

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 302-11-05-S**  
**Child Care Resource and Referral Service**  
Issued on April 20, 2011

April 20, 2011

**ADDENDUM NO. 1**  
To  
**REQUEST FOR PROPOSALS**  
**Child Care Resource and Referral Service**  
**RFP No. HMS 302-11-05-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-302-11-05-S, Child Care Resource and Referral Service, for the purpose of:

- Responding to questions that arose at the orientation meeting of April 6, 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 302-11-05-S

RFP Title: Child Care Resource and Referral Service

1. **Question:** What kind of license does a resort child care program have (Section 2, III.A.1.a, page 2-6)?  
  
**Response:** Depending on the ages of the children being accepted in care, a resort child care program can be licensed to operate one of the following: 1) an infant and toddler child care center for children ages over 6 weeks to under 36 months; 2) a group child care center for children ages two years and older; or 3) a before and after school child care facility for children ages 4 years and 8 months and older who are enrolled in public or private elementary schools. Some licensed resort child care programs request the department's approval to establish a "demonstration project" that requests an exemption from specific child care rules with the justification for the proposed exemptions. An example of such a rule exemption would be to request the staff's educational requirements be waived, due to the type of care being offered (drop-in care for families on vacation).
2. **Question:** How long is a demonstration project?  
  
**Response:** A demonstration project which has been approved in writing by the department shall not exceed 2 years per request. The provider must be in compliance with all other child care rule requirements at all times.
3. **Question:** What do you mean by "transportation services" (Section 2, III.A.1.a, page 2-6)?  
  
**Response:** The database required shall include information regarding the service provider's transportation services which means transportation for children that is offered to and from the child care facility, which may include field trips.
4. **Question:** Is it sufficient to provide a web-link to the websites of other child care assistance or subsidy programs as well as child care educational resources in the communities to meet criteria of providing information on the same (Section 2, III.A.1.c and d, page 2-6)?  
  
**Response:** Yes. A description of each program is not required if a web-link is provided.
5. **Question:** If we have a website that allows for 24/7 child care searches online, will that be sufficient to meet "daily" service as defined in Section 2, III.A.2, page 2-8)?  
  
**Response:** Yes, as the service would be available to parents at all times.
6. **Question:** Does the toll-free number need to be statewide (Section 2, III.A.2, page 2-8)?  
  
**Response:** Yes.

7. **Question:** Should we include all copies of our policies and procedures for all employees as documentation of the same (Section 2, III.B.1)?

**Response:** Yes, copies of the provider's employee policies and procedures are to be included in the proposal.

8. **Question:** On Section 2, III.B.7, you ask for the number of existing resources; do you want us to provide a listing?

**Response:** Yes. Quarterly program progress reports that are to be submitted to DHS, should include the number of existing resource by type of service in the database as well as a listing of community resources.