

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch

Addendum No. 1

August 2, 2007

To

Request for Proposals

**RFP No. HTH-560-CW-001
Expansion and Capacity Building of the
Big Island Perinatal Health Disparities
Consortia**

Issued: July 12, 2007

August 2, 2007

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Expansion and Capacity Building of the Big Island
Perinatal Health Disparities Consortia
RFP No. HTH-560-CW-001**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch is issuing this addendum to RFP Number HTH-560-CW-001, Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia for the purposes of:

- Responding to questions that arose at the orientation meeting of July 23, 2007 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended. Deadline is 08/20/07.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:
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Responses to Question Raised by Applicants
For RFP No. HTH-560-CW-001
Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia

1. Does the Awardee need to front money (e.g. first quarter) before getting reimbursement? Is an advance possible?

The option or possibility of an advance is not specified in this RFP. Advances are possible and could be negotiated with the Awardee so this stipulation would have to be written into the “Compensation and Payment” Section of the contract.

2. For the section describing the development and distribution of public awareness messages, there is a statement that it is not necessary to include these costs in the budget pages. Please explain.

Section 2, Scope of Work, #4, page 2-6 describes a collaboration with the contractor and the Local Area Consortia (LAC) in the development and distribution of one (1) public awareness message in the first year of the contract, followed by either a new message or an enhanced version of the original public awareness message in the second year of the contract. The funding for the public awareness messages will come from another source. As such, the budget submitted with the proposal does not need to include any money for this item.

The proposal does however have to explain in detail the approach and methods of how the messages will be developed and distributed.

3. Is there an amount in mind for the Consortia (in terms of the Consortia putting in money for the public awareness message costs)?

Internal discussions (between Maternal and Child Health Branch and Women’s Health Section) are taking place regarding the amount of Consortia funding. There will be further discussion with the Consortia regarding the possibility of using some Consortia dollars for public awareness message costs.

4. Will the RFP be awarded to an organization?

The RFP may be awarded to any agency, organization, or individual who is in compliance with all applicable state business and employment laws. For more information about this and other pertinent RFP requirements, please refer to Section 1, Submission of Proposals A.5 and E.

5. If an organization decides to have more than one person working on the project is that permissible?

Section 2, page 2-7 under Personnel notes that one (1) FTE professional with the background described is “requested” to be provided for the Project. The one FTE is not mandated.

Section 3, Project Organization and Staffing, A.1. requires that the applicant describe the proposed staffing pattern for the viability of the services. The Evaluation Section, page 4-4 also allows for the applicant to explain the staffing approach to the services and justify that the staffing pattern is reasonable based on the Project demands.

6. Please clarify the service delivery narrative and its relationship to the evaluation in terms of making it easier for the reviewers?

Section 3 and the Section 4 should mirror each other in terms of what is asked and what is described in detail in terms of exactly what you will do and how you will fulfill the RFP requirements. It is important to follow the outline in the Evaluation Section (Section 4) to make sure what is asked is addressed.

7. Are all the budget forms online?

Yes. Budget forms are available at http://www4.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm and scroll down the page to see the list of forms. You must submit two budgets, one for each timeframe of the Project:

- (1) State’s Notice to Proceed – May 31, 2008 and
- (2) June 1, 2008 – May 31, 2009

8. Doesn’t the second year of funding depend on continuation of the federal grant?

The current funding cycle runs through May 31, 2009. As long as states funded under this grant show progress, the funding should continue.

9. Under Personnel, has to do with request, not mandate. (Reference to the RFP request of one FTE.)

One FTE is not a requirement of the proposal. We understand that because of the size of the Big Island, more than one person may be needed to be part of the staffing. Applicants must show how the service deliverables will be accomplished and propose the staffing pattern to ensure the deliverables will be completed.