

State of Hawaii
Department of Human Services
Social Services Division

Addendum No. 2

November 10, 2015

to

Request for Proposals

RFP No. SSD-15-POS-2000

**DOMESTIC VIOLENCE SHELTER AND
TRANSITIONAL HOUSING SERVICES**

STATEWIDE

RFP Posting Date: October 21, 2015

RFP Proposal Submission Deadline:

November 19, 2014, 4:30 p.m.

Hawaii Standard Time

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RFP No. SSD-15-POS-2000

DOMESTIC VIOLENCE SHELTER & TRANSITIONAL HOUSING SERVICES

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this Addendum to respond to written questions submitted after the RFP Videoconference and to amend the RFP as described below.

If you have any questions please contact:

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RFP Written Questions and Responses

1. 1.9, D. Hawaii Compliance Express (HCE) (Page 1-5)

Question: Are we required to attach an A-6 Tax Clearance to our proposal or is it sufficient that HCE reflects a “compliant” status?

Response: A “compliant” status on the HCE is sufficient.

2. 2.1, E. Geographic coverage of service (Pages 2-4 – 2-5, 3-1)

Question: If we apply by island, can we combine our responses for the different locations on the island in the sections? For example, if it was combined it would be “Survivors entering shelters in East and West Hawaii...” If this is allowable, can we go over the suggested pages by a few pages? Or do you want separate Project Organization and Staffing and Service Delivery sections for East and West Hawaii? This question would apply to both Hawaii and Oahu.

Response: The Applicant may propose to provide services in more than one geographic area in one proposal, however, separate and detailed program information shall be submitted for each area such as community population and needs, facility, program capacity, staffing, available community services and

resources, ability to collaborate in the area, and budget. Separate project organization, staffing, and service delivery sections for each geographic area are highly recommended. The suggested page limits apply to each geographic area.

3. 2.1, F. Period of availability, probably funding amounts, and sources (Page 2-5)

Question: May we ask for money for transitional housing?

Response: There is no additional funding anticipated for transitional housing services at this time. If the Applicant includes transitional housing services as part of their proposal and is awarded a contract, the services shall be funded out of the total contract funding, which includes shelter and support services. As such, the proposal shall detail all services and capacity based on the anticipated funding for each geographic area.

If additional funding for transitional housing services becomes available in the future, it may only be added to supplemental contracts for those Providers who included transitional housing services in their proposals. Additional funding for transitional housing services may not be added to supplemental contracts for those Providers who did not include transitional housing services in their proposals. This status shall remain for the full contract term.

4. 2.3, E. Single or multi-term contracts to be awarded (Page 2-8)

Question: The initial contract term is 1.5 years, January 1, 2015 to June 30, 2016. Do we need to submit two budgets for each site (e.g. January 1, 2015 to June 30, 2015 and July 1, 2015 to June 30, 2016) or do we submit one 18 month budget for each site (January 1, 2015 to June 31, 2016)?

Response: The Applicant shall submit one budget for the six month period from January 1, 2015 to June 30, 2015 and one budget for the 12 month period from July 1, 2015 to June 30, 2016.

5. 2.3, E. Single or multi-term contracts to be awarded (Page 2-8)

Question: On Oahu, there is only one large pot of money. Do we divide the total by the three locations listed on page 2-5 if we end up asking for the maximum amount available?

Response: The distribution of available funds for Oahu shall depend on the number of Applicants awarded contracts and their capacity to serve. Funding may not be equally distributed. The Applicant may propose funding amounts based on their program capacity and budgetary needs, however, if the total proposed funding amount is not available, the final funding amount and capacity shall be negotiated.

6. 2.4 Scope of Work (Page 2-9)

Question: Please verify whether proposing to offer Transitional Housing Services is an optional component for this RFP.

Response: The Applicant shall, at minimum, propose to provide shelter and support services. Additionally, the Applicant may also propose to provide transitional housing and support services. Transitional housing is an optional component of this RFP, however, the proposal evaluation provides additional points for proposals including transitional housing services.

7. 2.4, A., 2., f. Emergency Shelter (Page 2-12)

Question: When the caller/prospect meets our admission criteria but we are full and so are the other domestic violence shelters on the island, are we still required to accept them beyond our bed capacity? What are DHS' thoughts in situations like these?

Response: The Applicant shall propose how the survivor's and children's needs will be met under this circumstance, such as by using emergency alternative accommodations, collaborating with other programs, or accepting the survivors and children beyond the program's bed capacity.

8. 2.4, A., 2., f. Emergency Shelter (Page 2-12)

Question: Please clarify if the no turn-away policy applies to only survivors of Intimate Partner Violence (IPV) and not Family Violence (FV). If the policy also applies to FV survivors, does that mean the service provider is responsible for arranging alternative shelter arrangements for FV survivors who are in imminent danger as well? Or would referrals to other community resources be sufficient?

Response: The target population to be served shall be survivors of domestic violence, which includes survivors of Intimate Partner Violence. A shelter may provide services to survivors of family violence only if the shelter has the capacity to provide those services without displacing survivors of domestic violence. Although the no-turn away policy does not apply to survivors of family violence, programs shall provide information and referrals to other community resources, as applicable.

9. 2.4, A., 10. Transitional Housing (Page 2-17)

Question: If an Applicant proposes to offer Transitional Housing Services, is it acceptable to propose alternative lodging arrangements (e.g., scattered site model or lodging vouchers) if a survivor is not suitable or does not want to reside at the Applicant's transitional housing facility?

Response: The Applicant may propose any housing model provided that the proposal details how the program shall work, including eligibility criteria, duration of services, capacity, structure of rental payment by the survivor (if any), and safety and security measures. Three housing models were included as sample models, however, the RFP specifically states that the proposal is not limited to those models. Also, the Applicant shall identify survivors who are not suitable for its program in its eligibility criteria.

10. 2.4, B., 2., e., f., and g. Personnel (Page 2-19)

Question: Does the waiver of educational or experience requirements pertain to current staff and new hires?

Response: The education and experience requirements apply to existing and new staff as of January 1, 2015. Currently contracted staff shall not be “grandfathered” in regarding the requirements. However, the work experience of currently contracted staff in an existing program may be included as part of their experience requirement. The Applicant shall identify those staff who require a waiver of education or experience requirements and include their qualifications, the reasons a waiver is being requested, and any supports or accommodations that will be provided.

11. 2.4, B., 2., e., f., and g. Personnel (Page 2-19)

Question: Is the two years of experience requirement based on full-time equivalency (FTE) (e.g. would an advocate who worked 15 hours per week for four years need a waiver)?

Response: The two years of experience required shall be based on full-time equivalency. A request for a waiver of the experience requirement shall be required for the advocate in the example.

12. 2.4, B., 7. Form C: Outcomes (Page 2-23 and 2-33)

Question: Under A. Service Outcome data, c. # of outreach surveys completed, what is the definition of “outreach” within this context? Could you please provide examples?

Response: Outreach services shall include crisis assistance, information/referrals, needs assessment, and safety planning for survivors and children not residing in the shelter (see 2.4, A., 8., b., Page 2-16).

13. 3.5, A. Pricing Structure – Proposed Budget (Page 3-8)

Question: In Section 3.5, Financial – aside from item 3 (RFP, p. 3-9), which requires a clear explanation on how the Applicant verifies all budgeted costs to be

reasonable and comparable to similar costs in the community – does the DHS require a narrative explanation of the budgeted expenses in the Proposal Application? Or will the rationale provided in the required SPO-H budget and justification forms be sufficient?

Response: An explanation of each budgeted expense shall not be required, however, an explanation is recommended for any extraordinary or unusual expenses.

14. 3.5, A. Pricing Structure – Proposed Budget (Page 3-8)

Question: On the SPO-H-206H Identification Form, #4 Funding Request with its anticipated funding level for FY 2015, may we also add FY 2016, FY 2017, etc.? If so, if the budget request amounts change for each fiscal year, do we need to complete all the appropriate SPO-H-206H forms for each year?

Response: The Applicant shall provide budget requests for FY 2015 and FY 2016 only.

15. Attachment B. Proposal Application Checklist (Page 5-4)

Question: We could not find the "Proposal Application Checklist" on the SPO website. Do we just use the copy that's included in the RFP?

Response: The "Proposal Application Checklist" is a DHS form, not an SPO form. The Applicant shall copy and include the completed form in their proposal.

RFP Corrections, Revisions, and Comments

1. 2.3, E. Single or multi-term contracts to be awarded (Page 2-8)

The number of possible extensions was revised from one (1) extension of two years to two (2) extensions of two years each. The end of the full contract term was revised from June 30, 2018 to June 30, 2020.

2. 2.4, A., 2., g. Emergency Shelter (Page 2-12)

“90 days” was corrected to “120 days” (three references).

3. 2.4, B., 2., j. Personnel (Pages 2-19 – 2-20)

Fingerprinting is not a contract requirement at this time.

4. 2.4, B., 8., c. Quality assurance and evaluation specifications (Page 2-24)

A link to the survey forms shall be available via email. The Applicant may email a request for the link to kkaahaaina@dhs.hawaii.gov.

5. 2.5 Compensation and Method of Payment (Page 2-27)

An advanced payment of contract funding shall not be available.

6. 2.5, 3. Compensation and Method of Payment (Page 2-28)

The Provider shall not require any additional fees from survivors for shelter services provided through this contract without the prior approval of the State. However, survivors may be assessed rental fees for transitional housing services.

7. Forms A and B (Pages 2-29 - 2-32)

Form A was revised to include both emergency and non-emergency medical care referrals.

The Applicant shall propose goal numbers only for primary categories designated by capital letters and numbers on Forms A and B.

Form C (Page 2-33)

The Applicant shall propose goal numbers and percentages for each item listed on Form C.

7. Section 3, Proposal Application Instructions (Page 3-1)

A 10 or 11 point font shall be allowed for tables only.

8. 3.7, B. Other (Page 3-10)

One (1) Administrative Assurance shall be included in each proposal regardless of the number of geographic areas the Applicant proposes to service.