



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

## **Addendum Number 2**

**Date Issued: September 29, 2006**

**To**

**Request for Proposals**

**RFP No. HMS 305-07-02-S**

**RFP Title: Child Care Payment Services**

**Date Issued: July 21, 2006**

September 29, 2006

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS**  
**RFP No. HMS 305-07-02-S**  
**RFP Title: Child Care Payment Services**

The Department of Human Services, Benefit, Employment and Support Services Division, Employment/Child Care Program Office, is issuing this addendum to RFP No. HMS 305-07-02-S, RFP Title: Child Care Payment Services, 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 **October 16, 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:

<Contact person's name: Ethel Fleming

<Contact phone: (808) 586-0978

<Contact e-mail address: efleming@dhs.hawaii.gov

<Contact address: 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813-2936

*Subsection Page*

**Section 1, Administrative Overview**

I 1-1 The revised Procurement Timetable is shown below.

**Section 2, Service Specifications**

II 2-5 The initial contract term is eight months.

**Section 3, Proposal Application Instructions**

No  
Changes

**Section 4, Proposal Evaluation**

No  
Changes

**Section 5, Attachments**

No  
Changes

**I. Procurement Timetable**

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	07/21/06
Distribution of RFP	07/24/06
<b>RFP orientation session</b>	<b>08/01/06</b>
Closing date for submission of written questions for written responses	08/04/06
State purchasing agency's response to applicants' written questions	08/14/06
Discussion with applicants prior to proposal submittal deadline (optional)	
<b>Proposal submittal deadline</b>	<b>09/15/06</b>
Discussion with applicant after proposal submittal deadline (optional)	
<b>Final revised proposal deadline, 4:30 P.M., HST</b>	<b>10/16/06</b>
Proposal evaluation period	10/17/06- 10/27/06
Provider selection	10/27/06
Notice of statement of findings and decision	10/30/06- 10/31/06
Contract start date	11/15/06

## Request for Final Revised Proposals

RFP No. HMS 305-07-02-S

RFP Title: Child Care Payment Services

### **Purpose of the request for final revised proposals:**

The purpose is to request the organization to submit a revised proposal budget that includes the proposed “bonus” amount as a budget line item that is a part of, and not a separate add-on to, the budget. All monies for operating the service plus any bonus amount are to be projected on the SPO budget forms noted on the RFP Attachment A Proposal Application Checklist. The proposal budget is to reflect costs and any bonus amount not to exceed the available funding of \$1,250,000 allocated for providing these services.

A budget revision may require the organization to amend the proposed service delivery.

### **Sections (amended) that may be submitted:**

Section 2 **Service Specifications**, III. Scope of Work

Section 2 **Service Specifications**, IV. Facilities

Section 3 **Proposal Application Instructions**, III. Project Organization and Staffing

Section 3 **Proposal Application Instructions**, V. Pricing Structure, SPO budget forms.

Please ensure that the name of the organization and the RFP No. are imprinted on the amended pages submitted to the BESSD Contracting Office noted on the RFP page 1-3.

### **Procedure for submission of final revised proposals:**

Procedure for submission is the same as the procedure for the original proposals as defined in: Proposal Mail-in and Delivery Information Sheet and the revised Procurement Timetable. ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN OCTOBER 16, 2006 and received by the State purchasing agency no later than 10 days from the submittal deadline. ALL HAND DELIVERIES SHALL BE ACCEPTED UNTIL 4:30 P.M. Hawaii Standard Time (HST), October 16, 2006.

Procedure for submission of final revised proposals is as follows:

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.