

State of Hawai`i
Department of Human Services
Social Services Division

Addendum No. 4

August 26, 2013

To

Request for Proposals

Solicitation Number: RFP-SSD-14-POS-3080-SW

Hawai`i Youth/Young Adult Advisory Council

Date Issued: August 2, 2013

August 26, 2013

ADDENDUM NO. 4

To

**REQUEST FOR PROPOSAL (RFP)
Hawai`i Youth/Young Adult Advisory Council
RFP No. SSD-14-POS-3080-SW**

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this addendum to, RFP No. SSD-14-POS-3080-SW for the purposes of:

- Responding to questions that arose at the orientation meeting of April 15, 2013, and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Including PDF file of following amended/revised RFP documents, with corrections/changes/edits highlighted in yellow:
 1. Table of Contents;
 2. Sections 2;
 3. Section 3;
 4. Section 4.
- Amending/editing Section 3, Proposal Application Instructions, as highlighted in yellow:
 1. "General instructions for completing application," page 3-2, to add formatting requirements: a) Twelve (12)-point font size; b) One inch (1") margins.

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP, Section 3, Proposal Application Instructions, as highlighted in yellow..
- Details of the request for final revised proposals.

If you have any questions, contact:

Cyndy Pierce, POS Program Specialist
(808) 587-3168
cpierce@dhs.hawaii.gov

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 Proposal Application Form (SPO-H-200A) is available on the State Procurement Office website. See Section 1, Administrative Overview, 1.2, Website Reference. However, the form will not include items specific to this RFP. If using the website form, the Applicant must include all items in this section.*
- *The numerical outline for the application, the titles/subtitles, and the organization of the Sections of the Proposal Application and RFP identification information at the top right hand corner of each page should be maintained. The instructions for each section, however, may be deleted.*
- *Tabbing of the Applicant's sections is recommended.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See Section 5, Attachments, Attachment B, Sample Proposal Application Table of Contents, of this REP for more details.*
- *Applicants must also include a Table of Contents at the beginning section of the Proposal Application. See Section 5, Attachments, Attachment B, Sample Proposal Application Table of Contents, of this RFP for more details.*
- *A written response is required for **each item** in the Application, **unless** indicated otherwise. Failure to answer any of the items will impact upon the applicant's score.*
- *Applicants are **strongly encouraged** to review the 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.*
- *Applicants are required to submit the completed Proposal Application, as follows:*
 - *One (1) electronic copy of the proposal in portable document format (PDF) on a universal serial bus (USB) flash drive/thumb drive or a compact disc (CD) medium readable by a personal computer (PC);*
 - *(One (1) original hard copy (printed copy) of the proposal.*
- *The hard copy original (printed copy) proposal may be submitted in a three ring binder (Optional).*

The Proposal Application is comprised of the following sections. The Applicant shall submit proposals using the following formatting requirements:

- **12 point font size**
- **1 inch margins**

The Proposal Application is comprised of the following sections. The application shall not exceed the maximum number of pages listed for the narrative portion of each section, not including applicable attachments.

- Proposal Application Identification Form (**1 page**)
- Table of Contents (**2 pages**)
- Program Overview (**1 page**)
- Experience and Capability (**15 pages**)
- Project Organization and Staffing (**8 pages**)
- Service Delivery (**28 pages**), work plan attached separately.
- Financial (**5 pages**)
- Other(**2 pages**)

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