

State of Hawaii  
Department of Defense  
Fiscal Office

## **Request for Proposals**

### **RFP No. CA – 2823**

### **Life Skills Training and Work Readiness Programs for Youth and Adults**

March 27, 2008

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.

March 27, 2008

## **REQUEST FOR PROPOSALS**

### **LIFE SKILLS TRAINING AND WORK READINESS PROGRAMS FOR YOUTH AND ADULTS RFP No. CA - 2823**

The State of Hawaii, Office of the Lieutenant Governor and the Department of Human Services (DHS) in collaboration with the Department of Defense are requesting proposals from qualified applicants to provide life skills training and work readiness programs for youth and adult statewide. These services will help prepare youth and adults for entry into the labor market. The contract term will be from July 1, 2008 through June 30, 2009. There may be a possibility for extensions of the initial award period for up to an additional 48 months should funds become available. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before April 30, 2008, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on April 30, 2008, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Defense will conduct an orientation on April 4, 2008 from 10:00 a.m. to 12:00 noon HST, at 3949 Diamond Head Road, Conference Room, 2nd floor, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on April 10, 2008. All written questions will receive a written response from the State on or about April 17, 2008.

Inquiries regarding this RFP should be directed to the RFP contact person, Ken Nakagawa at 3949 Diamond Head Road, Honolulu, Hawaii 96816, telephone: (808) 733-4259, fax: (808) 733-4237, e-mail: [knakagawa@dod.hawaii.gov](mailto:knakagawa@dod.hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: 3 (plus 1 original)**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **April 30, 2008** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

### All Mail-ins

Department of Defense  
Fiscal Office  
3949 Diamond Head Road, Rm. 125  
Honolulu, Hawaii 96816

### DOD RFP COORDINATOR

Kenneth Nakagawa  
For further info. or inquiries  
Phone: 733-4259  
Fax: 733-4237

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), April 30, 2008.** 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., April 30, 2008.

### Drop-off Sites

#### **Oahu**

Department of Defense  
Fiscal Office  
3949 Diamond Head Road, Room 125  
Honolulu, Hawaii

#### **Kauai**

DOD Clerk  
Hawaii Army National Guard  
Armory  
4670 Kahau Road  
Kapaa  
Phone: 821-4477

#### **Hawaii**

Tim Iida, Area Coordinator  
Hawaii Army National Guard  
Armory  
16-512 Volcano Highway  
Keaau  
Phone: 966-9724

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# **Section 1**

## **Administrative Overview**



## II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://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](http://www.hawaii.gov))

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://www.hawaii.gov/tax/">http://www.hawaii.gov/tax/</a> click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/">http://www.capitol.hawaii.gov/</a> click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca">http://www.hawaii.gov/dcca</a> click “Business Registration”
11	Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign">www.hawaii.gov/campaign</a>

## 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:

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Department of Defense, Administrative Services Office, Fiscal Office  
3949 Diamond Head Road, Room 125

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Honolulu, HI 96816

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Phone (808) 733-4259 Fax: (808) 733-4237

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## VI. Orientation

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

**Date:** April 4, 2008 **Time:** 10:00am – 12:00 noon

**Location:** 3949 Diamond Head Road, Conference Room, 2nd floor, Honolulu

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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 10, 2008      **Time:** 4:30pm HST

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

**Date:** April 17, 2008

## 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. Faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail or other electronic means shall not be allowed.

## **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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Gary M. Ishikawa, Brig. General	Name: Neal Mitsuyoshi, Major
Title: Deputy Adjutant General	Title: Contracting and Engineering Officer
Mailing Address: 3949 Diamond Head Road, Honolulu, HI 96816	Mailing Address: 3949 Diamond Head Road, Honolulu, HI 96816
Business Address: same	Business Address: same

## **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 State of Hawaii, Office of the Lieutenant Governor, the Department of Human Services (DHS) and the Department of Defense (DOD) are collaborating to request proposals from qualified applicants to provide life skills training and work readiness programs for youth and adults. The program services that focus specifically on youth may be provided at established Youth Service Centers and will contribute to the vision of safe, healthy, and nurturing communities that value youth as productive and contributing members of society.

The Lieutenant Governor's Hawaii Drug Control Strategy: A New Beginning (November 2003) recognizes that the issues confronting the State regarding illicit drug use and underage drinking are best addressed by integrated approaches and multi-sector collaboration. Reflected in the Strategy is a belief in a broad, prevention-oriented approach to the substance abuse issue that reinforces the understanding that drug and alcohol problems of youth do not occur in isolation but are interlinked with a range of social issues and root causes. A more specific example of the interrelatedness of issues is that substance abuse by adolescents may serve as predisposing factors to unprotected sexual intercourse which may be associated with unintended pregnancy and Sexually Transmitted Diseases or STDs. A recent headline in the March 11, 2008 Star-Bulletin reads, "STDs afflict 1 in 4 teen girls".

In order to execute the Strategy, DOD continues its implementation of the Healthy Lifestyles in Our Community Program that targets at-risk youth and not at-risk youth. It is a program which is both an integrated approach and coordinated effort promoting a variety of activities to address the issues related to the negative behaviors that youth may engage in such as alcohol and illicit drug use and early sexual activity.

This request is for services that focus on life skills and work readiness training for youth, services that can serve as an extension to the alternative activities, family strengthening, prevention and reduction of teen and out-of-wedlock pregnancies, and alcohol and drug awareness issues that the Healthy Lifestyles in Our Community Program promotes. The combination of all these programs, services, and activities can provide youth with opportunities to develop competencies to enable them to achieve a successful transition to young adulthood.

Research from the fields of child welfare, substance abuse, and juvenile justice indicate a strong correlation between a stable and supportive family life with improved outcomes for youth. Parents can play a critical role in their children's decisions about at-risk behavior and teens who participate in shared activities with parents are contributing factors that have shown to reduce the risk of negative behaviors. Youth development programs are especially important for youth who have little or no support from families, schools, and communities.

Adults have their own set of challenges. Recent high school graduates may still be ill-prepared to engage in work even when the work is menial and unskilled. Adults transitioning from welfare to unsubsidized employment may lack the skills and knowledge to obtain and retain gainful employment. These same issues are oftentimes shared by adults completing their treatment at substance abuse facilities. Many parolees are also faced with the sometimes impossible mandate to get a job. All of these adults described have things in common. Many have limited or no work history, lack marketable skills, and have little or no experience seeking jobs. The proposed work readiness programs will fill this void and help adults with the job seeking process.

According to a recent study by the Hawaii Institute of Public Affairs, Hawaii will require an additional 9,400 construction workers through the next 4 years to 2012. Part of this shortfall is due to the anticipated retirement of 30% of Hawaii's construction workforce during this same period. Without sufficient numbers of skilled construction workers, affordable housing projects statewide will be delayed or suspended. The Work Readiness Programs described in this RFP can help relieve this unfavorable forecast.

## **B. Planning activities conducted in preparation for this RFP**

A Request for Information (RFI) Public Notice was published and posted on the State of Hawaii, State Procurement Office website on February 22, 2008.

The RFI attempted to solicit feedback from the public on the services to be procured. No one attended the RFI general meeting held on March 7, 2008. Also, no written comments were submitted by March 7, 2008.

## **C. Description of the goals of the service**

To implement the Life Skills Training and Work Readiness Programs designed for at-risk youth and not at-risk youth, teens, and juveniles, disadvantaged or not, and also to economically disadvantaged adults for the purpose of improving, enhancing and developing their individual life coping and work readiness skills.

The training and programs shall focus on providing youth and adults the necessary and functional life skills and improvement of basic skills that will

lead to entry into the workforce. Upon completion, youth are better prepared to stay in school and enter the workforce either now or in the future. Additionally, they will be more resistant and less vulnerable to engaging in at-risk behaviors and activities.

**D. Description of the target population to be served**

Youth, ages 10 – 17, who are either not at-risk or at-risk due to sexual involvement, violence, substance abuse and/or criminal activity because of geographic, ethnic, or socio-economic status factors. Also included are youth who are from low income families with serious psycho-social problems or have history with the juvenile justice or child welfare services system. Examples are youth who have been arrested, are truant or runaways, or are involved in gang activity. The target population shall include youth of Samoan, Hawaiian, Filipino, African American ancestry and Micronesian or Marshallese origin.

Adults, who are recipients of Temporary Assistance to Needy Families (TANF) or are eligible for this public assistance based on their low income.

**E. Geographic coverage of service**

Service areas for this RFP consist of the islands of Hawaii, Kauai, Maui, Molokai, and Oahu.

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

1. Funding Period: July 1, 2008 – June 30, 2009  
Total Amount of Federal Funds: Approximately \$4,250,000.00  
Source of Federal Funds: CDFA #93.558 Temporary Assistance to Needy Families (TANF) [www.cdfa.gov](http://www.cdfa.gov)
2. Funds are anticipated to be awarded for a 12-month period, subject to their availability and quality of program services. There may be a possibility for four (4) additional 12 month extensions subject to the availability of funds, continued need and satisfactory provider performance.
3. The DOD reserves the right to modify the scope of services and the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made in order to continue or improve services. Additionally, should funding increase or decrease during any one of these periods, the DOD reserves the right to add in additional funds or decrease funds at its discretion.

## II. General Requirements

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

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases 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, POS Proposal Checklist, for the website address).
2. The applicant must be a profit corporation under the laws of the State of Hawaii or non-profit organization as determined by the Internal Revenue Service to be exempt from federal taxes.
3. If a non-profit corporation, the applicant must have a governing board whose members have no material conflict or interest and serve without compensation.
4. The applicant shall meet all State and County licensing requirements, if any to operate an existing Youth Service Center.
5. The intent of this RFP is not to provide start-up funds to create new Youth Service Centers. Instead, the intention is to fund established Youth Service Centers or youth programs in the previously cited service locations.

### B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

#### After-the-fact secondary purchases

Will 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

Criteria for multiple awards:

Not applicable.

**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 the contract: 12 months

Length of each extension: 12 months

Number of possible extensions: 4

Maximum length of contract: 5 years (60 months)

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: All extensions shall be granted by a Supplemental Agreement and must be executed before the expiration of the contract's current term. Extensions are subject to availability of funds and satisfactory service delivery.

**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.

Ken Nakagawa, Education and Health Support Services Specialist  
Administrative Services Office, Fiscal Office  
3949 Diamond Head Road, Room 125  
Honolulu, HI 96816  
Phone: (808) 733-4259, Fax: (808) 733-4237

**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 provide *but is not limited to* the following services or a combination thereof to youth and/or adult participants:

1. Functional Life Skills Training in areas necessary for youth and adults to be successful in seeking and maintaining employment, now or in the future. The areas shall include:

- a. Group and Interpersonal Relations – Understanding the importance of being a valuable employee and good citizen, appreciating the importance of successfully interacting with others, identifying personal traits, resolving conflicts, learning to empathize, and working effectively as a group.
  - b. Critical Thinking – Analyzing an abstract concept into practical components, problem solving, decision making, and goal setting.
  - c. Computer Literacy – Learning to use the computer to: write letters and resumes, to navigate through the maze of education and job information resources, and to communicate with companies and agencies for job searching.
2. Basic Life Skills Training in areas that will prepare participants to make decisions that responsible adults make daily in order to manage their personal and household affairs. These shall include:
- a. Personal finance management – Banking and its services, opening a checking account, using a checking account, making deposits, using a check register and reconciling, understanding bank statements, establishing credit, using a credit card and applying for loans.
  - b. Budgeting and spending decisions – How to budget; paying for shelter, food, transportation, child care, clothing, and personal effects.
  - c. Employment wages – Understanding gross vs. net pay, taxes, other deductions, and the impact of a second job.
3. Pre-Employment Training in areas that will help prepare the individual for employment. These shall include:
- a. Interviewing skills
  - b. Resume writing
  - c. Time management
  - d. Money management
  - e. Communication skills
  - f. Job application/search skills/techniques, networking
  - g. Customer service and relations
  - h. Knowledge of community resources available – clothes closets, equipment and supplies assistance.
  - i. self-awareness and self-esteem building
4. Employment Assessment and Counseling – For participants who seek work, the applicant shall interview and assess the participant to determine if there are any barriers to employment. The provider shall determine whether the participant is able to obtain and maintain employment or

whether the participant needs to be referred to another agency for further assessment.

Employment Assessment shall include career exploration, English and Math testing/evaluation, and any other vocational tests deemed appropriate by the applicant to assist the participant in their career interests/selection and aptitude for employment.

Employment Counseling shall include an assessment of the participant's job readiness, strengths and weaknesses; development of employment plans and goals that are realistic and attainable and their periodic review or re-evaluation. Employment plans shall detail the individual steps leading to attainment of an occupational goal.

5. Job Development and Placement with employers in the community in subsidized job training or gainful employment. These services shall include referrals to skill building training or education, employer/employee mediation, and job coaching. Job coaching shall include the following:
  - a. Assistance to prepare participants for job interviews
  - b. Counseling on proper appearance, approach and attitude
  - c. Motivation and on-going support for job retention
  - d. Applicable training to enhance promotions and/or skills on the job
  
6. Case Management – This area includes a process of general intake and assessment, identification of service needs, service planning/development and resource identification, referral services to community agencies for help in resolving psycho-social problems, counseling, crisis intervention and monitoring/tracking progress for youth and adults. Samples of the provider's individualized assessment and service plan that is integral to the case management process shall be submitted. Applicants should demonstrate the capacity of their program to broker for services; to conduct formal follow-up evaluations; to identify gaps in services and activities; to make decisions related to placement in programs and individualized plans; to involve families; and to prepare youth for successful transition to independence, work, and adulthood.

Applicants should describe which of the above components they intend to implement and how they will collect data that will enable them to report on the output performance measures.

The description of the proposed services should include the following:

- a. The plans to train current agency staff to provide the described services.

- b. The means and process for identifying youth and adults for services.
- c. The means and process by which the agency will assess the impact of their services to participants.
- d. How the agency will make necessary design changes to refine programs or components to ensure that the needs of youth and adults are effectively addressed.

To accomplish any or all of these service activities, the applicant shall execute subcontracts with private agencies that service the community the specific services needed to carry out the program requirements of this RFP. The applicant must articulate the responsibilities and role of subcontracted agency staff within the context of the proposed services as well as detail how this effort will be maintained or continued beyond the initial funding period.

Also, transportation of youth and adults to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their proposal.

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

### **1. Personnel**

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The provider shall conduct employment and reference checks on all job applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Checks, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by the statutes or rules, for any person who is employed or volunteers in any position that necessitates close proximity to children. Documentation of these criminal history record checks shall be maintained in the provider's personnel office and available for inspection. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The applicant staff shall have appropriate qualifications and necessary training to provide the required service and activities. Personnel shall demonstrate knowledge, capability, skills experience in working with the target population and community they serve.

## **2. Administrative**

- a. The applicant shall meet with the DOD to discuss any aspect of the services as requested and allow the DOD access to all materials, files, and documents relating to the provision of services.
- b. The applicant shall maintain detailed records of participants, program activities and personnel, in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not use youth for any agency solicitation or political campaign purpose.
- e. The applicant shall not charge participants and their families more than a token amount for program services.
- f. Subcontracting arrangements shall also be allowed if the applicant is unable to provide certain components of the requested services directly. Copies of draft subcontract agreements shall be submitted as an attachment to the proposal. All subsequent executed subcontracts must follow the pricing structure and all other requirements of this RFP.
- g. The applicant may be required to use database software as selected and paid for by the DOD to track the service delivery data of participants and families.

## **3. Quality assurance and evaluation specifications**

The applicant shall describe a quality assurance plan for accurate collection, comprehensive analysis, and consistent reporting of participant information. The plan shall include the necessary corrective action(s) taken to resolve any deficiencies in program operations and the delivery of services.

All contracts shall be monitored by the DOD in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include:

- a. The review of amendments and approvals deemed appropriate by the DOD of the contract's program items, especially the outputs and outcomes performance measures, the assurance of collaboration and subcontracting, quarterly program reports, and other documents submitted to the DOD.
- b. Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
  - 1) Staff qualification, organization and effectiveness.
  - 2) Outcomes planning, implementation and evaluation.
  - 3) Collaboration including formal Agreements and Subcontracts.
  - 4) File maintenance and record keeping.
  - 5) Facility accessibility, suitability and safety.
  - 6) Transportation and other liability issues.
  - 7) Consumer satisfaction.

#### **4. Output and performance/outcome measurements**

The applicant shall maintain the system of performance evaluation developed by the DOD, including the use of evaluation tools and reporting forms found in Section 5, Attachments C and D. Reports shall focus on specific achievements in program services and include changes in youth and adults with regards to their newly acquired skills, attitudes and behaviors.

An outcomes framework comprised of program outcomes, *performance targets* and *milestones* shall be used for monitoring and results reporting to the DOD.

- a. Performance targets describe the anticipated change in program participants that occur as a consequence of the provided service. Applicants shall propose and commit to performance targets directly related to the initiatives described in this RFP. Applicants shall commit to the performance targets finalized with the DOD as part of their contractual obligation. Applicants shall track and report progress through a standard outcomes reporting format and meet periodically with the DOD to review progress and results and to make necessary modifications and corrections.
- b. Milestones describe the sequential actions made by the program participants to indicate that they are successfully progressing toward achieving the performance target. Applicants shall identify the milestones that will most effectively communicate the success of program participants and at the same time can be efficiently documented on an ongoing basis. The successful achievement of

milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.

- c. The DOD may help applicants to facilitate the implementation of the outcomes framework by providing assistance in the selection of the specific outcomes, performance targets and milestones.

## **5. Experience**

Applicants shall have at least 3 years of providing the described services to the target group in the locations specified.

## **6. Coordination of services**

Applicants should describe how the proposed services are coordinated by addressing the following:

- a. The incorporation of Life Skills training and Work Readiness programs into the current range of programs offered by the agency;
- b. The existing and past activities that demonstrate the applicant's capacity for working with other agencies and resources to provide effective program services as described in this RFP in the community or geographic area identified for services and;
- c. The coordinated efforts planned with agencies, including but not limited to the State Department of Education, community health centers, other youth service centers, and other public and private organizations in the community which are specific to the delivery of the proposed services. Collaboration with community agencies is not only mandatory but a requirement of this RFP.

## **7. Reporting requirements for program and fiscal data**

The applicant shall prepare and submit a quarterly report on program activities that contain the following information:

- a. Actual number of participants enrolled in a month.
- b. Actual number of participants completing program sessions or activity in a month.
- c. Number of participants engaging in program services weekly.
- d. Number of participants engaging in program services more than a month.
- e. Actual number of parent/family participants enrolled in a month.

- f. Actual number of parent/family participants completing program sessions or activity in a month.
- g. Performance targets specific to the applicant's program to be defined after an award is made.
- h. Milestones on program activities and accomplishments.
- i. Number of employers contacted in a month.
- j. Number of job placements in a month.

## **8. Pricing structure or pricing methodology to be used**

This is a cost reimbursement type contract. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

Public Law 104-193, the federal law governing TANF, states that, "A State to which a grant is made under section 403 shall not expend more than 15 percent of the grant for administrative purposes."<sup>1</sup> The "Administrative Cost" means, "costs necessary for the proper administration of the TANF program . . . It includes costs for the general administration and coordination of these programs, including indirect (or overhead) costs."<sup>2</sup>

## **9. Units of service and unit rate**

Not Applicable.

## **10. Method of compensation and payment**

The applicant shall submit monthly original invoices specifying the amount due and certifying that services requested under the Agreement have been performed by the applicant according to the Agreement.

Payments shall be made in monthly installments upon the monthly submission by the applicant of the Subgrantee's Invoice and Expenditure Report (hereinafter SIER) in triplicate (an original and two copies). The invoices shall include the applicant's name shown in the Agreement, the Agreement number, and a detailed breakdown of Applicant's charges.

The monthly installments shall be determined by the State on a cost reimbursement basis. The SEIR shall contain expenditures actually

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<sup>1</sup> Personal Responsibility and Work Reconciliation Act of 1996, 110 Stat. 2124

<sup>2</sup> Federal Register, Vol. 64, No. 69 (1999), Rules and Regulations, VIII. Part 263 (pp 17808-1814), Expenditures of State and Federal TANF Funds.

incurred for the performance of the services and a certification of compliance for the preceding month.

Final settlement shall include submission and acceptance of all reports and other materials to be submitted by the applicant to the State, resolution of all discrepancies in performance of services, completion of all other outstanding matters, and receipt of tax clearances.

Compensation shall be based upon the approved budget for July 1, 2008 to June 30, 2009 and subject to continuing availability of Federal funds.

#### **IV. Facilities**

Applicants shall already have in place an adequate facility to provide for the proposed service and the facility shall be ADA accessible.

## **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.

## **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. Applicant shall include points of contact, addresses, and email/phone numbers. The State reserves the right to contact references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Any submitted letters of agreement and support shall be specific to and relevant to the proposed services.

### **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 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.)

#### **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)

## **B. Project Organization**

### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction 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 (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

## **V. 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 cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Costs shall be subject to verification.

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-205A Budget – Organization – Wide by Source of Funds

SPO-H-205B Budget – Organization – Wide by Source of Programs

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 – Sub-contract

SPO-H-206G Budget Justification – Depreciation

SPO-H-206H Budget Justification – Program Activities

SPO-H-206I Budget Justification – Equipment Purchases

SPO-H-206J Budget Justification – Motor Vehicle

**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 (may be attached):

Most recent audit report.

**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
 <b>TOTAL POSSIBLE POINTS</b>	 <b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Tax Clearance Certificate

##### 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)

**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.

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)

**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, abilities, and knowledge relating to the delivery of the proposed services. \_\_\_\_\_
  - Demonstrated skills and ability to deliver the proposed services in the identified geographic area to the target population. \_\_\_\_\_
  
- B. Experience**
  - Description of projects/contracts implemented in the past 3 years that are pertinent to the proposed services. \_\_\_\_\_
  
- C. Quality Assurance and Evaluation**
  - Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. \_\_\_\_\_
  - Demonstrated ability and flexibility to accommodate and use the evaluation plan developed by the DOD. \_\_\_\_\_
  
- D. Coordination of Services**
  - Demonstrated capability to coordinate services with other agencies and resources in the community. \_\_\_\_\_
  - Demonstrated experience and ability to coordinate the proposed services with other community agencies and resources. \_\_\_\_\_
  
- E. Facilities**
  - Adequacy of facilities relative to the proposed services. \_\_\_\_\_

**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. \_\_\_\_\_

**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 (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.*

- Describe the overall program content and design. \_\_\_\_\_
- Demonstrates an understanding of the various service activities and sequence of events. \_\_\_\_\_
- Presents evidence of cooperation and collaboration, and willingness to follow DOD requirements, policies and procedures. \_\_\_\_\_
- Demonstrates an understanding of the target group. \_\_\_\_\_
- Demonstrates knowledge of handling customer service and complaints. \_\_\_\_\_
- Provides for public relations and community collaboration. \_\_\_\_\_

- Describes staff/program management activities. \_\_\_\_\_
- Describes the logic of the work plan for the service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable. \_\_\_\_\_

**4. Financial (10 Points)**

Pricing structure is based on cost reimbursement:

- 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 services and requirements of the RFP.
- Adequacy of accounting system.

**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. Quarterly Progress Report
- D. Monthly Demographic Data 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
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)			<b>X</b>	
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*	<b>X</b>	
<b>Certifications:</b>				
<b>Federal Certifications</b>		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		
<b>Program Specific Requirements:</b>				
Organization Chart	Section 3, RFP		<b>X</b>	
Audit Report	Section 3, RFP		<b>X</b>	

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

Sample

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
	<b>A.</b> Necessary Skills .....	2
	<b>B.</b> Experience.....	4
	<b>C.</b> Quality Assurance and Evaluation.....	5
	<b>D.</b> Coordination of Services.....	6
	<b>E.</b> Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
	<b>A.</b> Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications .....	9
	<b>B.</b> Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
	<b>A.</b> 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>B.</b> Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	<b>C.</b> Organization Chart	
	Program	
	Organization-wide	
	<b>D.</b> Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	<b>E.</b> Program Specific Requirements	

Organization: \_\_\_\_\_  
 RFP No: \_\_\_\_\_

**ATTACHMENT C**

Provider/Organization: \_\_\_\_\_ Contract #: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Program/Location: \_\_\_\_\_ Quarter: \_\_\_\_\_

Performance Out-puts & Measures	Month: Oct 07	Month: Nov 07	Month: Dec 07	Qtr=Total 2nd	YTD Total
1. Actual number of youth participants registered (enrolled). (Unduplicated-new)					
2. Actual number of youth participants completing program sessions or activity. (Unduplicated-new)					
3. Number of youth participants engaging in program services weekly. (Duplicated count)					
4. Number of youth participants engaging in program services more than a month. (Duplicated count)					
5. Actual number of parent/family participants registered (enrolled) for program services. (Unduplicated-new)	INCLUDE GRADS,	WHEN FAMILY	PARENTS NIGHTS,	ATTEND ETC. IN A	CEREMONIES, GIVEN MO.
6. Actual number of parent/family participants completing program sessions or activity. (Unduplicated-new)					
<b>Performance Targets-(Vendor to complete PT#1thru #5)</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

\*Reports are due within 30 days following end or reporting period.

	Month:	Month:	Month:	Qtr=Total	YTD Total
7.					
8.					
12.					
15.					
14.					

I. **ACCOMPLISHMENTS:** Describe any major accomplishments in relevant Program Area.

(How many participants enrolled? How many participants graduated?  
 Add narrative/peaks and valleys.)

II. **CONTRACT'S SCOPE OF SERVICES**

1. Which components were successfully achieved or implemented? Why?
2. Which components were you having difficulty implementing? Why?
3. Describe any curriculum model or program activity that proved to be effective.

III. **PROBLEM(S) ENCOUNTERED/SOLUTION(S)**

1. **Program planning, start-up, implementation**

*Problem issue/concern:* \_\_\_\_\_ *Solution:* \_\_\_\_\_ *By (date):* \_\_\_\_\_

2. **Youth/family participation – N/A to some programs**

*Problem issue/concern:* \_\_\_\_\_ *Solution:* \_\_\_\_\_ *By (date):* \_\_\_\_\_

3. **Program management, staffing** Any turn-over's in staff.

*Problem issue/concern:* \_\_\_\_\_ *Solution:* \_\_\_\_\_ *By (date):* \_\_\_\_\_

**4. Record-keeping, reporting** Why reporting not turned in on timely manner.

*Problem issue/concern:*

*Solution:*

*By (date):*

**5. Other (be specific):** Open ended

*Problem issue/concern:*

*Solution:*

*By (date):*

**IV. COMMUNITY RESOURCES & COLLABORATIVE EFFORTS**

**1. List agencies, networks, other community groups that assist with program services and brief description of support provided...**

<i>Agency</i>	<i>Support/Service:</i>	<i>Site(s):</i>

**2. List local businesses contributing resources to the program/project.**

<i>Business</i>	<i>Resource:</i>	<i>Site(s):</i>

**V. FUTURE PLANS**

**1. What new program activities/services will be provided next reporting period?**

**2. Other comments.**

**Submitted by:** Signature/Title

DOD Youth Program Student Demographic Data				ATTACHMENT D		
<b>PROVIDER:</b>				<b>PROGRAM:</b>		
<b>LOCATION:</b>				<b>SESSION NO.:</b>		
<b>MONTH/YEAR</b>						
<b>GENDER</b>	Number	Percentage		<b>AGE</b>	Number	Percentage
Male				11		
Female				12		
				13		
<b>GRADE</b>	Number	Percentage		14		
				15		
6				16		
7				17		
8				18		
9				19		
10				20+		
11						
12						
<b>ETHNICITY</b>	Number	Percentage		<b>PRIMARY "AT-RISK" INDICATOR</b>		
American Indian				<b>TYPE</b>	Number	Percentage
Black						
Burmese				<b>Economic</b>		
Cambodian				TANF		
Caucasian				Free lunch		
Chinese				Others		
Filipino						
Guamanian				<b>Social</b>		
Hawaiian incl. part				Foster child		
Hispanic				Adjudicated		
Indian/Pakistani				Status Offender		
Indonesian						
Japanese				<b>Education</b>		
Korean				Flunked		
Laotian				Poor grades		
Malayan/Singapore				Poor attendance		
Marshallese				Drop Out		
Micronesian						
Mixed (not Hawaiian)						
Portuguese						
Puerto Rican						
Saipan						
Samoan						
Thailand						
Tongan						
Vietnamese						
Unknown/Other						