

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

December 24, 2014

For

Request for Proposals

RFP No. HMS 501-15-01
RFP Title: Community-Based Services
For Youth At-Risk

Date Issued: December 24, 2014

December 24, 2014
ADDENDUM NO. 1

REQUEST FOR PROPOSALS
RFP Title: COMMUNITY-BASED SERVICES FOR YOUTH AT-RISK

RFP No. HMS 501-15-01

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-15-01, "Community-Based Services For Youth At-Risk" for the purposes of:

- Responding to questions that arose at the orientation meeting of December 22, 2014 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

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

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Merton Chinen
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Office of Youth Services, 707 Richards Street, Ste. 525, Honolulu, HI 96813

RFP HMS 501-15-01

“Community-Based Services For Youth At-Risk”

RFP No. HMS 501-15-01, “Community-Based Services for Youth At-Risk” is amended as follows:

Subsection Page

Section 1, Administrative Overview

p. 1-1 This section is amended to read:

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>12/17/2014</u>
Distribution of RFP	<u>12/17/2014</u>
RFP orientation session	<u>12/22/2014</u> & <u>12/29/2014</u>
Closing date for submission of written questions for written responses	<u>1/02/2014</u>
State purchasing agency's response to applicants' written questions	<u>1/09/2015</u>
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	<u>2/09/2015</u>
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	<u>2/2015 - 3/2015</u>
Provider selection	<u>4/2015</u>
Notice of statement of findings and decision	<u>5/2015</u>
Contract start date	<u>7/01/2015</u>

p. 1-4 This section is amended to read:

1.7 Orientation

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

on Oahu and via video conference as follows:

Date:	Monday, December 22, 2014	Time:	1:30 – 3:30 P.M.
	Monday, December 29, 2014		1:30 – 3:30 P.M.
	(Residential Services HMS 501-15-01-B)		

Location:

Oahu	12/22/14	Kakuhihewa Building 601 Kamokila Blvd. Kapolei
	12/29/14	Kalanimoku Building 1151 Punchbowl Street Honolulu
Hawaii		Hilo State Office Building 75 Aupuni Street Hilo
Kauai		Lihue State Office Building 3060 Eiwa Street Lihue
Maui		Wailuku State Office Building 54 South High Street Wailuku
Molokai	12/22/14 only	Molokai District Court House 55 Makaena Place Kaunakakai
Lanai	12/22/14 only	Lanai Community Health Center 478 Lauhala Place Lana'i City

p. 1-5 This section is amended to read:

1.9 Submission of Proposals

(1) IMPORTANT NOTE: This Request for Proposals includes two distinct services, including Outreach and Advocacy, and Residential Services.

For each type of service a separate proposal shall be submitted

Section 2, Service Specifications

No changes.

Section 3, Proposal Application Instructions

p. 3-2 This section is amended to read:

3.1 Program Overview (Not to exceed 2 pages)

3.2 Experience and Capability (Not to exceed 5 pages)

p. 3-3 This section is amended to read:

3.3 Project Organization and Staffing (Not to exceed 3 pages)

3.4 Service Delivery (Not to exceed 20 pages)

p. 3-5 This section is amended to read:

3.5 Financial (No page limit for cost proposal, budget forms, and B.1. Accounting System; not to exceed 2 pages for B.2. Accounting Personnel)

Section 4, Proposal Evaluation

No changes.

Section 5, Attachments

No changes.