

State of Hawaii  
Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
Grants and Planning Branch

**Addendum 1**

**September 18, 2015**

**To**

**Request for Proposals**

**RFP Number: AG-CPJAD-VAWA-2014-WF**

**Victim Services for Victims of Domestic Violence,  
Dating Violence, Sexual Assault, or Stalking**

Date issued: August 3, 2015

September 18, 2015

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS**

**Victim Services for Victims of Domestic Violence, Dating Violence,  
Sexual Assault, or Stalking**

**AG-CPJAD-VAWA-2014-WF**

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch is issuing this addendum to AG-CPJAD-VAWA-2014-WF, Victim Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking for the purposes of:

- Responding to questions that arose at the orientation meeting of August 17, 2015 and written questions subsequently submitted in accordance with Section 1.8, 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 <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:

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Responses to Question Raised by Potential Applicants For  
RFP No. AG-CPJAD-VAWA-2014-WF, Victim Services for Victims of Domestic  
Violence, Dating Violence, Sexual Assault, or Stalking

**1. Can one application be submitted for multiple projects by one agency?**

Yes. It is up to the agency to decide if they want to submit multiple proposals for each project or one proposal for multiple projects. If multiple proposals (one for each project) are submitted by one agency, each proposal must be ranked by the agency on the Part I. Title Page in the Service Delivery section. See pages 2-17 and 3-4 for more information regarding multiple proposals from one agency. If one proposal is submitted by one agency for multiple projects, it will be treated in the review as one proposal and must adhere to the maximum funding amount per proposal of \$300,000 over two years.

**2. If the agency is a statewide agency, does it qualify as a rural serving agency?**

A statewide agency may qualify to receive points for providing services to OVW-defined rural areas. The agency must demonstrate in the proposal that it has the resources and capacity to provide specific outreach and intervention services for one or more of the rural areas specified in the RFP. The agency must demonstrate its capability to meet the specific needs of victims in the specified communities and geographic areas. Applicants must include detailed information regarding how services in the targeted rural area(s) will be provided. See pages 2-19, 2-24, 2-25, 4-4, and 4-5 of the RFP for more details regarding providing services in rural areas.

**3. When is the application due?**

One original and four copies of the proposal are due on September 28, 2015. If the proposals are sent by US postal mail, it must be postmarked no later than September 28, 2015 and received no later than 10 days from the submittal deadline. If the proposals are submitted by hand deliveries, it must be received at the Crime Prevention and Justice Assistance Division office at 235 S. Beretania Street, Suite 401, Honolulu, Hawaii no later than 4:30 p.m. on September 28, 2015. Deliveries by private mail services such as FEDEX or UPS shall be considered hand deliveries.

**4. Is the caseload ratio still required? If yes, what about in instances such as crisis services where caseload ratio does not apply?**

The proposal shall describe the proposed staffing pattern, client/staff ratio, and proposed caseload capacity appropriate for the viability of the services. Refer to page 3-3 of the RFP under Proposed Staffing and page 4-3 under Project Organization and Staffing for more information. The applicant will be evaluated on their overall staffing approach to the proposed services.

**5. Is there a mandatory pre-bid meeting?**

No. A RFP orientation meeting was held on August 17, 2015. See page 1-4 of the RFP. Participation at the meeting was not mandatory.

**6. Is there bonding required?**

No.

**7. What was the cost of these services last year?**

The cost of the services varied depending on the type of services provided. Refer to Hawaii's State Procurement Office website under Contract Awards (<http://spo.hawaii.gov/>) for previous awards for Victim Services for Adult Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

**8. Can you provide a bid tabulation?**

A bid tabulation is not provided during the solicitation or award process. Information regarding the submitted proposals can be requested after completion of the award process.

**9. Is there a page limit for the narrative? If so, what is it?**

No, there is no page limit.

**10. Are we required to use the Word form-fill to respond to Part II. Description of Project for Section IV. Service Delivery? Or may we provide the narrative in Word using the same headers?**

No. The Word form-fill is not required to respond to Part II. Description of Project for the Service Delivery as long as all of the same headers are included in the Word narrative.

**11. Is a work plan required?**

No, a work plan is not required. See page 3-6 for the requirements regarding a description of Project Activities.