

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal & Child Health Branch  
Women's Health Section – Family Planning Program

## **Addendum 1**

**December 12, 2007**

**To**

**Request for Proposals**

**HTH-560-CW-002  
Title X Family Planning Services**

**October 16, 2007**

December 12, 2007

**ADDENDUM NO. 1**  
To  
**REQUEST FOR PROPOSALS**  
**HTH-560-CW-002**  
**Title X Family Planning Services**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Women's Health Section, Family Planning Program is issuing this addendum to HTH-560-CW-002 Title X Family Planning Services for the purposes of:

- Responding to questions that arose at the orientation meeting of October 30, 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.
- 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  
HTH-560-CW-002 Title X Family Planning Services

1. **What information do we include in the evaluation column “E” of Table A – Performance Measures?**

Please give a general explanation on how your performance measures are determined and how you plan to meet those measures.

2. **Does a favorable rating on the Output and Performance Measures depend upon the expansion of the program (particularly in the instance of a long-running program that may not expand by much)? Should applicants seek to expand?**

Scores on the proposals are based on the criteria in Section 3 and evaluation in Section 4. We would like to see a reasonable increase in the amount of unduplicated clients seen in the clinic. We are hoping that applicants will expand their program particularly with the increased funding for Community Health Educators and community health education. We would like to see a reasonable increase in the amount of unduplicated clients seen in the clinic.

3. **What is considered a reasonable amount of expansion?**

The clinic’s capacity to expand is based on the estimation shown in Table A – Performance Measures and Table B – Output Measures. The capacity for expansion will be taken into consideration when we evaluate annual performance objectives and estimated numbers.

4. **What is cost-reimbursement? How do we adequately describe our cost-reimbursement system?**

Cost-reimbursement is a reimbursement system that provides payment for Family Planning Services and Community Information and Health Education costs based on allowable incurred costs. Please describe your cost-reimbursement system by listing your expenditures, including personnel costs, visit costs, insurance reimbursements, etc. Your budget should be broken down by line item, with a short explanation as to why the item is included in the budget. The expenditure reports should reflect the cost of the total program (cost-reimbursement structure).

5. **How do we report the time and effort of the staff providing family planning services? Do we provide the total program, or just the part that is being funded by the Family Planning Program?**

The time and effort can be recorded by listing the number of full-time family planning staff members or by listing the positions by full-time equivalency (FTE). For example 2 part-time FP staff members can be recorded as 1 full-time staff member. A general position description of each staff member is required. A generic position description can be used for similar positions. Please include only the job descriptions that perform family planning services and are part of your family planning cost-reimbursement program.

6. **If we are a women’s specialty clinic, are we required under Title X to provide direct services to male clients?**

Yes, Title X requires no person be turned away for services. If a male presents himself at a Title X clinic, he must be provided services, even if the services are limited and referral provided for additional services that may not be available at your clinic as needed by the client.

7. **If there are no direct services provided for males, will our Output and Performance Measures rating be affected?**

Scores on the proposals are based on the criteria in Section 3 and evaluation in Section 4. If your clinic is a specialty Women's clinic, you may not have any male clients. However in the proposal, you will need to describe how your clinic serves men directly or indirectly, such as partner programs, condom initiatives, or referral services. The proposal needs to elaborate on how your clinic would serve a male who presents himself for family planning services. If your clinic does not have the capacity to perform certain services for males, please describe your clinic's referral system for males. You may need to estimate the number of males in your Performance and Output measures with explanations for values.

8. **What is necessary after receiving an award to contract services?**

A certified copy of current and valid tax clearance is required upon notice of award. We recommend registering with Hawaii Compliance Express, which will expedite the RFP process. If you are already registered with the Hawaii Compliance Express then a tax clearance is not required. Certificate of Insurance will be needed as stipulated by the STATE.

9. **What is meant by methodology in Quality Assurance Evaluation?**

Explain how you will determine Quality Assurance and compliance of your project, such as client surveys, quarterly chart reviews/audits for performance measures, etc.

10. **How far back do you want spending data?**

We do not ask for past spending data. We do ask for past five years of experience and a current projected budget.

11. **How do I formally notify you that I want to apply for the grant and deadline for doing that?**

Complete the Notification of Interest form. There is no deadline for this form and it may be submitted at the same time as the proposal prior to the proposal deadline of January 18, 2008 at 4:30 P.M.

12. **What does Total Program Concept mean?**

This is based on the concept that Title X Family Planning Project is the "Sum of All Parts." Projects that receive Title X funds must report on all activities supporting the project (includes non-Federal share of activities, e.g. family planning clients). Projects that receive Title X funds report all sources of funding (including non-Federal).

HTH-560-CW-002 Title X Family Planning Services is amended as follows:

**NO CHANGE**