

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

Addendum 1

May 4, 2006

To

Request for Proposals

HMS-302-06-03-S
Child Care Provider Registry
March 20, 2006

May 4, 2006

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Child Care Provider Registry
HMS-302-06-03-S**

The Department of Human Services, Benefit, Employment & Support Services Division, Employment & Child Care Program Office is issuing this addendum to HMS-302-06-03-S, Child Care Provider Registry, for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is **May 19, 2006**.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Julie Morita (Phone #: 586-7058; email address: jmorita@dhs.hawaii.gov)
Benefit, Employment & Support Services Division
Employment & Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

Request for Final Revised Proposals
For RFP HMS-302-06-03-S, Child Care Provider Registry

Purpose of the request for final revised proposals:

The purpose for the request for final revised proposals is to provide applicant organizations the opportunity to include, or amend, financial information as specified in the Request for Proposals (Section 3 – Proposal Application Instructions, V-Financial).

Sections that may be submitted are limited to the following:

1. SPO-H-205 (Budget)
2. SPO-H-206A (Budget Justification – Personnel: Salaries & Wages)
3. SPO-H-206B (Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits)
4. SPO-H-206C (Budget Justification – Travel: Inter-island)
5. SPO-H-206E (Budget Justification – Contractual Services: Administrative)
6. SPO-H-206F (Budget Justification – Contractual Services: Sub-contracts)
7. SPO-H-206G (Budget Justification – Depreciation)
8. SPO-H-206H (Budget Justification – Program Activities)
9. SPO-H-206I (Budget Justification – Equipment Purchases)
10. Organization’s most recent financial audit
11. Organization’s financial policies that relate to the expenditure of funds for this project.

Procedure for submission final revised proposals:

- Procedure for submission is the same as the procedure for the original proposals as defined in: <section>
- Procedure for submission of final revised proposals is as follows:

The mail-in and drop-off site is:

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

- All mail-ins must be postmarked by USPS before 12:00 midnight, May 19, 2006.
- All hand-deliveries will be accepted until 4:30 p.m., May 19, 2006.

As stated in the RFP (Section 1 – Administrative Overview, XIII – Final Revised Proposals), “the applicant’s final revised proposal, as applicable to this RFP, must be postmarked by the date and time specified by the state purchasing agency and

received within ten days or hand delivered by the date and time specified by the state purchasing agency. Final revised proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but no receive within ten days; or
- If hand carried, received after the designated date and time.

If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. The applicant shall submit only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200). After final revised proposals are received, final evaluations will be conducted for an award.”

Note:

- Only the section or sections of each applicant's last proposal that are amended shall be submitted.
- If no final revised proposal is submitted, the applicant’s last proposal shall be deemed to be the applicant's final revised proposal.
- The amended estimated schedule for proposal evaluation and provider selection is from 5/22/06-6/2/06, and for notice of statement of findings and decision is from 6/5/06-6/9/06.