

State of Hawaii
Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office

Request for Proposals

HMS-302-16-06-H

Infant and Toddler Care for Teen Parents Attending Kealakehe High School

March 1, 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.*



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

March 1, 2016

MEMORANDUM

To: All Interested Applicants

From: Rachael Wong, DrPH, Director

SUBJECT: Infant and Toddler Care for Teen Parents attending Kealakehe High School Request For Proposals (RFP) HMS-302-16-06-H

The Department of Human Services (DHS), Benefit Employment & Support Services Division (BESSD), Child Care Program Office (CCPO), is requesting proposals from qualified applicants to assist the department in the following:

- 1) Provide full-time child care services for infants and toddlers of teen parents who are enrolled in and attend Kealakehe High School, to enable the teen parents to continue their high school education so they can be promoted to the next grade and/or graduate from high school;
- 2) Child care services shall be licensed by DHS prior to enrolling children in care and operated on campus of the Kealakehe High School located at 74-5000 Puohuluhuli Street, Room J-102, Kailua-Kona, Hawaii 96740;
- 3) The ages of the children accepted shall be from 6 weeks to 36 months old and the license capacity of the child care program shall be for up to twelve (12) children of teen parents enrolled in and attending Kealakehe High School;
- 4) Fully utilize childcare slots over time;
- 5) The services are to be available every day when DOE school is in session, and is open half an hour before the school day begins, and half an hour after the school day ends;
- 6) The staff selects motivated students and refer them to the childcare program;
- 7) Involvement and participation of teen fathers and mothers as well as parents of the teen parents in the childcare program activities is expected;
- 8) Subsequent full-term teen pregnancies are reduced while participating in the program;
- 9) Collaboration and coordination is developed and sustained between other community programs/organizations and the Kealakehe High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or alternate on-campus program that provides educational and parenting support services for pregnant and parenting teens;
- 10) Provide regular staff training opportunities;

- 11) Provide activities to increase parenting competencies, to learn life skills and child development skills as appropriate parents to ensure a healthy and safe environment for their child;
- 12) Manage and supervise the program components; and
- 13) Provide quality control and self-evaluation of program progress.

The initial contract term will be from **July 1, 2016 through June 30, 2017**. The State, at its option, may extend the Agreement in writing, for four (4) additional State fiscal year periods, not to exceed June 30, 2021. The DHS will award one (1) single contract under this RFP.

The RFP provides information to assist applicants in the preparation of a proposal and a budget, including: 1) a description of the services sought; 2) the requirements to be met by the applicant selected to provide the service; 3) the criteria by which qualifying proposals shall be reviewed/rated; and 4) the criteria for monitoring/evaluating the services. Applicants are to address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **April 7, 2016**, or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **April 7, 2016**, to the DHS-Child Care Program Office at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813. All mail-ins postmarked after 12:00 midnight (including courier mail) later than 4:30 p.m. HST, on **April 7, 2016** or hand delivered after the **April 7, 2016** deadline will not be accepted.

The Child Care Program Office will conduct an **orientation on March 10, 2016 from 9:30 a.m. to 11:00 a.m. HST**, at the DHS-CCPO, 820 Mililani Street, #615, Honolulu, Hawaii, 96813.

Additionally, interested persons from the neighbor islands are invited to participate through either video conferencing or telephone conference at the following sites:

East Hawaii:

DHS/BESSD, Central Hilo Unit,
1990 Kinoole Street, Suite 109
Hilo, Hawaii 96720

West Hawaii:

DHS, BESSD, North Kona 2 Unit, Kona Center
75-5722, Hanama Place, Rm. 1105
Kailua-Kona, Hawaii 96740

Kauai:

DHS, BESSD, South Unit, Dynasty Court
4473 Pahee Street, Suite G
Lihue, Hawaii 96766

Maui:

DHS, BESSD, Central Maui Unit
Waiehu Beach Center
270 Waiehu Beach Road, Suite 107
Wailuku, Hawaii 96793

All prospective applicants are encouraged to attend the orientation.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Kathy Ochikubo at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813, telephone: (808) 586-7110, fax: (808) 586-5744, or e-mail: kochikubo@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **April 7, 2016 and received by the state purchasing agency no later than 10 days from the submittal deadline.**

All Mail-ins

Department of Human Services
Benefit, Employment & Support Services
Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

DHS RFP COORDINATOR

Kathy Ochikubo
Phone: (808) 586-7110
Email:
kochikubo@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), April 7, 2016.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **April 7, 2016.**

Drop-off Site

Department of Human Services
Benefit, Employment & Support Services
Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 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)	03/01/2016
Distribution of RFP	03/01/2016
RFP orientation session	03/10/2016
Closing date for submission of written questions for written responses	03/17/2016
State purchasing agency's response to applicants' written questions	03/28/2016
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	04/07/2016
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	04/08/2016- 04/15/2016
Provider selection	04/18/2016- 04/19/2016
Notice of statement of findings and decision	04/20/2016- 04/22/2016
Contract start date	07/01/2016

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/
(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)	

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
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Phone: (808) 586-7110 Fax: (808) 586-5744

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.

Kathy Ochikubo
Phone: (808) 586-7110
Email: kochikubo@dhs.hawaii.gov

1.7 Orientation

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

Date: March 10, 2016 **Time:** 9:30 a.m. HST
Location: DHS, BESSD, Child Care Program Office, 820 Mililani Street, #615, Honolulu, Hawaii 96813

Additionally, interested persons from the neighbor islands are invited to participate through either video conferencing or telephone conference at the following sites:

East Hawaii:
DHS, BESSD, Central Hilo Unit, 1990 Kinooole Street, Suite 109, Hilo, Hawaii 96720

West Hawaii:
DHS, BESSD, North Kona 2 Unit, Kona Center, 75-5722 Hanama Place, Rm. 1105, Kailua-Kona, Hawaii 96740

Kauai:
DHS, BESSD, South Unit, Dynasty Court, 4473 Pahee Street, Suite G, Lihue, Hawaii 96766

Maui:
DHS, BESSD, Central Maui Unit: Waiehu Beach Center, 270 Waiehu Beach Road, Suite 107, Wailuku, Hawaii 96793

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: March 17, 2016 **Time:** 4:30 p.m. HST

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

Date: March 28, 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.

Faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means are not permitted.

1.10 Discussions with Applicants

- **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- **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: Scott Nakasone
Title: Director	Title: Acting Division Administrator
Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339	Mailing Address: 820 Mililani Street, Suite 606 Honolulu, Hawaii 96813
Business Address: 1390 Miller Street Honolulu, Hawaii 96813	Business Address: 820 Mililani Street, Suite 606 Honolulu, Hawaii 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 mission of the Department of Human Services (DHS) is to provide high quality, efficient, and effective services designed towards achieving self-sufficiency for clients as quickly as possible and to direct our limited resources toward helping those least able to care for themselves.

The Department of Human Services is the State's lead agency for the federal Child Care and Development fund. The purpose of this grant is to increase the availability, affordability and quality of early childhood educational and care programs. The purpose of this RFP is to contract with an organization to provide full day child care services to support teen parents in their efforts to be promoted or graduate from high school.

Historically, children living with mothers who did not finish high school are more likely to drop out of school and have more at-risk behaviors than children whose mothers had obtained more schooling. Teens who are pregnant and/or parenting have often shown poor school attendance, in part due to a lack of child care. Therefore, teen parents who are enrolled students in the GRADS program and these child care services are considered to be eligible without regard to income for "protective services" to ensure improved outcomes for the teen parents and their young children. To assure greater educational opportunity for all students at Kealakehe High School, enrolled students who are also parents will have access to child care during the academic school year.

Teen parents will be involved in parenting classes and activities that develop and promote healthy, positive parenting, and family strengthening skills.

B. Planning activities conducted in preparation for this RFP

Planning for this contract included an assessment of the existing State contract and comments received through the formal "Request for Information" (RFI) process. The RFI was posted on the SPO website on January 8, 2016.

C. Description of the service goals

The goal is to enable teen parents to continue their high school education by the provision of full day child care services to their children between the ages of 6 weeks to 36 months old in a DHS-licensed child care facility. The license capacity

shall be for up to 12 children. The program shall be open every day that school is in session and shall be open 30 minutes prior to the school day starting, and 30 minutes after the school day ends. See Section 5, Attachment D for DOE 2016-2017 Official School Calendar.

Objectives should be measurable for the contract period of performance. Outcomes are the degree to which the objectives were achieved. Ideally, these would be projected at 100%. The objectives include the following:

- 1) Full utilization of the child care center;
- 2) Parents of the infants/toddlers are enabled to attend school, be promoted to the next grade, and graduate from high school;
- 3) Teen fathers and parents of the teen parents participate in program activities;
- 4) Subsequent full-term pregnancies are reduced while participating in the program;
- 5) Collaboration and coordination with other community programs and organizations, and the Kealakehe High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program. If there is no GRADS program, the High School Counselor shall maintain an alternate on-campus program that provides educational and parenting support services for pregnant and parenting teens:
 - a) To allow students opportunities to remain in school and be promoted from year to year and/or meet graduation requirements;
 - b) To learn life skills and child development skills as appropriate parents to ensure a healthy and safe environment for their child;
 - c) To utilize slots over time.
- 6) The GRADS staff or High School Counselor shall select and refer the teen parents who are enrolled in and attend Kealakehe High School to participate in this child care program because they are motivated to attend school and have no satisfactory alternative child care arrangements for their children in order to attend school. The teens receiving child care are integrated with the GRADS or alternate program. The applicant selected to provide the service shall plan and implement the child care project activities in collaboration with GRADS staff or High School Counselor;
- 7) Provide staff training opportunities, and
- 8) Provide activities to increase parenting competencies.

D. Description of the target population to be served

Teen parents who are enrolled in and attend the Kealakehe High School on the island of Hawaii are selected and referred by the Department of Education GRADS staff or the High School Counselor to participate in this child care program because they are motivated to attend school and have no satisfactory alternative child care arrangements for their children in order to attend school. The teen parents' children from 6 weeks to 36 months are enrolled in the child care program. The teen fathers

and families of the teen parents are also encouraged to participate in program activities.

E. Geographic coverage of service

These child care services are provided on campus and are limited to teen parents who are enrolled in and attend Kealakehe High School on the island of Hawaii.

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

A maximum amount of \$95,429 in total funding from federal funds is allocated for the initial contract period of July 1, 2016 through June 30, 2017. A maximum of \$95,429 per year is allocated for four (4) additional twelve (12) month periods, not to exceed June 30, 2021. The total allocation of funds is subject to a determination of satisfactory performance and the appropriation and availability of funds and may be terminated without liability to either the purchasing agency or the provider in the event funds are not appropriated or available.

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
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

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

- 1. The children must be cared for in a DHS-licensed Infant & Toddler Child Care Center. The applicant selected to provide the service (Provider) shall ensure that the appropriate staff qualifications and caregiver to child ratio regulations are maintained at all times during the hours of operation and will meet all DHS regulations set forth in Hawaii Administrative Rules (HAR), Title 17, Chapter 17-895, "Licensing of Infant and Toddler Child Care Centers," or in any subsequent rules revised or adopted.
- 2. The Provider shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services. Refer to Section 1.2, Website Reference for Cost Principles website address.

3. The Provider shall ensure the continuity of service activities in the event of the staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. Also, the Provider shall not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

B. Secondary purchaser participation
(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed subject to approval by the primary purchaser and the State's Chief Procurement Officer.

Planned secondary purchases – None.

C. Multiple or alternate proposals
(Refer to HAR §3-143-605)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR §3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards: Not applicable.

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 through June 30, 2017

Length of each extension: twelve (12) months

Number of possible extensions: Four (4)

Maximum length of contract: Five (5) years, not to exceed June 30, 2021

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

Conditions for contract extensions: The contract for the proposed services may be extended without the necessity of re-bidding, subject to appropriation and availability of funds to DHS, community need, and the State's determination of satisfactory performance of the Provider, or unless this Agreement is terminated.

The option to extend the service will be offered in writing by the DHS, at least sixty (60) days prior to the expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties thereto prior to the start date of the agreement. The Provider shall not provide any services until the agreement is fully and properly executed.

When a disagreement arises between the Provider and the State regarding the performance of specific provider activities within the contracted specifications, the wishes of the State shall prevail. Failure on the part of the Provider to comply shall be deemed cause for corrective action and subject to contractual remedies.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Provider Activities

(Minimum and/or mandatory tasks and responsibilities)

The Provider shall ensure that this project represents a model program of collaboration which integrates the child care services program with the high school's existing programs for teen parents and the families of the teen parents.

The Provider shall provide a comprehensive child care and parenting program that increases the capacity of teen parents to care for their children in an optimal fashion while developing their own potential as young adults. At entry into the child care program, each teen parent shall complete an individual Family Service Plan (FSP) that specifies the services he/she wishes to receive, the strengths that the family members bring into the program, and the goals and outcomes expected for the year's participation. The FSP shall be reviewed quarterly by the staff with the teen parent to evaluate the progress of the teen parent in meeting those goals. See Section 5, Attachment E for the Sample Family Service Plan.

The FSP shall include a Career Development Plan which may be part of the GRADS or alternate on-campus program. This plan shall define the goals and outcomes that the teens hope to accomplish. This plan shall be updated and reviewed quarterly with the teen parent.

The Provider will help teen parents explore and utilize school resources that range from learning how to plan their high school career to selecting post-secondary options, and applying to colleges, to exploring potential careers after graduation.

The Provider shall collaborate with other community resources available to the parents for health services, career counseling and training. The Provider shall provide information regarding community resources addressing the needs of the teen parents, such as medical and financial assistance programs through DHS.

When teen parents are no longer eligible for the program, the Provider shall assist the teens in developing a long term plan to assure the continuation of child care services. The Provider should assist teens in investigating alternate funding sources for child care within the community, including but not necessarily limited to, the child care program available through DHS.

The Provider shall ensure that a home-visiting component will occur as a primary service link between child care center-based activities and teen parents' families. Services shall include assisting each teen family in maintaining a medical home (defined by the completion of timely immunizations for their children, regularly scheduled health and dental screenings, use of a family physician, etc.) and helping teen parents to receive the emotional and social support necessary to reduce stress, create a physically and mentally healthy environment for children, and promote optimal child development.

The applicant shall provide a program that involves the teen parents in the child care. Opportunities shall be provided for the teen parents to observe the lead caregiver and assistant caregivers interacting with their children. Teen mothers who are nursing their infants shall be allowed the opportunity to visit the center during the school day to nurse their babies.

The Provider shall require teen parents to assist the child care staff at the child care site when available or during lunch breaks to gain a better understanding of child development and parenting skills. Teen fathers who are Kealahou High School students shall be recruited into all aspects of these links between the child care program and the regular school programs.

The Provider shall provide opportunities to involve the families of the teen parents in the program.

The Provider shall honor and respect the cultural background, beliefs, and language of the teen parent/families. Culturally appropriate approaches and resources shall be used. Written materials developed for teen parents/families shall be easily understood.

The Provider shall provide staff development and training opportunities that will include child development training on working with infants and toddlers.

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

1. Personnel

The applicant shall submit an organizational chart showing clear lines of authority for each person performing services under this service.

The Provider shall meet all of the staffing requirements listed in HAR 17-895, Licensing of Infant and Toddler Child Care Centers, or in any subsequent rules revised or adopted.

The Provider shall hire a lead caregiver for the child care services program who is qualified to work with infants and toddlers in accordance with DHS regulations: HAR 17-895, Licensing of Infant and Toddler Centers, Subchapter 4, or any subsequent rules revised or adopted. When hiring a lead caregiver for the child care program, the following additional qualifications shall be considered:

- a. Previous experience working with adolescents;
- b. Good communication skills; and
- c. Administrative experience in running a child care center.

The Provider shall hire the necessary caregivers and aides as required by the HAR 17-895, Licensing of Infant and Toddler Center licensing regulations, or any subsequent rules revised or adopted. The Provider shall follow the caregiver and aide qualification requirements as also stated in the DHS licensing regulations.

The Provider selected to provide the service shall recruit, hire, train, and supervise the necessary staff to operate the child care service.

The Provider shall also have written position descriptions, requirements and qualifications, policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

The Provider shall be responsible to ensure appropriate staffing of the child care center at all times.

The applicant shall provide a clearly detailed and viable plan for obtaining necessary staff which includes plans for continuity of service activities which describes and ensures to the Department that services will be provided with no interruptions should there be an expected or unexpected change in personnel due to illness, maternity leave, quit job, etc.

Furthermore, any change in personnel shall not result in increased personnel cost unless prior approval is received by the Department.

The Provider shall not engage in conduct and behaviors that result in the creation of a hostile and/or abusive work environment as a result of any of the bases protected by law and prohibits retaliation against anyone who files a complaint or participates in the complaint process. The Provider's workplace and services areas must be free from any and all discriminatory and offensive

practices, including but not limited to, use of tobacco products, sprays, and fragrances to which individuals could have allergic reactions.

The Provider shall not discriminate against any individual in hiring, training, promotion, retention, discipline, or any other terms or conditions of a person's employment, services under this Agreement, or status as an applicant for services under this Agreement.

The Provider and its employees are responsible for creating and maintaining a work environment that is free of all discriminatory practices including harassment, bullying and/or retaliation for having filed a complaint. If the Provider or its employees have been determined to have engaged in discriminatory conduct under services of this Agreement, the DHS shall take action through contractual remedies allowed under this Agreement.

2. **Administrative**

Equipment. The Provider shall be responsible to purchase or lease, with the available funding, all necessary furniture and equipment needed to perform the services.

All equipment purchased with contract funds under this agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$250 or more per item and with an expected life of more than one year, shall remain the property of the DHS. All equipment purchased with contract funds must have prior approval from the DHS before purchase to be allowable. Following the final agreement period, all equipment shall be reported in the final report to the DHS and the contracted organization shall transfer possession of equipment under this agreement to the DHS.

Note: Individual equipment items that cost \$250 or more require three bids with justification on specified forms and DHS approval before purchase.

Allowable costs. The Provider shall include FTE salaries and fringe benefits attributable to the operation of this project. "Cost Principles" from the SPO are to be used as a guide for projected expenses and are found on the SPO website. Refer to Section 1.2, Website Reference for the website address. These represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and reimbursements requiring verification and documentation.

The Provider shall refund to the Department any funds unexpended or expended inappropriately.

Meetings with DHS staff. The Provider, upon request of the DHS, shall meet with representatives of the DHS to discuss the progress of the project. The purpose of these visits will be to:

- Observe the program operations;
- Examine materials ordered for the project;
- Inspect renovations made to the facility;
- Examine record keeping procedures; and
- Evaluate/improve performance outcomes.

Audit report. The Provider shall be required to provide an annual internal financial audit report following the A-133 requirements.

Disagreements. When a disagreement between the Provider's staff and the DHS staff exists in regards to the performance of service activities, the wishes of DHS BESSD contracting office staff shall prevail. Failure to comply on the part of the Provider shall be deemed cause for corrective action and is subject to contractual remedies.

3. **Quality assurance and evaluation specifications**

Records. The Provider shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to:

- Copies of approved purchase orders signed by the appropriate authority;
- Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents; and
- Other appropriate internal accounting statements and reconciliation schedules.

Program records. The Provider shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff or its designee. Monitoring will consist of comparing reported data with the Provider's documents used to summarize data. These records shall include, but are not limited to:

- Agency files such as personnel files;
- Notes of staff meeting/minutes and training;
- Documentation of service activities including collaborative meetings with DOE and community resources, etc.
- Accounting practices;
- Children's files;
- DHS licensing documents;
- Attendance and participation;

- School promotion and graduation;
- Anecdotal notes of teens' progress;
- Assessment of parental abilities and infants/toddlers' progress.

Evaluation will consist of comparing projected program objectives with outcome performance, and analyzing factors that produced those results.

Quality assurance plan. The Provider shall have a written quality assurance plan that includes procedures to monitor administrative and program operations, maintenance of the database, fiscal administration and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring.

Evaluation of performance. The Provider shall have a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

Contract monitoring. Annual contract monitoring by the DHS may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required progress reports as required by the DHS, and periodic assessment of the program effectiveness.

4. **Output and performance/outcome measurements**

The applicant shall provide a written description of the process that will be used to measure the effectiveness of the project.

Quarterly reports shall focus on a narrative description of the achievement level of the program goals/objectives and each service activity listed in this RFP. These reports shall also include program utilization including but not necessarily limited to:

- Number of pregnant teens and teen parents enrolled in Kealakehe High School per month;
- Number of teen parents enrolled in the child care program per month;
- Number of children enrolled in the child care program per month; and
- Average daily attendance in the child care program.

In addition, the reports shall also include projections of activities planned for the next quarter, which shall include a narrative description explaining planned activities. Quarterly reports shall discuss significant achievements of the program, problem areas and the corrective action taken, and any other pertinent additional comments for each month.

A copy of the monthly attendance log for the center shall also be attached to the quarterly report.

5. Experience

The applicant shall demonstrate a thorough understanding of the purpose and scope of this service, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.

6. Coordination of services

The applicant shall describe a detailed plan for coordination and collaboration with other community programs and organizations, and the Kealakehe High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or High School Counselor to maintain an alternate on-campus program, and training needs of the staff are met.

7. Reporting requirements for program and fiscal data

Quarterly expenditure reports. The Provider shall submit quarterly expenditure reports of the contract expenditures for the operation of the program that will serve as invoices for reimbursement to the DHS no later than thirty (30) calendar days after the end of each calendar quarter. The “Subgrantee’s Invoice and Expenditure Report” (SIER) shall be the official form used by the contracted organization to request funds for reimbursement for the operation of the service.

Monthly client data reports: The Provider shall provide Monthly Reports to the State as specified by DHS/Benefit Employment, and Support Services Division (BESSD). Monthly Reports may be essential for, but not limited to, funding and maintain this agreement. The Provider shall:

- Produce and submit a monthly client data report for Administration for Children and Families (ACF) Child Care Development Fund (CCDF) in the already established or approved format by the due date set by DHS/BESSD.
- Until instructed differently by DHS/BESSD, the Provider shall send data in a spreadsheet via e-mail no later than 12 noon on the second working day of the month after the month being reported.

Quarterly program progress reports. The Provider shall submit Quarterly Activity Reports (QAR) to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service for the contracted child care service site. See Section 5, Attachment F for the Quarterly Activity Report. Other reports may also be required and shall include but are not limited to:

- Number or pregnant teens or teen parents enrolled in Kealakehe High School per month;
- Number of teen parents utilizing the child care program per month;
- Number of children enrolled in the child care program per month;
- Number of teen parents enrolled and participation in the GRADS/alternate program per month;
- Average daily attendance in the child care center per month;
- Problems encountered and the resolution of the problems; and
- Plans for the next quarter, including brief narrative explaining the projected activities, requests for technical assistance (if needed) to implement the next phase of activities, and itemized listing of anticipated purchases.

Final report. The Provider shall submit a final written summary report of the fiscal year activities to the DHS no later than 30 calendar days after the end of the State fiscal year. This report shall include but not be limited to the following cumulative data for the contracted child care services site, a narrative summarizing the success of project activities, and recommendations to improve services for the next fiscal year:

- Ages of children serviced in the child care program;
- Number of pregnant teens and teen parents enrolled in Kealakehe High School at the beginning and ending of the school year;
- Number of teen parents serviced in the child care program;
- Number of children serviced in the child care program;
- Number of home visits made;

- Number of teen parents promoted to the next grade;
- Number of teen parents graduating from high school;
- Annotated description of future plans of teen parents exiting high school and affected by the child care program, and
- Number of teen fathers participating the program, and
- Number of full-term subsequent pregnancies for teen parents involved with the child care program.

The Provider shall comply with instructions from the State to generate or change any Quarterly (e.g.: Quarterly Activity Report (QAR)), Monthly, or additional reports based on reporting requirements related to this Agreement.

C. Facilities

The Provider shall operate on the campus of Kealakehe High School located at 74-5000 Puohulihuli Street, Room J-102, Kailua- Kona, Hawaii 96740. The child care services program shall be provided when school is in session.

The Provider shall operate and maintain equipment and facilities in accordance with all Departmental policies and procedures.

The Provider shall be responsible to apply with DHS and be issued a license to operate a DHS Infant and Toddler Child Care Center in accordance with Hawaii Revised Statute (HRS) §346-161 and HAR Title 17, Chapter §895 Licensing of Infant and Toddler Child Care Centers, or any subsequent rules revised or adopted, at the child care services site, prior to enrolling children in care.

Also, the applicant shall describe how the facilities shall meet ADA requirements, as applicable and special equipment that may be required for the services.

2.5 COMPENSATION AND METHOD OF PAYMENT

Pricing structure or pricing methodology to be used

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the applicant selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation. The budget amount for the operation of the services must not exceed the amount stated in the RFP. The SPO budget of the services must not exceed the amount stated in the RFP. The SPO budget forms are to be used in preparing a proposal, and are available on the SPO website. Refer to Section 5, Proposal Application Checklist, for form numbers and Section 1.2 Website Reference for the website address.

The Provider shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services which can be found on the SPO website. Refer to Section

1.2 Website Reference for the website address. The Cost Principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered.

The Provider selected shall abide by all the Federal regulations as legislated by Public Law 101-508, Omnibus Budget Reconciliation Act of 1990. Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996, requires that any expenditure made or authorized by the organization selected to provide the service that is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant is entitled.

Units of service and unit rate

Not applicable.

Method of compensation and payment

The Provider shall submit quarterly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement to the DHS no later than thirty (30) calendar days after the end of each calendar quarter. The “Subgrantee’s Invoice and Expenditure Report” (SIER) shall be the official form used by the Provider to request funds for the operation of the service.

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

The applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the DHS with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the need identified in the service specifications.

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.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five (5) years that are pertinent to the proposed services. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, e-mail addresses, etc., of those individuals the DHS can contact for verification purposes. 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 include information that describes a quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration, and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services and identify roles and responsibilities for on-going monitoring.

The applicant shall also include a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed, and address parent satisfaction with the services. The evaluation plan should identify roles and responsibilities for assuring on-going implementation. The applicant shall include appropriateness of deliverables such as progress reports, timelines and performance/outcome measures.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community, and the Kealakehe High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or the High School Counselor to maintain an alternate on-campus program, and training needs of the staff are met.

The applicant will include information on how collaboration with these agencies, organizations or groups will help in successful service delivery. The applicant shall describe the agencies that it will coordinate its services with and indicate those with which it already has established partnerships. The applicant shall provide a list or organizations, cooperation entities, and other key individuals and resources it will work with, along with a short description of the nature of their effort or contribution

E. Facilities

The Provider shall operate on the campus of Kealakehe High School located at 74-5000 Puohuluhuli Street, Room J-102, Kailua-Kona, 96740. The Provider shall be responsible to apply with DHS and be issued a license to operate a DHS Infant and Toddler Child Care Center in accordance with Hawaii Revised Statute (HRS) §346-161 and HAR Title 17, Chapter §895 Licensing of Infant and Toddler Child Care Centers, or any subsequent rules revised or adopted, at the child care services site, prior to enrolling children in care.

The applicant shall 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.)

The applicant shall describe their plans for continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

Also, the applicant shall describe their plan to deliver the service while school is in session.

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)

The applicant shall also provide written position descriptions, requirements and qualifications, and policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

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 2.4, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. This can include a daily, monthly, and annual calendar or schedule of activities.

The narrative should reflect major milestones in service delivery during the contract period. Applicant shall include information on when the program will operate during the contract period, and provide a list of school and State holidays when the program will not operate.

3.5 Financial

A. Pricing Structure

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

The purchasing agency shall consider cost proposals based on “cost-type” or “pure reimbursement” pricing structures from the applicants who are not-for-profit or religious organizations licensed to do business in the State of Hawaii. “Cost-type” involves payment of all incurred costs within a predetermined total estimated amount.

The purchasing agency shall consider cost proposals based on “cost-plus-fixed-fee” from applicants who are for-profit organizations licensed to do business in the State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount, plus an agreed upon fee that will not change. We anticipate these fees to be limited to 10% or less of the contract award. Also, fees need to be built within the contract ceiling. Please note, however, that the Department reserves the right to negotiate the final amount of fixed-fee within the limits discussed above.

No more than 5 percent of the aggregate amount of funds available may be expended for administrative costs or “indirect costs” in each fiscal year. Note that the term “administrative costs” do not include the costs of providing direct services.

The purchasing agency shall select the applicable cost proposal subject to the legal standing of the applicant organization, e.g., not-for-profit, religious, or for-profit, that is in the best interest of the State.

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References for website address. Special Instructions for Forms SPO-H 205A and SPO-H 205B are located in Section 5, Attachments. The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Organization-Wide Budget by Source of Funds
SPO-H-205B	Organization-Wide Budget by Programs
SPO-H-206A	Budget Justification - Personnel: Salaries & Wages
SPO-H-206B	Budget Justification - Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Budget Justification - Travel – Inter-island
SPO-H-206E	Budget Justification - Contractual – Administrative
SPO-H-206F	Budget Justification - Contractual – Sub-contract
SPO-H-206G	Budget Justification - Depreciation
SPO-H-206H	Budget Justification - Program Activities
SPO-H-206I	Budget Justification - Equipment Purchases*

*Expenditures require justification and prior approval from the state.

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):

- a. The applicant shall submit the organization's most recent financial audit.
- b. The applicant shall submit a copy of the organization's financial policies that relate to the expenditure of funds for this project.

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>	
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

Final proposals submitted shall include all of the following documents to be accepted for consideration for this RFP.

Exclusion of any of the required documents below as part of the submitted final proposal shall disqualify the applicant from selection consideration.

1. Administrative Requirements	Meets	
	Yes	No
Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Hawaii Compliance Express Certificate of Vendor Compliance	<input type="checkbox"/>	<input type="checkbox"/>

2. Proposal Application Requirements	Meets	
	Yes	No
• Proposal Application Identification Form (Form SPOH-200)	<input type="checkbox"/>	<input type="checkbox"/>
• Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>
• Program Overview	<input type="checkbox"/>	<input type="checkbox"/>
• Experience and Capability	<input type="checkbox"/>	<input type="checkbox"/>
• Project Organization and Staffing	<input type="checkbox"/>	<input type="checkbox"/>
• Service Delivery	<input type="checkbox"/>	<input type="checkbox"/>
• Financial (All required forms and documents)		
a. SPO-H-205 Budget	<input type="checkbox"/>	<input type="checkbox"/>
b. SPO-H-205A Organization-Wide Budget by Source of Funds	<input type="checkbox"/>	<input type="checkbox"/>
c. SPO-H-205B Organization-Wide Budget by Programs	<input type="checkbox"/>	<input type="checkbox"/>
d. SPO-H-206A Budget Justification - Personnel: Salaries & Wages	<input type="checkbox"/>	<input type="checkbox"/>
e. SPO-H-206B Budget Justification - Personnel: Payroll Taxes, Assessment & Fringe Benefits	<input type="checkbox"/>	<input type="checkbox"/>
f. SPO-H-206C Budget Justification - Travel – Inter-island	<input type="checkbox"/>	<input type="checkbox"/>
g. SPO-H-206E Budget Justification - Contractual – Administrative	<input type="checkbox"/>	<input type="checkbox"/>
h. SPO-H-206F Budget Justification - Contractual – Sub-contract	<input type="checkbox"/>	<input type="checkbox"/>
i. SPO-H-206G Budget Justification – Depreciation	<input type="checkbox"/>	<input type="checkbox"/>
j. SPO-H-206H Budget Justification - Program Activities	<input type="checkbox"/>	<input type="checkbox"/>
k. SPO-H-206I Budget Justification - Equipment Purchases*	<input type="checkbox"/>	<input type="checkbox"/>
*Expenditures require justification and prior approval from the state.		
“Cost-plus-fixed-fee” not to exceed 10% (may be less)	<input type="checkbox"/>	<input type="checkbox"/>
Administrative costs and indirect costs not to exceed 5%	<input type="checkbox"/>	<input type="checkbox"/>

	Meets	
	Yes	No
• Program Specific Requirements		
a. Organizational Chart(s)	<input type="checkbox"/>	<input type="checkbox"/>
b. Financial Policies	<input type="checkbox"/>	<input type="checkbox"/>

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

Scoring for each bulleted item identified below is assigned a value of 0 through 5 points. The following is an explanation of the point assignments:

- 5 = Very satisfactory.** Fully addresses the criteria succinctly that provides basis and explanation for the response, and demonstrates benefits to the State.
- 4 = More than satisfactory.** Fully addresses the criteria, but tends to be lengthy or does not fully provide basis or explanation for the response or benefits to the State.
- 3 = Satisfactory.** Minimally addresses the criteria by listing or affirming meeting the criteria through paraphrasing the criteria. May provide some basis and explanation for responses.
- 2 = Less than satisfactory.** May address parts of the criteria, but not the criteria as a whole.
- 1 = Unsatisfactory.** Provides response for the criteria, but does not address the criteria.
- 0 = Not addressed.** Does not provide a response for the criteria.

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

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

1. Experience and Capability (20 Points)

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

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. _____
- Demonstrated thorough understanding of the purpose and scope of the service activity. _____

B. Experience

- Demonstrated experience related to the delivery of the proposed service. _____

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. _____

D. Coordination of Services

- Demonstrated a plan to coordinate and collaborate with other community programs and organizations, and the Kealakehe High School staff involved with the Department of Education Graduation Reality and Dual Role Skills (GRADS) program or the High School Counselor to maintain an alternate on-campus program. _____
- Training needs of the staff are met. _____

E. Facilities

- Demonstrated a plan or proposal to operate the child care program on the campus of Kealakehe High School. _____
- Demonstrated a plan to apply and be DHS licensed at the child care site prior to enrolling children in care. _____
- Describes a plan on how the facilities shall meet ADA requirements, as applicable and special equipment that may be required for the services. _____

2. Project Organization and Staffing (15 Points)

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

A. Staffing

- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. _____
- Describes a clearly detailed and viable plan for obtaining necessary staff which includes plans for continuity of service activity which describes and ensures that services will be provided with no interruptions when assigned staff are unavailable. _____

B. Project Organization

- 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 (55 Points)

Evaluation criteria for this section will assess the applicant’s approach to the service activities and management requirements outlined in the Proposal Application. *The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity of work assignments and responsibilities, carrying out the management requirements, and the realism of the timelines and schedules, as applicable. They include the extent to which the proposal:*

- Describes in detail the overall program content and design which integrates the child care services program with the high school’s existing programs for teen parents and the families of the teen parents. _____
- Describes in detail the program goals and objectives that are consistent with those identified in the RFP. _____
- Describes in detail a comprehensive child care and parenting program that increases the capacity of teen parents to care for their children in an optimal fashion while developing their own potential as young adults. _____

- Describes in detail a long term plan to assure the continuation of the child care services for the teen parents, including the investigating of alternate funding sources for child care within the community. _____
- Describes in detail a plan for a home-visiting component as a primary service link between child care center-based activities and teen parents' families. _____
- Describes in detail a plan that involves the teen parents in the child care. _____
- Describes in detail the services throughout the contract period, including major milestones in delivery of services including timelines and schedule for delivery of services. _____
- Describes in detail the management oversight of the project, including clarity of work assignments and responsibilities. _____

5. Financial (10 Points)

- Personnel costs are reasonable and comparable to positions in the community. _____
 - Non-personnel costs are reasonable and adequately justified. _____
 - The budget fully supports the scope of service and requirements of the Request for Proposal. _____
- Provides the most recent audit report. _____
- Financial policies for the use of funds for this service is clearly presented. _____
- Adequacy of accounting system. _____

B. 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 Proposal Table of Contents
- C. Special Conditions
- D. DOE 2016-2017 Official School Calendar
- E. Sample Family Service Plan
- F. Quarterly Activity Report

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: HMS-302-16-06-H

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*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
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*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		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:				
Organizational Chart(s)			X	
Financial Policies			X	

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

Attachment B

Sample Proposal Table of Contents

Proposal Application Table of Contents

1.0	Program Overview	1
2.0	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities	6
3.0	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-205A Organization-Wide Budget by Source of Funds	
	SPO-H-205B Organization-Wide Budget by Programs	
	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	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	SPO-H-206F Budget Justification - Contractual Services – Sub-contract	
	SPO-H-206G Budget Justification - Depreciation	
	SPO-H-206H Budget Justification – Program Activities	
	SPO-H-206I Budget Justification – Equipment Purchases	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 2015	
	Financial Policies	
	C. Organization Chart	
	Program	
	Organization-wide	

- D. Performance and Output Measurement Tables
 - Table A
 - Table B
 - Table C
- E. Program Specific Requirements

Attachment C

Special Conditions

SPECIAL CONDITIONS

1. **Insurance.** In addition to Paragraph 1.4, Insurance Requirements, General Conditions, the PROVIDER further agrees to the following:

The Provider shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Contractor's work has been completed satisfactorily.

The policy or policies of insurance maintained by the Provider shall provide the following limit(s) and coverage:

Coverage	Limits
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile	Bodily injury - \$1,000,000 per person \$1,000,000 per occurrence Property damage - \$1,000,000 per accident
Professional Liability, if applicable	\$1,000,000 per claim \$2,000,000 annual aggregate

The type of insurance policy shall be on an occurrence basis, rather than claims made.

Each insurance policy required by this contract shall contain the following clauses:

1. *“The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii.”*
2. *“It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy.”*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Provider's employees who use their own vehicles in the course of their employment.

The Provider agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Provider shall furnish a copy of the policy or policies.

The Provider shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Provider to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Provider.

The procuring of such required policy or policies of insurance shall not be construed to limit Provider's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Provider shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Provider is authorized by the Benefit, Employment and Support Services Division to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Provider agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, General Conditions, the Provider further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the Provider, or prepared by the Provider for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the Provider without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the Provider shall immediately notify the STATE when inquiries for information, including subpoenas are made to the Provider. The Provider shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, General Conditions, The Provider further agrees as follows:

The Provider shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the Provider's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the Provider shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. Modification and Termination of Agreement

- a. Paragraph 4.2, Termination in General, General Conditions, is modified to read as follows:

This Agreement may be terminated in whole or in part because of a reduction of funds available to pay the Provider, or when, in its sole discretion, the STATE determines (i) that there has been a change in the conditions upon which the need for the Required Services was based, or (ii) that the Provider has failed to provide the Required Services adequately or satisfactorily, or (iii) that other good cause for the whole or partial termination of this Contract exists. Termination under this section shall be made by a written notice sent to the Provider thirty (30) days prior to the termination date that includes a brief statement of the reason for the termination. If the Agreement is terminated under this paragraph, the Provider shall cooperate with the STATE to effect an orderly transition of services to clients.

- b. Paragraph 4.3, Termination for Necessity or Convenience, General Conditions, is modified to read as follows:

If the STATE determines, in its sole discretion, that it is necessary or convenient, this Agreement may be terminated in whole or in part at the option of the STATE upon thirty (30) days' written notice to the Provider. If the STATE elects to terminate under this paragraph, the Provider shall be entitled to reasonable payment as determined by the STATE for satisfactory services rendered under this Agreement up to the time of termination. If the STATE elects to terminate under this section, the Provider shall cooperate with the STATE to effect an orderly transition of services to clients.

5. Equipment

All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an acquisition cost of \$250.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

6. Federal Audit Requirement

The Provider, when required, shall have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations."

7. Administrative Costs

Limit the administrative costs or “indirect costs”, which do not include the cost of providing direct services, for this Agreement to not more than 5% of the aggregate amount of funds available for this contract in accordance with Public Law 104-193, the federal law governing the Child Care Development Fund.

8. Interpreter Services

The Provider:

Shall provide interpreters for persons with limited English proficiency to ensure equal access to services;

Shall notify applicants, potential applicants, and recipients of services of their right to free interpreter services;

Is prohibited from requiring applicants, potential applicants, or clients to bring their own interpreters with them to interviews or other appointments, even though this is what they might prefer to do;

Shall document the offer of language assistance services and whether the individual accepted or declined the services; and

Shall submit a quarterly Limited English Proficiency (LEP) Report on a form provided by the Department that shall include at a minimum:

- Number of LEP individuals who were offered language assistance services, and from that number, how many declined or required language assistance services;
- Primary language spoken by each LEP person;
- Type of interpreter service provided; and
- Name of interpreter (and agency, if applicable).

Attachment D

DOE 2016-2017 Official School Calendar

State of Hawaii – Department of Education
2016-2017 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 26, 2016 - January 6, 2017; 2nd Semester: January 9, 2017 - May 30, 2017
Students' Work Year - 1st Semester: August 1, 2016 - December 21, 2016; 2nd Semester: January 9, 2017 - May 26, 2017

Week	Student Days	Teacher Days	Su	M	T	W	Th	F	Sa		
	0	0	July 2016								1st SEMESTER - 92 Student Days (Ends December 21)
1	0	4	24	25	26	27	28	29	30	July 26 Teachers' First Day	
2	5	9	31	1	2	3	4	5	6	July 26 - July 29: Teacher Work Days (no students)	
3	10	14	August								August 1: Students' First Day
4	14	18	7	8	9	10	11	12	13	August 19: Statehood Day	
5	19	23	14	15	16	17	18	19	20	Q1 48 days Ends October 7	
6	24	28	21	22	23	24	25	26	27		
7	28	32	28	29	30	31	1	2	3		
8	33	37	September								September 5: Labor Day
9	38	42	4	5	6	7	8	9	10	Q2 44 days Ends December 21	
10	43	47	11	12	13	14	15	16	17		
11	48	52	18	19	20	21	22	23	24		
12			October								October 10-14: Fall Break***
13	53	57	25	26	27	28	29	30	31	Q3 47 days Ends March 17	
14	58	62	2	3	4	5	6	7	8		
15	63	67	9	10	11	12	13	14	15		
16	66	70	November								November 8: Election Day
17	71	75	16	17	18	19	20	21	22	November 11: Veterans' Day	
18	74	78	23	24	25	26	27	28	29	November 24: Thanksgiving	
19	79	83	30	31	1	2	3	4	5	November 25: School Holiday	
20	84	88	December								December 22: 12-month Teachers' Workday
21	89	93	6	7	8	9	10	11	12	December 22 - Jan 6: Winter Break***	
22	92	96	13	14	15	16	17	18	19	December 26: Christmas Observed	
23			20	21	22	23	24	25	26	January 2: New Year's Day Observed	
24		97	27	28	29	30	31	1	2	January 6: Teachers' Workday (no students)*	
25	97	102	January 2017								2nd SEMESTER - 90 Student Days (Ends May 26)
26	101	106	3	4	5	6	7	8	9	January 16: Dr. Martin Luther King, Jr. Day	
27	106	111	10	11	12	13	14	15	16	Q4 43 days Ends May 26	
28	111	116	17	18	19	20	21	22	23		
29	116	121	24	25	26	27	28	29	30		
30	120	126	February								February 13 - 17: Institute Day (One day with no students during week. Date for each island TBD.)
31	124	130	1	2	3	4	5	6	7	February 20: Presidents' Day	
32	129	135	8	9	10	11	12	13	14	Q1 48 days Ends October 7	
33	134	140	15	16	17	18	19	20	21		
34	139	145	22	23	24	25	26	27	28		
35			March								March 20-24: Spring Break***
36	143	149	2	3	4	5	6	7	8	March 27: Prince Kuhio Day	
37	148	154	9	10	11	12	13	14	15	Q2 44 days Ends December 21	
38	152	158	16	17	18	19	20	21	22		
39	157	163	23	24	25	26	27	28	29		
40	162	168	April								April 14: Good Friday
41	167	173	30	1	2	3	4	5	6	Q3 47 days Ends March 17	
42	172	178	7	8	9	10	11	12	13		
43	177	183	14	15	16	17	18	19	20		
44	182	188	May								May 26: Last Day for Students and Second Semester Ends**
		189	21	22	23	24	25	26	27	May 29: Memorial Day	
	-2A	+1AA	28	29	30	31	1	2	3	May 30: Last Day for Teachers	
	190	190	June								
			4	5	6	7	8	9	10		

Approved October 20, 2015; Amended on October 21, 2015

OFFICIAL STATE HOLIDAYS: 2016-2017 SCHOOL YEAR

*2 Instructional days shall be converted to a non-student day for school planning and collaboration

Statehood Day:	August 19, 2016	New Year's Day (observed):	January 2, 2017
Labor Day:	September 5, 2016	Dr. Martin Luther King Jr. Day:	January 16, 2017
Election Day:	November 8, 2016	Presidents' Day:	February 20, 2017
Veterans' Day:	November 11, 2016	Prince Jonah Kūhīō Kalanianaʻōle Day:	March 27, 2017
Thanksgiving Day:	November 24, 2016	Good Friday:	April 14, 2017
Christmas Day (observed):	December 26, 2016	Memorial Day:	May 29, 2017

* January 6: Teacher work day between semesters ** Commencement exercises: No sooner than May 19, 2017
 *** For 10-month teachers - Intersession: Oct. 10-14; December 22; Recesses: Dec. 23-Jan. 5 & March 20-24
 Educational Officer & Teacher Institute Days Feb. 13-17 (one day per island)

Attachment E

Sample Family Service Plan

Individual Family Service Plan for ___ Quarter

Student's Name: _____

Child's Name: _____

Grade: _____

List Special Skills that you have:

List strengths that you have:

List at least 3 childcare or parenting goals that you wish to accomplish:

Date Completed (yearly, quarterly, monthly goals)

<i>Samples</i>	
1. To read at least 10 minutes each day to my child	Daily until 05/31/17
2. To be certified in first aid and child CPR	9/30/16
3.	

Goals:	Steps to accomplish this goal:	Goal Met?
<i>Sample</i>		
1. To read at least 10 minutes each day to my child	1. Go to library weekly 2. Read a book after lunch and at bedtime	Daily until 05/31/17 Y/N
2. To be certified in first aid and child CPR	1. Schedule an appointment with American Red Cross	

Print Parent Name: _____

Parent Signature: _____

Date Reviewed: _____

Print Teacher Name: _____

Teacher Signature: _____

Date Reviewed: _____

Attachment F

Quarterly Activity Report

6. Number of teen parents where one or both parents were under the age of 18 when their first child was born		
7. Number of teen parents who are living in 2 parent households		
8. Number and nature of injuries to children reported at the program <i>(Report detail of injuries under II. Problems Encountered)</i>		

SERVICE AVAILABILITY	Quarterly Actual	Cumulative YTD***
1. Number of home visits made		
2. Number of long-term plans developed for graduating teens which involve exploration of private-public partnerships.		
3. Number of linkages to community/social service programs		
4. Number children whose health records (physicals, immunizations) are up to date. <i>(If their health records are not up to date, please note the reason under Section II Problems Encountered)</i>		
5. Number of Family Services Plan (FSP) which are reviewed with teen parents on a quarterly basis		

SPACE (SLOTS) AVAILABILITY	Goal	Actual number provided	
		PER QTR	YTD
1. Number of child care slots available per day	<i>(Based on number listed in the contract)</i>		
2. Number of child care slots filled per day <i>(Same as #2 under Families & Children Served)</i>	<i>(Based on number listed in the contract)</i>		
2. Number of days in operation per month <i>(List reasons for days not available such as school breaks, holidays, etc. under II. Problems Encountered)</i>	21		

OUTCOMES	ACHIEVEMENT OF PROPOSED OUTCOMES				
	Proposed Annual	This Quarter		Cumulative YTD	
	% Achieved	% Achieved	# of Clients	%	#
1. Number of teen parents with more than 1 child	N/A				
2. Students who have earned at least a 2.0 GPA or a 10% increase in their GPA from the previous quarter	100%				
3. Number of teen parents promoted to the next grade (complete only for 4 th qtr)	100%				
4. Number of senior teen parents who have graduated from high school (complete only for 4 th quarter)	100%				

Specific description of how the following outcome measures were met for this quarter:

- 1) Description of activities in collaboration and coordination with other community programs and organizations, and the Graduation Reality and Dual Role Skills (GRADS) program or alternate on-campus program.
- 2) Description of activities for staff development and training.
- 3) Description of activities that increased parenting competencies.
- 4) Description of activities involving the families of the teen parents in the program.

* Unduplicated means that this is the first time the family/child is being counted in the contract period (July 1 – June 30)

**Duplicated means the total number of families/children served during the contract period.

*** Cumulative YTD means the total number served from the beginning of the contract period.

I. DESCRIPTION OF GOALS AND ACCOMPLISHMENTS DURING THIS QUARTER

(Use additional sheets, if necessary.)

II. PROBLEMS ENCOUNTERED DURING QUARTER AND CORRECTIVE ACTION TAKEN.

IF PERFORMANCE TARGETS WERE NOT ACHIEVED, EXPLAIN WHY. (Use additional sheets, if necessary.)

III. LIST NAMES OF COMMUNITY RESOURCES WHICH WERE USED THIS QUARTER TO ASSIST TEEN PARENTS

IV. PLANS FOR NEXT QUARTER

Plans include anything new that provider will incorporate into the program.

(Use additional sheets, if necessary.)

Report prepared/submitted by:

Print Name and Title

Signature and Date