

State of Hawaii
Department of Public Safety
Hawaii Paroling Authority

Addendum A

May 21, 2008

To

Request for Proposals

**RFP No.: PSD 08-HPA-38
PRE-EMPLOYMENT, JOB DEVELOPMENT, AND
JOB PLACEMENT SERVICES FOR PAROLEES ON
THE ISLAND OF OAHU**

May 12, 2008

May 21, 2008

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
PRE-EMPLOYMENT, JOB DEVELOPMENT, AND JOB PLACEMENT
SERVICES FOR PAROLEES ON THE ISLAND OF OAHU
RFP No.: PSD 08-HPA-38**

The Department of Public Safety, Hawaii Paroling Authority is issuing this addendum to RFP No.: PSD 08-HPA-38, PRE-EMPLOYMENT, JOB DEVELOPMENT, AND JOB PLACEMENT SERVICES FOR PAROLEES ON THE ISLAND OF OAHU for the purposes of:

- Responding to questions that arose at the orientation meeting of May 16, 2008 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: Marc S. Yamamoto, telephone (808) 587-1215
e-mail address: marc.s.yamamoto@hawaii.gov
Contact address: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Responses to Question Raised by Applicants
For RFP No.: PSD 08-HPA-38 , PRE-EMPLOYMENT, JOB DEVELOPMENT, AND
JOB PLACEMENT SERVICES FOR PAROLEES ON THE ISLAND OF OAHU

1. Date for PSD response to written questions falls on a State Holiday, May 26, 2008.

Response: Change PSD Response to Written questions from May 26, 2008 to May 28, 2008. pages 1-1 and 1-4

2. Page 2-2, Initial Term of Contract: 12 or 24 months?

Response: Pages 2-2 and 2-3, the initial contract term shall be for a twelve month period commencing July 1, 2008 or the date stated on the Notice to Proceed, whichever is later. The resultant contract may be extended for not more than two (2) additional twelve month periods or portions thereof, subject to the availability of funds, and upon mutual consent prior to the expiration date of the contract.

3. Page 2-4, item 6, minimum hours for disabled from 20 to 19?

Response: Page 2-4, Item 6, part-time employment of a minimum of 20 hours for mentally and/or physically disabled parolees remains unchanged.

4. Page 2-5, Certification or licensing requirement?
Proof of insurance to included with proposal.

Response: Page 2-5, Item B.1.a – Delete “Applicant shall demonstrate that all employees working directly with parolees, meet licensing and or credentialing requirements.”

*Page 2-5, Item 2 – Liability Insurance.
Add to Proposal Application Checklist: “Required by Purchasing Agency” – Proof of Liability Insurance.*

5. Page 2-8, Item 7: Delete "housing"
add "life" skills training.

Response: Page 2-8, Item 7, the following paragraph is changed:

“Monthly output and performance measurement reports shall be submitted in a format approved by the Hawaii Paroling Authority, no later than the 10th day of each month for the previous month’s activities. Monthly progress notes must indicate activity and status of parolee related to job search, life skills training, [~~housing~~] job placement, pay rate and follow-up services.”

6. Page 2-9, Item IV. pre-determined rates?

Response: Page 2-9, Item IV is changed as follows:

Delete the following paragraph:

~~[The following service unit rates per parolee includes all taxes, and shall be the all-inclusive cost to the Hawaii Paroling Authority:~~

Assessment	\$50.00 per assessment (minimum 1 hour)
Pre-Employment Training	\$260.00 (minimum 12 hours)
Life Skills Training	\$500.00 per module (minimum 12 hours)
Initial Employment Placement	\$800.00 per placement per parolee
Completed Employment	\$1,000.00 per placement per parolee
—(30 day-Retention)]	

- 7. Page 3-4, service delivery---expand on Union Job Placement
- 8. Page 3-5, CPA Executive summary in lieu of Financial statements are acceptable. Financial statements may be requested by evaluation committee.
- 9. Page 4-1, change Administrative Requirement to General Requirements.
- 10. Page 4-3, change points for item E from 1 to 2.
- 11. Page 4-4, Section 3 – Service Delivery, Item 4, definition of case management—How will provider manage client?