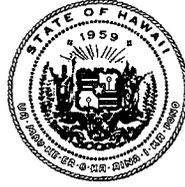


State of Hawaii
Department of Human Services
Benefit, Employment, Support Services Division
Child Care Program Office

Request for Proposals
RFP HMS-302-16-02-S
Infant and Toddler Training

March 11, 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
P.O. Box 339
Honolulu, Hawaii 96809-0339

March 11, 2016

MEMORANDUM

TO: All Interested Applicants

FROM: Rachael Wong, DrPH, Director

SUBJECT: Infant/Toddler Training For Proposals (RFP) - HMS 302-16-02-S

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

- 1) Provide training to support caregivers who work with infants and toddlers in promoting the children's social, emotional, physical and cognitive development;
- 2) There shall be at least one training module monthly that is available per geographic area;
- 3) Ensure that the contract staff has been trained by The Program for Infant/Toddler Caregivers (PITC) Trainer Institutes which is operated by WestED, a California-based organization, or another nationally recognized, evidence-based curriculum on infant and toddler development; and
- 4) Its contract staff is certified as trainers by PITC or other nationally recognized program and the infant and toddler development training is made available statewide.

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

The RFP provides information to assist applicants in the preparation of proposals and a budget, including: (1) a description of the services sought; (2) the requirements to be met by the provider; (3) the criteria by which qualifying proposals shall be 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 18, 2016** or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **April 18, 2016**, to DHS-Child Care Program Office at 820 Mililani Street, #606, Honolulu, HI 96813. All mail-ins postmarked after 12:00 midnight or hand delivered, including courier mail, later than 4:30 p.m., Hawaii Standard Time (HST), on or after the **April 18, 2016 deadline** will not be accepted.

The Child Care Program Office will conduct an **orientation on Monday, March 21, 2016 from 2:15 to 3:45 p.m. HST**, at 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 review the RFP closely and attend the orientation.

Inquiries regarding this RFP should be directed to the RFP contact person, Dayna Luka, at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813, telephone: (808) 586-7058, fax: (808) 586-5744, or e-mail: dluka@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 18, 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, Hawaii 96813

DHS RFP COORDINATOR

Dayna Luka
Phone: (808) 586-7058
Email: dluka@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), April 18, 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 18, 2016**.

Drop-off Sites

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

RFP Table of Contents

Section 1 Administrative Overview

1.1	Procurement Timetable.....	1-1
1.2	Website Reference.....	1-2
1.3	Authority.....	1-2
1.4	RFP Organization.....	1-3
1.5	Contracting Office.....	1-3
1.6	RFP Contact Person.....	1-3
1.7	Orientation.....	1-3
1.8	Submission of Questions.....	1-4
1.9	Submission of Proposals.....	1-4
1.10	Discussions with Applicants.....	1-6
1.11	Opening of Proposals.....	1-6
1.12	Additional Materials and Documentation.....	1-7
1.13	RFP Amendments.....	1-7
1.14	Final Revised Proposals.....	1-7
1.15	Cancellation of Request for Proposals.....	1-7
1.16	Costs for Proposal Preparation.....	1-7
1.17	Provider Participation in Planning.....	1-7
1.18	Rejection of Proposals.....	1-8
1.19	Notice of Award.....	1-8
1.20	Protests.....	1-8
1.21	Availability of Funds.....	1-9
1.22	General and Special Conditions of the Contract.....	1-9
1.23	Cost Principles.....	1-9

Section 2 - Service Specifications

2.1.	Introduction	
	A. Overview, Purpose or Need.....	2-1
	B. Planning activities conducted in preparation for this RFP.....	2-1
	C. Description of the Service Goals.....	2-1
	D. Description of the Target Population to be Served.....	2-1
	E. Geographic Coverage of Service.....	2-1
	F. Probable Funding Amounts, Source, and Period of Availability.....	2-1
2.2.	Contract Monitoring and Evaluation.....	2-2
2.3.	General Requirements.....	2-2
	A. Specific Qualifications or Requirements.....	2-2
	B. Secondary Purchaser Participation.....	2-2
	C. Multiple or Alternate Proposals.....	2-2
	D. Single or Multiple Contracts to be Awarded.....	2-2
	E. Single or Multi-Term Contracts to be Awarded.....	2-3

2.4.	Scope of Work	2-3
	A. Service Activities.....	2-3
	B. Management Requirements	2-3
	C. Facilities.....	2-4
2.5.	Compensation and Method of Payment.....	2-4

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications.....	3-1
3.1.	Program Overview.....	3-2
3.2.	Experience and Capability.....	3-2
	A. Necessary Skills.....	3-2
	B. Experience	3-2
	C. Quality Assurance and Evaluation.....	3-2
	D. Coordination of Services	3-2
	E. Facilities.....	3-3
3.3.	Project Organization and Staffing	3-3
	A. Staffing	3-3
	B. Project Organization.....	3-3
3.4.	Service Delivery	3-4
3.5.	Financial	3-4
	A. Pricing Structure.....	3-4
	B. Other Financial Related Materials.....	3-5
3.6.	Other	3-5
	A. Litigation	3-5

Section 4 – Proposal Evaluation

4.1.	Introduction	4-1
4.2.	Evaluation Process.....	4-1
4.3.	Evaluation Criteria.....	4-2
	A. Phase 1 – Evaluation of Proposal Requirements.....	4-2
	B. Phase 2 – Evaluation of Proposal Application	4-2
	C. Phase 3 – Recommendation for Award.....	4-5

Section 5 – Attachments

- Attachment A. Proposal Application Checklist
- Attachment B. Sample Proposal Table of Contents
- Attachment C. Special Conditions
- Attachment D. Quarterly Activity Report
- Attachment E. Attitudes, Skills, and Knowledge Core Areas
- Attachment F. Hawaii Early Learning and Development Standards

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)	03/11/2016
Distribution of RFP	03/11/2016
RFP orientation session	03/21/2016
Closing date for submission of written questions for written responses	03/29/2016
State purchasing agency's response to applicants' written questions	04/08/2016
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	04/18/2016
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	04/19/2016 – 04/26/2016
Provider selection	04/27/2016- 04/28/2016
Notice of statement of findings and decision	04/29/2016- 05/02/2016
Contract start date	07/01/16

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, Hawaii 96813
Phone: (808) 586-7058 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.

Dayna Luka
Phone: (808) 586-7058
Email: DLuka@dhs.hawaii.gov

1.7 Orientation

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

Date: March 21, 2016 **Time:** 2:15 pm 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 29, 2016 **Time:** 4:30 p.m. **HST**

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

April 08, 2016

Date: _____

1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
 2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements**. Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Provider Compliance**. All providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance**. Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - **Labor Law Compliance**. Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.

- **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

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

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

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

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

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the

State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:

1. Postmarked after the designated date; or
2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. If hand delivered, received after the designated date and time.

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

Proposals submitted via facsimile transmissions, electronic mail, website, other electronic means, or on diskette/CD are not permitted.

1.10 Discussions with Applicants

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

1.11 Opening of Proposals

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

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

1.12 Additional Materials and Documentation

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

1.13 RFP Amendments

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

1.14 Final Revised Proposals

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

1.15 Cancellation of Request for Proposal

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

1.16 Costs for Proposal Preparation

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

1.17 Provider Participation in Planning

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

are required

are not required

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

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

1.18 Rejection of Proposals

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

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

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

(6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

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

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

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

1.20 Protests

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

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

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

Head of State Purchasing Agency	Procurement Officer
Name: Rachael Wong, DrPH	Name: 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 Department of Human Services (DHS) is the State's lead agency for the federal Child Care and Development Fund (CCDF). The purpose of this federal grant is to increase the availability, affordability and quality of early childhood development and care programs and to increase the accessibility to all early childhood development and care (ECDC) programs, including infant and toddler programs.

Historically, DHS required the Provider's trainers to utilize and be trained only in the Program for Infant/Toddler Care (PITC) module through WestEd, a California-based organization. The cost to fly contractor's staff to receive the training in California has not been cost effective. Therefore, DHS will allow applicants to propose other nationally recognized, evidence-based curriculum on infant and toddler development.

The Provider will provide infant and toddler training to Family, Friend, and Neighbor (FFN) providers of children who receive child care subsidies through our child Care Development Fund (CCDF) block grant, registered family child care providers, and licensed center-based staff who care for infants and toddlers, and foster parents.

Caregivers who receive the training will become more aware of infant and toddler development, and will be more sensitive to the needs of infants and toddlers.

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 November 16, 2015.

C. Description of the service goals

1. Increase the availability of infant and toddler care settings by increasing the pool of qualified caregivers who are appropriately trained to care for infants and toddlers;
2. Increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

D. Description of the target population to be served

The target population will be caregivers who work with infants and toddlers. This may include FFN providers of children whose families receive CCDF subsidies, registered family child care providers, center-based staff who care for infants and toddlers in licensed and legally exempt settings, and foster parents who care for infants and toddlers.

E. Geographic coverage of service

Training will be available on a statewide basis, will be community-based in areas that are geographically accessible to all caregivers and scheduled at times that are convenient for caregivers.

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

A maximum amount of **\$148,500.00** in total funding from federal funds is allocated for the initial contract period of July 1, 2016 to June 30, 2017. A maximum of \$148,500 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 applicant selected to provide the service (Provider) shall ensure that the required qualifications for staff and trainers delivering this service comply with requirements of Section 2, Service Specifications, as applicable.

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 must keep separate and not co-mingle, cost share, or leverage any services provided under this Agreement with any other services the organization offers that may generate additional private revenues for the benefit of organization.
4. The Provider must assure and be responsible for the 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. The Provider must 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.
5. When a disagreement arises between the Provider and the State regarding the performance of specific service activities within 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.

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:

1. Use a nationally recognized, evidence-based curriculum on infant and toddler development that align with Department’s Attitudes, Skills, and Knowledge (ASKs) Core Areas, or any subsequent updated competencies framework approved by the DHS, as well as with the Hawaii Early Learning and Development Standards (HELDS), or any subsequent revisions to the HELDS, in order to provide a minimum of thirty (30) hours of initial professional development and an additional fifteen (15) hours of subsequent professional development to support caregivers who work with infants and toddlers in promoting the children’s social, emotional, physical, and cognitive development. Refer to Section 5, Attachment E, “Attitudes, Skills, and Knowledge Core Areas (ASKs),” and Attachment F, “Hawaii Early Learning and Development Standards (HELDS).”

2. Offer at least one training module each month for Oahu, Kauai, Maui, East Hawaii, and West Hawaii communities and shall conduct outreach and marketing for the training schedule and locations through a variety of methods, including but not limited to newsletters, social media, electronic mail, and a website.
 - a. The Provider shall consider a variety of training delivery methods for residents of Lanai and Molokai and conduct outreach and marketing for those communities.
3. Maintain a sufficient pool of trainers or staff available who can provide the required trainings each month throughout the year for Oahu, Kauai, Maui, East Hawaii, and West Hawaii communities.
4. Ensure that the staff or trainers who are providing the infant and toddler training in the communities have been trained and certified in the nationally recognized, evidence-based curriculum on infant and toddler development. The staff or trainers used must have, at a minimum, 12 college credits in Early Childhood Education (ECE) or child development and 3 years of experience in training adults who work with children, or have 6 college credits in ECE or child development and 5 years of experience in training adults who work with children.
5. Conduct at a minimum once a year for Oahu, Kauai, Maui, Molokai, Lanai, East Hawaii, and West Hawaii communities an assessment of professional development needs and evaluation of trainings provided from training participants to revise and/or develop new trainings that address the needs identified. The evaluation should include follow-up with participants to determine whether the trainings' competencies are being implemented in work with young children and should also request reflection upon how trainings may be improved, what additional needs have been identified that were not addressed during the training, and any needs for and the kinds of remote technical assistance that would be useful.
6. Offer at least 450 hours of training classes free of charge at various locations and times throughout the contract year, after completing surveys of training needs. The Provider may also offer a variety of delivery methods, including real-time training via the internet that will reduce barriers to attend training while facilitating interactive discussion and enhanced learning.
 - a. Provide interpreter services at no cost to any training participant who has limited proficiency in the English language, as specified under the Special Conditions, item 8, "Interpreter Services".
 - b. To facilitate attendance for each training session and achieve a goal of 80% attendance for each training session, the Provider may charge a nominal fee, not to exceed \$5.00 unless approved by the DHS, to each

participant at the time of registration (i.e. confirmation fee for a confirmed slot at a training session) and shall return the confirmation fee at the time of training or apply to a future confirmed training session.

- c. The Provider shall apply any forfeited confirmation fees for participants who did not attend registered trainings toward the DHS scholarship fund, under the administration of the DHS' Child Care Training and Scholarships services contractor, and provide a report each quarter to the DHS of the confirmation fees collected, forfeited to the DHS scholarship fund, and returned to the participants.
 - d. The Provider who implements the confirmation fee mechanism shall establish written policies and procedures that shall include but is not limited to the amount of the fee, the process of fee collection, method of fee collection, the conditions to be eligible for return of the fee, and the eligible usage of forfeited fees collected. Forfeited fees must be applied toward scholarships by the end of the Agreement period each year.
 - e. Online training should not have a charge, except for the confirmation fee, for the same infant and toddler curriculum offered or curriculum developed under expenditures charged to this Agreement.
7. Include safe sleep practices in the curriculum that follows the guidelines from the American Academy of Pediatrics (AAP) as well as local resources as part of the initial thirty (30) hours of training.
 8. Establish a registration process for trainings offered and give priority for available trainings to registrants who are employed at DHS licensed infant and toddler centers and must meet the requirements under Hawaii Administrative Rules §17-895-16(i), or the subsequent adoption of any revised rules, for the initial thirty (30) hours or an additional fifteen (15) hours of coursework in infant and toddler development.
 9. Training slots may be offered to other individuals who are not FFN providers of children whose families receive CCDF subsidies, registered family child care providers, center-based staff who care for infants and toddlers in licensed and legally exempt settings, or foster parents who care for infants and toddlers when it is determined by the Provider that there are vacant training slots available in a scheduled training session.
 10. Conduct evaluations of individual training modules and the training as a whole with participants as well as the early childhood community, including DHS licensed infant and toddler centers and registered family child care providers, to assess the effectiveness of the training when used during child care and satisfaction of the participants at three and six month intervals after completion of the training.

11. Create, in consultation with the DHS, all necessary forms and other documents to support the delivery of the infant and toddler training service.
12. Be prohibited from charging additional fees for any Infant and Toddler Training services provided under this Agreement, including any curriculum that are developed or any time by staff that are charged to this Agreement, that may be used to provide exclusive trainings that are not open to the public or trainings delivered online.
13. Be prohibited from enhancing private revenue for the Provider by leveraging the market served and services under this Agreement, including but not limited to through cost-shared activities, services, staffing, websites, newsletters, or other expenditures charged to this Agreement.
14. Be prohibited from disseminating information or promoting any additional services that may be provided by the Provider that enhances the Provider's private revenues under outreach and marketing for services under this Agreement, if similar services by other community organizations are not also included and promoted.

The applicant shall describe in detail the nationally recognized, evidence-based curriculum on infant and toddler development that is being proposed and the justification for the selection of the curriculum, including expected competencies gained from the curriculum that align with Department's Attitudes, Skills, and Knowledge Core Areas, or any subsequent updated competencies framework approved by the DHS, as well as the Hawaii Early Learning and Development Standards (HELDS), or any subsequent revisions to the HELDS. Refer to Section 5, Attachment E, "Attitudes, Skills, and Knowledge Core Areas (ASKs)," and Attachment F, "Hawaii Early Learning and Development Standards (HELDS)."

If the applicant is proposing to use an infant and toddler development curriculum that is not nationally recognized, evidence-based, the applicant must demonstrate that the individuals who designed and developed the curriculum have at a minimum a bachelor's degree in Early Childhood Education (ECE) and experience in curriculum design and development to effectively teach and deliver training for adults. The applicant shall describe in detail the developed curriculum that is being proposed and the justification for the selection of the curriculum, including expected competencies gained from the curriculum that align with Department's Attitudes, Skills, and Knowledge Core Areas, or any subsequent updated competencies framework approved by the DHS, as well as the Hawaii Early Learning and Development Standards (HELDS), or any subsequent revisions to the HELDS. Refer to Section 5, Attachment E, "Attitudes, Skills, and Knowledge Core Areas (ASKs)," and Attachment F, "Hawaii Early Learning and Development Standards (HELDS)."

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 staff involved in the development of the training curriculum and delivery of training shall have a background in early childhood education as described in Section 2, Item 2.4, Scope of Work.

Trainers shall have experience in training adults who work with children, as well as academic background in early childhood education as described in Section 2, Item 2.4, Scope of Work.

The Provider shall recruit, hire, train, and supervise the necessary staff to operate this service.

The applicant must describe the organization's capability and experience in performing this service by providing information on all positions to be funded in whole or in part through this Agreement. The applicant must include written position descriptions, requirements and qualifications, policies and procedures for all employees or sub-contractors to assure they are qualified to perform the work they are assigned and are properly supervised or overseen.

The applicant must provide a detailed, viable plan to ensure the continuity of service activities with no interruptions should there be expected or unexpected change in personnel 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. Any change in personnel shall not result in increased personnel cost unless prior approval is received by the Department.

The Provider shall not require or 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.

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.

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 Department 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. Allowed purchases or leases may include chairs, file cabinets, copiers, facsimile machines, mail meter, and desk telephones for the staff.

All equipment purchased with 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 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 organization selected to provide the service shall transfer possession of equipment under this agreement to the DHS.

Computers may also be purchased, but must have prior approval and meet any DHS specifications before purchase to be allowable.

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

Other costs. Funding is also available for office supplies, office space rent, telephone installation, and repair and maintenance of equipment.

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 service. The purpose of these visits will be to:

- Observe the program operations;
- Examine materials ordered for the service;
- Inspect renovations made to the facility, if applicable;

- 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 and the DHS arises in regards to the performance of service activities, the wishes of the DHS 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 collaboration with community agencies and organizations, and
- Accounting practices.

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, 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. The following projected outcomes shall be measured and reported at the end of each fiscal year:

- At least 90% of trainees shall be satisfied with the training received;
- At least 450 hours of training shall be offered in a contract year;
- 100% of the DHS licensed child care providers shall be notified of the schedule of training that is offered; and
- 100% of the DHS licensed foster parents shall be notified that they are able to receive training through this service.

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.

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 selected to provide the service is expected to coordinate and collaborate with other organizations and groups to ensure that: training needs of providers are met; there is no duplication of the type of training offered; and the target group is aware of the types of services offered. The Provider shall coordinate with the contractor of the DHS' Child Care Training and Scholarships services regarding any forfeited confirmation fees that are to be applied toward the scholarship services.

7. **Reporting requirements for program and fiscal data**

Monthly expenditure reports. The Provider shall submit monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement shall be submitted to the DHS. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used for the organization selected to provide the service to request funds for the operation of the service.

Quarterly program progress. The Provider shall submit written quarterly program progress reports to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service. See Section 5, Attachment D for the Quarterly Activity Report. Quarterly reports shall minimally include the following information by island and statewide:

- a) Unduplicated and duplicated numbers of individuals receiving training on a monthly basis for the quarter;
- b) Unduplicated and duplicated numbers of individuals receiving training and where they are employed (i.e. in a center-based facility, including the type, or in a family child care home; foster care, potential provider, etc.);
- c) Type, frequency and locations of trainings offered on a monthly basis;
- d) Unduplicated and duplicated numbers of individuals receiving training, and the type of training that they completed;
- e) Description of the types of outreach activities conducted to encourage new caregivers to attend trainings that are offered;
- f) If implemented by the contractor, total amount of fees returned to participants, and total amount of fees collected from individuals who failed to show up for training sessions that were used for the scholarship fund program on a monthly basis; and
- g) Any other information requested by DHS.

Final report. The Provider shall submit a final written summary report of the fiscal year activities to the DHS no later than 45 calendar days after the end of the State fiscal year. This report shall include cumulative data by geographic

location, a narrative summarizing the success of project activities, and recommendations to improve services for the next fiscal year.

The annual written summary shall include cumulative data for the contract period as follows:

- a) Unduplicated and duplicated numbers of individuals who received training;
- b) Unduplicated and duplicated numbers of individuals who received training and where they are employed (i.e. in a center-based facility, including the type, or in a family child care home; foster care, potential provider, etc.);
- c) Type, frequency and locations of trainings offered throughout the year;
- d) Unduplicated and duplicated numbers of individuals who received training, and the type of training that they completed;
- e) Description of the types of outreach activities conducted throughout the year to encourage new caregivers attend trainings that were offered and an evaluation of the outreach efforts;
- f) If implemented by the contractor, total amount of fees returned to participants, and total amount of fees collected from individuals who failed to show up for training sessions that were used for the scholarship program for the entire year; and
- g) Description of how training has been tailored to each community and type of provider being served;
- h) Summary of feedback from individuals who attended training and how the training plan will be adjusted, if necessary, as result of the feedback; and
- i) Any other information as requested by the DHS.

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 have the responsibility to seek, lease, and furnish suitable facilities for the operation of the service. The service shall (minimally) be provided in a centralized location on each island and must be responsive to the needs of the public. Also 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 organization 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 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 Provider is entitled.

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.

Units of service and unit rate

Not applicable.

Method of compensation and payment

The Provider shall submit monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the organization selected to provide the training and scholarship service to request funds for the operation of the service.

Allowable expenditures, in accordance with HRS 103F Cost Principles, incurred prior to the start of the contract period (July 1, 2016 or later), in order for services to start at the beginning of the contract period, may be included in first month's monthly invoice. No request shall be made or authorized for "start up or advance payment" prior to first month's invoice for services delivered.

Monthly payments after the first calendar quarter are conditional upon the receipt and preliminary approval by the STATE of the Quarterly Activity Reports (QAR) due no

later than 30 days after the end of the previous calendar quarter and each subsequent monthly program report.

The STATE's preliminary determination of appropriateness and permissibility of the reported expenditures shall be subject to later verification and subsequent audit.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (Refer to Section 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

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

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents for 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 problem/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 State can contact to verify experience. 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 a written 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.

The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community by indicating which agencies, organizations, and/or groups should be collaborated with in order to deliver the services to the target group in a satisfactory manner. Also, the applicant shall describe a detailed plan for coordination and collaboration with those agencies, organizations, and/or groups that are identified. The following information shall be included:

1. Name and contact information for the agency;
2. Nature of the coordination activities; and
3. How this relationship is relevant to the proposed services in this RFP.

The State reserves the right to contact each agency named to confirm the information presented.

E. Facilities

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

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, and trainer/participant ratio 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 or sub-contractor 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 statewide and ensure that it is provided monthly in all geographic areas, including non-traditional hours.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff or sub-contractors 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 or sub-contractors 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 recruit and hire, supervise, train and provide administrative direction to staff and any sub-contractors 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.

The applicant shall include a detailed description of their plans to implement the primary services and activities listed in Section 2.4, Scope of Work.

The applicant shall describe in detail the nationally recognized, evidence-based curriculum on infant and toddler development that is being proposed and the justification for the selection of the curriculum, including expected competencies gained from the curriculum that align with Department's Attitudes, Skills, and Knowledge Core Areas, or any subsequent updated competencies framework approved by the DHS, as well as the Hawaii Early Learning and Development Standards (HELDS), or any subsequent revisions to the HELDS. Refer to Section 5, Attachment E, "Attitudes, Skills, and

Knowledge Core Areas (ASKs),” and Attachment F, “Hawaii Early Learning and Development Standards (HELDS).”

If the applicant is proposing to use an infant and toddler development curriculum that is not nationally recognized, evidence-based, the applicant must demonstrate that the individuals who designed and developed the curriculum have at a minimum a bachelor’s degree in Early Childhood Education (ECE) and experience in curriculum design and development to effectively teach and deliver training for adults. The applicant shall describe in detail the developed curriculum that is being proposed and the justification for the selection of the curriculum, including expected competencies gained from the curriculum that align with Department’s Attitudes, Skills, and Knowledge Core Areas, or any subsequent updated competencies framework approved by the DHS, as well as the Hawaii Early Learning and Development Standards (HELDS), or any subsequent revisions to the HELDS. Refer to Section 5, Attachment E, “Attitudes, Skills, and Knowledge Core Areas (ASKs),” and Attachment F, “Hawaii Early Learning and Development Standards (HELDS).”

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 cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization 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 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 in

accordance with Public Law 104-193, the federal law governing the Child Care Development Fund. 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):

1. The applicant is to submit the organization’s most recent financial statements.
2. The applicant is to submit a copy of the organization’s financial policies that relate to the expenditure of funds for this service, including policies for confirmation fees, if applicable.

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) Yes No

Administrative costs and indirect costs not to exceed 5% Yes No

	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 point (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 knowledge of which agencies, organizations, or groups that need to be collaborated and coordinate with in order to deliver satisfactory services.
- Described how collaboration with the agencies, organization, or groups identified would result in the delivery of satisfactory services.

E. Facilities

- Adequacy of facilities relative to the proposed services.
- Demonstrated a plan for the location of the facilities.
- 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***

- Proposed Staffing: That the proposed staffing pattern and capacity are reasonable to ensure viability of the services. _____
- Staff Qualifications: Minimum qualifications (including experience) for staff and sub-contractors assigned to the program and how staffing will be maintained to ensure that there are qualified trainers in the State throughout the contract period. _____
- Minimum qualifications (including experience) for staff and sub-contractors assigned to the program is reasonable based on the position descriptions for each position. _____
- Describes in detail a plan for coverage in situations when assigned staff and sub-contractors are unavailable. _____

B. ***Project Organization***

- Describes in detail a plan for training of staff and sub-contractors 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. _____
- Describes in detail a plan for providing supervision and administrative direction to staff and sub-contractors relative to the delivery of the proposed services. _____

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 proposed design and development of curriculum that will be used by the trainers. _____
- Describes in detail the curricula that are being proposed and the justification for the selection of the curricula, including whether the curricula are evidence-based, nationally recognized, etc. and describe the expected competencies gained from the curricula that align with Department's Attitudes, Skills, and Knowledge Core Areas, as well as the Hawaii Early Learning and Development Standards (HELDS). _____
- Describes in detail how the training topics will be responsive to the needs of the target group which includes a mandatory training on safe sleep practice. _____
- Describes in detail the target group will be informed of the training offered and to ensure priority and delivery of training to licensed infant and toddler center staff. _____
- Describes in detail the kinds of outreach and recruitment that will be done to encourage new participants to attend trainings. _____
- Describes in detail how training will be offered at various locations to accommodate the needs of the target group, free of charge, including alternative methods of training delivery. _____
- Describes in detail how many training classes per month will be offered per island. _____
- Describes in detail when the training classes will be offered and how it will be responsive to the target group's needs, including alternative methods of training delivery and provision of interpreter services. _____
- Describes in detail how the training will be evaluated to determine whether the training provided is satisfactory and effective to the participants, and evaluated to determine areas of improvement. _____

4. 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. _____
- Adequacy of accounting system (as indicated in most recent audit report). _____
- Financial policies for the use of funds for this service is clearly presented, including policies for confirmation fees, if applicable. _____

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. Quarterly Activity Report
- E. Attitudes, Skills and Knowledge Core Areas (ASKs)
- F. Hawaii Early Learning and Development Standards (HELDS)

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: _____ RFP No.: _____

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

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	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			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 – Subcontract	
	SPO-H-206G Budget Justification – Depreciation	
	SPO-H-206H 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 Requirement

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:

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

Attachment D

Quarterly Activity Report

QUARTERLY ACTIVITY REPORT

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

Reporting Quarter: _____ 1st; _____ 2nd; _____ 3rd; _____ 4th. Fiscal Year: 2016-2017

Provider: _____ Contract No: _____

Program Name: Infant & Toddler Training

Geographic Region (Statewide, Oahu, Kauai, East Hawaii, West Hawaii, Maui County): _____

I. SERVICES PURCHASED:

INDIVIDUALS TRAINED	Unduplicated*					Duplicated**					Yearly Total
	Monthly Actual				YTD	Monthly Actual				YTD	
	1 st	2 nd	3 rd	Qtr	***	1 st	2 nd	3 rd	Qtr	***	
1. Number of individuals receiving training											
2. Trainees' places of employment											
• Center-based (Group Child Care Center, Group Child Care Home)											
• Center-based (Infant/Toddler)											
• Family Child Care Home											
• Potential Provider											
• Foster Parents											
• Other											
3. Number of individuals completing 30 hours of initial coursework training											
• Type of training curriculum											
• Safe Sleep Practices training											
• Other type of training											
4. Number of individuals completing additional 15 hours of coursework training											
• Type of training curriculum											
• Other type of training											

II.a. **SERVICES**

SERVICE AVAILABILITY	Monthly Actual				Quarterly Actual	Cumulative YTD***	Goal
	1 st	2 nd	3 rd	4 th			
1. Total # of Classes							
• # Classroom Setting (in-person)							
• # On-line training							
• Day (weekdays) hours							
• Nights							
• Weekends							
2. Total # of Locations of Trainings offered							
• Oahu							
• Kauai							
• Maui							
• East Hawaii							
• West Hawaii							
• Lanai/Molokai (if any)							
3. Total # Who Signed Up For Classes							
• # of No Show							
4. Total # of Cancelled Classes							
• Low enrollment							
• Trainer unavailability							
• Other							
5. If implemented by the provider, total amount of fees returned to participants							
6. If implemented by the provider, total amount of fees collected for no-shows that were used for the scholarship program (for entire year)							

* Unduplicated means that this is the first time the individual is being counted in the contract period.

**Duplicated means the total number of individuals served during the contract period.

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

II.b. **SERVICES** (continued) - Additional Explanation of SERVICES and activities:

1. Outreach Activities Statewide

(a) Provide a description of outreach activities that are conducted statewide.

(b) Report evaluation findings and any plans or changes to outreach efforts to increase training enrollment.

2. Training

(a) Evaluate individual training modules with participants, early childhood community and DHS licensed infant and toddler center staff and registered family child care providers to assess the effectiveness of training.

(b) Evaluation activities at three (3) and six (6) month interval periods post-training completion.

(c) Report findings and any plans or changes made to training modules based on the evaluation of the effectiveness of training.

III. **OUTCOMES**

OUTCOMES	ACHIEVEMENT OF PROPOSED OUTCOMES				
	Proposed Annual	This Quarter		Cumulative YTD	
	% Achieved	% Achieved	# of Clients	%	#
Number of individuals whose training needs were met by the Provider	100%				
Number of Infant/Toddler center-based staff who completed 30 hours of initial coursework training required					
Number of Infant/Toddler center-based staff who completed the additional 15 hours of coursework training required					
Number of Infant/Toddler center-based staff who completed Safe Sleep training					
Number of registered family child care providers who completed Safe Sleep training					
Number of legally exempt child care providers who completed Safe Sleep training					

IV. **MAJOR ACCOMPLISHMENTS DURING THIS QUARTER**

(Use additional sheets, if necessary.)

V. **PROBLEMS ENCOUNTERED DURING QUARTER AND CORRECTIVE ACTION TAKEN**

(Use additional sheets, if necessary.)

VI. **STAFF CHANGES DURING QUARTER**

Attach Quarterly Staffing Changes (Form OSC 1)

VII. **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

Title

Signature

Date

Attachment E

Attitudes, Skills and Knowledge Core Areas (ASKs)

Refer to website:

<http://www.patchhawaii.org/assets/content/providers/center/careers/ASK-Booklet.pdf?1416515464>

Attachment F

Hawaii Early Learning and Development Standards (HELDS)

Refer to website:

<http://earlylearning.hawaii.gov/wp-content/uploads/2014/02/HELDS-continuum-2014.04.01.pdf>