

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch

Addendum 2

October 10, 2007

To

Request for Proposals

RFP No. HTH 560-CW-001
Expansion and Capacity Building of the Big Island
Perinatal Health Disparities Consortia

Issued: July 12, 2006

October 10, 2007

ADDENDUM NO. 2

To
REQUEST FOR PROPOSALS
Expansion and Capacity Building of the Big Island Perinatal Health Disparities
Consortia
RFP No. HTH 560-CW-001

The Department of Health, Family Health Services Division, Maternal and Child Health Branch is issuing this addendum to RFP No. HTH 560-CW-001, Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia 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 10/24/07.

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:

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Request for Final Revised Proposals
For RFP No. HTH 560-CW-001 Expansion and Capacity
Building of the Big Island Perinatal Health Disparities Consortia

Purpose of the request for final revised proposals:

Applicant (s) for Request for Proposals RFP No. HTH 560-CW-001 Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia are being provided the opportunity to clarify approaches through submittal of final revised proposals where insufficient information may have been provided. If an Applicant does not submit a final revised proposal, then the Applicant(s) last proposal shall be deemed to be the Applicant(s) final revised proposal.

Sections that may be submitted:

Sufficient information are being sought in the following areas as submitted by Applicant(s), following the Section 3, Proposal Applicant Instructions:

1. Section 3, Proposal Application Instructions, III. Project Organization and Staffing, A. Staffing, Proposed Staffing and Staff Qualifications (page 2-3).
 - A. Staffing
 1. Proposed Staffing. The Applicant(s) shall describe the proposed staffing pattern for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable).
 2. Staff Qualifications. The Applicant(s) shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable).

This is also discussed in more detail in Section 2, Service Specifications, III Scope of Work, B. Management Requirements (Minimum and/or mandatory requirements), (page 7) as follows:

1. Personnel
Professional personnel such as bachelors or masters prepared are to provide overall supervision as well as implementation of service activities. Personnel background should show engagement in community organization and planning.

It is requested that one (1) FTE professional with a background described above would be provided for this Project.

The Applicant(s) are encouraged to revise or restate as needed the demonstrated background and experience sought for the Consortia Coordinator and their role in relationship to the Consortia.

The Applicant(s) are encouraged to revise or restate as needed the role and purpose of other staff who may provide services and/or support for this contract.

2. Section 3, Proposal Application Instructions, C, Quality Assurance and Evaluation (page 2). The applicant shall describe its own plans for quality assurance and evaluation for the

- proposed services, including methodology. This is also detailed in Section 4, Evaluation Criteria, Item C., Quality Assurance and Evaluation (page 4) which states: “Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology; Quality assurance system is used to identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement, efficient or effective methods for the purpose of overall Project improvement..
3. Section 3, Proposal Application Instructions, IV, .Service Delivery A. Service Activities and Tasks 1 through 6 (pages 3-4). Applicant(s) shall include a detailed discussion of the Applicant’s approach and methods to applicable service activities and management requirements from Section 2, Item III-Scope of Work, including a work plan of all service activities, and tasks to be completed, related work assignments/responsibilities and timelines/schedules for service activities (pages 5-6).

The Applicant(s) are encouraged to revise or restate as needed the role of the Consortia Coordinator in this contract and to the BIC and the LAC.

4. Section 4, Proposal Evaluation, III Evaluation Criteria, 5. Financial, page 6, Non-personal costs are reasonable and fully justified.

5. As applicable revise any related attachments and forms which may include but not be limited to Organizational chart (supervision and service delivery), Table A Performance Measures, Table B Output Measures, and financial forms.

Procedure for submission of 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:

Final Revised Proposals shall be mailed, postmarked by the United States Postal Service on or before October 24, 2007, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on October 24, 2007. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Postmarked and hand delivered proposals should be either mailed or delivered to the following Oahu site.

Department of Health, Maternal and Child Health Branch, 741-A Sunset Avenue, Room 102, Honolulu, Hawaii 96816, Attention: Women's Health Section. Final Revised Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected.

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.