

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

Addendum 1

To

Request for Proposals

RFP No. HMS 302-11-03-S
Child Care Training and Scholarships
Issued on April 21, 2011

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ADDENDUM NO. 1
To
REQUEST FOR PROPOSALS
Child Care Training and Scholarships
RFP No. HMS 302-11-03-S

The Department of Human Services (DHS), Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to RFP Number HMS-302-11-03-S, Child Care Training and Scholarships, for the purpose of:

- Responding to questions that arose at the orientation meeting of April 7, 2011 and written questions subsequently submitted in accordance with Section 1-5, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

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

Attached 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, please contact:

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Responses to Questions Raised by Interested Parties For:

RFP No.: HMS 302-11-03-S

RFP Title: Child Care Training and Scholarships

1. **Question:** Under Section 2, III.B.6, page 2-10, Coordination of Services, to “eliminate duplication of training,” what constitutes duplication? Content? Fee-based versus free? Accessibility?

Response: If similar training in content are being offered by other organizations, DHS wants to ensure that the training being offered by the contractor is maximized so as not to coincide with similar trainings occurring at the same time. This will promote accessibility to all trainings that are provided in the community.

2. **Question:** Under Section 2, III.A.4, page 2-4, define “potential provider” in relation to the process of becoming licensed.

Response: DHS shall provide the contractor with a monthly listing of persons that have contacted the DHS child care licensing units to request an application to become a licensed Family Child Care (FCC) provider. This listing will be used as a baseline of all “potential providers”. FCC Recruiters assigned to each island shall provide training and technical assistance to these potential providers to encourage them to become licensed. The FCC Recruiter shall also offer at least one home visit to these potential providers to observe the home environment to assist in preparing for the licensing inspection.

3. **Question:** At what point is the contractor accountable for potential providers to become licensed when going through the process? If 70% are to be licensed, what is the baseline and timeframe?

Response: Under Section 2, III.B.4, page 2-9, the contractor becomes accountable for potential providers to become licensed once they submit an FCC application to the DHS child care licensing unit and the FCC Recruiter conducts a home visit. At least 70% of potential providers who meet this criteria shall become licensed by DHS by the end of each fiscal year.

4. **Question:** Trainings are to be free of charge. Can we charge a low-cost materials fee?

Response: Yes.

5. **Question:** Under Section 2, III.A.7, page 2-5, clarify the definition of “80% attendance for each training.” What is the baseline to compare the 80%?

Response: Of those registered for the trainings, at least 80% attendance for each training session shall be provided. Walk-ins do not count as registered. To encourage attendance, the contractor may charge a nominal fee to each participant at the time of registration and returned to the participant at the time of the training. If implemented, policies and procedures are to be established as stated under this section.

6. **Question:** Does curriculum required to meet contract need to be funded exclusively by the contract or can private funds be used in addition?

Response: The contractor may solicit privately funded grants for curriculum development.

7. **Question:** Can scholarships be awarded to college-level classes that are not Hawaii-based if meets the other criteria for qualifications or does the contractor have the option to allow Hawaii-based only college courses?

Response: Under Section 2, III.A.Scholarships, page 2-6, scholarships shall be available for college-level classes that focus on early childhood and is primarily available on the island that the individual resides which means that the individual must reside in the state of Hawaii. However, distance learning college-level classes must be offered from a DHS approved college/university that is regionally accredited. Therefore, distance learning classes may be non-Hawaii based.

8. **Question:** Can we place privately funded organization logos on the DHS applications if those funds are used to supplement DHS scholarships?

Response: Yes.

9. **Question:** Under Section 2, III.B.4, page 2-9, What is the definition of “provided services”?

Response: One of the projected outcomes to be measured and reported at the end of each fiscal year, is at least 70% of those provided services from a Family Child Care Recruiter shall become licensed by the DHS. “Provided services” refers to Section 2, III.A.4, page 2-4. In addition to Item #4, only potential providers that have submitted their FCC application to the DHS child care licensing unit and have received a home visit by the FCC Recruiter shall have met the criteria of “provided services” from a FCC Recruiter.

10. **Question:** If 100 individuals are to be awarded scholarships, is this duplicated or unduplicated numbers?

Response: Both. Under Section 2, III.B.7.Final Report.i, page 2-12, Unduplicated and duplicated count of the number of scholarship applications approved “on a monthly basis for the quarter” should be reported to DHS. “On a monthly basis for the quarter” is an error and should be replaced with “for the year”.

11. **Question:** Under Section 2, III.B.7.h, page 2-11, For scholarships, define “reasons denied”. Does this include incomplete applications or those that met the application process but had another reason for denial?

Response: Both, to track any patterns that may require changing the format of the application or the application process.

12. **Question:** Under Section 4, III.B.3, bullet 10, page 4-5, In the formulas for determining scholarship, is this the process of the application or when multiple financial aid is awarded to the applicant, a formula is used to determine final amount qualified for?

Response: The formula refers to how the contractor derived at the amounts of scholarship to be offered and issued to the applicants.

13. **Question:** Can scholarships be supplemented with private funding?

Response: Yes, this would be in addition to the minimum \$60,000 allotted for scholarships.

14. **Question:** Under Section 2, III.B.6, page 2-10, If the expectation is to coordinate with other agencies to insure training needs of providers are met, how does the contractor “insure” or measure this benchmark?

Response: Under Section 3, II.D Coordination of Services, page 3-2, the applicant shall describe a detailed plan for coordination and collaboration with those agencies, organizations, and/or groups that are identified which include the name and contact information for the agency, the nature of the coordination activities, and how this relationship is relevant to the proposed services in this RFP. DHS reserves the right to contact each agency named to confirm the information presented and to “insure” that the contractor meets this requirement.

15. **Question:** What is ADA compliant for facilities?

Response: Under Section 2, III.C, page 2-12 and Section 3, II.E, page 3-3, the applicant is to describe how the facilities shall meet The Americans with Disabilities Act (ADA) requirements, as applicable and special equipment that may be required for the services. If upon registration, the contractor finds a participant with special needs that is requesting for reasonable accommodations and the training site is not equipped to provide for accommodations, the agency must provide an alternate plan to meet the accessibility requirements under the ADA law.

16. **Question:** Does each training facility’s ADA compliance plans need to be submitted or can a general training facilities plan be submitted for all facilities? This plan would show how reasonable accommodations are made by the agency.

Response: The latter is being requested on how the agency would provide reasonable accommodations in accordance with the ADA law.

17. **Question:** Under Section 3, IV.I, page 3-5, What does it mean when “applicant may propose the minimum of the contractor’s trainers”?

Response: Although the applicant is required to have their trainers meet the minimum requirements as stipulated by DHS, the applicant may propose to DHS the minimum

qualifications of what the contractor would require of their trainers, which may exceed the DHS requirements.

18. Question: At what point is the contractor accountable for the potential provider to become licensed when working with the Recruiter? In order to show the effectiveness and proficiency of the recruitment program, is the baseline for the 70% to become licensed based upon those potential providers receiving a home visit as part of our services? In our experience, a critical piece of recruitment is to have potential providers reflect upon the requirements to become a quality caregiver, at which point many realize it is not a profession they want to pursue. The pool of potential providers left is those seriously working to meet the licensing requirements and are receiving contractor services. The home visit is pivotal to assessing potential provider's commitment to the licensing process.

Response: Under Section 2, III.B.4, page 2-9, the contractor becomes accountable for potential providers to become licensed once they submit an FCC application to the DHS child care licensing unit and the FCC Recruiter conducts a home visit. At least 70% of potential providers who meet this criteria (pool of potential providers left) shall become licensed by DHS by the end of each fiscal year.