

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

March 20, 2009

To

Request for Proposals

RFP No. HMS-501-09-04

RFP Title: Drug & Violence Prevention Activities for At Risk Youth

Date Issued: March 6, 2009

March 20, 2009

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

RFP Title: Drug & Violence Prevention Activities for At Risk Youth

RFP No. HMS-501-09-04

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS-501-09-04, "Drug & Violence Prevention Activities for At Risk Youth" for the purposes of:

- Responding to questions that arose at the orientation meeting of March 18, 2009 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is N

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Dixie Thompson
808-587-5718
dthompson@dhs.hawaii.gov
Office of Youth Services, 820 Mililani Street, Ste. 817, Honolulu, HI 96813

**Responses to Question Raised by Applicants
For RFP No.HMS-501-09-04
RFP Title: “Drug & Violence Prevention Activities for At Risk Youth”**

1. Is there an RFP that can be reviewed?

Response: Yes. Request for Proposals for Health and Human Services are posted on the State Procurement Office website <http://www.gov/spo/>. Click on “Health and Human Services, Ch.103F...” and then click “The RFP Website” (located under Quicklinks) and then click on the RFP title or number to access information and downloadable files.

2. What is the total amount to be awarded? What is the cap per program?

Response: See the RFP Section 2, I, F. on page 2-4. The approximate amount to be awarded is \$42,000.00. The OYS anticipates no single award to be less than \$10,000.00 or more than \$25,000.00 (cap per program).

3. Is occupancy and staff salaries covered?

Response: Appropriately allocated, lease and salary expenses would be allowable and reimbursable. When preparing cost proposals (budgets), applicants shall refer to the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) to determine allowable and allocable expenses for proposed program services. See the RFP Section 1, page 1-2 for website location of cost principles.

4. Are kids in Charter Schools and/or those who are being home schooled eligible for these funds?

Response: See Section 2, I, D. on page 2-3. The priority for these funds is to provide drug and violence prevention activities for youth populations not currently receiving such services from the Hawaii Department of Education and/or for special populations who need additional resources to achieve the desired outcomes. Applicants should clearly identify target population and ensure the proposed services do not duplicate other services currently being provided with similar funds.

5. Can an applicant propose programs that are not model programs?

Response: Yes. See the RFP Section 2, III, A., 1, paragraph 3 on page 2-7 and Section 2, III, A., 4, paragraph 7 on page 2-8. Though it is not required to use a “model program” from a specific list, the applicant should provide information that demonstrates the proposed activities will impact (prevent or reduce) the incidence of violence and/ or illegal drug use among the recipients of the proposed service.

6. Should we be looking at the strengths of certain activities rather than a whole program?

Response: Depending on the proposed activities, the available funds will not likely be adequate to support a whole program. The intent is that the funds be used to provide a specific (and possibly short-term) enhancement or initiative for an existing program or assist to promote a particular effort with a drug and violence reduction/education aspect.