	17	18	19	2nd SEMESTER – 91 Student Days January 21 – Martin Luther King Day
27	102	106	February	20	21	22	23	24	25	26	
28	107	111		27	28	29	30	31	1	2	
29	112	116		3	4	5	6	7	8	9	
30	117	121		10	11	12	13	14	15	16	
31	121	125	March	17	18	19	20	21	22	23	February 18 – Presidents' Day
32	126	130		24	25	26	27	28	29	1	
33	131	135		2	3	4	5	6	7	8	
34	136	140		9	10	11	12	13	14	15	3rd Quarter (43 days) Ends – Mar. 14
35	-	-		16	17	18	19	20	21	22	March 17-28 – Spring Break ***
36	-	-		23	24	25	26	27	28	29	March 21 – Good Friday
37	141	145	April	30	31	1	2	3	4	5	March 26 – Kuhio Day
38	146	150		6	7	8	9	10	11	12	
39	151	155		13	14	15	16	17	18	19	
40	156	160		20	21	22	23	24	25	26	
41	161	165	May	27	28	29	30	1	2	3	
42	166	170		4	5	6	7	8	9	10	May 26 – Memorial Day
43	171	175		11	12	13	14	15	16	17	June 5 – Last day for students **
44	176	180		18	19	20	21	22	23	24	June 6 – Last day for teachers
45	180	184		25	26	27	28	29	30	31	4th Quarter (48 days) and
46	184	189	June	1	2	3	4	5	6	7	2nd Semester Ends – June 5
	-4 ^	+1 ^^		8	9	10	11	12	13	14	June 11 – Kamehameha Day
	180	190		15	16	17	18	19	20	21	
				22	23	24	25	26	27	28	
				29	30						

Light shaded dates are teacher work days without students

Approved – 12.14.06

OFFICIAL STATE HOLIDAYS, 2007-2008 SCHOOL YEAR

Independence Day	July 4, 2007	New Year's Day	January 1, 2008
Statehood Day	August 17, 2007	Dr. Martin Luther King, Jr., Day	January 21, 2008
Labor Day	September 3, 2007	Presidents' Day	February 18, 2008
Veterans Day (observed)	November 12, 2007	Good Friday	March 21, 2008
Thanksgiving Day	November 22, 2007	Prince Jonah Kuhio Kalaniana'ole Day	March 26, 2008
Christmas Day	December 25, 2007	Memorial Day	May 26, 2008
		King Kamehameha I Day	June 11, 2008

* Jan. 11: Teacher work day between student semesters ** Commencement Exercises: No sooner than May 30, 2008
 *** For 12-month teachers – Intersessions: Oct. 1-5, Jan. 4-10, and Mar. 17-20; Recesses: Dec. 21-Jan. 3 and Mar. 24-28

^ Four instructional days shall be converted to non-student days for the purposes of school planning and collaboration.
 ^^ The employer may assign an additional day (six-hour equivalent in half-hour blocks) for training and meetings beyond the teacher's regular work day.

QUARTERLY ACTIVITY REPORT

Department of Human Services
Benefit, Employment and Support Services Division
Employment & Child Care Program

Reporting Quarter: _____ 1st, _____ 2nd, _____ 3rd, _____ 4th. Fiscal Year: _____ 2008

Provider: _____ Contract No: _____

Program Name: Infant /Toddler Care for Teen Parents at

FAMILIES & CHILDREN SERVED	Unduplicated*				YTD ***	Duplicated**				YTD ***	Yearly Total
	1 st	2 nd	3 rd	Qtr		1 st	2 nd	3 rd	Qtr		
1. Number of families served <i>(Teen Parents participating in program)</i>											
2. Number of infant/toddlers served <i>(Children participating in program)</i>											

	Quarterly Average	Cumulative YTD***
3. Number of teen parents enrolled and participating in the GRADS program		
• Number of pregnant students		
• Number of parenting moms		
• Number of expectant/parenting dads		
• Number of students in the GRADS program		
4. Ages of children served (as of the end of each quarter) <i>(total number of children should amount to the number of children reported in #3 Number of children*)</i>		
• 6 weeks – 3 months (please indicate if you had enrolled any child younger than 6 weeks)		
• 3-12 months		
• 12-24 months		
5. Number of families of teen parents involved in program activities		
6. Number of teen parents where one or both parents were under the age of 18 when their first child was born		
7. Number of teen parents who are living in 2 parent households		
8. Number and nature of injuries to children reported		

<i>(Report detail of injuries under II. Problems Encountered)</i>		
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SERVICE AVAILABILITY	Quarterly Actual	Cumulative YTD***
1. Number of home visits made		
2. Number of long-term plans developed for graduating teens which involve exploration of private-public partnerships.		
3. Number of linkages to community/social service programs		
4. Number children whose health records (physicals, immunizations) are up to date. <i>(If their health records are not up to date, please note the reason under Section II Problems Encountered)</i>		
5. Number of Family Services Plan (FSP) which are reviewed with teen parents on a quarterly basis		

SPACE (SLOTS) AVAILABILITY	Goal	Actual number provided	
		PER QTR	YTD
1. Number of child care slots available per day	<i>(Based on number listed in the contract)</i>		
2. Number of child care slots filled per day <i>(Same as #2 under Families & Children Served)</i>	<i>(Based on number listed in the contract)</i>		
2. Number of days in operation per month <i>(List reasons for days not available such as school breaks, holidays, etc. under II. Problems Encountered)</i>	21		

OUTCOMES	ACHIEVEMENT OF PROPOSED OUTCOMES				
	Proposed Annual	This Quarter		Cumulative YTD	
	% Achieved	% Achieved	# of Clients	%	#
1. Number of teen parents with more than 1child	N/A				
2. Students who have earned at least a 2.0 GPA or a 10% increase in their GPA from the previous quarter	100%				
3. Number of teen parents promoted to the next grade (complete only for 4 th qtr)	100%				
4. Number of senior teen parents who have graduated from high school (complete only for 4 th quarter)	100%				

Specific description of how the following outcome measures were met for this quarter:

- 1) Description of activities in collaboration and coordination with other community programs and organizations, and the Graduation Reality and Dual Role Skills (GRADS) program.
- 2) Description of activities for staff development and training.
- 3) Description of activities that increased parenting competencies.
- 4) Description of activities involving the families of the teen parents in the program.

* Unduplicated means that this is the first time the family/child is being counted in the contract period (July 1 – June 30)

**Duplicated means the total number of families/children served during the contract period.

*** Cumulative YTD means the total number served from the beginning of the contract period.

I. DESCRIPTION OF GOALS AND ACCOMPLISHMENTS DURING THIS QUARTER

(Use additional sheets, if necessary.)

II. PROBLEMS ENCOUNTERED DURING QUARTER AND CORRECTIVE ACTION TAKEN.

IF PERFORMANCE TARGETS WERE NOT ACHIEVED, EXPLAIN WHY. (Use additional sheets, if necessary.)

III. LIST NAMES OF COMMUNITY RESOURCES WHICH WERE USED THIS QUARTER TO ASSIST TEEN PARENTS

IV. PLANS FOR NEXT QUARTER

Plans include anything new that provider will incorporate into the program.

(Use additional sheets, if necessary.)

Report prepared/submitted by:

Print Name

Title

Signature

Date