State of Hawaii
Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office

Request for Proposals

HMS-302-12-06-O

Infant and Toddler Care for Teen Parents Attending Farrington and Waianae High Schools

April 5, 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.

NEIL ABERCROMBIE
GOVERNOR

PATRICIA McMANAMAN
DIRECTOR

BARBARA A. YAMASHITA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

April 5, 2012

MEMORANDUM

To: All Interested Applicants

From: Patricia McManaman, Director

SUBJECT: Infant and Toddler Care for Teen Parents attending Farrington and Waianae High Schools Request For Proposals (RFP) HMS-302-12-06-O

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Child Care Program Office (CCPO), is requesting proposals from qualified applicants to assist the department in the following:

1) Provide two (2) separate full-time child care services sites on Oahu for infants and toddlers of teen parents to enable the teen parents to continue their high school education so they can be promoted and/or graduate from high school;
2) The primary target groups are teen parents who are enrolled in and attend Farrington High School and Waianae High School.
    - Should there be slots available at the Farrington High School's child care site, teen parents enrolled at Roosevelt High School will have 2nd priority to utilize the child care and teen parents at McKinley High School will have 3rd priority to utilize the child care services.
    - Should there be slots available at the Waianae High School's child care site, teen parents enrolled at Nanakuli High School will have 2nd priority to utilize the child care and teen parents enrolled at Nanakuli Middle School will have 3rd priority to utilize the child care services.
3) Child care services shall be provided everyday when school is in session which begins on July 30, 2012 and ends on May 24, 2013;
4) Child Care services shall be licensed by DHS prior to enrolling children in care and operated in two (2) separate locations:
    - The Farrington High School's child care services shall be located off campus, in the near proximity to Farrington High School located at 1564 North King Street, Honolulu, Hawaii 96819. The license capacity for this site shall be for twelve (12) children; and

- The Waianae High School's child care services shall be located off campus facility, in the near proximity to Waianae High School located at 85-251 Farrington Highway, Waianae, Hawaii 96792. The license capacity for this site shall be for eight (8) children.

5) The teen parents' children in care shall range from 6 weeks to 36 months old;
6) The child care services are integrated with the high school's DOE Graduation Reality & Dual Role Skills (GRADS) program or alternate on-campus program if there is no GRADS program;
7) Involvement of teen fathers and parents/families of teen parents in the program;
8) Collaboration and coordination with other community programs and organization;
9) Provide regular staff training opportunities; and
10) Provide activities to increase parenting competencies.

The initial contract term will be from **July 1, 2012 through June 30, 2013**. The State, at its option, may extend the Agreement in writing, for three (3) additional State fiscal year periods, not to exceed June 30, 2016. The DHS will award one (1) single contract under this RFP.

The RFP provides information to assist applicants in the preparation of a proposal and a budget, including: 1) a description of the services sought; 2) the requirements to be met by the applicant selected to provide the service; 3) the criteria by which qualifying proposals shall be reviewed/rated; and 4) the criteria for monitoring/evaluating the services. Applicants are to address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **May 4, 2012**, or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **May 4, 2012**, to the DHS-Child Care Program Office at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813. All mail-ins postmarked after 12:00 midnight (including courier mail) later than 4:30 p.m. HST, on **May 4, 2012** or hand delivered after the **May 4, 2012** deadline will not be accepted.

The Child Care Program Office will conduct an **orientation on April 13, 2012 from 9:00 a.m. to 11:00 a.m. HST**, at the DHS-CCPO, 820 Mililani Street, Suite 615, Honolulu, Hawaii, 96813. All prospective applicants are encouraged to attend the orientation.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Kathy Ochikubo at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813, telephone: (808) 586-7058, fax: (808) 586-5744, or e-mail: kochikubo@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 4, 2012 and received by the state purchasing agency no later than 10 days from the submittal deadline.**

All Mail-ins
Department of Human Services
Benefit, Employment & Support Services
Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

DHS RFP COORDINATOR
Kathy Ochikubo
Phone: (808) 586-7058
Email:
kochikubo@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 4, 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., **May 4, 2012.**

Drop-off Site

Department of Human Services
Benefit, Employment & Support Services
Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 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.

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	04/05/2012
Distribution of RFP	04/05/2012
RFP orientation session	04/13/2012
Closing date for submission of written questions for written responses	04/20/2012
State purchasing agency's response to applicants' written questions	04/25/2012
Discussions with applicant prior to proposal submittal deadline (optional)	04/09/2012 – 05/03/2012
Proposal submittal deadline	05/04/2012
Discussions with applicant after proposal submittal deadline (optional)	05/07/2012
Final revised proposals (optional)	05/07/2012
Proposal evaluation period	05/07/2012 – 05/09/2012
Provider selection	05/10/2012 – 05/11/2012
Notice of statement of findings and decision	05/14/2012 – 05/15/2012
Contract start date	07/01/2012

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 Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Phone: (808) 586-7058 Fax: (808) 586-5744

VI. Orientation

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

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Date:	**April 13, 2012**	**Time:**	**9:00 a.m. to 11:00 a.m.**
Location:	**820 Mililani St., Ste. 606, Room 610, Honolulu, HI**		

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: **April 20, 2012** **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:
Date: **April 26, 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.

Proposals submitted via facsimile transmissions, electronic mail, website, or on computer diskettes (CDs) are not 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: Patricia McManaman	Name: Pankaj Bhanot
Title: Director	Title: Division Administrator
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: 820 Mililani Street, Suite 606 Honolulu, HI 96813
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 820 Mililani Street, Suite 606 Honolulu, HI 96813

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

The mission of the Department of Human Services (DHS) is to provide high quality, efficient, and effective services designed towards achieving self-sufficiency for clients as quickly as possible and to direct our limited resources toward helping those least able to care for themselves.

The Department of Human Services is the State's lead agency for the federal Child Care and Development fund. The purpose of this grant is to increase the availability, affordability and quality of early childhood educational and care programs. The purpose of this RFP is to contract with an organization to provide full day child care services to support teen parents in their efforts to be promoted or graduate from high school.

Historically, children living with mothers who did not finish high school are more likely to drop out of school and have more at-risk behaviors than children whose mothers had obtained more schooling. Teens who are pregnant and/or parenting have often shown poor school attendance, in part due to a lack of child care. To assure greater educational opportunity for all students at Farrington and Waianae High Schools, enrolled students who are also parents will have access to child care during the academic school year. Should slots be available, teen parents enrolled at schools identified as 2nd and 3rd priority target groups may be referred by their school's counselor to utilize the child care services.

Teens parents will be involved in parenting classes and activities that develop and promote healthy, positive parenting, and family strengthening skills.

B. Planning activities conducted in preparation for this RFP

Planning for this contract included an assessment of the existing State contract and comments received through the formal "Request for Information" (RFI) process. The RFI was posted on the SPO website on February 17, 2012.

C. Description of the goals of the service

The goal is to enable teen parents to continue their high school education by the provision of full day child care services to their children from the ages of 6 weeks to 36 months old in a DHS-licensed child care facility. The child care programs shall be open every day that school is in session and shall be open 1 hour prior to the school day starting, and 1 hour after the school day ends. See

Section 5, Attachment D for DOE 2012-2013 Official School Calendar.

Objectives should be measurable for the contract period of performance. Outcomes are the degree to which the objectives were achieved. Ideally, these would be projected at 100%. The objectives include the following:

1) Full utilization of the child care center;
2) Parents of the infants/toddlers are enabled to attend school, be promoted to the next grade, and graduate from high school;
3) Teen fathers and parents of the teen parents participate in program activities;
4) Subsequent full-term pregnancies are reduced while participating in the program;
5) Collaboration and coordination with other community programs and organizations, and the High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program. If there is no GRADS program, the High School Counselor will instead maintain an alternate on-campus program that provides educational and parenting support services for pregnant and parenting teens:
    a) To allow students opportunities to remain in school and be promoted from year to year and/or meet graduation requirements;
    b) To learn life skills and child development skills as appropriate parents to ensure a healthy and safe environment for their child;
    c) To utilize slots over time.

    Nanakuli Middle School teen parents shall have access to the GRADS program or alternate on-campus program.
6) The GRADS staff or High School Counselor shall select and refer the teen parents who are enrolled in and attend Farrington High School and Waianae High School to participate in this child care program because they are motivated to attend school and have no satisfactory alternative child care arrangements for their children in order to attend school. The teens receiving child care are integrated with the GRADS or alternate program. The applicant selected to provide the service shall plan and implement the child care project activities in collaboration with GRADS staff or High School Counselor;
7) Provide staff training opportunities, and
8) Provide activities to increase parenting competencies.

D. Description of the target population to be served

The primary target groups are teen parents who are enrolled in and attend Farrington High School and Waianae High School. The teen parents' children in care will range from 6 weeks to 36 months of age. The teen fathers and families of the teen parents are also encouraged to participate in program activities. The license capacity for the Farrington High School's

child care site shall be for twelve (12) children. The license capacity for the Waianae High School's child care site shall be for eight (8) children.

Should there be slots available at the Farrington High School's child care site, teen parents enrolled at Roosevelt High School will have 2nd priority to utilize the child care and teen parents enrolled at McKinley High School will have 3rd priority to utilize the child care services.

Should there be slots available at the Waianae High School's child care site, teen parents enrolled at Nanakuli High School will have 2nd priority to utilize the child care and teen parents enrolled at Nanakuli Middle School will have 3rd priority to utilize the child care services.

E. Geographic coverage of service

The child care services are to be operated in two separate sites on Oahu:

1. The Farrington High School's child care services shall be located off campus, in the near proximity to Farrington High School located at 1564 North King Street, Honolulu, Hawaii 96819; and

2. The Waianae High School's child care services shall be located off campus facility, in the near proximity to Waianae High School located at 85-251 Farrington Highway, Waianae, Hawaii 96792.

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

1. For the Farrington High School contract:

A maximum amount of $111,000 in total funding from federal funds is allocated for the initial contract period of July 1, 2012 to June 30, 2013. A maximum of $111,000 per year is allocated for three (3) additional twelve (12) month periods, not to exceed June 30, 2016.

2. For the Waianae High School contract:

A maximum amount of $119,968 in total funding from federal funds is allocated for the initial contract period of July 1, 2012 to June 30, 2013. A maximum of $119,968 per year is allocated for three (3) additional twelve (12) month periods, not to exceed June 30, 2016.

The total allocation of funds is subject to a determination of satisfactory performance and the appropriation and availability of funds and may be terminated without liability to either the purchasing agency or the provider in the event funds are not appropriated or available.

II. General Requirements

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

a) The children must be cared for in a DHS-licensed Infant & Toddler Child Care Center. The applicant selected to provide the service shall ensure that the appropriate staff qualifications and caregiver to child ratio regulations are maintained at all times during the hours of operation and will meet all DHS regulations set forth in Hawaii Administrative Rules, Title 17, Chapter 17-895, "Licensing of Infant and Toddler Child Care Centers."

b) The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services, which can be found in the Hawaii State Procurement Office (SPO) website (See Section 5, Proposal Application Checklist, for the website address).

c) The applicant shall ensure the continuity of service activities in the event of the staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. Also, the applicant shall not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

d) When a disagreement arises between the applicant and the DHS regarding the performance of specific service activities within the contracted specifications, the wishes of the DHS shall prevail. Failure on the part of the applicant to comply shall be deemed cause for corrective action and subject to contractual remedies.

B. Secondary purchaser participation

(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases – None.

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:

A single contract may be awarded to a proposal that demonstrates the ability to provide comprehensive and efficient services for multiple Pre-Plus facilities within the state.

Multiple contracts may be awarded to a proposal if the state purchasing agency determines that it is in the best interests of the State for a number of providers as an aggregate, to provide the services proposed.

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:

Initial term of contract: July 1, 2012 to June 30, 2013
Length of each extension: twelve (12) months
Number of possible extensions: Three (3)
Maximum length of contract: Four (4) years, not to exceed June 30, 2016

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for contract extensions: The contract for the proposed services may be extended without the necessity of re-bidding, subject to appropriation and availability of funds to DHS, community need, and the State's determination of satisfactory performance of the applicant, or unless this Agreement is terminated. The option to extend the service will be offered in writing by the DHS, prior to the expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties thereto prior to the start date of the agreement. The applicant selected to provide the service shall not provide any services until the agreement is fully and properly executed.

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.

Contact person: Kathy Ochikubo
Phone: (808) 586-7058
Email: kochikubo@dhs.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)

The applicant shall ensure that this project represents a model program of collaboration which integrates the child care services program with the high school's existing programs for teen parents and the families of the teen parents.

The applicant shall provide a comprehensive child care and parenting program that increases the capacity of teen parents to care for their children in an optimal fashion while developing their own potential as young adults. At entry into the child care program, each teen parent shall complete an individual Family Service Plan (FSP) that specifies the services he/she wishes to receive, the strengths that the family members bring into the program, and the goals and outcomes expected for the year's participation. The FSP shall be reviewed quarterly by the staff with the teen parent to evaluate the progress of the teen parent in meeting those goals. See Section 5, Attachment D for the Sample Family Service Plan.

The FSP shall include a Career Development Plan which may be part of the GRADS or alternate on campus program. This plan shall define the goals and outcomes that the teens hope to accomplish. This plan shall be updated and reviewed quarterly with the teen parent.

The applicant will help teen parents explore and utilize school resources that range from learning how to plan their high school career to selecting post-secondary options, and applying to colleges, to exploring potential careers after graduation.

The applicant shall collaborate with other community resources available to the parents for health services, career counseling and training. The applicant shall provide information regarding community resources addressing the needs of the teen parents, such as medical and financial assistance programs through DHS.

When teen parents are no longer eligible for the program, the applicant shall assist the teens in developing a long term plan to assure the continuation of child care services. The applicant should assist teens in investigating alternate funding sources for child care within the community, including but not necessarily limited to, the child care program available through DHS.

The applicant shall ensure that a home-visiting component will occur as a primary service link between child care center-based activities and teen

parents' families. Services shall include assisting each teen family in maintaining a medical home (defined by the completion of timely immunizations for their children, regularly scheduled health and dental screenings, use of a family physician, etc.) and helping teen parents to receive the emotional and social support necessary to reduce stress, create a physically and mentally healthy environment for children, and promote optimal child development.

The applicant shall provide a program that involves the teen parents in the child care. Opportunities shall be provided for the teen parents to observe the lead caregiver and assistant caregivers interacting with their children. Teen mothers who are nursing their infants shall be allowed the opportunity to visit the center during the school day to nurse their babies.

The applicant shall require teen parents to assist the child care staff at the child care site when available to gain a better understanding of child development and parenting skills. Teen fathers who are Waianae High School students shall be recruited into all aspects of these links between the child care program and the regular school programs.

The applicant shall provide opportunities to involve the families of the teen parents in the program.

The applicant shall honor and respect the cultural background, beliefs, and language of the teen parent/families. Culturally appropriate approaches and resources shall be used. Written materials developed for teen parents/families shall be easily understood.

The applicant shall provide staff development and training opportunities that will include child development training on working with infants and toddlers.

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

1. Personnel

   An organizational chart showing clear lines of authority for each person performing services under this project must be provided.

   The applicant shall meet all of the staffing requirements listed in HAR 17-895, Licensing of Infant and Toddler Child Care Centers.

   The applicant shall hire a lead caregiver for the child care services program who is qualified to work with infants and toddlers in accordance with DHS regulations: HAR 17-895, Licensing of Infant and Toddler Centers, Subchapter 4. When hiring a lead caregiver for the child care program, the following additional qualifications shall be considered:

1. Previous experience working with adolescents;
2. Good communication skills; and
3. Administrative experience in running a child care center.

The applicant shall hire the necessary caregivers and aides as required by the HAR 17-895, Licensing of Infant and Toddler Center licensing regulations. The applicant shall follow the caregiver and aide qualification requirements as also stated in the DHS licensing regulations.

The applicant selected to provide the service shall recruit, hire, train, and supervise the necessary staff to operate the child care service.

The applicant shall also have written position descriptions, requirements and qualifications, policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised. The applicant shall be responsible to ensure appropriate staffing of the child care center at all times.

The applicant must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The applicant must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

2. Administrative

Equipment. The applicant selected to provide the service shall be responsible to purchase or lease, with the available funding, all necessary furniture and equipment needed to perform the services.

All equipment purchased with contract funds under this agreement including items of personal property, as distinguished from real property, that has an acquisition cost of $250 or more per item and with an expected life of more than one year, shall remain the property of the DHS. All equipment purchased with contract funds must have prior approval from the DHS before purchase to be allowable. Following the final agreement period, all equipment shall be reported in the final report to the DHS and the contracted organization shall transfer possession of equipment under this agreement to the DHS.

Allowable costs. The applicant shall include salaries and fringe benefits attributable to the operation of this project. "Cost Principles" from the SPO are to be used as a guide for projected expenses and are found on the SPO website (see Section 1, part II, Website Reference for the address). These represent guidelines in determining which types of expenditures

will be reimbursed, payment dollar limits, payment policy constraints, and reimbursements requiring verification and documentation.

Meetings with DHS staff. The applicant, upon request of the DHS, shall meet with representatives of the DHS to discuss the progress of the project. The purpose of these visits will be to:

- Observe the program operations;
- Examine materials ordered for the project;
- Inspect renovations made to the facility;
- Examine record keeping procedures.

Audit report. The applicant shall be required to provide an annual internal financial audit report following the A-133 requirements.

Disagreements. When a disagreement between the applicant and the DHS arises regarding the service provided, the wishes of DHS shall prevail. Failure to comply on the part of the applicant shall be deemed cause for corrective action and is subject to contractual remedies.

3. Quality assurance and evaluation specifications

Records. The applicant selected to provide the service shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to:

- Copies of approved purchase orders signed by the appropriate authority;
- Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents; and
- Other appropriate internal accounting statements and reconciliation schedules.

Program records. The applicant selected to provide the service shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff or its designee. Monitoring will consist of comparing reported data with the applicant's documents used to summarize data. These records shall include, but are not limited to:

- Agency files such as personnel files;
- Notes of staff meeting/minutes and training;
- Documentation of service activities;
- Accounting practices;
- Children's files;
- DHS licensing documents;

- Attendance and participation;
- School promotion and graduation;
- Anecdotal notes of teens' progress;
- Assessment of parental abilities and infants/toddlers' progress;
- Collaborative meetings with DOE and community resources, etc.

Quality assurance plan. The applicant selected to provide the service shall have a written quality assurance plan that includes procedures to monitor administrative and program operations, maintenance of the database, fiscal administration and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring.

Evaluation of performance. The applicant selected to provide the service shall have a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

Contract monitoring. Annual contract monitoring by the DHS may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required progress reports as required by the DHS, and periodic assessment of the program effectiveness.

4. Output and performance/outcome measurements

The applicant selected to provide the service shall provide a written description of the process that will be used to measure the effectiveness of the project.

Quarterly reports shall focus on a narrative description of the achievement level of the program goals/objectives and each service activity listed in this RFP. These reports shall also include program utilization including but not necessarily limited to:

- Number of pregnant teens and teen parents enrolled per school per month;
- Number of teen parents utilizing the child care program per school per month;

- Number of children enrolled in the child care program per month; and
- Average daily attendance in the child care program.

In addition, the reports shall also include projections of activities planned for the next quarter, which shall include a narrative description explaining planned activities. Quarterly reports shall discuss significant achievements of the program, problem areas and the corrective action taken, and any other pertinent additional comments for each month.

A copy of the monthly attendance log for the center shall also be attached to the quarterly report.

5. Experience

The applicant shall demonstrate a thorough understanding of the purpose and scope of this service, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.

6. Coordination of services

The applicant shall describe a detailed plan for coordination and collaboration with other community programs and organizations, and the staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or High School Counselor's alternate on-campus program, and training needs of the staff are met. Nanakuli Middle School students should have access to the GRADS program or alternate on-campus program.

7. Reporting requirements for program and fiscal data

Monthly expenditure reports. The applicant selected to provide the service shall submit monthly expenditure reports of the contract expenditures for the operation of the program that will serve as invoices for reimbursement to the DHS no later than thirty (30) calendar days after the end of each month. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the contracted organization to request funds for reimbursement for the operation of the service.

Quarterly program progress reports. The applicant selected to provide the service shall submit Quarterly Activity Reports (QAR) to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service for the contracted child care

service site. See Section 5, Attachment E for the Quarterly Activity Report. Other reports may also be required and shall include but are not limited to:

- Number or pregnant teens or teen parents enrolled per school per month;
- Number of teen parents utilizing the child care program per school per month;
- Number of children enrolled in the child care program per month;
- Number of teen parents enrolled and participation in the GRADS/alternate program per month;
- Average daily attendance in the child care center per month;
- Problems encountered and the resolution of the problems; and
- Plans for the next quarter, including brief narrative explaining the projected activities, requests for technical assistance (if needed) to implement the next phase of activities, and itemized listing of anticipated purchases.

Final report. The applicant selected to provide the service shall submit a final written summary report of the fiscal year activities to the DHS no later than 30 calendar days after the end of the State fiscal year. This report shall include but not be limited to the following cumulative data for the contracted child care services site, a narrative summarizing the success of project activities, and recommendations to improve services for the next fiscal year:

- Ages of children serviced in the child care program;
- Number of pregnant teens and teen parents enrolled per school at the beginning and ending of the school year;
- Number of teen parents serviced in the child care program;
- Number of children serviced in the child care program;
- Number of home visits made;
- Number of teen parents promoted to the next grade;
- Number of teen parents graduating from high school;
- Annotated description of future plans of teen parents exiting high school and affected by the child care program, and
- Number of teen fathers participating the program, and
- Number of full-term subsequent pregnancies for teen parents involved with the child care program.

C. Facilities

The applicant shall submit in the proposal a proposed address of the facility or location to operate the child care services. The proposal may be for one or both sites:

1. The Farrington High School's child care services shall be located off campus, in the near proximity to Farrington High School located at 1564 North King Street, Honolulu, Hawaii 96819; and/or

2. The Waianae High School's child care services shall be located off campus facility, in the near proximity to Waianae High School located at 85-251 Farrington Highway, Waianae, Hawaii 96792.

The applicant selected to provide infant and toddler care for teen parents shall operate and maintain equipment and facilities in accordance with all Departmental policies and procedures.

The applicant selected to provide the service shall be responsible to apply with DHS and be issued a license to operate a DHS Infant and Toddler Child Care Center in accordance with Hawaii Revised Statute (HRS) §346-161 and HAR Title 17, Chapter §895 Licensing of Infant and Toddler Child Care Centers at the child care services site, prior to enrolling children in care.

Also, describe how the facilities shall meet ADA requirements, as applicable and special equipment that may be required for the services.

IV. Compensation and Method of Payment

Pricing structure or pricing methodology to be used

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the applicant selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation. The budget amount for the operation of the services must not exceed the amount stated in the RFP. The SPO budget of the services must not exceed the amount stated in the RFP. The SPO budget forms are to be used in preparing a proposal, and are available on the SPO website (see Section 5, Proposal Application Checklist, for form numbers and Section 1, Item II Website Reference for address).

The applicant selected to provide the service shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO H-201 (effective 10/1/98), which can be found on the SPO website (see Section 1, Item II Website Reference, for address). The Cost Principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered.

The applicant selected shall abide by all the Federal regulations as legislated by Public Law 101-508, Omnibus Budget Reconciliation Act of 1990. Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996, requires that any expenditure made or authorized by the

organization selected to provide the service that is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant is entitled.

Units of service and unit rate

Not applicable.

Method of compensation and payment

The applicant selected to provide the service shall submit monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement to the DHS no later than thirty (30) calendar days after the end of each month. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the organization selected to request funds for the operation of the service.

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. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the DHS with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the need identified in the service specifications.

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.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five (5) years that are pertinent to the proposed services. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, e-mail addresses, etc., of those individuals the DHS can contact for verification purposes.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include information that describes a quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration, and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services and identify roles and responsibilities for on-going monitoring.

The applicant shall also include a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed, and address parent satisfaction with the services. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

D. Coordination of Services

The applicant shall describe a detailed plan for coordination and collaboration with other community programs and organizations, and the High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or the High School Counselor who maintains an

alternate on-campus program, and training needs of the staff are met. Nanakuli Middle School students should have access to the GRADS program or alternate on-campus program.

E. Facilities

The applicant shall submit in the proposal a proposed address of the facility or location to operate the child care services. The proposal may be for one or both sites:

1. The Farrington High School's child care services shall be located off campus, in the near proximity to Farrington High School located at 1564 North King Street, Honolulu, Hawaii 96819; and/or

2. The Waianae High School's child care services shall be located off campus facility, in the near proximity to Waianae High School located at 85-251 Farrington Highway, Waianae, Hawaii 96792.

The applicant selected to provide the service shall be responsible to apply with DHS and be issued a license to operate a DHS Infant and Toddler Child Care Center in accordance with Hawaii Revised Statute (HRS) §346-161 and HAR Title 17, Chapter §895 Licensing of Infant and Toddler Child Care Centers at the child care services site, prior to enrolling children in care.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

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

The applicant shall describe their plans for continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

Also, the applicant shall describe their plan to deliver the service while school is in session.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. The applicant shall also

provide written position descriptions, requirements and qualifications, and policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

B. Project Organization

1. Supervision and Training

   The applicant shall describe its ability to recruit and hire, supervise, train and provide administrative direction to staff 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 a detailed description of a work plan of all service activities and tasks to be completed, related work assignments and responsibilities, timelines, and schedules. This can include a daily, monthly, and annual calendar or schedule of activities.

The narrative should reflect major milestones in service delivery during the contract period. Applicant shall include information on when the program will operate during the contract period, and provide a list of school and State holidays when the program will not operate.

V. Financial

A. Pricing Structure

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

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation.

The DHS shall consider cost proposals based on "cost type" or "pure reimbursement" pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. "Cost type" involves payment of all incurred costs within a predetermined total estimated cost.

The DHS shall also consider cost proposals based on "cost-plus-fixed-fee" from the applicants who are for-profit organizations licensed to do so in the State of Hawaii. "Cost-plus-fixed-fee" allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. We anticipate these fees to be limited to 10% or less of the contract award. Also, these fees need to be built within the contract ceiling. Please note, however, that the DHS reserves the right to negotiate the final amount of fixed fee within the limits discussed above.

No more than 5 percent of the aggregate amount of funds available may be expended for administrative costs in each fiscal year in accordance with Public Law 104-193, the federal law governing the Child Care Development Fund. Note that the term "administrative costs" do not include the costs of providing direct services.

The DHS shall select the applicable cost proposals subject to the legal standing of the applicant organization, e.g., non-profit or for-profit, and that are in the best interest of the State.

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

SPO-H-205	Budget
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel: Payroll Taxes, Assessments & Fringe Benefits
SPO-H-206C	Budget Justification – Travel: Inter-island
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206F	Budget Justification – Contractual Services: Sub-contracts
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206-I	Budget Justification – Equipment Purchases*

*Expenditures require justification and prior approval from the State.

B. Other Financial Related Materials

1. Accounting System

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):

a. The applicant shall submit the organization's most recent financial audit.

b. The applicant shall submit a copy of the organization's financial policies that relate to the expenditure of funds for this project.

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	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not 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)

Each section below shall be evaluated using the following criteria:

Weighted points (0-5; 0 being the lowest points and 5 being the highest points allotted) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

5 = Very satisfactory
4 = More than satisfactory
3 = Satisfactory
2 = Less than satisfactory
1 = Unsatisfactory
0 = Not addressed (no credit given)

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

- Demonstrated skills relating to the delivery of the proposed services. _____
- Demonstrated abilities relating to the delivery of the proposed services. _____
- Demonstrated knowledge relating to the delivery of the proposed services. _____

B. Experience

- Demonstrated experience related to the delivery of the service. _____

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. _____

D. Coordination of Services _____

- Demonstrated a plan to coordinate and collaborate with other community programs and organizations, and the High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or the High School Counselor to maintain an alternate on-campus program. Nanakuli Middle School teen parents shall have access to the GRADS program or alternate on-campus program.
- Training needs of the staff are met. _____

E. **Facilities**

- Demonstrated a plan or proposal to operate the child care program off campus in the near proximity to Farrington and/or Waianae High Schools.
- Demonstrated a plan to apply and be DHS licensed at the child care site prior to enrolling children in care. _____

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

- Proposed Staffing: That the proposed staffing pattern, staff to child ratio per license capacity is reasonable to insure viability of the services and meets licensing requirements. _____
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program is reasonable based on the position descriptions for each position and meets licensing requirements. _____
- Describes in detail a plan for coverage in situations when assigned staff are unavailable. _____
- Describe a plan to deliver the service during the DOE school session. _____

B. Project Organization

- Describes in detail a plan for training of staff relative to the delivery of the proposed services. _____
- Organization Charts: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. _____
- Describes in detail a plan for providing supervision and administrative direction to staff relative to the delivery of the proposed services. _____

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Describes in detail the overall program content and design which integrates the child care services program with the high school's existing programs for teen parents and the families of the teen parents. _____
- Describes in detail the program goals and objectives that are consistent with those identified in the RFP. _____
- Describes in detail a comprehensive child care and _____

parenting program that increases the capacity of teen parents to care for their children in an optimal fashion while developing their own potential as young adults. _____

- Describes in detail a plan to collaborate with other community resources available to the parents for health services, career counseling, and training. _____
- Describes in detail a long term plan to assure the continuation of the child care services for the teen parents, including the investigating of alternate funding sources for child care within the community. _____
- Describes in detail a plan for a home-visiting component as a primary service link between child care center-based activities and teen parents' families. _____
- Describes in detail a plan that involves the teen parents in the child care. _____
- Describes in detail the services throughout the contract period, including major milestones in delivery of services including timelines and schedule for delivery of services. _____
- Describes in detail the management oversight of the project, including clarity of work assignments and responsibilities. _____

4. Financial (10 Points)

Pricing structure based on cost reimbursement

- Personnel costs are reasonable and comparable to positions in the community. _____
- Non-personnel costs are reasonable and adequately justified. _____
- The budget fully supports the scope of service and requirements of the Request for Proposal. _____
- Adequacy of accounting system (as indicated in most recent audit report). _____
- Financial policies for the use of funds for this service is clearly presented. _____

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 Proposal Table of Contents

C. Special Conditions

D. DOE 2012-2013 Official School Calendar

E. Sample Family Services Plan

F. Quarterly Activity Report

Attachment A

Proposal Application Checklist

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 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)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
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*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		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:				
Organizational Chart(s)			X	
Financial Policies			X	

Authorized Signature

Date

Attachment B

Sample Proposal Table of Contents

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, 1996
- **C.** Organization Chart
  - Program
  - Organization-wide
- **D.** Performance and Output Measurement Tables
  - Table A
  - Table B
  - Table C
- **E.** Program Specific Requirements

Attachment C

Special Conditions

Special Conditions

Insurance Coverage

The contracted organization shall comply with the following additional requirements to the General Conditions, Section 1.4 (this can be found on the SPO website):

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Contractor's work has been completed satisfactorily.

The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

Coverage		Limits
Commercial General Liability (occurrence form)		$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile		Bodily injury - $1,000,000 per person $1,000,000 per occurrence Property damage - $1,000,000 per accident
Professional Liability, if applicable		$1,000,000 per claim $2,000,000 annual aggregate

The type of insurance policy shall be on an occurrence basis, rather than claims made.

Each insurance policy required by this contract shall contain the following clauses:

1. *"The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii."*

2. *"It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Contractor's employees who use their own vehicles in the course of their employment.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s)

therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

The Contractor shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Benefit, Employment and Support Services Division to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

Interpreter Services

The contracted organization:

- Shall provide interpreters for persons with limited English proficiency to ensure equal access to services;
- Shall notify applicants, potential applicants, and recipients of services of their right to free interpreter services;
- Is prohibited from requiring applicants, potential applicants, or clients to bring their own interpreters with them to interviews or other appointments, even though this is what they might prefer to do;
- Shall document the offer of language assistance services and whether the individual accepted or declined the services; and
- Shall submit a quarterly Limited English Proficiency (LEP) Report on a form provided by the Department that shall include at a minimum:
    a. Number of LEP individuals who were offered language assistance services, and from that number, how many declined or required language assistance services;
    b. Primary language spoken by each LEP person;
    c. Type of interpreter service provided; and
    d. Name of interpreter (and agency, if applicable).

Attachment D

DOE 2012-2013 Official School Calendar

State of Hawaii – Department of Education
2012-2013 OFFICIAL SCHOOL CALENDAR - DLWOP

Teachers' Work Year - 1st Semester: July 24, 2012 to January 2*, 2013; 2nd Semester: January 3, 2013 to May 28*, 2013
Students' Work Year - 1st Semester: July 30, 2012 to December 14, 2012; 2nd Semester: January 3, 2013 to May 24, 2013

Week	Student Days	Teacher Days		S	M	T	W	T	F	S	
			2012-July								
				1	2	3	4	5	6	7	July 4 - Independence Day
				8	9	10	11	12	13	14	
				15	16	17	18	19	20	21	**1st SEMESTER - 88 Student Days**
1	0	2		22	23	24	25	26	27	28	July 24 - First day for teachers
2	5	7	**August**	29	30	31	1	2	3	4	July 26/27 - Teacher DLWOP - no students
3	10	12		5	6	7	8	9	10	11	July 30 - First day for students
4	14	16		12	13	14	15	16	17	18	August 17 - Statehood Day
5	19	21		19	20	21	22	23	24	25	
6	24	26	**September**	26	27	28	29	30	31	1	
7	28	30		2	3	4	5	6	7	8	September 3 - Labor Day
8	33	35		9	10	11	12	13	14	15	
9	38	40		16	17	18	19	20	21	22	
10	43	45		23	24	25	26	27	28	29	1st Qtr (43 days) Ends - Sept. 28
11			**October**	30	1	2	3	4	5	6	Oct. 1-5 - Fall Break ***
12	47	49		7	8	9	10	11	12	13	Oct. 8 - Teacher DLWOP - no students
13	52	54		14	15	16	17	18	19	20	
14	57	59		21	22	23	24	25	26	27	
15	62	64	**November**	28	29	30	31	1	2	3	Nov. 6 - General Election Day
16	66	68		4	5	6	7	8	9	10	Nov. 12 - Veterans Day
17	70	72		11	12	13	14	15	16	17	November 22 - Thanksgiving Day
18	73	75		18	19	20	21	22	23	24	November 23 - School Holiday
19	78	80	**December**	25	26	27	28	29	30	1	2nd Quarter (45 days) and
20	83	85		2	3	4	5	6	7	8	1st Semester Ends - Dec. 14
21	88	90		9	10	11	12	13	14	15	Dec. 17 - Teacher DLWOP - no students
22				16	17	18	19	20	21	22	Dec. 18 - Jan 1 - Winter Break ***
23				23	24	25	26	27	28	29	Dec. 25 - Christmas; Jan. 1 - New Year's
24	90	92	**2013-January**	30	31	1	2	3	4	5	Jan. 2 - Teacher DLWOP - no students
25	95	97		6	7	8	9	10	11	12	**2nd SEMESTER - 92 Student Days**
26	100	102		13	14	15	16	17	18	19	
27	104	106		20	21	22	23	24	25	26	Jan. 21 - Martin Luther King Day
28	109	111	**February**	27	28	29	30	31	1	2	
29	114	116		3	4	5	6	7	8	9	
30	119	121		10	11	12	13	14	15	16	
31	123	125		17	18	19	20	21	22	23	Feb. 18 - Presidents' Day
32	128	130	**March**	24	25	26	27	28	1	2	
33	133	135		3	4	5	6	7	8	9	3rd Qtr (50 days) Ends - Mar.15
34	138	140		10	11	12	13	14	15	16	
35				17	18	19	20	21	22	23	March 18-22 - Spring Break ***
36	140	142		24	25	26	27	28	29	30	Mar. 25 - Teacher DLWOP - no students
37	145	147	**April**	31	1	2	3	4	5	6	March 26 - Kuhio Day
38	150	152		7	8	9	10	11	12	13	March 29 - Good Friday
39	155	157		14	15	16	17	18	19	20	
40	160	162		21	22	23	24	25	26	27	May 24 - Last day for students**
41	165	167	**May**	28	29	30	1	2	3	4	May 28 - Last day for teachers
42	170	172		5	6	7	8	9	10	11	4th Quarter (42 days) and
43	175	177		12	13	14	15	16	17	18	2nd Semester Ends - May 24
44	180	182		19	20	21	22	23	24	25	May 27 - Memorial Day
45	180	182	**June**	26	27	28	29	30	31	1	May 28 - Teacher DLWOP - no students
	-0^	+.5^^		2	3	4	5	6	7	8	
	180	182.5		9	10	11	12	13	14	15	June 11 - Kamehameha Day
				16	17	18	19	20	21	22	June 21 - 12 mo. Tchr (Half day) DLWOP
				23	24	25	26	27	28	29	June 28 - 12 mo. Tchr (Full Day) DLWOP

DLWOP - no students
DLWOP - 12 month Teachers only
Teacher Work Day - no students

Approved 3/6/12

^ 0 Instructional day shall be converted to a non-student day for school planning and collaboration.

^^ The employer may assign up to 2.5 additional hours in half-hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.

OFFICIAL STATE HOLIDAYS – 2012-2013 SCHOOL YEAR

Independence Day	July 4, 2012	New Year's Day	January 1, 2013
Statehood Day	August 17, 2012	Dr. Martin Luther King Jr. Day	January 21, 2013
Labor Day	September 3, 2012	Presidents' Day	February 18, 2013
Election Day	November 6, 2012	Prince Jonah Kuhio Kalanianaole Day	March 26, 2013
Veterans Day	November 12, 2012	Good Friday	March 29, 2013
Thanksgiving Day	November 22, 2012	Memorial Day	May 27, 2013
Christmas Day	December 25, 2012	King Kamehameha I Day	June 11, 2013

***Jan. 2 & May 28:** Teacher DLWOP - no students ** Commencement Exercises: **No sooner than May 17, 2013**

*** For 10 month teachers - **Intersession:** Oct. 1-5; **Recesses:** Dec. 18-Jan. 1 and Mar. 18-22

Attachment E

Sample Family Service Plan

Individual Family Service Plan for ___ Quarter

Student's Name: _____ Child's Name: _____
Grade: _____

WHAT SPECIAL SKILLS/INTERESTS DO YOU HAVE?

__ Working with Children
__ Sewing
__ Gardening
__ Playing Musical Instrument
__ Painting
__ Writing
__ Carpentry
__ Computer
__ Auto Mechanic
__ Storytelling
__ Typing
__ Other: _____
__ Working with Adults
__ Crafts
__ First Aid

List strengths that you have:

List at least 3 childcare or parenting goals that you wish to accomplish:	Date Completed (yearly, quarterly, monthly goals)
Sample	
1. To read at least 10 minutes each day to my child	Daily until 04/30/13
2. To learn first aid and child CPR and be certified	12/31/12
3.	

Parent Signature: _____ Date Completed: _____

Teacher Signature: _____ Date Completed: _____

Goals:	Steps to accomplish this goal:	Time table	Goal Met?
Sample			
1. To read at least 10 minutes each day to my child	*1. Go to library weekly* *2.Read a book after lunch and at bedtime*	*Daily until 04/30/13*	

Parent Signature: _____ Date Reviewed: _____

Teacher Signature: _____ Date Reviewed: _____

Attachment F

Quarterly Activity Report

QUARTERLY ACTIVITY REPORT

Department of Human Services
Benefit, Employment and Support Services Division
Child Care Program Office

Reporting Quarter: _____ 1st; _____ 2nd; _____ 3rd; _____ 4th. Fiscal Year: 2013

Provider: _____ Contract No: _____

Program Name: Infant /Toddler Care for Teen Parents at

	Unduplicated*					Duplicated**					Yearly Total
TEEN PARENTS & CHILDREN SERVED	Monthly Actual 1st	2nd	3rd	Qtr	YTD ***	Monthly Actual 1st	2nd	3rd	Qtr	YTD ***	
1. Number of pregnant teens or teen parents enrolled at the high school											
• 2nd Priority School:											
• 3rd Priority School:											
2. Number of teen parents utilizing the child care program											
• 2nd Priority School											
• 3rd Priority School											
3. Number of children enrolled in the child care program											

	Quarterly Average	Cumulative YTD***
4. Number of teen parents enrolled and participating in the GRADS/alternate on-campus program		
• Number of pregnant students		
• Number of parenting moms		
• Number of expectant/parenting dads		
• Number of students in the GRADS program		
5. Ages of children served (as of the end of each quarter) *(total number of children should amount to the number of children reported in #3 Number of children*)*		
• 6 weeks – 3 months (please indicate if you had enrolled any child younger than 6 weeks)		
• 3-12 months		

• 12-24 months		
• 24-36 months		
6. Number of families of teen parents involved in program activities		
7. Number of teen parents where one or both parents were under the age of 18 when their first child was born		
8. Number of teen parents who are living in 2 parent households		
9. Number and nature of injuries to children reported in the child care program *(Report detail of injuries under II. Problems Encountered)*		
SERVICE AVAILABILITY	**Quarterly Actual**	**Cumulative YTD*****
1. Number of home visits made		
2. Number of long-term plans developed for graduating teens which involve exploration of private-public partnerships.		
3. Number of linkages to community/social service programs		
4. Number children whose health records (physicals, immunizations) are up to date. *(If their health records are not up to date, please note the reason under Section II Problems Encountered)*		
5. Number of Family Service Plans (FSP) which are reviewed with teen parents on a quarterly basis		

SPACE (SLOTS) AVAILABILITY	**Goal**	**Actual number provided**	
		PER QTR	**YTD**
1. Number of child care slots **available per day**	*(Based on number listed in the contract)*		
2. Number of child care slots **filled per day** *(Same as #3 under Teen Parents & Children Served)*	*(For the Quarter)*		
2. Number of days in operation **per month** *(List reasons for days not available such as school breaks, holidays, etc. under II. Problems Encountered)*	21		

OUTCOMES	ACHIEVEMENT OF PROPOSED OUTCOMES				
	Proposed Annual	This Quarter		Cumulative YTD	
	% Achieved	% Achieved	# of Clients	%	#
1. Number of teen parents with more than 1child	N/A	N/A			
2. Students who have earned at least a 2.0 GPA or a 10% increase in their GPA from the previous	100%				

quarter					
3. Number of teen parents promoted to the next grade (complete only for 4th qtr)	100%				
4. Number of senior teen parents who have graduated from high school (complete only for 4th quarter)	100%				

Specific description of how the following outcome measures were met for this quarter:

1) Description of activities in collaboration and coordination with other community programs and organizations, and the Graduation Reality and Dual Role Skills (GRADS) program or alternate on-campus program.
2) Description of activities for staff development and training.
3) Description of activities that increased parenting competencies.
4) Description of activities involving the families of the teen parents in the program.

* Unduplicated means that this is the first time the family/child is being counted in the contract period (July 1 – June 30)
**Duplicated means the total number of families/children served during the contract period.
*** Cumulative YTD means the total number served from the beginning of the contract period.

I. **DESCRIPTION OF GOALS AND ACCOMPLISHMENTS DURING THIS QUARTER**
(Use additional sheets, if necessary.)

II. **PROBLEMS ENCOUNTERED DURING QUARTER AND CORRECTIVE ACTION TAKEN. IF PERFORMANCE TARGETS WERE NOT ACHIEVED, EXPLAIN WHY.** (Use additional sheets, if necessary.)

III. **LIST NAMES OF COMMUNITY RESOURCES WHICH WERE USED THIS QUARTER TO ASSIST TEEN PARENTS**

IV. **PLANS FOR NEXT QUARTER**
Plans include anything new that provider will incorporate into the program.
(Use additional sheets, if necessary.)

Report prepared/submitted by:

_____ _____
Print Name Title

_____ _____
Signature Date