

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 302-11-04-S
Infant and Toddler Training
Issued on April 21, 2011

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ADDENDUM NO. 1
To
REQUEST FOR PROPOSALS
Infant and Toddler Training
RFP No. HMS 302-11-04-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-302-11-04-S, Infant and Toddler Training, 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 302-11-04-S

RFP Title: Infant and Toddler Training

1. **Question:** Can the curriculum be multiple nationally recognized, evidence-based curriculum as opposed to a single curriculum?

Response: Yes.

2. **Question:** Does there need to be documentation that the trainers are qualified to teach the specified curriculum?

Response: Under Section 3, IV, page 3-5 and page 3-6, there are errors in the numbering of the items. There is a total of 16 items with a duplicate #3 and therefore, the 4th item should be numbered #4 and so forth until the 16th item. For item #4, it states, "If the trainers are known at the time of submitting the proposal, educational transcripts and resumes of the trainers should be submitted." If the trainers to be hired are not known, trainers must meet the minimum qualifications as stated in this section of the RFP, in order to teach the proposed curriculum. The applicant may also propose to DHS the minimum qualifications of their trainers.

3. **Question:** If privately developed curriculum is already in use and had previously been developed by a person who met the minimum qualifications, does documentation of these qualifications need to be submitted?

Response: Submitting documentation of the individual's degree and resume will help to verify that the individual met the minimum requirements to design and develop the curriculum and show credibility of the person developing the curriculum. Under Section 3, IV.3, page 3-5, it states "If the person designing and developing the curriculum is known at the time of submitting the proposal, a copy of the person's degree and resume should be submitted." The applicant may also propose to DHS the minimum qualifications of their curriculum person.

4. **Question:** On page 3-2, section C and D are identical. Is this a typo?

Response: Yes, this is an error. Therefore, Item "D" should be deleted, Item "E" Coordination of Services should be marked "D" and Item "F" Facilities should be marked "E" under Section 3, II, page 3-2 and page 3-3.

5. **Question:** FFN (Family, Friend Neighbor): will this list of providers who receive block grant subsidies be available to the contractor?

Response: Yes, since FFN providers of children who receive child care subsidies through our Child Care Development Fund (CCDF) block grant are part of the target population to be served, the contractor will coordinate with the Learning to Grow Project contract to disseminate a monthly listing to the contractor.

6. **Question:** Define “Coordination of Services” under Section 2, III.B.6, page 2-10.

Response: The applicant needs to demonstrate the capability to coordinate services with other agencies and resources in the community by indicating which agencies, organizations, and/or groups should be collaborated with in order to deliver the services to the target population in a satisfactory manner and that the training needs of providers are met. DHS wants to ensure that the training being offered is maximized so as not to coincide with similar trainings occurring at the same time. If similar trainings are provided in the community, what can the contractor offer in addition or is different to the coursework. Coordinate with facilities in the community that may be used as training sites to increase the accessibility of the training to providers and to assist in alerting the target groups of the types of services offered.

7. **Question:** Under Section Section 2, III.B.6, page 2-10, “No duplication of the type of training offered.” Please clarify the definition of duplication. Is it 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.

8. **Question:** Is Limited English Proficiency (LEP) training required quarterly or yearly?

Response: LEP training, through DHS, is required on upon hire of each staff and on an annual basis.