

State of Hawaii
Department of Labor and Industrial Relations
Workforce Development Division

Addendum Number 01

December 7, 2006

To

Request for Proposals

RFP No. LBR 111-06(OACSEP)

**Part-Time Community Service Training Opportunities
for Older Workers**

Issued October 25, 2006

December 7, 2006

ADDENDUM NO. 01
To

REQUEST FOR PROPOSALS
Part-Time Community Service Training Opportunities for Older Workers
RFP No. LBR 111-06(OACSEP)

The Department of Labor and Industrial Relations, Workforce Development Division is issuing this addendum to RFP Number LBR 111-06(OACSEP), Part-Time Community Service Training Opportunities for Older Worker for the purposes of:

- Responding to questions that arose at the orientation meeting of November 28, 2006 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 <date>.

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:

Yvonne Chong

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Responses to Question Raised by Applicants
For RFP No. LBR 111-06(OACSEP)
Part-Time Community Service Training Opportunities for Older Workers

1. Must the host agency be a non-profit entity?

The host agency shall be a federal, state or county governmental entity or an entity with a 501(c)(3) designation from the Internal Revenue Service.

2. What do we do if the physical exam reveals a medical condition severe enough that the host agency cannot accept the participant?

The physical exam is a program benefit and should not be used as means to disqualify a participant from the program. If the participant's physical examination reflects that he/she is not able to work in the type of community service assignment that was initially planned, the program operator should try to work with the participant to explore other types of assignments or possibly look at another host agency which will be able to accommodate the participant with his/her condition. Supportive counseling and case management services should be provided to help the participant to assess the situation and make appropriate decisions including whether to withdraw from the program to take care of their medical condition before continuing participation. Appropriate referrals to other programs which may be better suited to assist the participant can also be made.

3. Is there a penalty if the majority of the participants remain in the program for 48 months?

While there may not be a specific penalty that occurs should the majority of the participants remain in the program for 48 months, if the majority of your participants remain on the program for the maximum duration, it will be extremely difficult to meet the required performance measures of Entered Employment, Service Level, Retention, Earnings, and Long Term Retention. Failure to meet the performance goals can result in fiscal sanctions and/or loss of contract.

4. Does the RFP applicant need to prepare a four year grant or a proposal for just the first year?

The procurement will be for a four year period, but the applying agency can submit a proposal just for the first year of the award. Since our federal allocation changes from year to year, a separate proposal for each subsequent year can be submitted as needed later. If the applying agency plans to make substantive changes in their operation for the second, third or fourth year, though, they should describe these changes in their proposal.

- 5. Will the entities selected for this procurement be responsible for the recruitment of eligible participants on their own? Is there a set of guidelines other than the eligibility requirements for this process that the State would recommend/require?**

Yes. Outreach and recruitment of eligible program participants is a required part of this award. The agency that is selected will be responsible to conduct outreach and recruitment activities to locate potential applicants and to determine their eligibility to participate in the program. There are no set guidelines regarding how or where recruitment activities should occur. Selected entities are encouraged to use innovative measures to locate potential applicants..

- 6. If further questions pertaining to this RFP come up during the development of the proposal, would we be able to contact you to get answers?**

Yes. Further discussion can occur. If substantial questions arise after the deadline to submit written questions occurs, additional addendums may be issued to the Request for Proposals.

- 7. Can OACSEP participant be dual enrolled into other federal employment and training programs such as the National Farm workers Job Program?**

Yes. Dual enrollment is encouraged whenever possible if the OACSEP participant's service plans identifies a service and/or activity that may be provided by another federal employment and training program. Precautions should be taken to prevent duplication of services, i.e. a participant receiving the same supportive services from both programs.

- 8. Is the sections in Section 4-Proposal Evaluation, the grading form?**

While not a "grading form", the evaluation criteria listed in Section 4 will be utilized in reviewing all proposals submitted.

- 9. Where can the cost proposal forms be found?**

The cost proposal (budget) forms can be downloaded from the State Procurement Office website as referenced on page 1-2 of the Request for Proposals. The forms, though, will need to be modified to reflect the program specific modifications indicated in the Request for Proposals. The applying entities should also note that other program specific forms are included in the Request for Proposals.