

State of Hawaii
Department of Education
Office of Curriculum, Instruction and Student Support
Student Programs Section

March 9, 2012

ADDENDUM B

To

Request for Proposals

RFP No.: RFP F12-076

**Provision of After School (A+) Services for the
Department of Education**

The Department of Education (the “**Department**” or the “**DOE**”), Student Support Branch (“**SSB**”), hereby issues this addendum to the above-entitled Request for Proposals (the “**RFP**”). The RFP is hereby amended as set forth below.

Part I: RFP Amendments

The following amendments to the original RFP, issued on February 3, 2012, are hereby made:

1. **Procurement Deadline.** The proposal deadline is changed from March 20, 2012 at 2:00 pm Hawaii Standard Time (“HST”), to **March 27, 2012 at 2:00 pm HST.**

This change in no way modifies any other submission requirement. Because of this change, the estimated dates identified in RFP Section 1, *Administrative Overview*, page 1-1, paragraph I, *Procurement Timetable*, may also be extended as necessary. The DOE will make its best effort to adhere to the proposed timeline.

2. **Facilities.** RFP Section 2, *Service Specifications*, page 2-10, paragraph III(C), *Facilities*, is amended as follows (added language in **bold and underlined**, deleted language in **~~bold and strikethrough~~**):

~~Contractor may be responsible for facilities use cost and custodial services and supplies.~~

3. **Invoices.** RFP Section 2, *Service Specifications*, page 2-11, paragraph IV(D), *Invoices*, is amended as follows (added language in **bold and underlined**, deleted language in ~~**bold and strikethrough**~~):

DOE's requirement to pay within thirty (30) days starts on the day the corrected invoice is re-submitted and accepted by DOE.
~~**Invoices shall indicate the Accounting classification.**~~

Part II: Questions and Answers

The Department's response(s) to the orientation meeting and written questions received by the stated deadline are hereby provided:

1. Compliance with Guidelines

Q: Will the RFP be amended to require A+ providers to comply with the State's Wellness Guidelines?

A: No. A+ Program school sites/providers are required to comply with all DOE guidelines and regulations.

2. Liability Insurance. RFP Section 1, *Administrative Overview*, pages 1-10 and 1-11, paragraph XXI(1), *Liability Insurance*.

a. Page 1-10, second paragraph from the bottom.

Q: Will the word "primary" be deleted from the phrase, "(t)he insurance shall be primary and shall cover the insured for all work to be performed under the Contract?"

A: No.

b. Page 1-10, last paragraph.

Q: Will the words "and its officers and employees" be deleted from the phrase "(t)he certificate shall provide that the STATE and its officers and employees are Additional Insureds?"

A: No.

c. Page 1-11, first paragraph, top of the page.

Q: Is the lined-out paragraph deleted?

A: Yes, the lined-out paragraph is deleted.

d. Page 1-11, third paragraph from the top.

Q: Will the words "and its officers and employees" be deleted from the phrase, "and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract?"

A: No.

4. Invoices. RFP Section 2, *Service Specifications*, page 2-11, paragraph IV(D), *Invoices*.

Q: Please clarify the meaning and effect of the requirement that “(i)nvoices shall indicate the Accounting classification.”

A: The reference to “Accounting classification” shall be removed from the subject section of the RFP.

5. Standard Calendar of Schools. RFP Section 2, *Service Specifications*, page 2-11, paragraph IV(E), *Standard Calendar of Schools*.

Q: Can Providers charge separate monthly fees for the months of December and January for children who start after August?

A: No, the current arrangement will remain in the RFP.

6. Three-Ring Binder. RFP Section 3, *Proposal Application Instructions*, page 3-1, *General instructions for completing applications*, fourth bullet.

Q: Is a three-ring binder optional or mandatory?

A: Optional. Applicants are encouraged to present their applications in a neat and user-friendly format.

7. Pricing Structure (Estimate of Services). RFP Section 3, *Proposal Application Instructions*, page 3-4, paragraph V(A), *Pricing Structure*, reads in relevant part:

As there is a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff.)

Q: When applicants prepare their RFP proposals, is there a specific format required for response(s) to the above-quoted section?

A: No, there is no specific format required. Applicants are encouraged to furnish a reasonable estimate of the services they can provide in a clear, accurate and unambiguous manner.