

State of Hawaii  
Department of Health  
Family Health Services Division  
Women, Infants and Children Services Branch

**Addendum No. 1**

**September 30, 2011**

**To**

**Request for Proposals**

**RFP No. HTH 560-WIC-12-01  
Special Supplemental Nutrition Program for Women,  
Infants and Children (WIC)**

September 1, 2011

September 30, 2011

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS**  
**Special Supplemental Nutrition Program for Women, Infants and Children (WIC)**  
**RFP No. HTH 560-WIC-12-01**

The Department of Health, Family Health Services Division, WIC Services Branch is issuing this addendum to RFP No. HTH 560-WIC-12-01, Special Supplemental Nutrition Program for Women, Infants and Children (WIC) for the purposes of:

- Responding to questions that arose at the orientation meeting of September 14, 2011
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <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:

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235 South Beretania Street, Suite 701, Honolulu, Hawaii 96813

Responses to Question Raised by Applicants  
RFP No. HTH 560-WIC-12-01, Special Supplemental Nutrition Program for Women, Infants  
and Children

Questions (in bold) and answers (in italics).

**1. When must the Tax Clearance be obtained?**

*In order for the contract to be fully executed and signed by the Director of Health, a Hawaii Compliance Express certificate must indicate "compliant" status. This is also a requirement for final payment on a contract.*

**2. Are children of single fathers eligible to receive WIC services? What about grandchildren who are raised by their grandparents and who are considered the primary caregivers?**

*Yes, children of single fathers are eligible to receive WIC services and yes, if the child resides with the grandparents then the grandparent's income is used to determine income eligibility.*

**3. What is the caseload that will be assigned for Lanai?**

*The contract will begin with an initial caseload assignment of 150 participants per month. During the past federal fiscal year the actual caseload averaged 112 participants per month. While the caseload may vary, we feel there is much potential for growth.*

**4. Is the caseload assignment 150 per month, or the average per quarter, or 150 per month period?**

*Caseload assignment is based upon 150 participants per month.*

**5. When monthly caseload participation varies for example 90 participants one month and 200 participants the next month, is the clinic considered as meeting the objective for the month? Does actual caseload participation for the month affect reimbursement? In terms of outcomes and the amount the contract is to serve, would such fluctuations be considered out of compliance?**

*In this hypothetical, the answer is yes the clinic has met its objective. Assuming a caseload assignment of 150, and averaging the two months participation of 90 and 200, the average actual participation is 145/month which is 97% of caseload assignment. Average monthly participation is tracked by means of a caseload report downloaded from the SWICH computer system. Adjustments to caseload assignment and subsequent contract budgets by means of a contract modification are considered every six months if an agency is under serving an average of 95% of their assigned caseload, or over serving more than 100% of their caseload assigned to the contract. Historically, seasonal trends are noticed and the State Agency takes factors that are unpredicted or unforeseen into*

*consideration. Actual caseload participation for each month does not affect the reimbursement invoiced any particular month. Invoices are generated on a cost reimbursement basis. Fluctuation in actual caseload served would not be considered out of compliance.*

**6. Is there an expectation as to how many months it will take to build a caseload of 150 participants per month?**

*A caseload review is done six months after the start of the contract. Generally, an average is taken. With tri-monthly issuance, it does take about six months to get a sense of the average caseload being served.*

**7. How often is Hemoglobin testing done?**

*The testing is varied by categories. A pregnant mother would need one during her pregnancy. Majority of the time, it is taken care of at the doctor's office. One is required at postpartum. For infants, it is recommended between nine and 12 months of age. If doctor requires a test for the infant at one year of age, then the results can be requested at WIC. Between 15 and 18 months of age, WIC requires another one. Annually for children if it is within normal limits over the age of 18 months.*

**8. We have staff who work from home sometimes, can they take the laptops home?**

*No. For the services that WIC provides, the laptops would only be required when meeting with the participant directly.*

**9. If someone is using a laptop already, can WIC computer functions be placed on those laptops?**

No. A separate laptop dedicated to WIC services with its own wide area network is configured for WIC applications. The laptop is set-up to do check printing off the laptop.

**10. Are the computers provided by WIC?**

Yes, the State Agency purchases the required equipment including computer, printers for checks, ink for those printers, forms and servers.

**11. What is a financial management system, as referenced on page 2.15, paragraph 2.2.1 of the RFP?**

This is the Providers description of their accounting system used for keeping track of expenditures and income and grant funds.

**12. At the end of the day, how is information from the computer uploaded?**

*While a clinic under the Maui Local Agency, the Lanai clinic is required to load and unload the clinic data on the scheduled clinic days. The loads are done prior to the start of clinic, and unloads are done after clinic. In the event the Lanai clinic becomes a Local Agency, then data loads and unloads are no longer required.*

**13. Are daily uploads to Maui or directly to the State? With the size of Lanai WIC, would it be reasonable to say that they would not have daily activity?**

*As a clinic under the Maui Local Agency, data loads and unloads are not done directly to the State, but rather to the Maui agency, and the frequency of clinic days would be determined by the clinic staff. (Typically, the Lanai clinic is not conducted daily).*

**14. How does the clinic perform the load and unload?**

*The data loads and unloads are executed on the laptop that's designated as the clinic's database server. In a typical clinic configuration, there is only one database server, and one or more workstation (client) laptops. The WIC application, SWICH, has a laptop load/unload function that accomplishes this activity.*

**15. Would it be feasible to conduct a clinic in different locations such as a hotel? How about including a check printer, document printer and a laptop?**

*Yes. It is feasible to conduct a satellite clinic at a different location from the main WIC Clinic. Such sites may be conducted in public venues such as churches, gymnasiums or recreation centers. Equipment can be provided for a remote site. You could provide a description of the satellite along with the Lanai clinic site in your proposal. In order to conduct a satellite, your agency would need to bring a check printer, laptop, document printer, and server, these are the four equipment needed to take to the satellite site. If secured storage at the site is allowable, it would be less cumbersome to store equipment at the satellite rather than transporting equipment each time satellite clinic was held.*

**16. What equipment would need to set up at the clinic site?**

*At a minimum, each site would need a power source and a table and technical equipment to obtain the heights and weights. If anthropometrics have been done in another visit, then that remote visit could do pick-ups of checks when the participant visits. The Maui WIC LA Coordinator could provide further suggestions as to what type of anthropometric equipment would be required. There are portable adult and infant scales and measuring boards to purchase that are recommended by Centers for Disease and Control.*

**17. What budgeted periods are completed for this RFP?**

*The budgets to be included in the applicant's proposal are found on the top of page 3-6 of the RFP. The first period is for six months beginning April 1, 2012 to September 30, 2012. The second fiscal year is October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015, October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017.*

**18. Is there a budget modification if caseload served increases to over 150 Participants per month?**

*If the average actual caseload participation is greater than the caseload that has been assigned with the contract then a contract modification is processed to increase the caseload assignment and corresponding budget of the contract, which matches the WIC Funding Allocation that has been included in the RFP, as Attachment H.*

RFP No. HTH 560-WIC-12-01  
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)  
is amended as follows:

**RFP Notice/Cover Letter**

The third paragraph is corrected as follows:

The multi-term contract will be from April 1, 2012 through **September 30, 2013** with four (4) twelve (12) month extensions.

**Section 1, Administrative Overview**

Subsection I. Page 1-1

Procurement Timetable

Contract start date is corrected from April 1, 2011 to **April 1, 2012**.

Subsection VI. Page 1-4

Orientation

The date that the orientation was held is changed from October 14, 2011 to **September 14, 2011**.

**Section 2, Service Specifications**

Subsection II. E. Page 2-6

Single or multi-term contracts to be awarded

The Contract Terms is corrected to read as follows:

The term of the contract is from April 1, 2012 through **September 30, 2013**. The initial period shall commence on April 1, 2012 or the Notice to Proceed date, whichever is later.

The maximum length of contract is **five (5) years and six (6) months**.

**Section 4, Proposal Evaluation**

Subsection III.C. Page 4-5

Phase 3-Recommendation for Award is modified to change the minimum score **from 70 points to 60 points** to qualify applicant for recommendation for award.