

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment / Child Care Program Office

Request for Proposals

HMS 903-09-02-S

Supporting Employment Empowerment (SEE) Hawaii Work

November 28, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P.O. Box 339
Honolulu, Hawaii 96890-0339

November 26, 2008

MEMORANDUM

TO: All Interested Parties

FROM: Lillian B. Koller, Esq., Director 

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – SUPPORTING
EMPLOYMENT EMPOWERMENT (SEE) PROGRAM FOR TANF
RECIPIENTS, RFP-HMS-903-09-02-S**

The Department is seeking to purchase the service listed above and further described in the attached RFP that provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

An Informational meeting is scheduled on O'ahu on Monday, December 8, 2008, from 9:00am to 11:00am at Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813. For more information, please call Geneva Candeau at 586-7060. The Department's Program staff will be present at this session to review the RFP requirements and informally address questions you may have. In order for the proposal to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS, BESSD, ECCPO, at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals must be received no later than 4:30 PM, Monday, January 5, 2009.

Proposal and accompanying materials not requested by the Department or submitted after the deadline will not be accepted for consideration.

Attachments

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 3 plus Original

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 5, 2009** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

*Department of Human Services
Benefit, Employment and Support
Services Division
Employment / Child Care Program
Office
820 Mililani Street, Suite 606
Honolulu, HI 96813*

DHS RFP COORDINATOR

*Geneva Candeau
808-586-7060
808-586-5744
gcandeau@dhs.hawaii.gov*

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), January 5, 2009.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., January 5, 2009.

Drop-off Sites

HAND DELIVERIES will be accepted at:
*Department of Human Services
Benefit, Employment and Support Services
Division
Employment / Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813*

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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 Request for Proposals (RFP)	11/28/08
Distribution of RFP	11/28/08
RFP orientation session	12/08/08
Closing date for submission of written questions for written responses	12/12/08
State purchasing agency's response to applicants' written questions	Week of 12/15/08 – 12/19/08
Discussions with applicant prior to proposal submittal deadline (optional)	Weeks of 11/28/08 – 01/05/09
Proposal submittal deadline	01/05/09
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	Weeks of 01/05/09 – 01/23/09
Provider selection	Week of 01/26/09 – 01/30/09
Notice of statement of findings and decision	Week of 01/26/09 – 01/30/09
Contract start date	03/01/09

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 Human Services
Benefit, Employment and Support Services Division
Employment / Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
RFP Contact: Geneva Candean
808-586-7060
808-586-5744
e-mail: gcandean@dhs.hawaii.gov*

VI. Orientation

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

Date: December 8, 2008 **Time:** 9:00 A.M.
Location: Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606 Honolulu, HI 96813

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 paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: December 12, 2008 **Time:** 4:30 P.M. HST

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

Date: December 15-19, 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. Providers 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.

Submittal of proposals through electronic means (i.e. faxed, e-mail, cd, etc.) will **not** be accepted.

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: Lillian B. Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339 Honolulu, HI 96809	Mailing Address: P.O. Box 339 Honolulu, HI 96809

Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813	Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813
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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.

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

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services, hereinafter known as the “Department”, is seeking to procure services for an established program entitled “Supporting Employment Empowerment” (SEE) Hawaii Work, a program for eligible recipients of Temporary Assistance for Needy Families (TANF) and Temporary Assistance for Other Needy Families (TAONF).

The purpose of SEE Hawaii Work is to engage prospective employers from the private sector in the welfare-to-work effort, with the goal of providing appropriate and meaningful subsidized employment opportunity to TANF and TAONF recipients actively participating in federally or State funded work programs administered by the Department such as the First-to-Work (FTW) or Up Front Universal Engagement (UFUE) program.

Two providers will be asked to develop employment sites and to place eligible participants at these sites in subsidized employment positions, at a minimum of twenty-four (24) hours per week. This is designed to assist these participants in reaching the ultimate goal of full-time, unsubsidized employment, and self-sufficiency.

The TANF and TAONF recipients must meet work performance requirements under Welfare Reform and progress towards self-sufficiency; pursuant to Public Law 104-193, “Personal Responsibility and Work Opportunity Reconciliation Act of 1996” (PRWORA) and reauthorized in 2006 pursuant to the Deficit Reduction Act of 2005.

Services to be procured through this RFP are scheduled to begin on March 1, 2009.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) was posted on 10/28/2008

C. Description of the goals of the service

The goal of this program is to serve TANF and TAONF recipients by preparing them with the necessary work skills to obtain full-time employment and become self-sufficient.

The Department reserves the right to change the target population, after 30 days notice being afforded to the PROVIDER affected, for the duration of this Contract or Supplemental Agreement(s).

D. Description of the target population to be served

The program is designed to serve TANF and TAONF recipients participating in FTW program(s). It is primarily meant to assist participants who have experienced or are experiencing difficulties in obtaining unsubsidized employment.

The Department reserves the right to change the target population, after 30 days notice being afforded to the awarded PROVIDER(s) affected, for the duration of the awarded Contract period.

E. Geographic coverage of service

This service is being procured for the islands of Oahu, Kauai, and Hawaii (Hilo and Kona), as well as Maui, including Lanai and Molokai.

The Department reserves the right to re-assign coverage areas, based on service needs, after 30 days notice being afforded to the awarded PROVIDER(s) affected, for the duration of the awarded Contract period.

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

This procurement is expected to be federally and state-funded, as applicable, however the percentage of federal funds to be used shall be at the discretion of the Department, subject to the availability of such funding.

The Department intends to award contracts to two (2) different providers to provide the procured services. The bidder with the highest evaluation score shall be awarded to provide services to clients referred from Cluster I, which includes the following FTW locations:

- Downtown FTW 1
- Downtown FTW 2

- Waianae FTW
- All contracted FTW offices in Honolulu
- South Hilo FTW 1 and all contracted FTW offices
- Maui FTW (including Molokai and Lanai) and all contracted FTW offices

The total amount of funding for this procurement to service the Cluster I locations for the initial contract period starting on March 1, 2009 through and including June 30, 2010, shall not exceed \$880,000, subject to the availability of funding.

For subsequent contract extensions of at least twelve (12) months in length the amount of funding shall not exceed \$660,000, subject to the availability of funding.

The bidder with the second highest evaluation score shall be awarded to provide services to clients referred from Cluster II, which includes the following FTW locations:

- Waipahu FTW
- Wahiawa FTW
- Kailua FTW
- All contracted FTW offices in Central and Leeward Oahu
- South Hilo FTW 2
- North Kona FTW and all contracted FTW offices
- Kauai FTW and all contracted FTW offices

The total amount of funding for this procurement to service the Cluster II locations for the initial contract period starting on March 1, 2009 through and including June 30, 2010, shall not exceed \$720,000, subject to the availability of funding.

For subsequent contract extensions of at least twelve (12) months in length the amount of funding shall not exceed \$540,000, subject to the availability of funding.

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, which can be found on the SPO website at www.spo.hawaii.gov

B. Secondary purchaser participation
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None.

C. Multiple or alternate proposals:
(Refer to HAR Section 3-143-605)

Allowed Unallowed

Applicants shall submit one proposal proposing a comprehensive statewide service.

D. Single or multiple contracts to be awarded:
(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

E. Single or multi-term contracts to be awarded:
(Refer to HAR Section 3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial term of contract: March 1, 2009 up to and including June 30, 2010.
Contract extensions thereafter may be for twelve (12) month increments.

Length of each extension: up to 12 months.

Number of possible extensions: 2

Maximum length of contract: Not to exceed June 30, 2012

The initial period shall commence on the contract start date.

Conditions for extension: Extensions must be in writing, initiated by the Department through an offer of a supplemental contract, and agreed upon and execution of the supplemental contract by both the Department and awarded PROVIDER(s).

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions

should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Geneva Candeau, Program Specialist
 (808) 586-7060
 Fax: (808) 586-5744
 e-mail: gcandeau@dhs.hawaii.gov

III. **Scope of Work**

The objective of this service is to develop subsidized employment sites and provide subsidized employment opportunities to TANF and TAONF recipients who are involved in the First-to-Work (FTW) Program. The ultimate goal of this service is to prepare TANF recipients for self-sufficiency through unsubsidized full time employment. The scope of work encompasses the following tasks and responsibilities:

A. **Service Activities** (Minimum and/or mandatory tasks and responsibilities)

The offeror is expected to develop a partnership with the business community in an effort to secure a variety of subsidized employment opportunities for families receiving TANF or TAONF in the FTW program and, subsequently, to place participants in subsidized employment with these employers for no less than twenty-four (24) and no more than forty (40) hours per week.

The offeror will provide services in accordance with the following functions:

Employer Partnership Development:

A key function is outreach and marketing to the business community and employers to reach their agreement to provide subsidized opportunities for employment. This will include, but is not limited to, the following:

1. Develop all necessary marketing tools such as brochures and presentation materials in consultation with the Department and subject to the Department's approval. All such materials shall remain the property of the Department upon termination of the contract;
2. Conduct marketing presentations to qualified employers (any employer can potentially qualify for SEE Hawaii Work); and
3. Terminate agreements with employers for cause or otherwise.

SEE Employment Site Development:

Responsibilities for this function would include:

1. Obtain information from the prospective employer regarding the nature of employment, including hiring and skill requirements;
2. Formalize agreements with employers by utilizing the SEE Agreement Form (DHS 767), which will be signed by the employer, employee, SEE offeror designee, and the Department representative;
3. Process SEE Reimbursement Invoices (DHS 769) forwarded by employer by verifying the hours and amount invoiced. Submit invoices to the fiscal agent responsible for the processing of wage reimbursement to the employers;
4. Address any discrepancies related to payroll or other employment issues;
5. Evaluate participants' progress with employers through monthly site visits, or as needed. A formal evaluation (DHS 768) must be obtained from the employer at the end of the training period. The original DHS 768 must be forwarded to the participant's FTW Case Manager (CM); a copy may be retained by the offeror for reporting purposes;
6. Report data pertaining to employer recruitment and employment development;
7. Develop job orders for job openings and for distribution to FTW units;
8. Meet with the Department officials on routine basis to discuss the status of the Program; and
9. Prepare and submit reports as needed.

SEE Employment Placement:

Responsibilities for this service would include:

1. Receive job orders and match them with unemployed or underemployed FTW participants;
2. Participate in case conference with FTW CM to assess and evaluate the participant's job readiness
3. Referring appropriate applicants to the employer by forwarding a copy of the Job Order Form (DHS 766) attached to the applicant's resume and/or application.
4. Schedule the interviews for selected applicants at employer's request;
5. Maintain weekly follow-up (off-site and/or off-hours if needed) with participants to monitor progress, and address any inquiries the participant may have regarding the employment or the employer;
6. Report employment progress to CM on a regular basis, so that CM may ensure participant's compliance with the FTW participation requirements;
7. Refer participant to CM, if any psychosocial or other non-employment issues are suspected or disclosed by the participant;
8. Report data pertaining to employee placement, performance, and retention;
9. Submit the original SEE Agreement to the CM for the DHS file, and retain a copy of the same for the offeror's records.

SEE Employer's Responsibilities:

The offeror must ensure that the employer:

1. Agrees to employ the participant preferably full-time, but in any case for no less than 24 hours per week
2. Pays the participant at a rate that is comparable to other employees in that position;
3. Provides the participant similar working conditions with other employees in similar occupations;
4. Provides the supervision, training, and guidance necessary to enable the participant to develop basic work habits and to become more employable. A mentor shall be assigned to each participant on the work site.
5. Notifies the employer relations position on a timely basis whenever the employee is not making satisfactory progress, is absent without good cause, or gets injured at the worksite;
6. Allows the participant 8 paid hours per week of job search during the last month of the on-the-job training agreement, if the offeror does not intend to offer the participant full-time unsubsidized employment; and
7. Submits the SEE Reimbursement Invoice form to the SEE offeror on a monthly basis.

SEE Employer Payments

Wage Reimbursement: The employer is expected to pay the employee wages at par with the market rate for the position offered. The Department will reimburse the employer at a subsidized rate equal to the state minimum wage plus \$.50 for each additional \$1.00 per hour paid over the minimum wage, and 14% of the total subsidized wages to cover employee related expenses for no less than 24 hours per week, and no more than 40 hours per week.

SEE Employer Reimbursement Process:

The process for filing for the SEE Employer Payment will be the following:

1. Once a FTW participant is hired, an assigned staff will provide the employer with SEE Reimbursement Invoice forms;
2. The employer will submit completed invoice and payment verification to the assigned staff on a monthly basis;
3. The assigned staff will review the SEE Reimbursement Invoice and submit it to the payment issuance agency as designated by the Department;
4. The payment issuance agency will issue the wage reimbursement within 5 working days of the receipt of the SEE Reimbursement Invoice.

Medical Coverage

The Department will provide medical coverage to the participant who continues to be a TANF or TAONF recipient and during the first six months after their TANF or TAONF eligibility ends.

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

1. Personnel

The offeror shall provide and maintain adequate staffing to service the cluster of FTW offices that are designated to be served. Adequate staffing, at a minimum, is defined as staffing that is able to address the following functions for each FTW office, as detailed in Section III(A), which includes:

- a) Employer Partnership Development;
- b) SEE Employment Site Development; and
- c) SEE Employment Placement.

The Department prefers, but will not require, that staff performing the SEE Employment Placement function be assigned to and work out of individual DHS FTW offices. This will minimize client referrals and travel and will provide the opportunity to develop effective relationships with the FTW staff referring clients to SEE job opening. The offeror shall provide the resumes of staff already hired and the position descriptions for the position that will be recruited.

2. Administrative

Hours of Operation: Normal hours of operation shall be 7:45 a.m. to 4:30 p.m., Mondays through Fridays, excluding State Holidays.

Division Procedures: The offeror shall follow procedures established by BESSD.

Execution of Contract: The successful offeror will be required to enter into a formal written contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting contract. Any deviations thereof must be specifically defined by the applicant in its proposal which, if successful, will become part of the contract.

The funds available for this project are limited. The Department reserves the rights to contract for only those services which appear to be in the best interests of the Department.

The Department reserves the right to cancel the contract without cause and to request new proposals for the work. Upon award of the work, the Department will forward the formal contract to the successful offeror for execution. The contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offerors, or within such further time as the Director may allow.

No such contract shall be binding upon the Department until the contract has been fully and properly executed by all the parties thereto and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract during the fiscal year. Further, the contract shall not be considered to be fully executed until the Department of the Attorney General of the State of Hawaii has approved the contract as to form.

No Supplementary Agreement shall be binding upon the Department until the Agreement has been fully and properly executed by all parties thereto prior to the start date of Agreement. The offeror shall not provide any services until the Agreement is fully and properly executed.

Any work performed by the successful offeror prior to execution of the contract shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the execution of the contract.

3. Quality assurance and evaluation specifications

The proposal shall be evaluated based upon performance as described in this section and discussed above. The proposal shall also be reviewed for overall cost effectiveness based upon the overall cost compared to the performance outcome.

4. Output and performance/outcome measurements

- a. Development of subsidized employment sites.
- b. Timely placement, retention, and ongoing monitoring, of referred FTW participants in subsidized employment.

- c. Successful transition of SEE participants from subsidized to unsubsidized employment placements.

5. Experience

A proven track record of marketing and providing and manpower services to a wide spectrum of private businesses operating in the State of Hawaii, utilizing low-skilled labor force. Previous experience operating a subsidized employment program is desirable and must be validated by business references.

6. Coordination of services

SEE referrals will be provided by FTW offices located throughout the State. Each SEE referral will have a Case Manager assigned who is responsible for ensuring each referral is complying with work participation requirements in addition to following up with their SEE referral. Through this arrangement, there is a requirement that there is a strategic plan to have open communication and coordination between the SEE services and the referring FTW offices.

The offeror may utilize subcontracting as a means of delivering the service, however such subcontracting may not exceed 40% of the offeror's obligation to the delivery of services.

7. Reporting requirements for program and fiscal data

A monthly report shall be submitted along with a monthly invoice for payment. The monthly report shall provide both an unduplicated count for the reporting month, as well as an unduplicated cumulative count for the contract period. The monthly report shall contain the following:

- a. The number of subsidized sites developed;
- b. The number of subsidized placements developed;
- c. The number of SEE referrals engaged timely (defined as initial contact with SEE referral within 2 days of referral date)
- d. The number of subsidized placements filled;
- e. The number of subsidized placements unfilled;
- f. The number of successful completion of subsidized placements (defined as completing the agreed upon term of the SEE placement);
- g. The number of unsuccessful completion of subsidized placements (defined as termination of the SEE placement prior to the end of the agreed upon term);
- h. The number of successful conversion from SEE placement to unsubsidized employment for 180 days in a wide spectrum of

- businesses (defined as moving from SEE placement to unsubsidized employment for at least 180 days from the date of hire in the unsubsidized employment.);
- i. The number of successful conversion from SEE placement to unsubsidized employment for 1 year in a wide spectrum of businesses (defined as moving from SEE placement to unsubsidized employment for at least 1 year from the date of hire in the unsubsidized employment.)
 - j. The number of unsuccessful conversion from SEE placement to unsubsidized employment (defined as no placement to unsubsidized employment, or loss of unsubsidized employment within 180 days of hire, regardless of early termination or scheduled conclusion of SEE placement).

In addition, the monthly report shall also include the following narrative requirements:

- a. Names of SEE referrals engaged timely, SEE referral date, date of engagement, and method used (telephone, face-to-face, etc.)
- b. Lowest starting wage for SEE placement;
- c. Highest starting wage for SEE placement;
- d. Average starting wage for SEE placement;
- e. Lowest starting wage for unsubsidized employment placement;
- f. Highest starting wage for unsubsidized employment placement;
- g. Average starting wage for unsubsidized employment placement;
- h. Average wage increase for participants in unsubsidized employment placement after 180 days;
- i. Average wage increase for participants in unsubsidized employment placement after 1 year;
- j. Top 5 occupations being filled by SEE placements;
- k. Top 5 placements developed by SEE but not yet filled. Each unfilled placement should include: Name of business, type of occupation, starting wage for these placements, experience needed, and reasons why not being filled;
- l. Top 10 businesses that have the greatest number of active SEE placement;
- m. Concerns or issues that affect the effectiveness of the SEE program; and
- n. Status on any special projects or requests that are being worked on as requested by the Department.

Note: The Department may further refine these reporting requirements based on evaluation of the service(s) that are awarded.

Fiscal Data Reporting:

Refer to Section IV

C. Facilities

Applicants shall secure adequate facilities for their administrative portion of the service. The Department may provide work space for on-site SEE staff responsible for direct client services at selected FTW locations.

IV. COMPENSATION AND METHOD OF PAYMENT

Compensation for this service will be based on the following:

A. Per Unit Rate:

Upon initial execution of the awarded contract, the Provider of Services (“Provider”) may invoice the Department an amount not to exceed 30% of the contract value for anticipated initial start-up costs and on-going costs as it relates to the continued delivery of services.

The Advance Payment will require a submission by the Provider of an original invoice that shall include the Provider’s name shown in the Contract, the Contract number, the advance payment as an item description, the dollar amount requested, and a certification that the Advance Payment will be used solely for services to be performed under this contract.

The Department shall offset the Advance Payment amount against the amount of Milestones achieved. If a dollar amount of Milestones achieved is not equal to the Advance Payment amount, at the close of the contract period, the Provider shall owe the Department the balance of Advance Payment amount less Milestones achieved.

The regular compensatory payments shall begin when the contractor has paid back the amounts received as an advance payment. The Milestone payments shall be based on a “Per Unit Rate” structure. In a “Per Unit Rate”, pricing is based on the delivery of a defined unit of service(s) or milestone(s). The applicant shall reach the following service milestones in order to receive the corresponding payments:

Milestone 1: Development of SEE employer agreements, job opening orders and placement of a participant in a subsidized employment placement (SEE Placement) and participant retention in the same SEE Placement for a minimum of 60 days from the employment start date.

Claims made toward Milestone 1 will be payable to the provider who had developed the employment agreement and job opening order, regardless of which provider makes the placement. This milestone is designed to focus efforts on developing job openings that have skill requirements that TANF or TAONF clients can regularly meet. There is no maximum to the number of claims. Payments for Milestone 1 will be \$75 per unique participant in the developed placement.

Milestone 2: Placement of participant in a subsidized employment placement (SEE Placement) and participant retention in the same SEE Placement for a minimum of 60 days from the employment start date.

Claims made toward Milestone 2 will be restricted to no more than 400 unique participants per contract awarded. Payments for Milestone 2 will be \$200 per unique participant.

Milestone 3: Placement of participant in a SEE Placement and participant retention in the same SEE Placement for a minimum of 180 days from the employment start date.

Claims made toward Milestone 3 will be restricted to no more than 250 unique participants per contract awarded. Payments for Milestone 3 will be \$300 per unique participant.

Milestone 4: Successful conversion from SEE placement to unsubsidized employment for 180 days (defined as moving from SEE placement to unsubsidized employment for at least 180 days from the date of hire in the unsubsidized employment.)

Claims made toward Milestone 4 have no restrictions. Payments for Milestone 4 will be \$2,500 per unique participant.

Milestone 5: Successful conversion from SEE placement to unsubsidized employment for 1 year (defined as moving from SEE placement to unsubsidized employment for at least 1 year from the date of hire in the unsubsidized employment.)

Claims made toward Milestone 5 have no restrictions. Payments for Milestone 5 will be \$5,000 per unique participant

For Milestones 3-5, if a participant had entered the employment at less than \$8.00 and hour and has not experienced wage progression of at least \$.50

cents per hour within six months from the date of hire, payments for the Milestone(s) claimed will be at 40% of the payment rate for the Milestone claimed.

This method of payment shall require the Provider to submit monthly invoices, as developed by the Department, specifying the amount requested for achieving each milestone, the submittal of the corresponding monthly report as specified in Section III(B)(7), and certifying that services requested under the Contract have been performed by the Provider.

***Note: The Department may change the Milestone payment structure and amounts, in writing, 30 days in advance prior to such action taking place.**

The Department may terminated a contract with a Provider who has no Milestones achieved within the first 4 months of the execution of the initial contract, or supplemental contract, or has less than 20 claims for Milestones achieved for 2 consecutive months after the first 4 months of the contract period.

The combined total for the aforementioned advance payment and milestones shall not exceed the total contract amount stated in Section I(F).

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

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

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

The applicant shall include points of contact, addresses, e-mail/phone numbers of project references. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

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

D. Coordination of Services

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

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 and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial

A. Pricing Structure

The Pricing Structure for this RFP will be on a “Per Unit Rate” structure. In a “Per Unit Rate”, pricing is based on the delivery of a defined unit of service(s) or milestone(s). Refer to Section IV for milestone criteria.

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):

Audit Report (most recent)

2. Tax Clearance Certificate (Form A-6)

An original or certified copy of a current (within 3 months), valid tax clearance certificate issued by the Hawaii State Department of Taxation

(DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

Substitution allowed: Current (within the period of this RFP) Certificate of Vendor Compliance issued by Hawaii Compliance Express

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment, at the time the SPO-H-200A is signed and filed. If applicable, please explain. Failure to provide full disclosure shall result in automatic disqualification of the RFP application.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
 <i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	35 points
Project Organization and Staffing	20 points
Service Delivery	40 points
Financial	5 Points
 TOTAL POSSIBLE POINTS	 100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

Exclusion of any of the required documents stated in (A)(1) and (2) below as part of the submitted final proposal shall disqualify the applicant from selection consideration.

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- Certifications

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)

Scoring for each item identified below per Section is assigned a value of 1 through 5 points. The following is an explanation of the point assignments:

Points

- “5” – Proposed offers excellent value to the State, exceeded minimal requirement set forth in the RFP, or demonstrated superior knowledge and/or experience.
- “3” - Proposed offers good value to the State, meeting no less than minimal requirement set forth in the RFP, or demonstrated advanced knowledge and/or experience.
- “1” - Proposed offers less than minimal value to the State, or met minimal requirement set forth in the RFP, or demonstrated minimal knowledge and/or experience.

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.

1. Experience and Capability (35 Points total, 5 Points per bullet)

The State will evaluate the applicant’s experience and capability relevant to the proposal contract, which shall include:

- A. Necessary Skills** _____
 - Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. _____
 - B. Experience** _____
 - Proven vendor experience in providing manpower services and subsidized employment program to businesses operating in the State of Hawaii. Business references provided and verified. _____
 - Demonstrated ability to operate a successful subsidized employment program in a wide spectrum of occupations. _____
 - Experienced in placing low-skilled labor force in a variety of occupations. _____
 - C. Quality Assurance and Evaluation** _____
 - Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. _____
 - D. Coordination of Services** _____
 - Demonstrated capability to coordinate services with other agencies and resources in the community. _____
 - E. Facilities** _____
 - Adequacy of facilities relative to the proposed services. _____
- TOTAL** _____

2. Project Organization and Staffing (20 Points total, 5 Points per bullet)

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: Specifically state how the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

B. Project Organization

- **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

TOTAL

3. Service Delivery (40 Points total, 5 Points per bullet)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Describes the overall program content and design.
- Demonstrates an understanding of the target group, various service activities and sequence of events.
- Presents evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures.
- Demonstrates knowledge of handling customer service and complaints.
- Provides for public relations and community collaboration.
- Demonstrates understanding in marketing and soliciting a variety of employment opportunities for low-income or unskilled labor force.
- Describes staff/program management activities.
- Work plan for program implementation is logical, reasonable, and attainable.

TOTAL

5. *Financial (5 Points total, 5 Points per bullet)*

- Demonstrates solid financial stability and accounting practices.

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

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
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 (Link on SPO website)*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
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		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Resumes of hired staff	Section 3, RFP		X	
Position descriptions of proposed staff	Section 3, RFP		X	
References of employers	Section 3, RFP		X	

Authorized Signature

Date

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