

February 23, 2016

## **REQUEST FOR PROPOSALS**

### **SCHOOL BASED BEHAVIORAL SERVICES**

#### **RFP No. F16-083**

The Hawaii Department of Education (HIDOE) Kauai Complex Area Office, is requesting proposals from qualified providers to provide psychological assessment and intervention services to eligible students who are in need of such services. The contract term will be from July 1, 2016 to June 30, 2017. Multiple contracts may be awarded under this request for proposals (RFP).

Proposals must be mailed, postmarked by the United States Postal Service on or before **March 24, 2016** and received no later than ten (10) days from the date of postmark. Hand delivered proposals must be received no later than 4:00 p.m. Hawaii Standard Time (HST) on **March 24, 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 Kauai Complex Office will conduct an orientation **March 1, 2016 from 9:00 a.m. to 11:00 am. Hawaii Standard Time (HST)**, at the **District Building, 3060 Eiwa Street, Lihue, Hi 96766, 3<sup>rd</sup> Floor AV Room, Phone: (808) 274-3509**. All prospective applicants are encouraged to attend the orientation

The deadline for submission of written questions is 2:00 p.m., HST, March 7, 2016. All written questions will receive a written response from the HIDOE on or about March 10, 2016.

Inquiries regarding the administration of this RFP should be directed to Ms. Gail Nakaahiki, Department of Education, Kauai Complex Area Office, School Based Behavioral Health Services Section, 3060 Eiwa Street, Room 305, Lihue, Hawaii 96766 or by telephone at (808) 274-3500.

Inquiries regarding substantive programmatic issues should be directed to the RFP Contact Person, Chesne Cabral Kitamura, at the same address and telephone number listed in the preceding paragraph.

Administrative inquiries may also be directed to the Procurement and Contracts Branch at 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797, telephone: (808) 675-0130, email: [DOEprocure@notes.k12.hi.us](mailto:DOEprocure@notes.k12.hi.us).