

State of Hawaii
Department of Education
Office of Curriculum, Instruction and Student Support
Student Support Branch

March 17, 2011

ADDENDUM A

To

Request for Proposals

RFP No.: RFP F11-082

**Provision of After School (A+)
Services For the Department of Education**

The Department of Education (the “**Department**” or the “**DOE**”), Student Support Branch (“**SSB**”), hereby issued this addendum of the above-entitled RFP. The above-entitled request for proposals (“**RFP**”) is hereby amended as set forth below.

Part I: RFP Amendments

The following are amendments to the Original RFP issued on February 16, 2011.

1. **The Proposal deadline is changed from March 29, 2011 to 2:00 pm, HST, April 5, 2011, to 2:00 pm, HST.** This change in no way modifies the identified drop off site or submission requirements. The estimated dates identified in section 1, paragraph I, entitled, “Procurement Timetable,” may also be extended as necessary. The DOE will make its best efforts to adhere to the proposed timeline.
2. Section 2, page 2-11, Paragraph IV(F), entitled “Multi Track/Year Round Schools,” is amended as follows (deleted language in **[brackets]**):

Per child payments are calculated on the enrollment count

on the sixth A+ Program day of the month in accordance with the rates above, and shall be made in **[9]** monthly increments.

3. Attachment "D," entitled "List of Schools Requesting Services School Year 2011-2012," at the second column, entitled "Elementary School," is hereby amended as follows:

The entry "Pu'uhale Elementary" and all text contained in the corresponding row pertaining to Pu'uhale Elementary is hereby deleted.

Part II: Questions and Answers

The Department of Education's responses to orientation meeting and written questions received by the stated deadline are hereby provided:

1. **Q:** If the State levies a 4% tax on revenue from government contracts for Hawaii non profits, would the State include a non-tax clause in the A+ contracts?

A: No. The State is not able to include a non-tax clause in A+ contracts.

2. **Q:** May providers raise fees to accommodate a 1:1 ratio for special-needs children? If so, could the fee reflect half the cost of a special-needs employee?

A: No, Providers may not raise fees. Contracted Providers shall adhere to the fee schedule as described in the RFP.

3. **Q:** Providers have been informed that A+ programs must accept all eligible children. If the DOE does not provide special-needs aides to assist the A+ providers, will the DOE provide guidelines on the extent to which "reasonable accommodations" must be made, and will the DOE allow providers to assess parents for the cost of additional staff as needed?

A: No, Providers may not assess parents for the cost of additional staff. Contracted Providers shall adhere to the fee schedule as described in the RFP. Nonetheless, all Providers must adhere to all relevant and applicable laws, rules, regulations, procedures and protocols.

4. **Q:** To simplify the monthly payments for each child, can the sliding scale be deleted and replaced with a one fee payment per child?

A: The A+ Program will consider one fee payment per child in the future, however, no changes to the existing fee schedule shall be made at this time.

5. **Q:** To simplify the reports and tracking of siblings within the A+ program, would it be possible to revise the current rate structure so that fees are the same for siblings. For example:

- Two Sibling Family: Each child pays \$78
- Three or More Sibling Family: Each child pays \$75
- Note: $\$80 + \75 equal $\$155$. Divided by 2 the amount would be $\$77.50$ suggest rounding this to $\$78.00$.

A: The A+ Program will consider one fee payment per child in the future, however, no changes to the existing fee schedule shall be made at this time.

6. **Q:** Could the fingerprinting process revert back to the following steps?

- a. Schedule a fingerprinting appointment with the district office.
- b. After the fingerprinting appointment is completed, a fingerprinting receipt is issued.
- c. The employee submits the fingerprinting receipt to their employer.
- d. The employee will start immediately at their assigned school site until further notice from the DOE/DHS.

A: The DOE is willing to discuss future changes to the current fingerprinting process, but no changes will be made at this time; the current process is based on an agreement between Department of Education and Department of Human Services (“DHS”).

7. **Q:** The Department of Education's current fingerprinting requirements for new hires for the A+ program prohibits employment at site until fingerprinting results are cleared. The Department of Human Services Licensing Requirement for School Age Before and After Programs Re: fingerprinting of new hires/rehires states that:

New employees and rehires shall be fingerprinted no later than five working days of employment. (Regulation 17-896-3).

This being the case, can the DOE's requirement be modified to allow new hires to work on site once they have been fingerprinted? Safeguards can be taken during this temporary placement period such as maintaining visual line of supervision by site director at all times. Permanent employment will be contingent upon favorable fingerprint clearance.

A: The DOE is willing to discuss future changes to the current fingerprinting process, but no changes will be made at this time; the current process is based on an agreement between Department of Education and Department of Human Services (“DHS”). Regardless of future changes to the process, no changes will be made to the requirement that new employees must pass the initial fingerprinting with Employment Background Check and the clearances by DHS before a new employee can report to their assigned work site.

8. **Q:** Will the DOE consider increasing the per child fee in order to assist providers with increasing operating costs needed to ensure program quality by adding a 10th monthly payment to the current fee schedule (i.e., consecutive monthly payments from August to May)? Adding a 10th month payment may have less of a monthly impact on parents versus adding an increase to the monthly fee paid over nine months.

A: No, the DOE will not modify the current fee schedule because there are 180 school days or 9 months of school.

9. **Q:** Multi Track/Year Round Schools – Since these schools are on a year round schedule with varying intersession breaks, we suggest that the “9” be deleted and that the paragraph would be more accurate if stated as: Per child payments are calculated on the enrollment count at the sixth A+ Program day of the month in accordance with the rates above, and shall be made in monthly increments.

A: The numeral “9” shall be deleted from the RFP at section 2, paragraph IV(F), entitled “Multi Track/Year Round Schools,” as suggested above.