

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch/ Home Visiting Program

Request for Proposals

**RFP No. HTH 560-CT-004
Home Visiting**

Issued: November 16, 2012

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

November 16, 2012

REQUEST FOR PROPOSALS

Home Visiting RFP No. HTH 560-CT-004

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, is requesting proposals from qualified applicants to provide comprehensive home visiting services to targeted families who meet the eligibility criteria for families at risk for poor child health outcomes, child development, and child maltreatment. Services include, but are not limited to maternal and child health, child maltreatment prevention, school readiness, domestic violence, family economic self sufficiency, and coordination and referrals for other community resources and supports. The contract term will be from July 1, 2013 through June 30, 2015. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before January 11, 2013, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:00 p.m., Hawaii Standard Time (HST), on January 11, 2013, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Family Health Services Division will conduct an orientation on November 28, 2012 from 10:40 AM to 12:00 PM HST, at 741-A Sunset Avenue, Room 204, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

Attendance via video conferencing is available at:

Hawaii Island:
Hawaii District Office
75 Aupuni Street, VCC room 201
Hilo, Hawaii 96720

Maui:
Emergency Preparedness Office
Millyard Plaza
210 Imi Kala Place Ste. 204
Wailuku, Maui

Kauai:
Dept. of Health

3040 Umi Street, Conference room
Lihue, Hawaii 96766

Telephone conference capability is also available. Interested parties may call:
1-866-612-6838, conference code: 669108

The deadline for submission of written questions is 4:00 p.m., HST, on November 30, 2012. All written questions will receive a written response from the State on or about December 14, 2012.

Any inquiries and requests regarding this RFP should be directed to Mr. Tod Robertson at 741-A Sunset Avenue, Honolulu, Hawaii 96816, telephone: (808) 733-9041, fax: (808) 733-9078, e-mail: nickey.robertson@hawaii.gov.

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PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 6

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN January 11, 2013 and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Health
Maternal and Child Health
Branch
Home Visiting Programs
741A Sunset Ave Rm. 202
Honolulu, HI 96816

RFP COORDINATOR

Tod Robertson
808-733-9041
Nickey.robertson@doh.hawaii.
gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:00 P.M., Hawaii Standard Time (HST), January 11, 2013.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:00 p.m., **January 11, 2013.**

Drop-off Sites

Department of Health
Maternal and Child Health Branch
Home Visiting Programs
741A Sunset Ave Rm. 202
Honolulu, HI 96816

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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.

1.1 Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	<u>November 16, 2012</u>
Distribution of RFP	<u>November 16, 2012</u>
RFP orientation session	<u>November 28, 2012</u>
Closing date for submission of written questions for written responses	<u>November 30, 2012</u>
State purchasing agency's response to applicants’ written questions	<u>December 14, 2012</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Nov. 30, 2012 – Jan. 10, 2013</u>
Proposal submittal deadline	<u>January 11, 2013</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>January 25, 2013</u>
Final revised proposals (optional)	<u>February 1, 2013</u>
Proposal evaluation period	<u>Jan. – Feb., 2013</u>
Provider selection	<u>Feb. 11, 2013</u>
Notice of statement of findings and decision	<u>February 15, 2013</u>
Contract start date	<u>July 1, 2013</u>

1.2 Website Reference

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

For	Click on “Doing Business with the State” tab or
1 Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2 RFP website	http://hawaii.gov/spo/general/procurement-notices-for-solicitations
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4 Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5 Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6 Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7 Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

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 Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9 Department of Taxation	http://hawaii.gov/tax/
10 Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click “Business Registration”
12 Campaign Spending Commission	http://hawaii.gov/campaign

1.3 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.

1.4 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.

1.5 Contracting Office

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

Department of Health
Maternal and Child Health Branch
741A Sunset Ave. Rm. 203
Honolulu, HI 96816
Phone: 808-733-9041
Fax: 808-733-9078

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Tod Robertson 808-733-9041 Nickey.robertson@doh.hawaii.gov
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1.7 Orientation

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

Date:	November 28, 2012	Time:	10:40 AM to 12:00 PM
Location:	<hr/> MCHB 741 A Sunset Ave, Room 204 Honolulu, HI 96816 <hr/>		

Attendance via video conferencing is available at:

Hawaii Island:
Hawaii District Office
75 Aupuni Street, VCC room 201
Hilo, Hawaii 96720

Maui:
Emergency Preparedness Office
Millyard Plaza
210 Imi Kala Place Ste. 204
Wailuku, Maui

Kauai:
Dept. of Health
3040 Umi Street, Conference room
Lihue, Hawaii 96766

Telephone conference capability is also available. Interested parties may call: 1-866-612-6838, conference code: 669108

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 subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: November 30, 2012 **Time:** 4:00 HST

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

Date: December 14, 2012

1.9 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 subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
 2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated 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 SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements**. Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. 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. **Hawaii Compliance Express (HCE)**. All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" 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 **subsection 1.2, Website Reference**, for HCE's website address.

- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
 - **DCCA Business Registration.** 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 shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- G. **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.*
- H. **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, or as amended. 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, or as amended. Proposals shall be rejected when:

1. Postmarked after the designated date; or
2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. 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.

Faxed proposals, and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means will not be accepted.

1.10 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 with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal 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.

1.12 Additional Materials and Documentation

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

1.13 RFP Amendments

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

1.14 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 final revised

proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 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 interest of the State.

1.16 Costs for Proposal Preparation

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

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the 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 §§3-142-202 and 3-142-203.

1.18 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 §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant 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 provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) 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: Loretta J. Fuddy, L.C.S.W., M.P.H.	Name: Leighton Tamura
Title: Director of Health	Title: Public Health Administrative Officer
Mailing Address: PO Box 3378 Honolulu, HI 96801	Mailing Address: 741 A Sunset Ave. Honolulu, HI 96816
Business Address: 1250 Punchbowl Street, Honolulu, HI 96813	Business Address: 741 A Sunset Ave. Honolulu, HI 96816

1.21 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.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

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 SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) 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

2.1 Introduction

A. Overview, purpose or need

The Department of Health (“DOH”) administers the Hawaii Home Visiting Network (“HHVN”) program which is a public-private partnership with home visiting programs which strengthens families and promotes positive parent-child relationships. The DOH contracts Early Identification (“EID”) services prenatally and in birthing hospitals which screen families for child maltreatment risk factors. Families who are identified to be at risk are voluntarily referred to HHVN partners who provide the parenting support and education to ensure a nurturing, healthy and safe home environment.

HHVN partners are evidence-based home visiting programs which include: Healthy Families America, Early Head Start, Parents as Teachers, and Home Instruction for Parents of Preschool Youngsters. The Network and EID programs are supported through the DOH and Maternal Infant Early Childhood Home Visiting (“MIECHV”) grant funds. The DOH is committed to fulfilling its public health surveillance role in screening all new parents and providing the infrastructure and system of services to meet the needs of at-risk families.

The DOH is soliciting applications for the purpose of providing comprehensive home visitation services to at-risk families, both prenatal and postnatal, in the state of Hawaii determined eligible through a screening and referral process. This EID service will be continued under a separate procurement process. This solicitation is for weekly home visiting services which must address family strengthening and child development services and respond to the MIECHV benchmark requirements.

B. Planning activities conducted in preparation for this RFP

Request for Information meetings were held on:

October 1, 2012

October 4, 2012

October 9, 2012

Questions and comments were solicited and written comments and questions were due on October 12, 2012, with a comment reply date of October 22, 2012.

Comments and questions were solicited from the community regarding identifying at risk communities, methods for identifying at risk families, referral mechanisms to home visiting programs, prioritizing communities and home visiting models, accreditation and affiliation for home visiting models, and billing and compensation rates.

Planning also included data reviews for risk indicators to identify at risk communities. Risk indicators were: Low Birth Weight, Infant Mortality, Poverty, High School Drop Out rate, Unemployment rate, Receiving Financial Aid, Receiving Food Stamps, Child Abuse and Neglect rate, and existing home visiting resources within the specific community.

All comments and questions received during the Request for Information process were consolidated and were disseminated to all participants who attended or submitted their contact information. These “Frequently Asked Questions” are available for public inspection and may be requested through the RFP Contact Person.

C. Description of the service goals

Home Visiting Goals:

Improved Maternal and Newborn Health

Child Health and Safety

Prevention of Child Injuries, Child Abuse, Neglect, or Maltreatment and Reduction of
Emergency Department Visits

Improvements in School Readiness and Achievement

Improvement in Family Economic Self Sufficiency

Coordination and Referrals for Other Community Resources and Supports

D. Description of the target population to be served

Pregnant women and families of newborns (within the first 3 months of life) may enter the program. Families may remain in the program until the target child is age 3 years.

For participants entering the HIPPY program, referrals will be prioritized with preference first being given to families who are discharging from HHVN (0-3 years) home visiting programs.

E. Geographic coverage of service

Area/Region	Community/Census Tract
1	Downtown – Kalihi/ 46 – 62
2	Kona/214 - 215
3	Wailuku/306 – 313
4	Lanai/316 *
5	Molokai/317 – 318 *
6	Ewa – Kalaeloa/83 – 85, 9803
7	Kapolei – Makakilo/86 ,115
8	Waianae/99 – 100

*Self contained programs with prenatal identification, will accept referrals prenatally only

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

Area/Region	Community/Census Tract	Funding Amount
1	Downtown – Kalihi/ 46 – 62	\$800,000
2	Kona/214 - 215	\$350,000
3	Wailuku/306 – 313	\$400,000
4	Lanai/316 *	\$100,000
5	Molokai/317 – 318 *	\$100,000
6	Ewa – Kalaeloa/83 – 85, 9803	\$350,000
7	Kapolei – Makakilo/86 ,115	\$350,000
8	Waianae/99 – 100	\$350,000

The approximate amount of federal funding available in each fiscal years 2014 and 2015 is \$2,800,000.00. Additional state funding of up to \$3,000,000.00 may become available in each fiscal year. Additional federal funding up to \$3,000,000.00 may become available in each fiscal year. Expansion to other geographic regions within the state is subject to another Request for Proposals.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures – see Attachment C for MIECHV Benchmarks
- (2) Output Measures – see Attachment D for MCHB Output/Outcome Report and sample monthly reports
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

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

Applicants may submit proposals for more than one geographic area, but must submit separate proposals and budgets for each geographic area for fiscal years 2014 and 2015.

Where accreditation or affiliation are required by the home visiting model developer, the applicant must demonstrate accreditation or affiliation according to the model developer requirements. If the applicant is proposing a home visiting model that is not yet operational or affiliated/accredited, the applicant must meet accreditation or affiliation requirements within two (2) years from execution of the contract. DOH will provide the infrastructure support to apply for accreditation/certification.

Requests for exceptions to the minimum staffing requirements shall be considered on a case by case basis taking into account various factors, including but not limited to geographic location, caseload amount and predicted growth, quality and quantity of staff recruitment efforts. The DOH may determine that subcontracting may fulfill these staffing requirements, however all subcontracts are subject to approval by the DOH.

All Providers shall inform each family at enrollment that their demographic data is collected in the Provider's computerized databases and is shared with the primary purchaser and HRSA.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: none

C. Multiple or alternate proposals

(Refer to HAR §3-143-605)

- Allowed Unallowed

Multiple model proposals by the same applicant within a geographic region shall be allowed. The total proposal amount for the multiple home visiting models shall not exceed the total funding amount allocated for the specific geographic region. Evaluation of these multiple home visiting model proposals shall be reviewed as one entity in order to award contracts that utilize the entire funding allocation amount.

D. Single or multiple contracts to be awarded

(Refer to HAR §3-143-206)

- Single Multiple Single & Multiple

Criteria for multiple awards:

Area/Region	Community/Census Tract
1	Downtown – Kalihi/ 46 – 62
2	Kona/214 - 215
3	Wailuku/306 – 313
4	Lanai/316 *
5	Molokai/317 – 318 *
6	Ewa – Kalaeloa/83 – 85, 9803
7	Kapolei – Makakilo/86 ,115
8	Waianae/99 – 100

On the island of Oahu, up to four (4) contracts will be awarded. For each of the other islands one (1) contract will be awarded. Applicants may submit proposals for more than one geographic area, but must submit separate proposals and budgets for each geographic area for fiscal years 2014 and 2015.

E. Single or multi-term contracts to be awarded

(Refer to HAR §3-149-302)

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

Contract terms:

Initial term of contract: July 1, 2013 to June 30, 2015

Length of each extension: one (1) year

Number of possible extensions: four (4)

Maximum length of contract: six (6) years

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

Conditions for extension: Must be executed prior to the expiration of the initial term of contracts for continuation of services. Any additional funding, changes in contract language, or changes in service specifications will be agreed upon in writing.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Home Visiting Services

The provider shall select from the following evidence based home visiting models:

Early Head Start (“EHS”)

Healthy Families America (“HFA”)

Home Instruction for Parents of Preschool Youngsters (“HIPPY”)

Parents As Teachers (“PAT”)

Home visiting services shall adhere to the model specified and fidelity to the model will be required.

Early Head Start:

Applicants submitting proposals for the EHS model must maintain its Head Start program designation with the Secretary of Health and Human Services (“HHS”) as a high-quality and comprehensive Head Start program. Applicants shall comply with all of the requirements and criteria specified in the Head Start Act, 42 USC §9831-9852c. HHS designation will be monitored on an annual basis for program compliance according to the Office Head Start On-Site Review Protocol.

Healthy Families America:

Applicants submitting proposals for the HFA model must be accredited or demonstrate accreditation potential within two (2) years of contract execution. Applicants shall comply with all of the requirements and criteria specified in Healthy Families America accreditation Self Study, Critical Elements.

Home Instruction for Parents of Preschool Youngsters:

Applicants submitting proposals for the HIPPY model must be accredited or demonstrate accreditation potential within two (2) years of contract execution. Applicants shall comply with all of the requirements and criteria specified for each standard for the Essential Features and Administration of the HIPPY program.

Parents As Teachers:

Applicants submitting proposals for the PAT model must demonstrate certification of its Parent Educators or submit a plan for certification for all Parent Educators within the first year of contract execution. Applicant must submit a copy of their current Affiliate Performance Report, or a plan with detailed timelines for meeting Affiliate Performance standards.

For all models and for all applications, weekly home visiting services shall minimally include:

1. Developing a service plan which addresses the risk factors identified during the screening and referral process
2. Conducting home visits in accordance with the service plan with the collaboration and participation of the family.
3. Providing home visiting services according to the home visiting model's standards and practices.
4. Administering all of the tools and measurements to collect required data according to the MIECHV Tool Kit (see Attachment E) and MIECHV Benchmark Plan. (see Attachment C)
5. Home visits will be conducted on a weekly basis for all evidence based home visiting models proposed. Provide the rationale and policy and system for determining less intensive services.
6. Providing home visiting services which address health and safety including but not limited to immunizations, medical home, developmental screenings

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

1. Personnel

Applicants shall describe minimum and mandatory staffing requirements specific to the home visiting model being utilized. Staff proposals shall include minimum qualifications for each personnel type.

For HFA models, the DOH requires staffing enhancements in addition to the standard HFA requirements. Model enhancements sanctioned by HFA are:

Clinical Specialists:

Preferred Masters degree and one (1) year experience in Social Work, Clinical Psychology, Nursing or Counseling, OR

A bachelor's degree and two (2) years experience in Social Work, Clinical Psychology, Nursing, or Counseling

Prefer experience working with DV, SA, and Mental Illness

Child Development Specialists:
A bachelor's degree preferably in early childhood education, OR
A bachelor's degree in another field with experience in child development
may be substituted.

2. **Administrative**

The DOH staff shall provide guidelines and program direction to the Provider.

- a. The Provider shall utilize appropriate reports and records pertaining to the provision of services in accordance with standards developed by the DOH. Reports and records shall be maintained by the Provider and made available for monitoring and review by the DOH staff upon request.
- b. The Provider shall send at least one representative to monthly scheduled HHVN meetings. Travel costs should be included in the budget.
- c. The Provider shall make an acknowledgement of the DOH as the Provider's program sponsor. An acknowledgement to that effect shall appear on all printed materials for which the DOH is a program sponsor. The Provider shall include the following statement in all printed or developed materials: "This Project has been jointly funded by the Department of Health, Maternal and Child Health Branch with funds from the Maternal Infant Early Childhood Home Visiting grant sponsored by the Health Resources Services Administration".
- d. Comply with DOH's Directive Number 04-01 dated May 3, 2004 concerning Interpersonal Relationships Between Staff and Clients/Patients, a copy of which is attached as Attachment F;
- e. Collaborate with DOH in on-going evaluative research activities for program/system improvement;
- f. Comply with Title VI of the Civil Rights Act of 1964, as amended and requirements pursuant to 45 Code of Federal Regulations ("CFR") Part 80;
- g. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and requirements pursuant to 45 CFR Part 36;
- h. Comply with Title III of the Americans with Disabilities Act of 1990, as amended, and requirements pursuant to 28 CFR part 36;
- i. Comply with the Age Discrimination Act of 1975, as amended, and requirements pursuant to 45 CFR Part 90;

- j. Comply, as a “covered entity,” with the provisions of Hawaii Revised Statutes (“HRS”) Chapter 371 Part II, Language Access;
- k. Comply, if it is a “place of public accommodation,” with the provisions of HRS Chapter 489, Discrimination in Public Accommodations

3. Quality assurance and evaluation specifications

The Provider shall develop its own quality assurance procedures and participate in all DOH required quality assurance activities.

The Provider shall describe its system for continuous quality improvement and how it will utilize program data as well as MIECHV data to inform program policy and outcomes.

4. Output and performance/outcome measurements

The Provider shall propose output and performance measurements for each of the MIECHV Benchmarks, with proposed outcome goals. See Attachment C.

5. Experience

The Provider shall have experience in working with families in Hawaii who have environmental risk factors such as the risk indicators identified in the MIECHV eligibility criteria and in the 15 point screen and the risk indicators identified in the DOH Primary Care Needs Assessment Data Book 2012: Low Birth weight, Infant Mortality, Poverty, High School Drop Out, Unemployment, Receiving Financial Aid, Receiving Food Stamps, Child Abuse and Neglect, Domestic violence, Substance Abuse, or Mental Health issues.

6. Coordination of services

The Provider shall coordinate services and collaborate with other home visiting programs and community resources as a member of the Hawaii Home Visiting Network.

7. Reporting requirements for program and fiscal data

The Provider shall:

- a. Submit all monthly, quarterly, and annual data, narrative and variance reports on services provided, number of children and families served, and other data according to timelines and formulas set by DOH in the MIECHV Took Kit

and Benchmark Plan. Reports are due 30 days after the end of each reporting period. See Attachments C and D.

- b. Submit all other reports as required by the DOH.
- c. Submit monthly invoices to DOH utilizing DOH report formats. Invoices will be paid upon receipt, based on funding availability and on the condition that all required monthly/quarterly/annual reports have been received by DOH in accordance with established due dates.

C. Facilities

Facilities shall be accessible and adequate relative to the proposed services.

2.5 COMPENSATION AND METHOD OF PAYMENT

Cost Reimbursement

One price for the entire program is set for each geographic area:

Area/Region	Community/Census Tract	Funding Amount
1	Downtown – Kalihi/ 46 – 62	\$800,000
2	Kona/214 - 215	\$350,000
3	Wailuku/306 – 313	\$400,000
4	Lanai/316 *	\$100,000
5	Molokai/317 – 318 *	\$100,000
6	Ewa – Kalaeloa/83 – 85, 9803	\$350,000
7	Kapolei – Makakilo/86 ,115	\$350,000
8	Waianae/99 – 100	\$350,000

The Provider shall propose a cost per participant per month based on the total funding amount allocated for the geographic area/region. The Provider shall propose an estimated total number of participants it will serve per fiscal year and average per month. Payment shall be based on the Provider’s monthly invoice statement which shall demonstrate the Provider’s monthly expenditures and proposed monthly enrollment data with proposed average monthly service hours. The activities eligible for service hours are described in Attachment G.

Failure to meet proposed monthly minimum enrollment and proposed average service hours for three (3) consecutive months will result in fiscal sanctions determined by a decrease of 25%. However, prior to imposing sanctions, the provider shall work with the DOH to develop and execute a 90 day plan of correction to ensure fidelity to the model is adhered to and that quality services are provided with the goal of affecting positive outcomes.

Payment will be made on a monthly basis upon submission of an invoice, enrollment report, and service hours report, output /outcome reports with accompanying data evidence. DOH will review these monthly reports for payment approval.

Final payment is based on the receipt of all final reports, invoices and data submissions.

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 (SPOH-200A) is available on the SPO website (see 1.2 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 is comprised of the following sections:

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

3.1 Program Overview (No more than one page)

Applicant shall clearly identify which evidence based home visiting model it is proposing. Applicant shall give a brief overview to orient evaluators as to the program/services being offered. The Applicant shall state the status of affiliation/accreditation/certification for its program as appropriate to the specific model being proposed.

3.2 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. The applicant shall provide a description of experience in working with families in Hawaii with risk indicators such as Low Birth Weight, Infant Mortality, Poverty, High School Drop Out rate, Unemployment rate, Receiving Financial Aid, Receiving Food Stamps, Child Abuse and Neglect, domestic violence, substance abuse, or mental health issues.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall include points of contact, addresses, e-mail/phone numbers. The DOH reserves the right to contact references to verify experience. The applicant shall identify any appropriate POS contracts with the State of Hawaii within the last 5 years. The applicant shall describe how the model addresses the risk indicators of the identified at risk geographic areas.

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 also submit its plan and description of data collection system for the MIECHV Benchmark constructs to be collected. See Attachments C and D. The applicant shall also describe a plan for the method in which data shall be submitted to the DOH. The applicant shall agree to participate in the DOH continuous quality improvement system.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. The applicant shall describe its formal and informal agreements and relationships with other community resources and supports for the targeted geographic area. The applicant shall include points of contact, addresses, e-mail/phone numbers for these formal and informal agreements and relationships.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. **Staffing**

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio, supervisor/staff ratio, and proposed caseload capacity appropriate for the evidence based model being proposed and for the specific geographic area it will serve. (Refer to the personnel requirements in the Service Specifications, as applicable.) The applicant shall denote whether the proposed staffing pattern is a minimal requirement for the evidence based model, or if it is an enhancement (above the minimum) for the model. Staffing should be reflective of weekly home visits.

2. Staff Qualifications

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

B. **Project Organization**

1. Supervision and Training

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

The applicant shall provide a detailed supervisory plan which includes how administrative, clinical and reflective supervision will be provided for each home visitor/parent educator. The plan shall also include a description of frequency and length of supervisory sessions. See Attachment G for a minimum of 1.5 supervision hours per week.

The applicant shall provide a detailed description of its training requirements for staff. This shall include titles and description of the subject matter, frequency, and requirements for affiliation/accreditation/certification for its model. The DOH will provide training support to providers, however applicants are asked to describe all training requirements.

2. Organization Chart

The applicant shall reflect the position of each staff and full-time equivalency 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.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. (See Attachment H, applicant may respond to this in own format).

The applicant shall receive referrals for services from the hospital based Early Identification program which will utilize the following MIECHV eligibility criteria:

Low Income

Pregnant women who have not attained age 21

History of child abuse, neglect, or interaction with Child Welfare Services

History of substance abuse or substance abuse treatment

Users of tobacco products in the home

Have children with low student achievement

Have children with developmental delays/disabilities

Serving or formerly served in the armed forces

Additionally, the hospital based EID program will provide information from a 15 point screen on the following risk indicators:

1. Marital Status
2. Partner Unemployed
3. Inadequate Income
4. Unstable Housing
5. No Phone
6. Education under 12 years
7. Inadequate Emergency Contact
8. History of Substance Abuse
9. Late or no prenatal care
10. History of abortions
11. History of psychiatric care
12. Abortion unsuccessfully sought or attempted
13. Relinquishment for adoption sought or attempted
14. Marital or family problems
15. History of or current depression

Scoring: True/False/Unknown

Positive screen: True score on items #1, 9, 12; or seven or more unknowns or 2 or more True scores

Scoring for the 15 point screen will be used for prioritizing eligible families according to HHVN capacity and appropriateness of the home visiting model offered.

Screening for HHVN referral will occur up through 2 weeks following the birth of the baby.

For applicants submitting a proposal for Lanai and Molokai, service delivery shall begin with the program conducting screens with pregnant women. Home visiting programs on Lanai and Molokai will accept referrals prenatally only. The proposal must describe how prenatal referrals will be identified and any partnerships and relationships that shall be developed in order to process prenatal referrals.

All other applicants for all other geographic areas may also receive prenatal referrals for home visiting services in addition to the hospital based EID referrals.

Within the parameters of the specified evidence based home visiting model, the applicant shall describe how weekly home visits will address the risk factors identified for the target population served.

The applicant shall provide a detailed description of who will conduct home visits, how these services are delivered and what services are delivered in accordance with the specified evidence based home visiting model.

The applicant will complete the MIECHV Benchmark plan and propose outcome definitions for improvement and calculation for each construct. Based on the total number of participants proposed (denominator), the applicant shall set a target (numerator) to derive the percentage goal for each benchmark construct. See Attachments C and D.

3.5 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.

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

Attachment I: MCHB Budget form for applicant to propose the number of participants per year, average per month, cost per participant, and direct service hours per month)

Attachment J: SPO Budget forms: Complete budget forms to demonstrate the applicant's administrative and operational capacity for the budget allocation per geographic area.

B. Other Financial Related Materials

1. Accounting System

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):

Please attach the most recent financial audit report.

3.6 Other.

A. Litigation

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

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

4.1 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.

4.2 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

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	20 points
Service Delivery	55 points
Financial	5 Points
TOTAL POSSIBLE POINTS	100 Points

Consensus scoring will be used by an evaluation committee to review the proposals using the following scale:

A 5-point rating scale will be used to rate the proposal content. Only whole numbers will be assigned (1, 2, 3, 4, 5), half numbers are not utilized in this rating scale.

1	2	3	4	5
I-----I-----I-----I-----I				
Unresponsive	Unsatisfactory	Marginally Adequate	Satisfactory	Outstanding

5 – Outstanding (100% of points)

Exceeded required elements by clearly proposing additional services or strategies (providing details and specific examples) for implementation to achieve the RFP requirements.

4 – Satisfactory (80% of points)

Provided details or specific examples of the services or strategies to be used for implementation to achieve the RFP requirements.

3 – Marginally Adequate (60% of points)

Provided general description of “what we will do” for all required elements or the proposed services do not contribute towards the achievement of the RFP requirements.

2 – Unsatisfactory (40% of points)

Not all components were evident or only reiterated the wording of the RFP or other attached materials.

1 – Unresponsive (20% of points)

Response did not answer the question.

0 – No response given.

Points will be awarded to each criteria based on the score awarded by the evaluation committee.

Example:

A question worth 5 points that received a score of four will be awarded 3 points (60% x 5 points = 3 points).

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)

- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

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

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators 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	4 _____
<ul style="list-style-type: none"> • Demonstrated the specific skills, abilities, and knowledge relating to the specific risk indicators in families in Hawaii. • _____ 	_____
B. Experience	5 _____
<ul style="list-style-type: none"> • Provided projects/contract pertinent to home visiting services in Hawaii 	_____
C. Quality Assurance and Evaluation	5 _____
<ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. • Completed Attachment C with appropriate goals/benchmarks for the community and resources proposed 	_____
D. Coordination of Services	5 _____
<ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. • Provided formal and informal agreements and relationships with specified community 	_____ _____

E. Facilities	<u>1</u>
<ul style="list-style-type: none"> • Adequacy of facilities relative to the proposed services. • 	<hr/> <hr/>

2. Project Organization and Staffing (20 Points)

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

A. Staffing	<u>5</u>
<ul style="list-style-type: none"> • <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. • <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program. • • 	<hr/> <hr/> <hr/> <hr/>
B. Project Organization	<u>7</u>
<ul style="list-style-type: none"> • <u>Supervision and Training:</u> Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. • <u>Organization Chart:</u> Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. • 	<hr/> <hr/> <hr/>

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.

<ul style="list-style-type: none"> • Approach for developing a service plan • Plan for conducting home visits • Plan for conducting home visits according to model standards and practices • Plan for administering all tools and measurements to collect the required data 	<u>10</u> <u>10</u> <u>10</u> <u>10</u>
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- | | |
|--|-------------|
| • Plan for providing services to address health and safety | <u>5</u> |
| • Plan for continuous quality improvement | <u>10</u> |
| • | <u> </u> |
| • | <u> </u> |

5. Financial (5 Points)

- Adequacy of accounting system.
- Applicant’s proposal budget is reasonable, given program resources and operational capacity

B. 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. Performance/Outcome Measures and Benchmark Plan
- D. Output Measures
- E. Tool Kit
- F. Interpersonal Relationships memo
- G. Billing Definitions
- H. Work Plan
- I. MCHB Cost Proposal form and sample invoice

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-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 (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)	Attachment I		X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
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*	X	
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*	X	
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		

Program Specific Requirements:				

*Refer to subsection 1.2, Website Reference for website address.

**Proposal Application
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