

State of Hawaii
Department of Human Services
Division of Vocational Rehabilitation
Staff Services Office

Request for Proposals

HMS-802-17-02 Evaluation and Training (E&T) Services for VR Consumers

Statewide

February 10, 2016

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

February 10, 2016

REQUEST FOR PROPOSALS

**EVALUATION AND TRAINING (E&T) SERVICES
FOR VR CONSUMERS
RFP No. HMS-802-17-02**

The Department of Human Services (DHS), Division of Vocational Rehabilitation (DVR), is requesting proposals from qualified applicants to provide Evaluation and Training (E&T) Services to VR Consumers statewide. The contract term will be from July 1, 2016 through June 30, 2018. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before March 15, 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 March 15, 2016, at the drop-off sites 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 Division of Vocational Rehabilitation will conduct a teleconference orientation on February 17, 2016, at 2:00pm, HST. All prospective applicants are encouraged to participate in the orientation. Call or e-mail Lorene Gokan to request the teleconference number by February 16, 2016, 2:00 p.m.

The deadline for submission of written questions is 2:00 p.m., HST, on February 24, 2016. All written questions will receive a written response from the State on or about February 29, 2016.

Any inquiries and requests regarding this RFP should be directed to Lorene Gokan at 600 Kapiolani Blvd., Room 304, Honolulu, Hawaii 96813, telephone: (808) 586-9746, fax: (808) 586-9755, e-mail: lgokan@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:
One (1) original with three (3) copies and
One (1) electronic version on CD/DVD/Memory Stick**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **MARCH 15, 2016** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

Department of Human Services
Division of Vocational Rehabilitation
Staff Services Office
600 Kapiolani Blvd., Room 304
Honolulu, Hawaii 96813

DVR RFP COORDINATOR

Lorene Gokan
Phone: (808) 586-9746
Fax: (808) 586-9755
Email: lgokan@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **2:00 P.M., Hawaii Standard Time (HST), March 15, 2016.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:00 p.m., **March 15, 2016.**

Drop-off Site

Department of Human Services
Division of Vocational Rehabilitation
Staff Services Office
600 Kapiolani Blvd., Room 304
Honolulu, Hawaii 96813

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

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)	February 10, 2016
Distribution of RFP	February 10, 2016
RFP orientation session	February 17, 2016 @ 2pm
Closing date for submission of written questions for written responses	February 24, 2016
State purchasing agency's response to applicants' written questions	February 29, 2016
Discussions with applicant prior to proposal submittal deadline (optional)	Optional
Proposal submittal deadline	March 15, 2016
Discussions with applicant after proposal submittal deadline (optional)	Optional
Final revised proposals (optional)	Optional
Proposal evaluation period	Week of March 29, 2016
Provider selection	Week of April 4, 2016
Notice of statement of findings and decision	Week of April 4, 2016
Contract start date	July 1, 2016

1.2 Website Reference

	Item	Website
1	Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2	RFP website	http://hawaii.gov/spo2/health/rfp103f/
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4	General Conditions, AG-103F13	http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
5	Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6	Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7	Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8	Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9	Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10	Department of Taxation	http://tax.hawaii.gov
11	Department of Labor and Industrial Relations	http://labor.hawaii.gov
12	Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13	Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14	Internal Revenue Service	http://www.irs.gov/
<p>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)</p>		

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Division of Vocational Rehabilitation
600 Kapiolani Blvd., Room 304
Honolulu, Hawaii 96813
Phone: 808-586-9746 Fax: 808-586-9755
lgokan@dhs.hawaii.gov

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Lorene Gokan
808-586-9746
lgokan@dhs.hawaii.gov

1.7 Orientation

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

Date: February 17, 2016 **Time:** 2:00p.m. – 4:00p.m.
Location: Contact Lorene Gokan for teleconference number by February 16, 2016, 2:00p.m.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: February 24, 2016 **Time:** 2:00 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: February 29, 2016

1.9 Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.

3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
 - **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
 - 1. Postmarked after the designated date; or
 - 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Proposals submitted electronically via e-mail, website, etc., will not be permitted.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address. Only the following matters may be protested:

- (1) A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Rachael Wong, DrPH	Name: Lorene Gokan
Title: Director of Human Services	Title: Program Specialist
Mailing Address: PO Box 339 Honolulu, HI 96809	Mailing Address: 600 Kapiolani Blvd., Room 304 Honolulu, HI 96813
Business Address: 1390 Miller Street, Room 209 Honolulu, HI 96813	Business Address: 600 Kapiolani Blvd., Room 304 Honolulu, HI 96813

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Division of Vocational Rehabilitation (DVR) provides Vocational Rehabilitation (VR) Services to eligible individuals with disabilities to enable them to achieve meaningful employment. Full time competitive employment in an integrated setting is the preferred outcome, except if the individual chooses otherwise. The right of the individual to active participation and informed choice in the Individualized Plan for Employment shall be facilitated.

Evaluation and Training (E&T) Services are for individuals who have a wide range of significant disabilities and are referred by the Division of Vocational Rehabilitation. E&T Services are to be individualized, consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Evaluation Services

Vocational Evaluation is a comprehensive, systematic, organized assessment process that uses a combination of work activities/samples, psychometrics, behavioral observations and other techniques to assess the presence and extent of vocational strengths, weaknesses, barriers to employment, and functional limitations in order to make recommendations that will utilize individual strengths and effectively alleviate or remove identified vocational barriers and/or functional limitations utilizing assistive technology/devices as appropriate.

Training Services

Vocational/Occupational Training emphasizes skills and knowledge required for a particular job function (such as typing or data entry) or a trade (such as grounds keeping or food service). The training prepares VR consumers in a recognized occupation.

Multiple contracts will be awarded under this RFP based on the geographical location of VR needs.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) was posted on January 6, 2016, with a teleconference held on January 20, 2016 and a deadline of January 25, 2016 for written responses.

C. Description of the service goals

Evaluation Goals: Provision of data pertinent to understanding the vocational functioning of an individual.

Training Goals: Acquire or improve vocational technical skills identified in the Individualized Plan for Employment.

D. Description of the target population to be served

The target population to be served is persons with significant and most significant disabilities, including cognitive, physical and mental impairments, referred by their Vocational Rehabilitation Counselors. The provider must be prepared to service persons who are deaf, hard of hearing, blind, and deaf blind.

The Division of Vocational Rehabilitation will NOT guarantee a minimum number of referrals. Services are customized based on the needs of the applicant and/or consumer. Referrals are based on the applicants/consumers informed choice when more than one service provider is available.

The following numbers are based on FY 2015 data and may be used as a guideline for planning purposes, with the understanding that not all applicants and consumers require evaluation and/or training services.

Location	Number of Applicants	Number of Consumers Served
Hawaii Branch – Hilo Office	169	584
Kauai Branch	98	551
Maui Branch – Maui Office	99	432
Oahu Branch & Services for the Blind Branch	540	4,099
Total	906	5,666

E. Geographic coverage of service

Services will be provided for the following geographic areas:

- Hawaii County: Hilo Area Only
- Kauai County: Island Wide
- Maui County: Maui Island Only (no Molokai or Lanai)
- Oahu County: Island Wide

F. Probable funding amounts, source, and period of availability

State and Federal funds are available for two years. Probable funding amounts are listed below.

Location	Probable Amount Per Year
Hawaii Branch – Hilo Office	\$30,000
Kauai Branch	\$50,000
Maui Branch – Maui Office	\$50,000
Oahu Branch/Services for the Blind Branch	\$497,000
Total	\$627,000

State Fiscal Year	State Funds	Federal Funds	Total
2016 – 2017	\$133,551	\$493,449	\$627,000
2016 – 2017	\$133,551	\$493,449	\$627,000
Total	\$267,102	\$986,898	\$1,254,000

The State reserves the right to amend the funding amount of individual contracts according to utilization, without the need for rebidding.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
 - Quarterly Program Reports based on:
 - Numbers of referrals and their sources
 - Numbers of consumers served
 - Types of services requested
 - Types of services provided
- (3) Quality of Care/Quality of Services
 - Quarterly Program Reports based on:
 - Consumer Satisfaction Surveys
 - Counselor Feedback
 - Timely Case Management
- (4) Financial Management
 - Monthly Invoicing based on:
 - Accuracy
 - Timeliness
 - Supporting Documentation ensuring VR Counselor approval and consumer/applicant receipt of services.
- (5) Administrative Requirements
- (6) Participation in Quarterly Meetings with DVR.

2.3 General Requirements

A. **Specific qualifications or requirements, including but not limited to licensure or accreditation**

The physical facilities of providers must meet Americans with Disabilities Act (ADA) requirements. Telecommunication devices, visual alarms for fires and other emergencies are essential for consumers who are deaf or hard of hearing.

The provider shall comply with Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPOH-H-201, which can be found in the Purchase of Service (POS) Manual.

Providers who have staff that are Certified Rehabilitation Counselors (CRC) and/or Certified Vocational Evaluators (CVE) will be given preference.

B. **Secondary purchaser participation**

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases - None

C. **Multiple or alternate proposals**

(Refer to HAR §3-143-605)

Allowed Unallowed

Multiple proposals shall be allowed from the same applicant, however, only one proposal shall be submitted per location. An applicant may submit only ONE proposal per geographic location identified in Section 2.1.E.

D. **Single or multiple contracts to be awarded**

(Refer to HAR §3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards:

Awards will be based on geographic areas of service and numbers of consumers to be served.

E. **Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:	
Initial term of contract:	July 1, 2016 – June 30, 2018
Length of each extension:	Not Applicable
Number of possible extensions:	None
Maximum Length of Contract:	July 1, 2016 – June 30, 2018

The initial period shall commence on the contract start date of Notice to Proceed, whichever is later.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

EVALUATION

(1) Vocational Evaluation services shall utilize methods that assess skills and abilities, vocational barriers and/or functional limitations relative to gainful employment in an integrated setting. The content of any vocational evaluation must reflect the needs of the individual with a disability. The intent is to assess skills, abilities, and barriers that affect employment and make recommendations that will utilize individual strengths/abilities, alleviate identified barriers and identify reasonable accommodations. The following areas shall be addressed in the vocational evaluation report:

- a) Vocational Interest
- b) Vocational Goals
- c) Performance Skills and Aptitudes
- d) Work Related Behaviors
- e) Transferrable Skills
- f) Physical Capabilities
- g) Mental/Emotional Capabilities
- h) Learning Styles
- i) Independent Living Skills
- j) Job Seeking/Job Retention Skills
- k) Vocational Barriers to Employment
- l) Functional Limitations
- m) Reasonable Accommodation Needs and Modifications

(2) Types of Vocational Evaluation

Vocational evaluation services are provided to assist VR counselors in the collection of information regarding a consumer's strengths, abilities and/or barriers to employment. Vocational Evaluation services shall be provided in a

manner that is the least restrictive to the consumer in terms of methods of assessment and duration of the program.

- (3) DVR is seeking services for the following two (2) types of Evaluations:

Comprehensive Evaluation - For purposes of this RFP, a Comprehensive Evaluation is conducted for VR applicants and consumers with the most significant disabilities, to assist in the determination that the individual can benefit from the provision of VR services in terms of an employment outcome. Comprehensive Evaluations explores the individual's abilities, capabilities, and capacity to perform in realistic work situations and shall take place in the most integrated setting possible, consistent with the informed choice and rehabilitation needs of the individual.

Targeted Evaluation - For the purposes of this RFP, a Targeted Evaluation responds to a specific ability, capability, and/or interest of a consumer. Examples of evaluation topics include (a) an individual's preferences for different types of jobs and work activities (b) the individual's capacity to perform in a variety of vocational roles, and (c) the need for training in specific and general skills required for success in employment.

- (4) The Vocational Evaluator must have an understanding of a variety of physical and mental disabilities. Evaluators will be responsible for selecting, administering, and interpreting a variety of evaluation instruments.
- (5) A comprehensive, written report shall encompass the findings and recommendations of the vocational evaluation and shall be an all-inclusive document. The content of the evaluation shall provide sufficient detail, information, and direction to allow the report to be used relatively independently.

VOCATIONAL (TECHNICAL) SKILLS TRAINING

- (6) Provide technical skills training in one or more of the following areas:

- a. Food Service
- b. Custodial
- c. Customer Service
- d. Maintenance/Grounds keeping
- e. Other vocational skills necessary for entry level employment not readily available in the community.

- (7) Provide written reports on consumers to include:

- a. Progress in acquiring technical skills
- b. Attendance and Punctuality
- c. Following Directions

d. Interpersonal Skills and Attitude

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Preferences shall be given to:

- Staff who are current CRC.
- Staff who are current CVE.
- Staff who can communicate directly with the deaf population as opposed to working through interpreters.

2. Administrative

The Provider shall adopt and implement policies and procedures that address the following areas:

- a. The Provider shall utilize appropriate reports and records pertaining to the provision of services in accordance with standards approved by DVR. Reports and records shall be maintained by the Provider and made available for monitoring and reviewed by the DVR staff upon request.

The Provider shall safeguard the confidentiality of all personal information of individuals with disabilities.

- b. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and requirements pursuant to 34 CFR part 104.
- c. Comply with provisions of Hawaii Revised Statutes (HRS) Chapter 371 Part II, Language Access.
- d. General Conditions 1.4 is replaced with the following:

Insurance Requirements. PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawaii (or meet Section 431:8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii), as follows:

Occurrence Based Commercial Liability Insurance: No less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for bodily injury and property damage. The insurance policy shall be on an occurrence basis, rather than claims made.

Automobile Liability Insurance: For automobiles owned, or leased by the PROVIDER and used to carry out services specified in this Agreement, insurance that complies with the Hawaii No Fault Insurance Law of at least one million dollars (\$1,000,000.00) combined single limit with respect to bodily injury and property damage. Automobile liability insurance shall include excess coverage for PROVIDER's employees who use their own vehicles in the course of their employment.

Professional Liability Insurance: If applicable, no less than one million dollars (\$1,000,000.00) per claim and two million dollars (\$2,000,000.00) annual aggregate.

All insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. PROVIDER shall maintain in effect all insurance until the STATE certifies that PROVIDER's work under the Contract has been completed satisfactorily.

The insurance policies shall also provide that:

1. It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy; and
2. The STATE and its officers and employees are Additional Insureds with respect to operations performed for the State of Hawaii.

Prior to or upon execution of the Agreement, PROVIDER shall obtain and provide to the STATE a certificate of insurance verifying the existence of the insurance coverage in the amounts stated above. The certificate shall indicate that the STATE and its officers and Employees are Additional Insureds.

PROVIDER shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration.

Should the insurance coverage be cancelled, limited in scope, or not renewed upon expiration, before PROVIDER's work under the Contract is certified by the STATE to have been completed satisfactorily, PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section, and provide a current certificate of insurance to the STATE.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under the Agreement, the PROVIDER shall timely renew the policy and provide the STATE an updated certificate of insurance.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER's responsibility for payment of damages resulting from its operations under this Contract, including PROVIDER's separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this contract.

3. **Quality assurance and evaluation specifications**

- a. The provider shall have a quality assurance plan to assure that all requirements of the contract are provided as specified.
- b. At minimum, the Quality Control Plan shall address:
 - i. A system for checking referrals and timelines that streamline the process. For example, from referral to intake, intake to assessment, assessment reports to counselors, etc.
 - ii. A system to monitor types of requests and services delivered.
 - iii. A system that ensures all personnel associated with this contract (including contracted provider) provide quality service.
 1. Minimum qualifications for personnel.
 2. Methods of maintaining personnel records to ensure contract compliance.
 3. Methods of performance inspections.
 4. Criteria in which quality service is measured.
 5. As applicable, personnel are notified of substandard performance in their area of responsibility. Noted discrepancies are corrected and personnel are counseled or retrained as necessary to ensure

quality services are being performed.

- iv. A system for monitoring customer satisfaction.
- v. Strategies for continual improvements and methods used to communicate these findings to all personnel.
 - 1. Improvements in Service Delivery through participation in professional organizations, community meetings, conferences, etc.
 - 2. Up to date information on emerging trends and best practices.
- c. Methods of records and data-keeping that will ensure contract compliance.
- d. Fiscal and financial record keeping that will ensure contract compliance.

4. Output and performance/outcome measurements

The most critical performance measures are the numbers of persons served and the number of persons who achieved the objectives established in their individualized plan for employment. The next criterion is consumer satisfaction with services of the program.

The provider shall report to the Division of Vocational Rehabilitation (DVR) the following outcome data at each quarterly meeting:

- 1. Consumer name and vocational rehabilitation status;
- 2. Disability of each individual;
- 3. Vocational rehabilitation branch/section/counselor that referred the individual with a disability;
- 4. Description of the service(s) provided, the number of hours spent for each service; the cost of the service(s) and outcomes of the provided service(s);
- 5. Summary of the number of individuals served by branch, section, counselor each month, quarter, and year.

5. Experience

The provider shall have experience working with people that have a variety of disabilities, including those who are deaf, hard of hearing, blind, and deaf-

blind. The provider shall have experience conducting evaluations and training to persons with the most significant disabilities.

6. Coordination of services

The provider shall continuously coordinate the provision of service with the referring VR Counselor. Written evaluation and/or progress reports shall be submitted timely. No work shall be performed until written approval is given by the VR Counselor.

7. Reporting requirements for program and fiscal data

The provider shall:

- a) Submit monthly reports, at a minimum, to referring Vocational Rehabilitation Counselors, updating the status of the individual consumer and reporting of objectives achieved.
- b) Submit monthly and quarterly progress reports that include data on overall services provided, number of clients served, and other information requested by DVR.
- c) Submit monthly invoices to DVR.

C. Facilities

The provider shall describe its facilities/offices and demonstrate its adequacy in relation to the proposed services and how it meets ADA requirements. The provider shall also indicate which, if any, special equipment will be used to meet these requirements. If not presently available, the provider shall describe plans to secure facilities.

2.5 COMPENSATION AND METHOD OF PAYMENT

A. Units of Service and Unit Rate

All services shall be based on a Unit Rate per service activity.

- 1) Evaluation – cost per hour per consumer or cost per type of evaluation per consumer.
- 2) Training – cost per hour per consumer or cost per training class.

B. Monthly payments will be made upon submission of invoices, based on funding availability and on the condition that services were rendered and all required monthly, quarterly, and annual reports were received by DVR in accordance with the established due dates.

Section 3

Proposal Application Instructions

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 numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (Refer to Section 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.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

The applicant shall demonstrate that it meets the Management Requirements in Section 2.4 Scope of Work.

B. Experience

The applicant shall demonstrate that it has the necessary experience relating to the delivery of the proposed services. The applicant shall provide a description of experience in working with persons with significant and most significant disabilities.

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

The applicant shall demonstrate that it meets the Management Requirements in Section 2.4 Scope of Work.

The applicant shall include points of contact, addresses, e-mail and/or telephone numbers of references as applicable to the proposed services. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall describe its business operating hours. The applicant shall describe what adjustments, if any, shall be made to accommodate consumers or other requests to provide support outside of the normal operating hours.

The applicant shall describe its plans for compliance with Management Requirements in Section 2.4 Scope of Work.

Client satisfaction with services and employment outcomes are the key qualitative measures. Applicants shall describe:

- a) Ratio of instructor to consumer for:
 - 1) Evaluations
 - 2) Classroom or Workshop
- b) Syllabus, Objectives and Measures for each Training activity.
- c) Length (hours and frequency) of each Training Activity
- d) Describe, if a group setting is proposed for Training Activity:
 - 1) Open Group mechanisms
 - 2) Closed Group mechanisms
- e) Procedure on:
 - 1) Missed evaluation days or training classes, excused
 - 2) Missed evaluation days or training classes, unexcused
 - 3) Retaking or extending an activity

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. The applicant shall describe its formal and informal agreements and relationships with other community resources and supports for various geographical areas.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in Section 2, Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in Section 2, Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2.1, Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The applicant shall include:

1. Evaluation

- a. Description of types and measures of evaluation tools utilized or planning to utilize.
- b. Length (hours and frequency) of each evaluation method utilized.
- c. Description of evaluation sites.
- d. Sample Report for each type of Evaluation.

2. Training

- a. Description or provision of Syllabus, Objective, and Measures for each type of training
- b. Ratio of instructor to students for classroom or workshop
- c. Length (hours and frequency) of each training activity.
- d. Procedure on:
 - Missed Classes, excused
 - Missed Classes, unexcused
 - Retaking or extending a class
- e. Additional Information:

- i. Does the applicant hold a 14(c) Wage Certificate?
- ii. Does the applicant plan to pay the VR trainees?
- iii. If the applicant pays the VR trainees, will the wages be below minimum wage?

The applicant shall describe the organizational carrying capacity, the maximum number of individuals with a disability it can serve at any one time. The applicant shall also describe its plans in case it receives referrals for services beyond its carrying capacity. Finally, the applicant shall describe plans to maintain the contracted carrying capacity in the event of staff turnover.

3.5 Financial

A. Pricing Structure

The applicant shall submit a fee schedule for the proposed services as indicated in Section 2.5 Compensation and Method of Payment. If the applicant is proposing a fixed cost (cost per service per month) in place of a fixed fee (cost per consumer per unit), it must describe contingency plans in the event there is no referrals for the given time period.

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References for website address. The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205 Budget
- SPO-H-206A Budget Justification-Salaries and Wages
- SPO-H-206B Budget Justification-Personnel: Payroll Taxes, Assessments and Fringe Benefits
- SPO-H-206C Budget Justification Travel: Inter-Island
- SPO-H-206E Budget Justification Contractual Services: Administrative
- SPO-H-206F Budget Justification Contractual Services: Subcontracts

B. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant shall provide their most recent financial audit report.

3.6 Other

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	30 points	
Project Organization and Staffing	10 points	
Service Delivery	50 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

1. *Experience and Capability (30 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- | | |
|---|-----------|
| A. Necessary Skills | <u>5</u> |
| <ul style="list-style-type: none">• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. Experience | <u>5</u> |
| <ul style="list-style-type: none">• Description of projects/contracts pertinent to the proposed services. | |
| C. Quality Assurance and Evaluation | <u>10</u> |
| <ul style="list-style-type: none">• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.• Description of plans for compliance with Management Requirements. | |

- | | |
|--|----------|
| D. Coordination of Services | <u>5</u> |
| <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. | |

- | | |
|---|----------|
| E. Facilities | <u>5</u> |
| <ul style="list-style-type: none"> • Location(s) and adequacy of facilities relative to the proposed services. | |

2. Project Organization and Staffing (10 Points)

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

- | | |
|--|----------|
| A. Staffing | <u>5</u> |
| <ul style="list-style-type: none"> • Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. • Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. | |

- | | |
|---|----------|
| B. Project Organization | <u>5</u> |
| <ul style="list-style-type: none"> • Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. • Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | |

3. Service Delivery (50 Points)

Evaluation criteria for this section will assess the applicant’s approach to the service activities and management requirements outlined in the Proposal Application.

- | | |
|---|-----------|
| <ul style="list-style-type: none"> • Vocational Assessment - Description, Method, Length, Measures and Reports | <u>20</u> |
| <ul style="list-style-type: none"> • Vocational Training - Description, Syllabus, Method, Length, Measures and Reports | 20 |

- Schedules are flexible to meet the needs of VR Participants

10

5. *Financial (10 Points)*

- Rates are competitive and reasonable for unit of service.
- Applicant's proposal budget is reasonable, given program resources and operational capacity.
- Adequacy of accounting system.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Provider Compliance	Section 1, RFP	SPO Website*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Sample Evaluation Reports	Section 3.4, RFP		X	
Syllabus, Objectives, Measures	Section 3.4, RFP		X	

*Refer to Section 1.2, Website Reference for website address.

Proposal Application Table of Contents

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	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
4.0	Service Delivery	12
5.0	Financial	20
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	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
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