

State of Hawaii
Department of Health
Developmental Disabilities Division
Case Management and Information Services Branch

Request for Proposals

RFP No. HTH 501-06

LONG-TERM ADULT SUPPORTS AND RESOURCES (LASR)

February 28, 2012

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

February 28, 2012

REQUEST FOR PROPOSALS (RFP)

**LONG-TERM ADULT SUPPORTS AND RESOURCES (LASR) SERVICES
RFP No. HTH 501-6**

The Department of Health, Developmental Disabilities Division, Case Management and Information Services Branch, is requesting proposals from qualified applicants to provide Long-term Adult Supports and Resources (LASR) services to eligible adults with developmental disabilities and intellectual disabilities statewide. The contract term will be from July 1, 2012 the tentative start date, or Notice to Proceed, whichever is later, through June 2017, subject to availability of State funds. Single and multiple contracts will be awarded under this request for proposal as needed for State-wide services.

Proposals shall be mailed and postmarked by the United States Postal Service on or before Wednesday, March 28, 2012, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on Wednesday, March 28, 2012, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Developmental Disabilities Division will conduct an orientation on Wednesday, March 7, 2012 from 10:30 a.m. to 12:00 p.m., HST, at 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation or participate via teleconference.

The deadline for submission of written questions is 4:30 p.m., HST, Friday, March 9, 2012. All written questions will receive a written response from the State on or about March 14, 2012.

Inquiries regarding this RFP should be directed to the RFP contact person, Kelly Jo Nacino, 3627 Kilauea Avenue, Room 109, Honolulu, Hawaii 96816, telephone: (808) 733-1685, fax: (808) 733-9182, e-mail: kellyjo.nacino@doh.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: Four (4)

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **Wednesday, March 28, 2012** and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Health
Developmental Disabilities Division
Case Management & Information Services Branch
3627 Kilauea Avenue, Rm109
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Kelly Jo Nacino
(808) 733-1685
(808) 733-9182 fax
kellyjo.nacino@doh.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), Wednesday, March 28, 2012**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. **Hand deliveries shall not be accepted if received after 4:30 p.m., Wednesday, March 28, 2012.**

Drop-off Sites

**Department of Health
Developmental Disabilities Division
Case Management and Information
Services Branch
3627 Kilauea Avenue, Rm 104
Honolulu, Hawaii 96813**

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	02/28/2012
Distribution of RFP	02/28/12- 03/26/12
RFP orientation session	03/07/12
Closing date for submission of written questions for written responses	03/09/12
State purchasing agency's response to applicants' written questions	03/14/12
Discussions with applicant prior to proposal submittal deadline (optional)	02/28/12- 03/26/12
Proposal submittal deadline	03/28/12
Discussions with applicant after proposal submittal deadline (optional)	None
Final revised proposals (optional)	None
Proposal evaluation period	04/02/12 – 04/06/12
Provider selection	04/09/12- 04/11/12
Notice of statement of findings and decision	04/20/12
Contract start date	07/01/12

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	http://hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Department of Health,
Developmental Disabilities Division,
Case Management and Information Services Branch
3627 Kilauea Avenue, Room 109
Honolulu, Hawaii 96816
Phone: (808)733-1685 Fax: (808) 733-9182**

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: Wednesday, March 7, 2012 **Time:** 10:30 a.m.-12:00 p.m. HST

Location: Diamond Head Health Center
3627 Kilauea Avenue, Room 104
Honolulu, Hawaii 96816
Please park in the metered public parking.

**To participate via teleconference:
Call Toll free 1-888-482-3560 enter the access code: 5876043
when requested. If you have trouble connecting, call**

Hawaiian TelCom's Customer Care at 1-888-482-3558

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: Friday, March 9, 2012 **Time: 4:30 p.m. HST**

State agency responses to applicant written questions will be provided by:

Date: Wednesday, March 14, 2012

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)

- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The “Certificate of Vendor Compliance” issued online through HCE provides the registered provider’s current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section’s part II. Website Reference for HCE’s website address.
- G. **Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- I. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General’s General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or

- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. No faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means will be permitted.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)

- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Kimberly Arakaki	Name: Jean Luka

Title: Chief, Case Management and Information Services Branch	Title: Supervisor, Contracts and Resource Development Section
Mailing Address: 3627 Kilauea Avenue, Room 109, Honolulu, Hawaii 96816	Mailing Address: 3627 Kilauea Avenue, Room 109, Honolulu, Hawaii 96816
Business Address: 3627 Kilauea Avenue, Room 109, Honolulu, Hawaii 96816	Business Address: 3627 Kilauea Avenue, Room 109, Honolulu, Hawaii 96816

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2
Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

In accordance with Chapter 333F, Hawaii Revised Statutes (HRS), the Department of Health (DOH), Developmental Disabilities Division (DDD), is responsible for developing, administering, coordinating, and setting direction for a comprehensive system of supports and services for persons with developmental disabilities or intellectual disabilities.

The purpose of this RFP is to procure long term supports for adult services for individuals with developmental disabilities and intellectual disabilities (DD/ID) who are eligible for services under Chapter 333F but, not eligible for Title XIX services. Title XIX of the Social Security Act, known as Medicaid, enables states to furnish medical assistance or supports to individuals and families to remain independent and be able to care for themselves.

A Request for Information was completed on February 2, 2012.

B. Planning activities conducted in preparation for this RFP

Planning activities for this LASR RFP included a Request for Information (RFI) session held on February 2, 2012. It is anticipated that eligible respondents to this Request for Proposal (RFP) may include: (1) developmental disabilities service providers with expertise in supporting persons with developmental disabilities and challenging behaviors or (2) organizations that support persons with co-occurring developmental disabilities and mental illness.

C. Description of the goals of the service

LASR shall provide person-centered, individualized supports that enhance the individual's living in the community, defined as participation, partnership, and involvement in activities that increase (1) natural supports for the individual, (2) knowledge of the individual's community, (3) opportunities for the individual to contribute to the community, and (4) the individual's independence in the community.

D. Description of the target population to be served

The target population to be served shall be adults and children with DD/ID who have been determined eligible for services, pursuant to Section 333F-2,

HRS, by the Department of Health (DOH), Developmental Disabilities Division (DDD), Case Management and Information Services Branch (CMISB), on the island of Oahu, and its Community Services for the Developmentally Disabled Sections in the counties of Kauai, Maui, and Hawaii. For purposes of this Agreement, the CMISB shall refer eligible individuals to the LASR based on a LASR referral process developed by the STATE. LASR shall be available to all individuals regardless of whether they are enrolled or not enrolled in the DD/ID Medicaid Waiver program.

E. Geographic coverage of service

Services shall be provided statewide to serve eligible individuals in the counties of Oahu, Hawaii, Kauai, and Maui County.

F. Probable funding amounts, source, and period of availability

Approximate State funding: \$1,029,400.00 for the period July 2012, the planned contract start date, or Notice to Proceed, whichever is later, through June 2013, subject to availability of State funds.

In subsequent fiscal years (FY) 2014, 2015, 2016, 2017, the estimated amount of State funding will be approximately \$1,029,400.00, subject to the availability of State funds.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The PROVIDER shall develop, maintain, and comply with policies and procedures that meet STATE standards on the following:

- a. Annual criminal history checks for all staff that have direct contact with LASR individuals admitted to the LASR Program according to STATE Standards (Department of Human Services-Med-Quest Division Criminal History Record Check Standards, also found in Department of Health Medicaid Waiver Provider Standards Manual, Appendix 6);
- b. Confidentiality of LASR individuals' records pursuant to Chapter 333F-8 (a) (9), HRS;
- c. Admission and discharge policies for individuals in the LASR Program;
- d. Rights of individuals with DD/ID that include:
 1. Being treated with understanding, dignity, and respect;
 2. Being free from exploitation, neglect, and abuse;
 3. Receiving individually defined and appropriate supports;
 4. Privacy and confidentiality including privacy in treatment and in personal care;

- 5. Freedom of choice of supports;
- 6. Receiving information that defines the grievance and appeals processes;
- e. Grievance processes, including appeals for any denial of supports to individuals;
- f. Protocols for general health and safety issues, including adverse event reporting;
- g. Reporting alleged abuse and neglect incidents within the purview of Chapter 346, HRS, regarding Adult Protective Services and Chapter 350, HRS, regarding Child Protective Services, Department of Human Services;
- h. Emergency management procedures;
- i. Maintenance of fiscal, programmatic, and administrative records pertaining to services provided; and
- j. Compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") is the responsibility of the PROVIDER. The PROVIDER shall insure that "protected health information" pursuant to 45 CFR §160.103 remains protected for the HIPAA requirements.

B. Secondary purchaser participation
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

No Secondary purchases planned.

C. Multiple or alternate proposals **check one**
(Refer to HAR Section 3-143-605)

Allowed Unallowed

D. Single or multiple contracts to be awarded **check one**
(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards: contract will be awarded as needed to meet goal of coordinated statewide services.

E. Single or multi-term contracts to be awarded **check one**
(Refer to HAR Section 3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

A five (5) year contract is planned, covering the period July 1, 2012 through June 30, 2017. The contract may be extended for not more than one (1) additional twelve (12) month period, without resolicitation, upon mutual agreement in writing at least sixty (60) days prior to the expiration of the contract and the execution of a supplemental contract. The contract may be extended provided that the contract price shall remain the same or is adjusted per any contract price adjustment provision. The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Kelly Jo Nacino, Contracts and Resource Development Section,
Case Management and Information Services Branch
3627 Kilauea Avenue, Room 109
Honolulu, Hawaii 96816
Phone: (808) 733-1685 Fax: (808) 733-9182
Email: kellyjo.nacino@doh.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Goal of Service

LASR services shall provide person-centered, individualized supports that enhance the individual's living in the community, defined as participation, partnership, and involvement in activities that increase (1) natural supports for the individual; (2) knowledge of the individual's community; (3) opportunities for the individual to contribute to the community; and (4) the individual's independence in the community.

LASR services shall provide cost effective and individualized supports for the target population. Supports may be provided in a facility-based or community-based setting or a combination of both.

1. The PROVIDER shall accept all referrals from the STATE up to the maximum Full-Time Equivalency (“FTE”) set by the STATE. Maximum FTE shall be defined as the unit rate set by the STATE.
2. The PROVIDER shall contact the individual’s STATE case manager within fifteen (15) days of the individual’s admission into the LASR program.
3. The PROVIDER shall develop, write, and implement a LASR plan for each individual within thirty (30) days of admission. The admission date shall be the date the PROVIDER receives the Referral, Admission, and Discharge (“RAD”) Form from the STATE.
4. The LASR plan shall be based on the individual’s Individualized Service Plan (“ISP”), discussion with the individual, family and/or guardian, circle of supports, and other person(s) chosen by the individual to be part of the planning process, and the STATE case manager.
5. The LASR plan shall be goal oriented and describe objectives and activities that shall be provided to the individual. The written plan shall include, but is not limited to:
 - a. Annual goal/outcome;
 - b. Objectives and activities to reach goal/outcome including measurement and timelines;
 - c. Responsible people to accomplish plan; and
 - d. Documentation that individual, family and/or guardian, STATE case manager and PROVIDER staff provided input, if any, and agreed with the plan.
6. The LASR plan shall be updated with the individual, the individual’s family and/or guardian, the current ISP, and the STATE case manager, at least quarterly.
7. LASR objectives and activities may include, but are not limited to, the following:
 - a. Practicing skills in personal care activities such as brushing teeth, dressing, grooming, toileting, and eating;
 - b. Building communication skills;
 - c. Making new friends and developing new relationships; and
 - d. Providing the opportunity to participate in:
 - i. Activities which increase independence;
 - ii. Prevocational skill building;
 - iii. Activities that produce income;
 - iv. Educational activities;
 - v. Volunteer work;
 - vi. Senior activities;
 - e. Employment and activities related to work interests;
 - f. Activities that match the individual’s interests and skills;
 - g. Activities to increase community exploration to aid in the familiarity and use of community resources and participation in community activities; and

- h. Activities to increase skills necessary to perform typical daily activities such as shopping, banking, using the telephone, paying bills, budgeting, and cooking.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The PROVIDER shall have a program coordinator with a bachelor's degree in social sciences or education or a bachelor's degree in another field plus one (1) year of verifiable experience working directly with individuals with disabilities or the elderly, to directly oversee the LASR contract.
- b. Qualified direct support workers shall be defined as the workers with satisfactory skills as verified and documented by the program coordinator.
- c. The PROVIDER shall provide sufficient staff-to-client ratio of qualified staff for LASR supports that ensures:
 - i. An environment of health and safety.
 - ii. LASR supports are individualized and person-centered in service delivery.
 - iii. Achievement of individual goals and outcomes.
- d. The PROVIDER shall ensure that all program staff receive training:
 - i. At the start of the contract period to inform staff of the contract requirements and during orientation of new staff.
 - ii. At least once every two (2) years on topics related to DD/ID. The training shall be determined and arranged by the PROVIDER.

2. Administrative

The PROVIDER shall have administrative support staff to provide reporting, provide record keeping, provide disbursement, and provide other program requirement functions.

3. Quality assurance and evaluation specifications

- a. The PROVIDER shall have a quality assurance and evaluation program.
- b. The quality assurance and evaluation program shall be agency directed and reflect what the organization independently uses to monitor, evaluate, and improve the services delivered.
- c. The PROVIDER shall develop and implement a satisfaction survey as part of the agency's quality assurance and evaluation program.

4. Output and performance/outcome measurements

The PROVIDER shall report output, performance, and outcome measurements to the DDD on a quarterly basis utilizing the DDD's LASR Agency Tracking Form. The PROVIDER shall also submit quarterly and annual written program reports to the DDD.

5. Experience

- a. Knowledge of target population, e.g., DD/ID;
- b. Past experience in person-centered, individualized service delivery approach;
- c. Roles of individuals with DD/ID, parents, families, and advocates in provider organization;
- d. Past experiences in provision of (Purchase of Service) POS and/or Medicaid Waiver services, how long, brief synopsis of monitoring reports and satisfaction surveys.

6. Coordination of services

- a. Describe how PROVIDER works with community. Give one (1) example of a project and/or initiative that increased community visibility of individuals with DD/ID;
- b. Describe PROVIDER's access to generic community resources. Give one (1) example of a generic community resource that the PROVIDER has developed a relationship with, which resulted in "easy" access for individuals with DD/ID.

7. Reporting requirements for program and fiscal data

The PROVIDER shall comply with the following reporting and documentation requirements:

- a. Program reporting:
 - 1) Submit the quarterly LASR Agency Tracking Form within thirty (30) days after the end of each quarter,
 - 2) Provide quarterly written program reports within thirty (30) days after the end of each quarter,
- b. Fiscal reporting:
 - 1) Provide Actual Expenditures and Income Reports as follows:
 - a) Quarterly Actual Expenditures and Report for the period July 1, 2012 to September 30, 2012, by October 31, 2012,
 - b) Thereafter, monthly Actual Expenditures and Income Reports beginning October 2012 up to, and including, June 2017.
 - c) Submit program and fiscal reports in the format prescribed by the DDD to the Case Management and

Information Services Branch, Contracts and Resource Development Section, 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816.

- d) The required content and format of all reports shall be subject to ongoing review and modification by the DDD. All program and fiscal reports shall be subject to resolution of the DDD's findings and recommendations resulting from program monitoring and fiscal monitoring of the PROVIDER's services.

8. Pricing structure or pricing methodology to be used

- a. The pricing structure reflects a modified cost contract. Seventy percent (70%) of the funding amount shall be available to fund direct client supports. A fixed rate of thirty percent (30%) of the funding amount shall be used to fund the agency's allowable administrative fees. The total compensation of direct client supports and allowable administrative fees shall be limited to the contract amount. An accommodation fee is included within the thirty percent (30%) allowable administrative fees in the event any contracted slots remain unfilled.

The approximate amount of funding for LASR by geographical area is projected to be:

Geographical Area	1st Year*	2nd – 5th Year*
Kauai (15.5 slots)	\$167,943	\$167,943
Oahu (65.5 slots)	\$709,693	\$709,693
East HI (10 slots)	\$108,350	\$108,350
West HI (1 slot)	\$10,835	\$10,835
Maui (3 slots)	\$32,505	\$32,505

*funds are subject to the availability of funds.

9. Units of service and unit rate

\$10,835@ 95 slots statewide

IV. Facilities

For LASR, the PROVIDER shall assure that facilities in the community where services are provided are Americans with Disabilities Act (ADA) compliant and accessible to the individuals and families/guardian.

V. Acknowledgement

The PROVIDER shall provide information to individuals and their families or circle members who are referred to the LASR program or request information about the program. The PROVIDER shall acknowledge on all printed materials, including program brochures and other publicly distributed matters, as well as at public presentations, that the LASR program is funded under a Purchase of Services contract with the Department of Health, Developmental Disabilities Division.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services for LASR. For LASR, provide information related to facility and/or community based supports.

B. Experience

The applicant shall provide a description of projects and/or contracts pertinent to the proposed supports. The applicant shall include points of contact, addresses, and phone numbers. The STATE reserves the right to contact references to verify experience.

Describe the following:

1. Knowledge of target population, e.g., DD/ID;
2. Past experience in person-centered, individualized service delivery approach;
3. Roles of individuals with DD/ID, parents, families, and advocates in provider organization;
4. Past experiences in provision of POS and/or Medicaid Waiver services, how long, brief synopses of monitoring reports and satisfaction surveys.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The description of the quality assurance and evaluation plans shall reflect the methods and strategies the organization uses to monitor, evaluate, and improve service delivery.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

- a. Describe how provider works with community. Give one (1) example of a project/initiative that increased community visibility of individuals with DD/ID;
- b. Describe provider's access to generic community resources. Give one (1) example of a generic community resource that PROVIDER has developed a relationship with, which resulted in "easy" access to for individuals with DD/ID.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed service. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements.

III. Project Organization and Staffing**A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

The Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service

activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. The applicant shall describe the following for LASR:

1. Approach and strategy to meeting the goal of the service through its service activities. (Section 2. III. A – Service Activities Goal of Service)
2. Capacity to provide the required service. (Section 2. III. A – Service Activities)
3. Ability to meet the minimum and/or mandatory management requirements for Personnel, Administration, Quality Assurance and Evaluation, Output and Performance/Outcome Measurements, Reporting Requirements for Program and Fiscal Data. (Section 2. III. B)
4. Development of a work plan, including implementation strategy that is logical and realistic in its timelines and schedules to accomplish the major service activities and tasks. (Section 2. III. A)
5. Clear description of work assignments and responsibilities. (Section 2. III. A)

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal for LASR utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	
SPO-H-205A	
SPO-H-205B	
SPO-H-206A	SPO-H-206F
SPO-H-206B	SPO-H-206G
SPO-H-206C	SPO-H-206H
SPO-H-206D	SPO-H-206I
SPO-H-206E	SPO-H-206J

B. Other Financial Related Materials

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- Most recent audited or compiled financial statements

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

VII. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if no pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills (Section 2.III.A)	Points
<ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services for long-term supports for both facility and/or community based supports. 	5
B. Experience (Section 2.IIB.5)	Points
<ul style="list-style-type: none"> • Knowledge of target population, e.g., DD/ID; <ul style="list-style-type: none"> ○ Past experience in person-centered, individualized service delivery approach; 	5

<ul style="list-style-type: none"> ○ Roles of individuals with DD/ID, parents, families, and advocates in PROVIDER organization 	
<ul style="list-style-type: none"> ○ Past experiences in provision of POS and/or Medicaid Waiver services, how long, brief synopses of monitoring reports and satisfaction surveys. 	
C. Quality Assurance and Evaluation (Section 2.III.B.3)	Points
<ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. The proposal describes how the applicant plans to implement its quality assurance, evaluation, and improvement in the delivery of services. 	5
D. Coordination of Services (Section 2.III.B.6)	Points
<ul style="list-style-type: none"> • Demonstrated capability to coordinate statewide services with other agencies and resources in the community. <ul style="list-style-type: none"> • Describe one (1) example of a project/initiative where the applicant worked with the community that resulted in increased community visibility of individuals with DD/ID. • Describe one (1) example of a generic community resource that the PROVIDER has developed a relationship with, which resulted in access for individuals with DD/ID. 	3
E. Facilities (Section 2.IV)	Points
<ul style="list-style-type: none"> • Facilities are adequate relative to the proposed services 	2

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing	Points
<ul style="list-style-type: none"> Proposed Staffing: Description of proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to ensure viability of the services. 	5
<ul style="list-style-type: none"> Staff Qualifications: Description of minimum qualifications (including experience) for staff assigned to the program. 	3
<ul style="list-style-type: none"> Administrative staff: The proposal describes the administrative staff that will support the program. 	2
B. Project Organization	Points
<ul style="list-style-type: none"> Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed array of services. 	3
<ul style="list-style-type: none"> Organization Chart: Organization's approach and rationale for the structure, functions, and staffing for the proposed service activities and tasks are demonstrated. 	2

3. Service Delivery (55 Points)
(Section 2.I. D & III.A & III.B)

A. The applicant shall demonstrate the ability to meet the minimum and/or mandatory management requirements:	
<ul style="list-style-type: none"> Personnel; 	1
<ul style="list-style-type: none"> Administration; 	1
<ul style="list-style-type: none"> Quality Assurance and Evaluation; 	3
<ul style="list-style-type: none"> Output and Performance/Outcome Measurements; 	3
<ul style="list-style-type: none"> Reporting Requirements for Program and Fiscal Data 	2
<ul style="list-style-type: none"> Capacity to provide the required service. 	10
<ul style="list-style-type: none"> Provides a logical work plan for the major service activities and tasks for LASR, including: <ul style="list-style-type: none"> Addressing the target population; 	2
<ul style="list-style-type: none"> Addressing Full Time Equivalency; and 	3
<ul style="list-style-type: none"> Description of how LASR will be developed and implemented, including the approach and strategy to meeting the goal of the service. 	15
<ul style="list-style-type: none"> Provides a clear description of the work assignments and responsibilities. 	10
<ul style="list-style-type: none"> The work plan submitted detailing the development and implementation of the service is realistic in its timelines and schedules. 	5

**4. Financial (10 Points)
(Section 3.V)**

	Points
<ul style="list-style-type: none"> • The budget fully supports the scope of service and Requirements of the Request for Proposal, is reasonable, given program resources and operational capacity. 	7
<ul style="list-style-type: none"> • Adequacy of accounting system 	3

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Sample Actual Expenditure Report and Instructions

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section I, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date

Sample

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
	A. Cost Proposal	
	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 Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 2011	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

LONG-TERM ADULT SUPPORTS AND RESOURCES

STATE OF HAWAII
DEPARTMENT OF HEALTHPROGRAM: LASR
ASO LOG NO.

ACTUAL EXPENDITURES AND INCOME/INVOICE

Name and Address of Provider	___07/12-19/12	___10/12	___01/13	___04/13
		___11/12	___02/13	___05/13
		___12/12	___03/13	___06/13
COST CATEGORY	Prior Period (1)	Current Period (2)	Yr to Date (1+2) (3)	Annual Budget
A. PERSONNEL COSTS:				
Salaries			0.00	
Payroll Taxes & Assessment			0.00	
Fringe Benefits			0.00	
TOTAL PERSONNEL COSTS	0.00	0.00	0.00	0.00
B. OTHER CURRENT EXPENSES				
Airfare, Inter-Island			0.00	
Airfare, Out-of-State			0.00	
Audit Services			0.00	
Contractual Services-Administrative			0.00	
Contractual Services-Subcontracts			0.00	
Insurance			0.00	
Lease/Rental of Equipment			0.00	
Lease/Rental of Motor Vehicle			0.00	
Lease/Rental of Space			0.00	
Mileage			0.00	
Postage, Freight & Delivery			0.00	
Publication & Printing			0.00	
Repair & Maintenance			0.00	
Staff Training			0.00	
Subsistence/Per Diem			0.00	
Supplies			0.00	
Telecommunication			0.00	
Transportation			0.00	
Utilities			0.00	
Direct Client Supports			0.00	
			0.00	
TOTAL OTHER CURRENT EXPENSES	0.00	0.00	0.00	0.00
C. EQUIPMENT PURCHASES			0.00	0.00
D. MOTOR VEHICLE PURCHASES			0.00	0.00
TOTAL OPERATING COSTS: (A+B+C+D)	0.00	0.00	0.00	0.00
INCOME UNDER PROGRAM				
Number of Clients Served as of Month End				
Income Under Contract			0.00	
Other Income				

Total Income	0.00	0.00	0.00	
Fund Balance (Deficit)	0.00	0.00	0.00	
<p>Declaration: I declare that this report, including any accompanying schedules or statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete report, made in good faith, for the period(s) stated.</p>				
<p>_____</p> <p>Signature</p>		<p>_____</p> <p>Date</p>		
<p>_____</p> <p>Name and Title (Please type or print)</p>		<p>_____</p> <p>Phone</p>		

Long-Term Adult Supports and Resources**Instructions for Completing****Actual Expenditures and Income Report**

ASO Log No.	Enter the ASO Log No. identifying the Agreement/Contract.
Name and Address of Provider	Enter the Provider name and address.
Report Period	Place and X for the report period.
Column (1)	Prior Period. Enter the prior period (year to date) amounts for the cost item listed under Cost Category.
Column (2)	Current Period. Enter the current period actual expenditures amounts for each cost item listed.
Column (3)	Year to Date. Enter the sum of Column (1) and Column (2) for each cost item listed.
Annual Budget	Enter the requested annual budget amounts for each cost item listed.
TOTAL OPERATING COSTS: (A+B+C+D)	Enter the sum of the subtotals for Cost Categories A,B,C and D, for columns (1), (2), (3) and Annual Budget.
INCOME UNDER PROGRAM	Enter all revenues received under this Agreement for columns (1), (2) and (3).
Number of Clients Served as of each month	Enter the number of clients served for each month.
Fund balance (Deficit)	Enter the difference between Total Income and Total Operating Costs for columns (1), (2) and (3).
Declaration	Signature of person who prepared the

actual expenditures
and income report. Enter the
date and title.

**SPECIAL
INSTRUCTIONS:**

The actual expenditures and income
report shall be for a
twelve (12) month period ending June
30th of each fiscal
year of this
Agreement.

Cost items under B. OTHER CURRENT
EXPENSES are
examples. Provider may delete the
cost items from this
report and replace them with the
their own cost items.