

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

Request for Proposals

RFP# HMS-302-08-01-K
Pre-Plus Preschool Services – Kauai

April 12, 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 12, 2007

MEMORANDUM

To: All Interested Applicants

From: Lillian B. Koller, Director

SUBJECT: PRE-PLUS PRESCHOOL SERVICES FOR KAUAI
Request For Proposals (RFP) HMS-302-08-01-K

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 operate a quality early childhood education program in a Pre-Plus portable facility at Kilauea Elementary School, for low income children, ages 3 – 5 years old, and preparing them for a successful transition into the public school Kindergarten.

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 21, 2007**, or hand-delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **May 21, 2007**, to DHS-ECCPO at 820 Mililani Street, #606, Honolulu, HI 96813. All mail-ins postmarked after 12:00 midnight **May 21, 2007** or hand-delivered after the **May 21, 2007** deadline will not be accepted for consideration.

The BESSD Program Staff will conduct an **orientation** to review the RFP requirements on **Wednesday, April 18, 2007 from 10:00 a.m. – 12:00 p.m.**, HST, at the Department of Human Services, Kauai Section, Dynasty Court, 4473 Pahee Street, Suite G, Lihue, 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 21, 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

Marja Leivo
For further info. or inquiries
Phone: (808) 586-7112
Email: mleivo@dhs.hawaii.gov

ALL HAND-DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 21, 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 21, 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 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>04/12/07</u>
Distribution of RFP	<u>04/12/07</u>
RFP orientation session	<u>04/18/07</u>
Closing date for submission of written questions for written responses	<u>04/25/07</u>
State purchasing agency's response to applicants' written questions	<u>04/30/07</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>05/03/07</u>
Proposal submittal deadline	<u>05/21/07</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>05/24/07</u>
Final revised proposals (optional)	<u>05/29/07</u>
Proposal evaluation period	<u>05/30/07 –</u> <u>06/05/07</u>
Provider selection	<u>06/06/07 –</u> <u>06/08/07</u>
Notice of statement of findings and decision	<u>06/12/07 –</u> <u>06/15/07</u>
Contract start date	<u>07/01/07</u>

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 Hawai'i
 Benefit, Employment & Support Services Division
 Haseko Center, 820 Mililani Street, #606
 Phone: (808) 586-7112 Fax: (808) 586-5744

VI. Orientation

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

Date: April 18, 2007 **Time:** 10:00 a.m. to 12:00 p.m., HST
Location: Dynasty Court, 4473 Pahee Street, Suite G, Lihue, 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 25, 2007 **Time:** 4:30 p.m., HST

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

Date: April 30, 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 address all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the 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 high cost of living in Hawaii has forced many families with young children to spend their limited resources for other necessities and find alternatives to costly preschool programs. As a result, approximately 8,000 children enter kindergarten without a preschool experience. Even if families of these children had sufficient funds for preschool, existing space would be inadequate. The Pre-Plus initiative was created to address this need through the development of a public-private partnership to expand available preschool resources.

In May 2001, the Hawaii Legislature appropriated \$2.5 million per year for two years in Capital Improvement Project (CIP) funding which was designated for the Pre-Plus initiative and limited to the building and/or improvement of State facilities. With these dedicated funds, seventeen new preschool facilities have been built on Department of Education (DOE) elementary school campuses. All Pre-Plus facilities are owned by the DOE but are to be operated by private preschool providers. Each facility is designed to accommodate a minimum of twenty (20) children by DHS licensing regulations. Contracts have been awarded for operations at sixteen of the facilities.

The purpose of this RFP is to contract with a private preschool provider to operate the Pre-Plus facility located at Kilauea Elementary School on Kauai.

B. Planning activities conducted in preparation for this RFP

Planning for this contract included an assessment of the existing state contracts for Pre-Plus services 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. Expand the number of preschool enrollment opportunities for disadvantaged children ages 3 and 4 years old;
2. Provide a quality child care program in which children are safe, healthy, and ready to learn;
3. Promote school readiness and prepare children for a successful transition into Kindergarten.

D. Description of the target population to be served

This service is targeted to benefit children, three (3) and four (4) years of age with a preference for children whose families fall at or below 200% of the Federal Poverty Index. Although Pre-Plus is focusing on this group, children from families of any income level may be served at a Pre-Plus facility.

E. Geographic coverage of service

The Pre-Plus site that the State requests proposals for is as follows:
Kilauea Elementary School, 2440 Kolo Road, Kilauea, Hawaii 96754.

Priority will be given to children who reside in the school district of the Pre-Plus site although children may be accepted from any school district.

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

The State shall provide a facility, rent-free, to the private preschool provider. All costs incurred for utilities and maintenance will be the responsibility of the provider or as agreed upon by the school principal and provider. There is no funding available for operating costs. However, the Department of Human Services will provide some basic classroom furnishings: chairs, tables, cubbies, refrigerator, etc. More information will be provided to interested applicants at the orientation meeting.

The contract with the provider for the operation of a program at a Pre-Plus facility shall continue on an annual basis (State Fiscal Year – July to June) based on satisfactory performance as evaluated by the Department of Human Services (DHS) and the Department of Education (DOE) or an appointed designee. The evaluation will be contingent upon meeting the contract requirements made between the provider and the DOE, and the provider and DHS.

The period of this contract shall be for the period July 1, 2007 to June 30, 2008. The start date of services is dependent on the availability of facility. There is an option to extend this contract for five (5) additional twelve-month terms, not to exceed June 30, 2013, subject to satisfactory performance.

II. General Requirements

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

1. The organization selected to provide Pre-Plus preschool services 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 1, paragraph II, Website Reference, in this RFP).
2. The organization selected must have at least two (2) years experience in operating a DHS licensed group child care facility.
3. The organization selected must obtain a Group Child Care Center license from DHS prior to starting services at the Pre-Plus facility and ensure that the appropriate staff qualifications and staff-child ratio regulations are maintained at all times during the hours of operation.
4. The provider must obtain accreditation from a nationally/DHS approved accreditation body (NAEYC or NECPA) within three (3) years from the date of occupancy with the exception of Head Start Programs, which must meet Head Start Performance Standards.
5. The provider must complete DOE Forms BO-1 (*Application for Use of School Buildings, Facilities, or Grounds*) and BO-2 (*Statement Indemnifying State against Liability Claim*) annually as part of the reporting requirements of the contract. (See Section 5, Attachments C,D) **Forms are for example only and are not required at time of proposal submittal.**

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

Not Applicable

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 (≤ 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: five (5)
Maximum length of contract: six (6) 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 the State's need and 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: Marja Leivo Phone: (808) 586-7112 Email address: mleivo@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. Provide preschool opportunities for disadvantaged children ages three (3) and four (4) years old.
 - The provider shall offer preschool services with the focus on children three and/or four years of age whose families fall at or below 200% of the Federal Poverty Index.
 - The Pre-Plus facility shall be for the sole use of the Pre-Plus program, and the official name of the facility shall be the “(site name) Pre-Plus”, ie. Kilauea Pre-Plus. All other terms, references or identifiers used in connection with the “Pre-Plus” program shall merely identify the location and/or the provider.
 - The provider shall be willing to include special needs children, as defined by Hawaii Administrative Rules 8-53 & 8-56 and Section 619 of the Federal Individuals with Disabilities Education Act (IDEA) of 1997, in their program provided that the provider has the required qualifications, staffing and resources as defined by the Department of Education to adequately service this population without adverse impact to the overall service delivery of the Pre-Plus program.
 - Designation of responsibilities in providing services to special needs children in the Pre-Plus program shall be negotiated and set forth in an agreement between the provider and the Department of Education.

2. Provide a quality child care program in which children are safe, healthy, and ready to learn.
 - The provider must demonstrate capability and willingness to work collaboratively with the Department of Education to develop and offer educational, social, and recreational activities appropriate to the children’s ages and developmental stages. The collaborative effort shall reflect the overall intent of the Pre-Plus effort in providing pre-school aged children a quality preschool experience and facilitating a seamless transition from preschool to Kindergarten.

- In the event that there is a disagreement between the provider and Department of Education in their collaborative effort to develop the curriculum, the Department of Human Services, or a representative designated by the Department, shall assist in facilitating a resolution. If no resolution results from such efforts, the Department of Human Services shall make a final decision.
 - The provider must incorporate a parent involvement plan for families whose child(ren) attends the Pre-Plus program operated by the provider. Parent involvement plans may include, but are not limited to, parent newsletters, parent nights, family fun days, and the like.
 - The provider shall ultimately be responsible for the daily operational maintenance of the Pre-Plus classroom, such as but not limited to classroom janitorial services, grounds maintenance of the playground and the any fencing installed to surround the area, and restocking of classroom inventory. The provider and the Department of Education may choose to share in this responsibility if both parties are in agreement to do so.
3. Promote school readiness and prepare children for a successful transition into Kindergarten.
- The provider shall be responsible for delivery, daily oversight of the curriculum, and incorporation of a transition strategy from preschool to Kindergarten. The Department of Education shall be responsible for overall review of the curriculum to determine its appropriateness and that it works towards meeting the goal and expectations for its Kindergarten grade level entry.

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

1. Personnel

The provider shall hire a teacher and an aide for the Pre-Plus facility operated by the provider, both of whom shall be qualified to work with preschool children in accordance with rules and regulations of the State Department of Human Services (DHS). (Refer to HAR §17-892.1-17)

The provider shall submit an organizational chart showing clear lines of authority for each person performing services under this project and describe the organization's capability and experience in performing this service, including the qualifications of the project manager/director and other key personnel.

2. Administrative

The provider shall operate the Pre-Plus facility as a DHS licensed child care facility and ensure that the appropriate staff qualifications and teacher-child ratio regulations are maintained at all times during the hours of operation.

The provider shall ensure that reporting requirements and accreditation requirements are met as specified in the General Requirements. (See Section II. General Requirements A.)

All costs incurred for utilities and operational maintenance will be the responsibility of the provider or as agreed upon by the school principal and provider. The provider shall pay the monthly fixed-cost utilities fee, as determined by the DOE/Operations/Maintenance Section, to the DOE school's principal in the manner set forth by an agreement between the provider and the principal.

All furniture, equipment, and materials purchased by DHS for the Pre-Plus facility, that has an expected life of more than one year, shall remain the property of the DHS. The provider shall maintain the inventory of DHS property and report the condition annually.

3. Quality assurance and evaluation specifications

Records. The provider shall be responsible for keeping records of purchases of equipment and materials purchased with their own funds. These records shall be made available for review by DHS staff upon request. The provider shall submit an annual inventory of the State provided furniture, furnishings and equipment in a manner prescribed by the State.

Program records. The provider 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 service provider's documents used to summarize data, and with annual, and as needed, visits to the Pre-Plus program. Monitoring of program records and activities shall include, but are not limited to:

- Observation of the program operations;

- Examining materials ordered for the project
- Notes of staff meeting/minutes and training;
- Inspecting renovations made to the facility;
- Examining record keeping procedures;
- Documentation of the various service activities, including collaboration with the DOE, community agencies and organizations, and parent involvement plans.

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 preschool 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.

The service provider will meet with representatives of the State to discuss the progress of the project and cooperate with the State in an annual performance evaluation. The performance evaluation shall be completed as soon as possible after July 31 of each year of the contract and all extensions thereof.

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 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 services. The provider shall have made progress in meeting the outcomes as indicated in the service activity section (III.A.) above by:

- Submitting a quarterly report (DHS 940 (08/05) no later than 30 days after the end of each calendar quarter. (See Section 5, Attachment E)
- Submit annual documentation to verify payment of monthly charges for utilities paid to the DOE if applicable.

The provider shall submit additional information as specified by the State upon request as necessary.

5. Experience

The applicant shall demonstrate experience in operating a DHS licensed group child care center and providing preschool services for children three (3) and four (4) years of age. Indicate if this experience is with an accredited child care program and name the accrediting agency, or with a Head Start program.

The applicant shall indicate how this experience will be applicable towards fulfilling the goals of the Pre-Plus program.

6. Coordination of services

The organization selected to provide the service is expected to coordinate services with other agencies and resources in the community to insure that children in the program are safe, healthy and ready to learn, and to prepare children for a successful transition into Kindergarten.

7. Reporting requirements for program and fiscal data

The organization selected must provide and obtain information relevant to the Pre-Plus initiative as requested by the Department of Human Services or the Department of Education. This may include, but is not limited to parental consents and collection of data for research purposes.

Additionally, Pre-Plus Quarterly Report (DHS 940 (08/05) must 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. (See Section 5, Attachment E)

The organization selected shall submit at the beginning of the Fall semester a report on the children enrolled that shall include: the number of children enrolled; the type of child care each child had been receiving preceding their enrollment in Pre-Plus (ex. family child care, relative care, center-based care, etc.); and, the name of the provider for each child that had been in center-based care preceding their enrollment in Pre-Plus.

8. Pricing structure or pricing methodology to be used

Not applicable.

9. Units of service and unit rate

Not applicable.

10. Method of compensation and payment

Not applicable

IV. Facilities

The organization selected to provide Pre-Plus preschool services shall operate in the facility provided by the State for the Pre-Plus program. The facility may not meet all of the DHS child care licensing regulations when turned over by the DOE to the contracted provider. The organization selected will be responsible for making any improvements necessary to bring the facility up to the standard acceptable for the operation of a Group Child Care Center, and in accordance with the DOE and DHS facilities requirements.

The organization selected to provide the Pre-Plus preschool services shall operate and maintain the 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. 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. Include a brief description of the preschool curriculum and philosophy that will be utilized.

B. Experience

The applicant shall provide a listing and description of current operations and experience in serving preschool-aged children in a DHS licensed preschool facility, including the number of years experience in operating a DHS licensed preschool facility. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

The applicant shall describe experience with special needs children, with accreditation and/or meeting performance standards, and familiarity or experience with the Pre-Plus site(s).

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. The quality assurance plan should include how the applicant will handle concerns with staff performance, parent complaints, monitoring of the activities at the Pre-Plus site, and plans for obtaining accreditation and/or meeting Head Start Performance Standards

The applicant shall also include a written plan and procedures for evaluation of performance in providing the target group consistent, high quality services. The plan should illustrate how outcomes of the services will be measured and effectiveness of the program will be evaluated, and include procedures to identify and resolve problems, and make improvements to the program as needed.

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. The

applicant shall describe a plan to collaborate with the agencies and resources identified, and with the school principal to provide an appropriate transition strategy from Preschool to Kindergarten for children in the Pre-Plus program.

E. Facilities

The applicant shall describe a proposed plan to collaborate with the Principal of Kilauea Elementary School, and other community resources, to prepare, alter, or improve the Pre-Plus facility, if needed, to meet DHS Group Child Care Center licensing requirements.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

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

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.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable.) Describe the proposed staffing pattern for the Pre-Plus site. The applicant shall also provide written 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 supervise, train, and provide administrative direction to staff, relative to the delivery of the proposed services. Describe any additional in-service training provided to staff, if applicable, including frequency and duration of

training sessions, and how staff at the Pre-Plus site will be monitored.

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 (if indicated) 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 of activities. The applicant shall provide a list of State holidays when the program will not operate.

The applicant shall include a 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. The general plan for providing the required services;
- B. An indication of the proposed hours of operation for the Pre-Plus site;
- C. An indication of the enrollment procedures and the age group to be targeted for the Pre-Plus site;
- D. A description of the meal plan for children in care at Pre-Plus site, including who will provide meals/snacks for children;
- E. Description of the plans to involve families in the Pre-Plus program; and,
- F. Description of how data will be collected in order to meet quarterly reporting requirements specified.

III. Financial

A. Pricing Structure

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 applicant shall describe source(s) of funding for the proposed program at the Pre-Plus site including but not limited to subsidies, tuition, or other sources. The proposal shall include possible sources of funds to complete any

improvements needed to ensure the Kilauea Pre-Plus facility meets DHS Group Child Care Center licensing requirements.

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 Section 1, paragraph II Websites referred to in this RFP). 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-206E	Budget Justification – Contractual Services: Administrative

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.

IV. 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>	
	100 Points
Program Overview	0 points
Experience and Capability	35 points
Project Organization and Staffing	15 points
Service Delivery	40 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)

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 (35 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, including preschool curriculum and philosophy. _____

- B. Experience**
 - Demonstrated experience related to the delivery of the service, including experience with special needs children, and accreditation and/or meeting performance standards. _____

- 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 need to be collaborated and coordinated with in order to deliver satisfactory services. _____
 - Described how collaboration with the DOE Principal, and other organizations, or groups identified would result in the delivery of satisfactory services. _____

- E. Facilities**
 - Demonstrated ability to coordinate resources to ensure the Pre-Plus facility meets State requirements. _____

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, staff/child ratio, and proposed program supervision is reasonable to insure viability of the services and meet DHS requirements. _____
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. _____

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide 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 (40 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 a plan for provision of the required services, and the enrollment procedures for the target age and income group to be served. _____
- Describes in detail how the schedule and hours of operation are appropriate for the Pre-Plus site. _____
- Describes in detail the extent of management oversight of the curriculum, work assignments, and daily operational maintenance of the Pre-Plus classroom and facilities. _____
- Describes in detail the plan for collaboration with the DOE to facilitate a seamless transition from _____

preschool to Kindergarten.

- Describes in detail the plan to work collaboratively with the DOE to develop and offer educational, social, and recreational activities appropriate to the children’s ages and developmental levels, and to providing services for special needs children.
- Describes a parent involvement plan for families with children enrolled in the Pre-Plus program.
- Describes in detail a meal service plan for all the children enrolled in the Pre-Plus program.
- Describes in detail the approach to monitoring and maintaining the facility and property at standards of repair, orderliness, sanitation and safety as required by the State.
- Describes how data will be collected in order to meet the specified reporting requirements.

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).

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. Proposal Application Sample Table of Contents
- C. Sample Form BO-1 - Application for use of School Buildings, Facilities, or Grounds
- D. Sample Form BO-2 - Statement Indemnifying State Against Liability Claim
- E. Sample Form DHS 940 (08/05) - Pre-Plus Quarterly Report
- F. Special Conditions

Attachment A

Proposal Application Checklist

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*		
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*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
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:				
Organization 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

Organization: _____
RFP No: _____

Attachment B

Proposal Application Sample Table of Contents

Sample

Organization: _____
RFP No: _____

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	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	

Sample

Organization: _____
RFP No: _____

Attachment C

Sample Form BO-1 Application for use of School Buildings, Facilities, or Grounds

DEPARTMENT OF EDUCATION • STATE OF HAWAII

APPLICATION FOR USE OF SCHOOL BUILDINGS, FACILITIES, OR GROUNDS

(Application should be received by the School at least 10 working days prior to requested date of use.)

Date _____ 19____

WE RESPECTFULLY REQUEST THE USE OF: CLASSROOM AUDITORIUM LIBRARY
 DINING ROOM GYMNASIUM OTHER: _____

AT _____ SCHOOL ON THE FOLLOWING DATE(S): _____
(month/day/year)

FROM _____ a.m./p.m. TO _____ a.m./p.m.

FOR THE PURPOSE OF (GIVE INFORMATION ON USE): _____

APPLICANT'S NAME AND ORGANIZATION: _____

ADDRESS: _____ PHONE: Home: _____
Bus.: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND AFFIX YOUR SIGNATURE:

1. IS YOUR ORGANIZATION TAX-EXEMPT NON-PROFIT? (TAX I.D. NUMBER: _____) YES NO
2. IS THIS A GOVERNMENT SPONSORED ACTIVITY? (SPONSORING AGENCY: _____) YES NO
3. IS THIS A SCHOOL/DOE SPONSORED ACTIVITY? (SCHOOL ADMINISTRATION: _____) YES NO
4. IS THIS A RELIGIOUS OR CHURCH RELATED ACTIVITY? YES NO

If "yes," you are hereby notified that the Department of Education will allow the use of public school facilities by religious groups on temporary basis only in order to comply with the First Amendment of the U.S. Constitution and Article I, Section 4 of the Constitution of the State of Hawaii. Leases may be renewed annually but not exceeding five (5) years. You are expected to make a good faith effort to retain a more permanent or alternative location for your religious activities during the period of the lease. If such a good faith effort is lacking, your lease may not be renewed.

Total number of years the church or religious organization has been using the school's facilities: _____

5. IS THIS A PERSONAL OR PRIVATE BUSINESS ACTIVITY? YES NO
 6. IS THERE A FEE, TUITION, OR DONATION COLLECTED? (AMOUNT: \$ _____ PER DAY/PER HOUR) YES NO
 7. DO YOU PLAN TO SUBLEASE THE FACILITY? (Craft Fairs and Carnivals) YES NO
- IF SUBLEASING, ARE ALL SUBLESSEES TO BE COVERED BY APPLICANT'S LIABILITY INSURANCE? YES NO

I, the undersigned, on behalf of the organization I represent, have answered the above questions truthfully and accurately. If the school facilities, equipment or grounds are not properly maintained by the applicant, the State of Hawaii Department of Education will deny further use of school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities the activity being conducted shall be lawful and shall not discriminate against participants based on sex, race, color, religion, age, national origin, or disability.

SIGNATURE DATE

(To be filled in by the school)

ACTUAL FEES AND CHARGES:

TYPE OF REQUEST:				CODES FOR CASH RECEIPTS:		
	TYPE I	TYPE II	TYPE III	Org. I.D.	Source/Object	Program I.D.
RENTAL:	\$ N/A	\$ N/A	\$ _____	___ 000	1240	37307
CUSTODIAL:	\$ _____	\$ _____	\$ _____	___ 468	2209	37297
UTILITIES:	\$ N/A	\$ _____	\$ _____	___ 000	5001	37326
TOTALS:	\$ _____	\$ _____	\$ _____	___ (School Code)		

(Checks payable to: DEPARTMENT OF EDUCATION)

POLICE AND/OR LIFEGUARD REQUIRED: (NUMBER OF POLICE AND/OR LIFEGUARDS REQUIRED: _____) YES NO

LIABILITY INSURANCE REQUIRED: (\$1,000,000 liability insurance for craft fairs, carnivals, and certain athletic events)
Policy No. _____ YES NO

YOUR REQUEST FOR USE OF SCHOOL FACILITIES OR GROUNDS IS HEREBY: APPROVED DISAPPROVED

Signature: _____ Date: _____
(Principal/Designee)

REASON FOR DISAPPROVAL: FACILITY REQUESTED NOT AVAILABLE OTHER: _____
 CUSTODIAN/STAFF NOT AVAILABLE

Sample

Organization: _____
RFP No: _____

Attachment D

Sample Form BO -2 Statement Indemnifying State Against Liability Claim

Application No. _____ (District)

Application No. _____ (School)

DEPARTMENT OF EDUCATION • STATE OF HAWAII
STATEMENT INDEMNIFYING STATE AGAINST LIABILITY CLAIM
(Application for Use of School Buildings, Facilities or Grounds)

School: _____

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawaii Department of Education permitting and allowing the use of the designated school rooms, buildings and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawaii Department of Education against any

and all loss, liability, demands, claims, suits, actions or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawaii Department of Education for or an account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

Signature Date

Name of Organization

Subscribed and sworn to before me

this _____ day of _____, 19____

Notary Public, _____ Judicial Circuit
State of Hawaii

My commission expires: _____

OR

School Principal or Vice Principal

Date

Sample

Organization: _____
RFP No: _____

Attachment E

Sample Form – DHS 940 (08/05) Pre-Plus Quarterly Report



PRE-PLUS QUARTERLY REPORT

Location of Pre-Plus Facility: _____ Name of Provider: _____ Reporting Period: _____ Year: _____

	# of 3 year old children enrolled	# of 4 year old children enrolled	Total number of children enrolled	# of special needs children DOE qualified	# of children whose families fall at or below 200% of FPI	# of children utilizing DHS subsidies	# of children utilizing other subsidies and or scholarships*	# of children with prior preschool experience & name of preschool**
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								

*List number and type of subsidy/scholarship on back if necessary

**List number and names of preschools on back if several

Attachment F

Special Conditions

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.
- "Provider's insurance policy shall contain cross-liability endorsements and shall ensure performance by Provider of the indemnity provisions of the Agreement. The insurance provided by Provider shall be primary, not contributing; shall state that the State of Hawaii Department of Human Services and the Department of Education, jointly and severally, are entitled to recovery for the negligence of the Provider even though they are named as additional insured; shall provide for severability of interest; shall provide that an act or omission of the insured or additional insureds which would void or otherwise void or reduce coverage shall not void or duce coverage as to the other insured or additional insured; and shall afford coverage after the term of this Agreement (by separate policy extension if necessary) for all claims based on acts, omissions, injury or damage which occurred or arose (or the onset of which occurred or arose) in whole or in part during the term of this Agreement."
- 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.
- The Provider shall appoint the Department of Human Services and the Department of Education, jointly and severally, as its duly authorized representative and partner within the meaning of the Pre-Plus private/public partnership to received information, statistics and documents relevant to the Pre-Plus program and the Facility operated by the Provider. The Provider shall obtain all necessary written consents from all students, parents and personnel to provide to the State all requested relevant information regarding use, programs, and the Facility.