

State of Hawaii
Department of Education

Request for Proposals

RFP No. RFP F09-050

Provision of Educational Services at Residential Treatment Facilities

November 5, 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, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed 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.

November 5, 2008

REQUEST FOR PROPOSALS
EDUCATIONAL SERVICES
AT RESIDENTIAL TREATMENT FACILITIES
FOR THE DEPARTMENT OF EDUCATION

RFP No.: RFP F09-050

The Department of Education, Student Support Services Branch, is requesting proposals from qualified applicants to provide educational services at residential treatment facilities. The contract term will be from July 1, 2009 through June 30, 2010.

Proposals shall be mailed, postmarked by the United States Postal Service on or before January 14, 2009, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 2:00 p.m., Hawaii Standard Time (HST), on January 14, 2009, 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 Student Support Services Branch will conduct an orientation meeting on November 19, 2008, from 9:00 a.m. to 11:00 am. Hawaii Standard Time (HST), at 641 18th Avenue, Building V, Room 201, Honolulu, Hawaii 96816. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 2:00 p.m., HST, on December 3, 2008. All written questions will receive a written response from the State on or about December 17, 2008.

Program Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Diane Iwaoka at 637 18th Avenue, Building V, Room 201, Honolulu, Hawaii 96816, telephone: (808) 735-6225, e-mail: Diane_Iwaoka@notes.k12.hi.us.

Administrative inquiries regarding this should be directed to the Procurement and Contracts Branch at 94-275 Mokuola St, Room 200, Waipahu, Hawaii 96797, telephone: (808) 675-0130, email: DOEprocure@notes.k12.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

**ONE (1) ORIGINAL
AND
TWO (2) COPIES**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 14, 2009** and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

RFP COORDINATOR

Program Related

Diane Iwaoka
For further info. or inquiries
Phone: (808) 735-6225

Administrative Related

DOE Procurement Office
For further info. or inquiries
Phone: (808) 675-0130
(interest forms, written questions, etc.)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **2:00 P.M., Hawaii Standard Time (HST), January 14, 2009**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:00 p.m., **January 14, 2009**.

Drop-off Site

Oahu:

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

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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.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	<u>November 5, 2008</u>
Distribution of RFP	<u>November 5, 2008</u>
RFP orientation session	<u>November 19, 2008</u>
Closing date for submission of written questions for written responses	<u>December 3, 2008</u>
State purchasing agency's response to applicants' written questions	<u>December 17, 2008</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Not applicable</u>
Proposal submittal deadline	<u>January 14, 2009</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Not applicable</u>
Final revised proposals (optional)	<u>Not applicable</u>
Proposal evaluation period	<u>January 15, 2009 – February 17, 2009</u>
Provider selection	<u>February 18, 2009</u>
Notice of statement of findings and decision	<u>February 25, 2009</u>
Contract start date	<u>July 1, 2009</u>

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	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 “The RFP Website” (located under Quicklinks)
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 <http://hawaii.gov>)

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

Department of **Education**
 Office of Curriculum, Instruction and Student Support (OCISS)
 Student Support Services Branch

637 18th Avenue, Building V, Room 201

Honolulu, Hawaii 96816

Phone (808) 735-6225 Fax: (808) 733-9890

VI. Orientation

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

Date: November 19, 2008 **Time:** 9:00 a.m. to 11:00 a.m. HST
Location: 641 18th Avenue, Building V, Room 201 Honolulu, Hawaii, 96816

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(s) 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: December 3, 2008 **Time:** 2:00 p.m. HST

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

Date: December 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 referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
- 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 proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. Program Specific Requirements. Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications 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. Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **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 registered 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 part II, Website Reference.)
- F. Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

G. Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of HRS Section 11-205.5, 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, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)

H. 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.

I. Confidentiality of Personal Information. Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

J. 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.

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 HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a 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 RFP 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 RFP, 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 HAR Sections 3-142-202 and 3-142-203.

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:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

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: Andrell Beppu Aoki	Name: Steven Shiraki
Title: Designee for the Superintendent of the Department of Education	Title: Educational Specialist
Mailing Address: 94-275 Mokuola Street, Room 200, Waipahu, HI 96797	Mailing Address: 637 18 th Avenue, Building V, Room 102, Honolulu, HI 96816
Business Address: 1390 Miller Street, Honolulu, HI 96813	Business Address: same as above

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 HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. 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.

Section 1.4 of the General Conditions is amended and modified to read as follows:

1.4 Insurance Requirements. The PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawai'i commercial general liability insurance ("liability insurance") in an amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage for bodily injury and property damage resulting from the PROVIDER's performance under this Contract. The PROVIDER shall maintain in effect this liability insurance until the STATE certifies that the PROVIDER's work under the Contract has been completed satisfactorily.

The liability insurance shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the STATE by the PROVIDER. The certificate shall provide that the STATE and its officers and employees are Additional Insureds. The certificate shall provide that the coverages being certified will not be cancelled or materially changed without giving the STATE at least 30 days prior written notice by mail.

Should the "liability insurance" coverages be cancelled before the PROVIDER's work under the Contract is certified by the STATE to have been completed satisfactorily, the PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER's responsibility for payment of damages resulting from its operations under this Contract, including the PROVIDER's separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, 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

Abbreviations and Acronyms used throughout this RFP as defined as follows:

Applicant	A prospective Vendor interested in responding to this Request for Proposals. May be used interchangeably with Contractor or Provider in this document.
Complex Area(s)	One or more of the fifteen (15) educational administrative areas in which schools are organized, consisting of a High School and it's respective Intermediate, Middle and Elementary Schools.
CA	Contract Administrator identified in Section 1(III). Contracting Office
Contractor/Provider	The Vendor(s) who respond to this Request for Proposals and is/are ultimately awarded a contract for provision of the requested services. May be used interchangeably with Applicant in this document.
Department	State of Hawaii Department of Education Office of Curriculum and Instructional Support Section
DES	District Educational Specialist
District(s)	One or more of the seven (7) areas in which school complexes are organized.
FAPE	A free and appropriate public education, which the Department is required to provide to all students within the public education system.
Home School	The school that has educational jurisdiction and responsibility for a student undergoing chemical dependency treatment at a residential center.
IDEA	Individuals with Disabilities Education Act
IEP	The Individualized Education Program plan as developed in conformance with the Department's Procedural Guidelines for IEP, including the IEP forms therein.
Facility	An on-site 24-hour certified residential chemical dependency treatment/therapeutic setting for individuals (e.g., students).
MP	The Section 504 Modification Plan as developed in conformance with the Department's Chapter 53 Provision of a Free Appropriate Public Education for Qualified Students with Disabilities under Section 504, Subpart D: Procedures and

Guidelines, including Form 53-4 Eligibility and Modification Plan.

OCISS	Department of Education, Office of Curriculum and Instructional Support
Parent(s)	The natural or legal parent; a legally appointed guardian; or person acting as a parent of the child who has the approval of the natural or legal parent. The terms include foster parents and guardians ad litem only when they have the legal right or authority to consent to educational matters affecting the child under their care or are duly appointed as surrogate parents. The term also includes individuals who are duly assigned as surrogate parents.
Section 504	of the Rehabilitation Act of 1973 is a civil rights law, which protects persons with disabilities and is enforced by the Office of Civil Rights (OCR). Subpart D of the Section 504 regulations has applicability to students enrolled in the public school system.
Special Education	Specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability. Specially designed instruction means adapting, as appropriate to the needs of a student with a disability, the content, methodology, or delivery of instruction to address the unique needs of the student that result from the student's disability and to ensure access of the student to the general curriculum, so that the student can meet the educational standards of the department that apply to all students.
SSSB	Student Support Services Branch of the Department of Education
Student(s)	For the purpose of this contract means adolescent youth(s) who are students of the Hawaii Department of Education, and are receiving treatment for chemical dependency at the treatment facility.
Qualified Students with a Disability	Those children who are determined, in accordance with State standards, to be eligible for special education (Chapter 56) or accommodations/modifications under Section 504 (Chapter 53) and related services.

I. Introduction

A. Overview, purpose or need

The Department requires provision of integrated educational services for students who are receiving chemical dependency treatment while temporarily residing in a Facility. Many of these residents are either IDEA or Section 504 students, and the provision of ongoing educational services ensures that their IEPs or MPs are addressed and implemented, and a FAPE is provided as required by law.

B. Planning activities conducted in preparation for this RFP

The issuance of a Request for Information (RFI) was posted on August 28, 2008. Additional planning information may be obtained by contacting the Program Related Contact for this RFP.

C. Description of the goals of the service

Provide an appropriate educational program for students being treated for chemical dependency in residence. The educational program developed shall be in accordance with the Hawaii State Department of Education's Authorized Courses and Code Numbers (ACCN), and shall assist the chemical-dependent students in progressing toward the attainment of the following six General Learner Outcomes (GLOs) that are the student outcome goals of the Department's standards-based learning system:

1. The ability to be responsible for one's own learning;
2. Understanding that it is essential for human beings to work together;
3. The ability to be involved in complex thinking and problem solving;
4. The ability to recognize and produce quality performance and quality products;
5. The ability to communicate effectively; and
6. The ability to be an effective and ethical user of technology

D. Description of the target population to be served

Hawaii Department of Education students who have a variety of issues including substance abuse disorders and/or co-occurring mental health problems, and reside in a Facility. Students primarily range in ages from 14 to 18 years old. The number of students serviced under this Agreement will vary according to the capacity of the Facility, and residential enrollment.

E. Geographic coverage of service

Services are requested Statewide – Oahu, Maui, Kauai and Hawaii counties

Final coverage will be determined by total funding obtained by the Department, responses to this RFP, and the capacity of the Facilities selected.

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

SSSB expects a minimum of \$150,000.00 to fund the services solicited under this RFP. Current level of funding is estimated to sustain educational services at one (1) Facility or site.

II. General Requirements

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

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), found on the SPO website <http://www.spo.hawaii.gov>

Click on *Procurement of Health and Human Services*

Click on *For Private Providers*

Click on *Cost Principles*

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: Secondary purchaser will execute a separate contract.

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:

Proposals earning a score of 75 points or more shall be ranked by score. Proposals shall then be considered for award by order of rank, based on proposed budget and total funds available.

Proposals earning a score of less than 75 points shall be considered non-responsive and shall not be considered for award.

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 Contract	One (1) year
Length of each extension	One (1) year
Number of possible extensions	Two (2) extensions
Maximum length of contract	Three (3) years
Initial period	Shall commence on the contract start date
Conditions for extension	Extension must be in writing, and is contingent upon potential changes to the DOE's approach to service delivery, availability of funding beyond first year, and upon mutual agreement

F. RFP contact person

The individuals listed below are the 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 Administrative contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Program Related Inquiries

Diane Iwaoka

Student Support Services Branch

637 18th Avenue, Building V, Room 102

Honolulu, Hawaii 96816

Phone (808) 735-6335 Fax: (808) 735-9890

email: Diane_lwaoka@notes.k12.hi.us

Administrative issues & submittals (ex: Written Question, Interest Forms, etc.):

Nicole Agena

Procurement and Contracts Branch

Waipahu Civic Center

94-275 Mokuola Street, Room 200

Waipahu, Hawaii 96797

Phone: (808) 675-0130 Fax: (808) 675-0133

e-mail: Nicole_Agena@notes.k12.hi.us

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 Scope of Work shall encompass the following:

1. Instructional Program

The Instructional Program must be individualized in order to meet the requirements of each student and home school.

Provide an appropriate individualized instructional program for each student being treated for substance abuse and co-occurring disorders in residence at the Facility. The program developed shall be in accordance with the Hawaii State Department of Education's Authorized Courses and Code Numbers (ACCN), 2002 – 2004 and shall include six (6) hours of instruction, unless otherwise determined by the student's IEP team, and in coordination with the student's home school, to assist the student to attain the six General Learner Outcomes (GLOs) that are the goals of the Department's standards-based learning:

- a. The ability to be responsible for one's own learning;
- b. The understanding that it is essential for human beings to work together;
- c. The ability to be involved in complex thinking and problem solving;
- d. The ability to recognize and produce quality performance and quality products;
- e. The ability to communicate effectively; and
- f. The ability to be an effective and ethical user of technology.

2. Program Transition (Entrance/Exit)

Initiate contact and establish a collaborative relationship with the student's home school for the purpose of on-going dialogue, planning/sharing, and assessment of appropriate and timely delivery of academic instruction and smooth transitions for students at the Facility.

Within 48 hours of obtaining knowledge, notify the Home School, either in writing or by a documented telephone call, of the anticipated date a student being covered by this Agreement will be leaving the program. Prior to the release of the student from the Facility, work with the school staff to develop and implement transition plans to facilitate the placement of the student in appropriate educational programs in his/her home school upon release from the Facility.

These transition plans will be sent to the Home School and to the District Educational Specialist of the respective district/complex area office, at least 5 school days prior to discharge.

3. Coordination with Home School

Communicate, in writing or by phone, with the home schools that have educational responsibilities and jurisdiction for students receiving educational services under this Agreement. Communication shall be as often as determined by the CA, but at minimum, at least once each time the student enters the facility, at least monthly while the student is in residence, and at least 10 school days prior to exit. The Contractor's educational staff will do the following for each student:

- a. Review the student's current academic program, IEP, or MP and evaluate the student's academic progress with appropriate home school staff.
- b. Determine with home school staff the academic needs of the student (i.e., credits, grades needed to satisfactorily complete courses, remediation, etc.). Discuss modifications or possible additional types of assistance needed by the student.
- c. Collaborate with the home school staff to develop and implement an appropriate academic program or educational plan (IEP or MP) to facilitate learning as well as assist the student in satisfactorily addressing the school's academic requirements (i.e., relevant content/curriculum, appropriate instructional delivery and assessments). This may include provision of related services (i.e. physical therapy, occupational therapy, speech pathology services) by the Department, for which the Facility may be required to coordinate delivery with the home school.
- d. In the event the current IEP/MP no longer meets the needs of the student, the Contractor shall notify the Home School Principal by phone or by written communication within 10 days, to assess the need for a review of the current IEP/MP and/or the development of a new IEP/MP.
- e. The CA may require the Contractor's educational staff to assist the District/Complex Area or Home School to conduct parent conferences and develop an initial IEP. The Contractor shall be required to participate in IEP meetings at the request of the home school/DES.

B. Management Requirements (Minimum and/or mandatory)

1. Personnel

TEACHER

At minimum, instructional staff shall include one (1) full-time teacher with a Bachelor's Degree from an accredited college or university.

A Highly qualified Teacher is preferred. "Highly qualified" teachers are defined by the federal 'No Child Left Behind Act' (NCLB) as those

who hold at least a bachelor's degree, are fully licensed or certified by the state in the subjects they teach, and can demonstrate competence in the subjects they teach. (See Hawaii Teacher Standards Board for license requirements at www.htsb.org).

PARAPROFESSIONALS

In addition, instructional staff may consist of Educational Aides meeting NCLB requirements.

The following minimum education requirement was established within the parameters described by the federal government's No Child Left Behind Act of 2002. Effective March 16, 2005, in order to be qualified, applicants must possess one of the following:

- a. Forty-eight semester credits of 100 or higher level courses from a regionally accredited institution of higher education recognized by the Hawaii Department of Education. The 48 credits may be from various program or academic subject areas. In addition, 6 of the 48 credits must have been for math and English courses at the 100 level or higher. Or,
- b. Associate in Arts (AA) or Science (AS) degree from a regionally accredited institution recognized by the Hawaii Department of Education. The credits earned for the degree must have been for courses that are 100 level of higher.
- c. A certificate with a minimum score of 459 on the ParaPro Assessment provided by the Educational Testing Service.

EMPLOYEE HEALTH REQUIREMENTS

The Contractor shall require and maintain a record of certificate of TB examination issued to each employee, and a TB examination of all employees, subcontracted providers and volunteers. Said certificate of TB examination must have been issued within twelve months prior to the start of employment of service. Certificate must state that the person is free of communicable tuberculosis.

EMPLOYEE VERIFICATION

Employee background check activities and expenses shall be the responsibility of the Facility. The Department reserves the right to inspect employee records.

At this time, the Department is actively seeking legislation that will amend current law to allow the DOE to perform local and national fingerprinting checks of all of its employees, subcontracted providers and volunteers who work in close proximity to children. Should legislation be enacted, the Contractor will be subject to any statutory or regulatory requirements promulgated for this purpose.

Applicants should be prepared to conduct the following record checks:

The applicant shall require criminal background checks on all employees, subcontracted providers, and volunteers as provided under HRS Section 302A-601.5 and HAR Section 8-7. The DOE shall perform the fingerprint and criminal background checks and charge the applicant a reasonable fee for all costs associated with conducting and processing criminal history checks of all applicant's employees, subcontracted providers and volunteers, including, but not limited to administrative and program staff members who work in close proximity to children as a result of being awarded a contract under this RFP. Applicants shall require all employees, subcontracted providers and volunteers to complete a copy of the DOE Form 90. Fingerprinting checks required under this section shall be completed before any employee, subcontracted provider or volunteer of the applicant is assigned to any work site.

The applicant shall maintain a record of the mandatory criminal history records check performed on each of its employees, subcontracted providers, and volunteers in compliance with the above. A national criminal history records check is required every three years or more frequently, if warranted.

Additionally, the applicant shall maintain and update a list of all new employees, subcontracted providers, and volunteers, and document the status and completion dates of the mandatory background checks.

The Department reserves the right to monitor the applicant's compliance with this requirement as determined by the Department, but in no event less than on an annual basis. Such monitoring shall take place by either an on-site evaluation or a documentation review.

2. Administrative

The Contractor shall:

- a. possess the organizational structure and system resources that will support and facilitate the programs provided in an efficient and reliable manner.
- b. possess and maintain all required Department of Health licenses and certificates to conduct residential substance abuse treatment activities.
- c. communicate with the CA, and will perform its duties in accordance with federal and state guidelines.
- d. maintain appropriate fiscal, personnel, and administrative records. Sufficient documentation on project activities and accomplishments shall be maintained and made available for inspection by DOE upon request.
- e. comply with or cooperate with the DOE in complying with provisions as defined in Chapter 53 Provision of a FAPE for Qualified Students with Disabilities under Section 504 and Chapter 56 and the Individuals With Disabilities Education Act, including, but not limited to, the provisions of appropriate

- educational programs for students with disabilities, due process procedures, observance of confidentiality requirements, and development of an IEP/MP for each student with a disability.
- f. Provide the CAS, Home School Principal, or designee full access to its Facility for purposes of visitation and observation, without the necessity of prior notice or approval. This may include a review of the educational records in the possession of the Contractor to determine whether appropriate and approved services are being provided. To this end, the Contractor shall notify the Department of the hours during which educational services are being provided to students.

The Contractor agrees to remove any of its employees from services rendered and to be rendered under this contract upon written request by the CA. Prior to any issuance of any written request to remove an employee from the project, the CA shall work with the Contractor in an attempt to resolve any issues pertaining to the employee. The written request to remove an employee from services provided under this Agreement is reserved as a final remedy.

In the event the Contractor fails, refuses or neglects to perform the services in accordance with the requirements of the contract, the Department reserves the right to purchase, in the open market, a corresponding quantity of the services specified herein and to deduct from any monies due or that may thereafter become due to the Contractor, the difference between the price named in the contract and the actual cost to the State. In case any money due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand from the Department. The Department may also utilize all other remedies provided by law.

3. Quality assurance and evaluation specifications

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Applicants must create and maintain an internal quality assurance and improvement plan (QAIP) to assure the delivery of quality educational services. Primary educational outcomes should include standards-based academic proficiencies, grades, and behaviors. The QAIP should also include how the applicant would ensure outcomes from the services provided. The plan should also include details on how the program will be assessed and monitored for continuous improvement and how the supervisors will evaluate and be accountable for the requirements set forth in this RFP.

4. Output and performance/outcome measurements

The Contractor shall maintain accurate records of student progress and attendance and submit the following reports:

Quarterly reports of such records are due within 30 days after the end of each quarter, to coincide with the home school's quarterly grade reports, on the reporting forms provided by the CA as follows:

- a. Individual Student Progress Report, and
- b. Student Quarterly Report: One copy of the quarterly report shall be submitted to (1) Home School, (2) Complex Area DES, and (3) to the CA.

5. Experience

Preference shall be given to applicants:

- a. with documented experience in the provision of educational services in a residential treatment environment
- b. demonstrating the documented ability to provide an array of specially designed student instruction and related services.

6. Coordination of services

The Contractor shall be able to coordinate services with Department, other government agencies, and service providers in order to implement all components of services provided to students while transitioning into/out of and during the residential placement.

C. Facilities

The Contractor shall provide a safe and secure campus that ensures meaningful learning that meets all applicable state and federal accessibility and safety guidelines.

IV. Compensation and Method of Payment

A. Pricing structure or pricing methodology to be used

Applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff).

B. Units of service and unit rate

Not Applicable.

C. Invoices

Original invoices plus two copies shall be submitted within 14 calendar days after the last day of each school quarter to the Student Support Services Branch, Home Hospital Instruction Program. All appeals and corrections for reporting/invoice rejections shall be resolved within the next 60 calendar days. Late claims shall not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of Department's requirement to pay within 30 days upon receipt of the original invoice. The Department's requirement to pay within 30 days starts on the day the corrected invoice is re-submitted and accepted by the Department.

D. Quarterly expense reports

An expenditure report certified by the Contractor for accuracy shall accompany invoices as applicable. The expense report shall list all expenditures incurred by the provider under this Agreement incurred during the billing period. The format is at the Contractor's discretion. The Department reserves the right to request additional information or clarification of the expense report if required.

E. Tax clearance

The Contractor shall submit the original tax clearance certificate upon award of a contract, and with the final invoice submitted for payment.

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***
- *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 (for the website address see the Proposal Application Checklist in Section 5, Attachments). 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 is composed of the following sections:

- *Title Page*
- *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.

The applicant should include an instructional plan which describes the organization and procedures on how the applicant's Facility will deliver a Hawaii Content and Performance Standards-based written curriculum. The plan shall include instructional processes that include classroom learning assessments. The school calendar, daily/weekly school schedule of courses and classes, and action plans for counseling services, as well as transitions, should also be included in the plan. The standards-based educational components of the plan will be broad enough to meet each student's unique educational needs, and be aligned with the student's IEP or MP.

The Applicant should provide documentation of required licenses and certificates to operate as a residential treatment facility.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

The applicant shall include points of contact, addresses, and e-mail/phone numbers. The Department 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.

Applicants shall create and maintain an internal quality assurance and improvement plan (QAIP) to assure the delivery of quality educational services and a plan for program assessment and continuous improvement. This plan shall explain how the applicant would ensure outcomes from the services provided. As this is an educationally related service, the primary outcome measures of the DOE, academic proficiencies, grades, and behavior shall be used to assess student progress and the educational service provided by the applicant.

Applicant shall detail how educational personnel are evaluated by supervisors, and to what degree providers are accountable for using

sound educational strategies for Standards-Based education in accordance with the requirement set forth in this RFP.

The applicant shall describe the documents and records that will be available for DOE quality review and operational evaluation as listed in Section 2 (III) (B) (3).

The applicant should describe in detail how it would address operational issues relating to the delivery of the services covered in this RFP. Specifically, the applicant shall provide its policies and procedures for handling new referrals; initiating services, including transition procedures; ensuring records and reports are accounted for within timelines; monitoring and verifying service delivery prior to and after billing claims have been submitted; and complying with the terms of this RFP or subsequent contract. In addition, the proposal shall reflect how the applicant addresses concerns about its service providers, and how it resolves questions of provider conduct or performance.

If applicable, the applicant response should detail how the plan reflects past practice, or how the plan has been modified from the agency's prior method of operation. If the applicant has no prior history servicing this population in Hawaii for the DOE or the Department of Health, then it should demonstrate how these policies and procedures would be fully adhered to and provide some measure of verification in the proposal that they will be faithfully implemented if a contract is awarded.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

The applicant may also describe the capability to promptly and efficiently coordinate the transition of students into and out of the alternative placement with the student's family, respective school, and the home school principal.

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.

Preference will be given to a campus facility. The applicant must also explain how it will ensure a safe and secure campus for students and

staff by describing safety, security, and emergency plans and procedures for the facility.

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.)

Describe proposed instructional staff that will provide instructional services. At minimum there will be one (1) Teacher. Instructional staff may also include Educational Aides, part time teachers, and paraprofessional tutors.

Ideal staff:student ratio is 1:4. Staff may include certificated teachers, educational aides, and support personnel.

The applicant should describe average number of students residing at the Facility, and the available staff and how such staff will support the instructional program.

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)

The applicant may also submit resumes or curriculum vitae as part of the proposal. The applicant should illustrate what it considers the norm for the qualifications and level of education or experience of its Staff.

The applicant shall also describe criteria used to qualify and evaluate staff for the proposed background checks; for competence; for the ability to deliver the services in conformity with the applicant's own policies; and in accordance with the minimum staff requirements of the DOE.

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.

Each applicant must identify how personnel will be trained to ensure that services provided are consistent with a standards-based educational model and are consistent with effective practices for the populations addressed in the proposal.

The applicant may also address procedures to provide direct service staff professional development and training on topics to include, but not limited to:

- Hawaii Content and Performance Standards and the Hawaii State Assessment
- Standards-Based curriculum, instruction, and assessment.
- Individuals with Disabilities Education Act and Hawaii Administrative Rules (HAR) Chapter 56, including procedures and eligibility criteria;
- Section 504 and HAR Chapter 53 requirements, including procedures and eligibility criteria;
- Family Educational Rights and Privacy Act and HAR Chapter 34 requirements;
- HAR Chapter 19 procedures and requirements;
- State laws regarding child abuse and neglect reporting, reporting criminal behavior and threats regarding suicide and homicide;
- Crisis intervention procedures, including suicide precautions;
- A review of the DOE's Comprehensive Student Support System (CSSS);
- An understanding of educationally relevant and effective interventions;

Documentation of professional development may include the name of the in-service training session; the instructor's name; date, place, and time of the session; and a summary of knowledge and skills learned by the participants. Team meetings and supervisory sessions may not be substituted for professional development and training.

The supervision ratios of supervisors to staff should be identified for each class

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

The 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.

Describe capacity of facility, and historical enrollment figures of Department students.

Failure to address all of the work activities in Section 2 and in this section will be deemed as non-responsive and may result in rejection of the proposal. Failure to meet the minimum specifications and deadlines for each work activity in accordance with this section will be deemed non-responsive and may result in rejection of the proposal.

A generic response to how services will be addressed will not be scored highly. This section should describe program integration and methodology, and allow the reviewer to differentiate each service activity from another. The applicant should clearly detail how the attendant tasks, obligations, and reporting will be addressed. Responses should be clear, both in the theoretical approach(es) to an educationally based model incorporating an HCPS-based curriculum, instruction, and assessment program; a comprehensive counseling component to ensure development of appropriate social behaviors, as well as how this will translate to actual provision of the program and services.

Curriculum/Instructional Plan

The applicant must identify what program services would be provided, including a written standards-based curriculum with a description of how the applicant plans to best address the needs of the targeted populations. The plan must address all provisions listed in the work activities in Section 2.

The applicant shall describe its plans to provide time-limited services based on an evidence-based educational model conducive to success in meeting academic and/or social goals and objectives, including the goals and objectives of the IEP or the accommodations of the MP.

The applicant should describe its plans to provide services according to the minimum requirements described in the applicable section(s) of the work activities listed in Section 2:

- Program calendar and schedule
- Academic instruction

- Student discipline
- Positive Behavioral Support
- Program assessments and monitoring of student progress
- DOE assessments
- Medication and medical emergencies
- Other program requirements

The applicant may include a description of additional program outcome measures it may use to reflect a student's academic achievement. This would be in addition to outcome information on student proficiencies to meet standards on the Hawaii State Assessment in Reading and Mathematics; high school credits earned towards graduation requirements; student personal development; competencies to meet the GLOs

Referral and Intervention/Transition Planning

The applicant must provide a description of the procedures for transitioning students into and out of the Program. The applicant should include procedures to develop transition plans for individual students with their respective home schools. Ideally, such procedures will include development of transition plans within ten (10) calendar days after a student is identified to enter the Facility, and at least ten (10) calendar days prior to exiting the student from the Facility.

The plans may also include a description of the applicant's plan to:

- Provide appropriate transitioning for the student among providers, or as contracted services are no longer needed by the DOE, to the DOE. For a student to transition among providers, there should be a discussion of the student's strengths and weaknesses; demonstration of instructional strategies that have proven to be effective with the student; discussion of the student's current level of functioning on the IEP or MP; and progress on the implementation of the service plan.
- Develop and review a written service plan in collaboration with the student, family, and school prior to initiating such services. The plans should include counseling and/or School-Based Behavioral Health services that are necessary for the student to achieve the identified educational goals.
- Provide services according to time and frequency parameters specified by the DOE and not to exceed the time or units authorized.
- Maintain and document appropriate levels of contact with families and school staff.
- Demonstrate capability to provide timely scheduling of appointments, processing of documents, and participation in conference meetings.

V. Financial

A. Pricing Structure

The 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.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

Price Proposal Worksheet, Attachment C of this RFP to Proposal.

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):

- A description of how the applicant's accounting system is organized to handle the contract and produce financial information and reports as required;
- A description of the applicant's billing procedures including, if applicable, the procedures in which subcontractors are paid;
- The name of the individual responsible for the accounting/billing system, the individual's job qualifications; and the job description.
- The applicant's most recent financial audit.
- The applicant's most recent program and annual report.
- A description of the internal control structure used in the accounting system; and
- A description of any accounting subcontracts

DOE reserves the right to ask for additional information (i.e., information supporting or justifying service delivery or monthly group rate) from each applicant. Additional information must be available for review during the proposal evaluation period.

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>	Pass or Rejected
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Federal Certifications, see Section 5 (Attachments)
- Price Proposal Worksheet

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)**

1. **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.

2. **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 program services. 3
- *Response details on the delivery of standards-based curricula, instruction, and assessment based on the Hawaii Content and Performance standards, and through empirically based academic/behavioral interventions* 3
- *Response documents licensing or certification by Department of Health to provide residential treatment facility services OR provides copies of such documentation* 2

B. Experience

- *Applicant provides documented and verifiable evidence on an organizational level of prior results of successful program delivery services in the delivery of the proposed program services of:*
 - *One (1) year or less [1 point]*
 - *More than 1 year [2 points]* 2

- C. Quality Assurance and Evaluation**
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. 2
 - *Detailed quality assurance and operational and improvement plan for the proposed program and services, including methodology* 2
- D. Coordination of Services**
- Demonstrated capability to coordinate services with other agencies and resources in the community. 1
 - *Demonstrated capability to coordinate services with students, their families, the CAS, and the student's home school* 2
- E. Facilities**
- Adequacy of facilities relative to the proposed services. 1
 - *Description that documents the adequacy of facilities relative to the proposed services including ADA compliance and availability of special equipment* 1
 - *Safety, security, and emergency plans which ensure a safe and secure campus for students* 1
- 3. 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. 2
 - Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 3
 - *Minimum staff qualifications that meet the No Child Left Behind (NCLB) Act requirements for "highly qualified teachers," part-time teachers (PTT), paraprofessionals, and educational assistants.* 1

- *Staff providing services to students with IEP/MP plans meet qualification requirements in their specialized areas* 2
- *Applicant addresses the experience and capacity of its administrators, educators, and staff supervisors in their knowledge, experiences, and ability in working with this special population* 2
- *Description of background review and screening processes for determining competency of providers to deliver interventions in line with the agency's policies and the requirements of this RFP* 1

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.* 1
- *Supervision ratios of supervisors to staff are reasonable to ensure proper oversight and that the ratios are reflective of the degree of oversight needed for the respective ability of the individual providers* 1
- *Applicant clearly and specifically addresses its ability to assess personnel professional needs; train its personnel with training program(s); and how implementation will be monitored* 1
- *Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.* 1

4. 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.

- *Applicant clearly details how the attendant tasks, obligations, and reporting will be addressed. Responses are clear both in the standards-based approach that includes a standards-based curriculum, instruction, and assessment cycle; a comprehensive counseling component to ensure development of appropriate social behaviors, as well as how this will translate to actual provision of the program and service(s).* 7
- *Applicant clearly defines the means it will employ to ensure prompt responses to referral, and a detailed description of the applicant's policies and procedures on how services are referred to their providers* 3
- *Applicant clearly demonstrates how the referral system will avoid program and service delays and/or keep the Department apprised of any service gaps for students with IEPs or MPs* 3
- *Response includes a description of provisions for substitutes for staff as needed* 1
- *Response includes a comprehensive and detailed curriculum and educational plan which includes all requirement stated in this RFP and which meets the approval of the CAS* 7
- *Response clearly details program outcome measures related to increasing a student's academic achievement proficiencies to meet standards and earn high school credits towards graduation requirement increasing competencies to meet the GLOs and achieving adequate yearly progress scores on the Hawaii State Assessment (HAS) in Reading and Mathematics* 5
- *Response includes a plan to improve student personal development* 5
- *Proposal details how tasks will be accomplished in a manner that demonstrates quality outcomes for students* 5
- *Proposal provides evidence that the program activities conform to effective educational practices and are research-based.* 5
- *Proposal includes a comprehensive and detailed Referral and Intervention/Transition Plan which clearly describes policies and procedures for identifying, addressing, and managing transitions* 7
- *Proposal clearly addresses how the services will be delivered collaboratively with DOE, and focuses on assisting the student's functioning in the educational system* 7

5. Financial (10 Points)

- *Degree of competitiveness of unit cost(s) as comparable to all prospective service providers.* 4
- *Degree to which the cost proposal(s)/budget(s) justifies the proposed unit cost(s).* 5
- *Adequacy of accounting system and infrastructure to support electronic/manual billing requirements including a demonstration of the applicant's ability to accurately track cost of related services by student served.* 1

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. Price proposal
- D. Wage Certificate
- E. Federal Certifications
- F. Individual Student Progress Report
- G. Student Quarterly Report (Class Report)

Proposal Application Checklist

Applicant: _____

RFP No.: RFP F09-050

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

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 or Hawaii Compliance Express	(Required at time of award)	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
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:				
Debarment & Suspension		Section 5, RFP	X	
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP	X	
Program Fraud Civil Remedies Act		Section 5, RFP	X	
Environmental Tobacco Smoke		Section 5, RFP	X	
Program Specific Requirements:				
Attachment C - Price Proposal Worksheet	Section 2, RFP	Section 5, RFP	X	
Attachment D - Wage Certificate	Section 1, RFP	Section 5, RFP	X	

Authorized Signature_____
Date

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, 1994	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

PRICE PROPOSAL WORKSHEET

- ✓ Applicant shall complete worksheet and submit with Proposal.
- ✓ Column 1 – indicate only those costs requested under this RFP.
- ✓ Column 2 – indicate costs that will be paid by other sources or means of funding.
- ✓ Column 3 – indicate total of Column 1 and 2.
- ✓ If item is not applicable, please indicate so in the column 3, Total Program costs.
- ✓ To determine allowable expenses, refer to “Cost Principles on Purchases of Health and Human Services” document available on the SPO website:
http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm.

Service/ Expense to support program activities	Column 1 Amount Requested under this RFP	Column 2 Funds from other sources	Column 3 Total Program Costs
Personnel costs (please itemize): <u>Teacher(s) _____ FTE _____</u> <u>Educational Aide(s) FTE _____</u> <u>Fringe Benefits _____</u> _____ _____ _____ _____			
Educational Supplies (list categories) _____ _____ _____			
Other (please specify): _____ _____ _____ _____ _____ _____ _____			
TOTAL (Column 1 not to exceed <u>\$150,000</u> , this price represents the Applicant's proposed price for this RFP)			

WAGE CERTIFICATE

Subject: Project No. RFP F09-050
Description of Project: Provision of Educational Services at
 Residential Treatment Facilities

Pursuant to §103-55, HRS, I hereby certify that, if awarded a contract of \$25,000.00 or more, and that either:

- I. Services to be performed will be performed in accordance with the following conditions:
 - a. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector, and
 - b. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

PROVIDER shall be obliged to notify its employees performing work under this contract of the provisions of §103-55, HRS, and the current wage rate for public employees performing similar work. The PROVIDER may meet this obligation by posting a notice to this effect in the PROVIDER's place of business accessible to all employees, or the PROVIDER may include such notice with each paycheck or pay envelope furnished to the employee

I understand that, in addition to the base wages required by §103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

OR

- II. I am exempt from these requirements as provided for under to §103-55(c), HRS.

PROVIDER: _____

By Its (signature): _____

Title: _____

Date: _____

CERTIFICATIONS

PHS-5161-1-CERTIFICATIONS (7/00)

OMB Approval No. 0920-0428

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION.

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices: Office of Grants and Acquisition Management Office of Grants Management Office of the Assistant Secretary for Management and Budget Department of Health and Human Services 200 Independence Avenue, S.W., Room 517-D Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal

(appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE.

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub awards which contain provisions for children's services and that all sub recipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

IX. Signature of Authorized Certifying Official	X. Title
XI. Applicant Organization	XII. Date Submitted



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Office of Curriculum, Instruction and Student Support
637 18th Avenue, Honolulu, HI 96816
Phone: 733-4836 FAX: 733-4475

Facility: _____
INDIVIDUAL STUDENT PROGRESS REPORT
QUARTERLY REPORT
SY _____
(Due to Districts and Schools at the End of Each Quarter)

Student's Name _____
Last, First, Middle Initial

School _____ Complex _____
District _____

IDEA _____ Section 504 _____ or General Education _____ (check one)

RELATED SERVICE(S) (IF APPLICABLE) _____
Quarter _____ (Quarter 1, 2, 3, 4 or ESY)

Teacher _____
Phone No. _____

Other Contact Person _____
Phone No. _____

Copies of course subjects w/ syllabuses and a student portfolio with sample work/academic products must be sent to the school with this report.

A Transition Plan, agreed upon by both MYFS and the student's school, must be done prior to the student returning to the school.

Date(s) of transition meeting(s) _____ **Exit Date** _____

1. CORE SUBJECTS TAUGHT:	2. Title of Text and other major instructional resources	3. Grades Earned	4. Number of hrs. of Instruction rec'd this Qtr	5. Attendance
English I-IV				
Physical Science I				
Earth Science				
Math Applications				
Pre-Algebra				
Algebra I				
World History				
U.S. History				
Modern Hawaiian History				
Health & Guidance				
Physical Education				

