

State of Hawaii
Department of Labor and Industrial Relations
Workforce Development Division
Employment and Training Fund Program

Addendum No. 1

September 15, 2011

To

Request for Proposals

RFP No. DLIR/WDD 2012-01

August 23, 2011

September 15, 2011

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
RFP No. DLIR/WDD 2012-01**

The Department of Labor and Industrial Relations, Workforce Development Division, Employment and Training Fund (ETF) Program is issuing this addendum to RFP Number DLIR/WDD 2012-01 for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> 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 <date>.

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:

Tricia Malloy
(808) 586-8815
tricia.y.malloy@hawaii.gov
830 Punchbowl Street, Room 329
Honolulu, Hawaii 96813

Responses to Question Raised by Applicants
For RFP No. DLIR/WDD 2012-01

- 1. The RFP states that the “provider must be doing business in the State of Hawaii for one year and have at least one year’s experience with the project or in the program area for which the request or proposal is being made.” My company is brand new but I have provided training as a subcontractor to an authorized ETF provider, and (have experience) as part of my full time job for much longer. Does the fact that my company is new disqualify me from receiving an award as an authorized vendor?**

Yes, the applying company must have been doing business in the State of Hawaii for at least one year and have at least one year’s experience with the proposed services.

- 2. Are RFPs issued annually so that I could apply next year?**

No, this RFP is for a 2-year contract, however, it may be extended up to an additional 2 years, for a total of 4 years so there is a possibility that another RFP will not be issued until August 2015.

- 3. How many individuals were trained in 2010? How many businesses were served?**

There was no training funded in 2010 because a temporary moratorium was implemented from July 1, 2009 through December 31, 2010 due to insufficient funding. Funds became available during the fourth quarter of 2010 and the program was reinstated in January 2011. Data from January 1, 2011 through June 30, 2011 is not yet available because we are currently in the process of compiling the data for the Annual Report due in October. Preliminary figures indicate that a total of 367 enrollments were processed from January 1, 2011 through June 30, 2011.

- 4. Our offering would consist solely of online training. The questions asked in the RFP are heavily focused on classroom training and we would be responding “Not Applicable” to many. Since the evaluation criteria are most heavily weighted to the Service Delivery section, and that is the section with the bulk of the questions focused towards training provided in a traditional classroom setting, will online training be scored positively?**

Although there is no prohibition against solely offering online training, your proposal will be evaluated and scored according to the criteria specified in the RFP.

- 5. Our organization is seeking clarification on licensing requirements because in other states we have been exempt from licensing for providing this service into the public workforce system.**

If your organization is exempt from this requirement, we will still need an exemption letter issued by the State Department of Education (DOE) to show proof of this exemption. Please review HAR Chapter 8-101-2 regarding General Rule for DOE licensing and contact Ms. Annette Young-Ogata at (808) 203-5511 to determine your DOE documentation requirements (ie. licensure or exemption letter) in response to this RFP.

- 6. Per the top of page 2-13 (of the RFP), it explains that the employer is (required) to contribute 50% of the training costs. How can an unemployed person participate who do not have an employer? They are included as a potential audience on page 2-3, but not covered in the funding mechanism description.**

Since the ETF fund is a tax assessed to employers, funding is primarily for employed individuals. Budget for unemployed individuals is determined by each local office based on funding availability. At this time, there are no local office that provided ETF funds to unemployed individuals. However, if an unemployed participant were to be covered by ETF, ETF would pay the total tuition up to a \$500 tuition cap.

- 7. The RFP implies that the tuition cost can be \$250 per unit, as well as \$250 per course, and I am not clear if both are true.**

The tuition cap per course is \$500. ETF will pay 50% of the tuition assistance up to the \$500 tuition cap. The balance is the responsibility of the employer. Therefore, if a course was \$700, ETF would pay \$250 and the employer would pay \$450 (50% of the tuition assistance, capped at \$500, and any excess balance over the \$500 tuition cap).

RFP No. DLIR/WDD 2012-01 is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

III (A) 2-10

Please add the following language at the end of item 2a: ***“Classroom training courses shall not exceed a maximum duration of twelve (12) weeks or eighty-four calendar days.”***

Please add the following language as item c prior to “Additional Classes”:

“Distance Learning, Online Education, or Self-paced Training Courses

Distance learning, online education, or self-paced types of training courses are allowable under the following conditions:

- i. The State shall not be liable for payment of no-show trainees enrolled in distance learning and/or online training courses.***
- ii. Provider shall notify the trainee of the minimum operating system, internet connectivity, and/or software requirements necessary to access the online training course.***
- iii. Provider shall require the trainee to complete any self-paced type of training course within eight weeks or fifty-six (56) calendar days from the date of enrollment.***
- iv. Provider shall have in place a system to account for each trainee’s online attendance in a format that is acceptable to ETF such as a report which logs the***

dates and times of the trainee's online attendance and the trainee's progress in the course during each online session.

- v. *Provider shall submit this report when invoicing the State in place of required attendance sign-in sheets for classroom training.*
- vi. *Notwithstanding the aforesaid, all other service specification requirements (included in Section 2 of the RFP) shall apply to any distance learning, online education, and self-paced types of courses funded by ETF."*

III (B) 2-14 Please add under item 2a (2), after "Attendance sign-in sheets for each ETF-funded course conducted to verify attendance of each ETF participant in training.": ***"For online training courses, an online log-in and course progress report shall be submitted in place of the attendance sign-in sheet (see III., A., 2., item c., of this section)."***

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

III (B) 4-4 Please add the following language to the last sentence of the first paragraph under item 3, "Service Delivery" which states: "The evaluation criteria will also assess factors such as geographical location, class schedule, course content, whether tuition costs are reasonable and comparable to tuition prices of comparable courses in the area, ***and whether provider's system for verification of participant's attendance in the course is adequate.***"

4-5 Please add as 7th bullet under the second paragraph of item 3, "Service Delivery", which states: "More consideration will be given to applicants who address the following:"

- ***“Adequacy of the Provider’s system for verification of participant’s attendance in the course;”***

Section 5, Attachments

Attachment B

Attachment B, Sample Proposal Table of Contents, is revised under Section VII, Attachment A, Cost Proposal as follows:

- i. Please omit the following attachments which are not applicable to this RFP:
 - “SPO-H-205 Proposal Budget”
 - “SPO-H-206A Budget Justification – Personnel: Salaries & Wages”
 - “SPO-H-206B Budget Justification – Personnel: Payroll Taxes and Assessments, and Fringe Benefits”
 - “SPO-H-206C Budget Justification – Travel: Interisland”
 - “SPO-H-206E Budget Justification – Contractual Service – Administrative”
- ii. Please replace with the following required attachment:
 - ***“Matrix of Proposed Training Courses”***