

January 7, 2016

## **REQUEST FOR PROPOSALS**

### **BEHAVIORAL INSTRUCTIONAL SUPPORT SERVICES**

**RFP No.: RFP F15-114**

The Hawaii Department of Education (HIDOE) Special Education Section is requesting proposals from qualified providers to furnish behavioral instructional support services (BISS) for eligible students who are in need of such services. Services should combine educational and behavioral approaches in providing time limited interventions designed to assist students to effectively access the general education curriculum. The contract term will be from July 1, 2016 through June 30, 2017. Multiple contracts may be awarded under this request for proposals (RFP).

Copies of this Request for Proposals (RFP) may be obtained at the Hawaii Department of Education (HIDOE) Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola St, Rm. 200, Waipahu, Hawaii 96797 or downloaded from the Hawaii State Procurement Office (SPO) website: <http://spo3.hawaii.gov/notices/notices> or <http://hawaii.gov/spo2/health/rfp103f/>.

Proposals shall be mailed, postmarked by the United States Postal Service on or before February 17, 2016, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 2:00 p.m., Hawaii Standard Time (HST), on February 17, 2016, at the drop-off site 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 HIDOE Office of Curriculum and Instructional Services Section (OCISS) will conduct an orientation *for all islands* on January 15, 2016 from 9:00 a.m. to 10:30 a.m. Hawaii Standard Time (HST), at the OCISS Annex Rm. 113, 475 22nd Avenue, Honolulu, Hawaii, 96816. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 2:00 p.m., HST, on January 21, 2016. All written questions will receive a written response from the HIDOE on or about January 29, 2016.

Inquiries regarding this RFP should be directed to Rex Shilo, Procurement and Contracts Branch at 94-275 Mokuola St, Room 200, Waipahu, Hawaii 96797, by telephone at (808) 675-0130, or via email at [Rex\\_Shilo@notes.k12.hi.us](mailto:Rex_Shilo@notes.k12.hi.us).

**KATHRYN S. MATAYOSHI**  
**SUPERINTENDENT**

Procurement Notice Posted on January 7, 2016.