

**State of Hawaii
Department of Public Safety
Corrections Program Services Division
Substance Abuse Program**

Addendum A

April 4, 2012

To

Request for Proposals

No.: PSD 12-CPS/SA-31

for

**JOB DEVELOPMENT, PLACEMENT
AND FOLLOW UP SERVICES
FOR MALE OFFENDERS ON OAHU**

March 13, 2012

April 4, 2012

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
JOB DEVELOPMENT, PLACEMENT
AND FOLLOW UP SERVICES
FOR MALE OFFENDERS ON OAHU
RFP No.: PSD 12-CPS/SA-31**

The Department of Public Safety, Correction Program Services Division, Substance Abuse Services Office is issuing this addendum to RFP Number PSD 12-CPS/SA-31, JOB DEVELOPMENT, PLACEMENT AND FOLLOW UP SERVICES FOR MALE OFFENDERS ON OAHU for the purposes of:

- Responding to questions that arose at the orientation meeting of March 23, 2012 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 ***April 19, 2012, 4:30 p.m., Hawaii Standard Time***
- 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:

Contact person's name: Marc S. Yamamoto
Contact phone: (808) 587-1215
Contact e-mail address: marc.s.yamamoto@hawaii.gov
Contact address: Department of Public Safety
ASO-PC
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Responses to Question Raised by Applicants
For RFP Number PSD 12-CPS/SA-31, JOB DEVELOPMENT, PLACEMENT AND FOLLOW UP
SERVICES FOR MALE OFFENDERS ON OAHU

Question No. 1: The proposal application Checklist does not specify any budget forms that are checked by the Purchasing Agency. This implies that no budget is required to be submitted with the proposal.

Response No. 1: SPO-H-205 should be checked off, as this form is required.

Question No. 2: Under SPO-H-205A and SPO-H-205B on the Checklist, in the column labeled: "Format/Instructions Provided", is the statement "Special Instructions are in section 5". The checklist is in Section 5 and no other instructions are apparent.

*Response No. 2: Budget forms SPO-H-205A and SPO-H-205-B are not required. However the instructions are available at:
http://www.spo.hawaii.gov/spoh/for-private-providers/forms-and-instructions-for-private-providers-applicants/Bud_Instr_SmpleAll.pdf*

Question No. 3: In Section 4.V.A on page 4-5, the following budget forms are specified as necessary for submission:
SPO-H-205, SPO-H-205A AND SPO-H-206A. Even though these forms are specified in the body of the RFP, they are not indicated in the usual space on the checklist. In particular, SPO-H-206A is not checked on the Checklist nor is it indicated as a special instruction.

*Response No. 3: Refer to response to Question No. 2.
Revised Checklist is attached.*

Question No. 4: Which forms, in particular, are required for this RFP and will we be penalized for not including certain forms?

Response No. 4: Applicants not submitting the documents required by the purchasing agency will be deemed non-responsive and their proposals rejected.

Note: Submission of the Applicant's Hawaii Compliance Express (HCE) "Certificate of Vendor Compliance" is a requirement.

Applicants are urged to check their compliancy status on HCE prior to proposal due date as it is the responsibility of the applicant to be compliant at all times.

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 12-CPS/SA-31

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 1, 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)*	<i>HCE-Certificate of Vendor Compliance</i>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<i>X</i>	
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:				
Federal Certifications				
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:				
PROOF OF INSURANCE	Section 1, RFP		X	
Certificate of Vendor Compliance	Section 1, RFP		X	

Authorized Signature

Date