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

Request for Proposals

RFP No. HMS-903-08-05-O TEEN PREGNANCY PREVENTION AND POSITIVE YOUTH DEVELOPMENT SERVICES FOR YOUTH SERVICE CENTERS IN KALIHI

October 9, 2007

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

LINDA LINGLE
GOVERNOR

LILLIAN B. KOLLER
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P.O. Box 339
Honolulu, Hawaii 96890-0339

October 9, 2007

MEMORANDUM

TO: All Interested Parties

FROM: Lillian B. Koller, Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) HMS-903-08-05-O POSITIVE YOUTH DEVELOPMENT AND TEEN PREGNANCY PREVENTION PROGRAMS FOR YOUTH SERVICE CENTERS IN KALIHI**

The Department is seeking to purchase the service listed above and further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

An Informational meeting is scheduled on O'ahu on Thursday, October 25, 2007, from 1:00 p.m. to 3:00 p.m. at Haseko Center, 820 Mililani Street, 6th floor Conference Room 1, Honolulu, Hawaii 96813. For more information, please call Kim Arista at 586-7090. The Department's Program staff will be present at this session to review the RFP requirements and informally address questions you may have. In order for the proposal to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS/ BESSD/ ECCPO, at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals must be received no later than 4:30 p.m., Thursday, November 13, 2007.

Proposal and accompanying materials not requested by the Department or submitted after the deadline will not be accepted for consideration.

Attachments

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **November 13, 2007 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 and Support
Services Administrative Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR
Kimberly Arista
For further info. or inquiries

Phone: 586-7090
Fax: 586-5744

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), November 13, 2007.** 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., November 13, 2007.

Drop-off Sites

Oahu:
Department of Human Services
Benefit, Employment and Support Services
Division Administrative Office,
Hasekko Building
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

Maui:

East Hawaii:

Kauai:

West Hawaii:

RFP Table of Contents

Section 1 Administrative Overview

Section 2 - Service Specifications

Section 3 - Proposal Application Instructions

Section 4 – Proposal Evaluation

Section 5 – Attachments

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.

b

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.

Activity	Scheduled Date
Public notice announcing RFP	Oct. 9, 2007
Distribution of RFP	Oct. 9, 2007
RFP orientation session	Oct. 25, 2007
Closing date for submission of written questions for written responses	Nov. 2, 2007
State purchasing agency's response to applicants' written questions	Nov. 7, 2007
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	Nov. 13, 2007
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	Week of Nov. 19, 2007
Provider selection	Week of Nov. 19, 2007
Notice of statement of findings and decision	Nov. 26, 2007
Contract start date	Jan. 1, 2008

Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS…"
2	RFP website	"Health and Human Services, Ch. 103F…" and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F…" "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://www.hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://www.capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://www.hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**www.hawaii.gov/campaign**

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.

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 applicant 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.

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 and Support Services Division, Employment and Child Care Program Office**

Phone (808)	**586-5735**	Fax: (808)	586-5744

Orientation

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

Date:	**Monday, October 15, 2007**	**Time:**	**1:00 p.m.-3:00 p.m.**
Location:	**820 Mililani Street, Haseko Building 6th Floor Conference Room 2, Honolulu, Hawaii 96813**		

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 next paragraph (VII. Submission of Questions).

Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: **October 19, 2007** **Time:** 4:30 p.m. HST

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

Date: **October 26, 2007**

Submission of Proposals

A. **Forms/Formats -** Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.

2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled 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 SPO-H-200A) -** Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.**)**

5. **Tax Clearance –** A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

   Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

B. **Program Specific Requirements -** Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.

C. **Multiple or Alternate Proposals -** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. 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. **Wages and Labor Law Compliance -** Before a provider enters into a service contract in excess of $25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained form the Hawaii State Legislature website. (See paragraph II, Website Reference.)

E. **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. 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 be register 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. (See paragraph II, Website Reference.)

F. **Campaign Contributions by State and County Contractors**. Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

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. 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. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- 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.

No faxed proposals or proposals submitted through electronic means (diskette/CD, transmission by e-mail, etc.) shall be allowed.

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 section 3-143-403, HAR.

Opening of Proposals

Upon receipt of proposal by a state purchasing agency 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.

Additional Materials and Documentation

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

RFP Amendments

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

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 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.

Cancellation of Request for Proposal

The request for proposal 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 interests of the State.

Costs for Proposal Preparation

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

Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, 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 sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

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: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

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

Notice of Award

A statement of findings and decision shall be provided to all applicants 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 awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) 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: Lillian B. Koller	Name: Edwin Igarashi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339 Honolulu, HI 96809	Mailing Address: P.O. Box 339 Honolulu, HI 96809
Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813	Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813

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 Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

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

General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). 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

I. Introduction

A. Overview, purpose or need

The Temporary Assistance for Needy Families (TANF) federal block grant is intended to help families achieve self-sufficiency. TANF, as defined by the U. S. Department of Health and Human Services, has four purposes:

1. To provide assistance to needy families;
2. To end dependence of needy parents by promoting job preparation, work and marriage;
3. To prevent and reduce out-of-wedlock pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

The U. S. Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance (ACF) has issued a guidance document entitled "Helping Families Achieve Self-Sufficiency: A Guide on Funding Services for Children and Families through the TANF Program" (ACF TANF Guidance). The ACF TANF Guidance encourages the States to use TANF flexibly and in innovative ways to achieve the above-stated TANF goals.

In support of TANF purpose three, the State of Hawaii, Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Employment and Child Care Program Office are requesting proposals from qualified applicants to contribute to the vision of a safe, healthy, and nurturing community that values youth as productive and contributing members and provides opportunities for actualization of their highest potential. The request is for services providing positive youth development and teen pregnancy prevention services that address both risk and protective factors for youth in Kalihi. Teen pregnancy can negatively affect the young mother, child, and community. In addition, research has found that adolescents under the age of 18 who bear children often experience school failure, poverty and delinquency. The children born to teen mothers are more likely to be living in poverty and to experience health problems, child abuse and neglect, and school failure. Preventing teen pregnancy through positive youth development activities such as academic support, enrichment and recreational activities, decision making, service learning, job preparation and family strengthening activities contributes to adolescents' abilities to make the successful transition to productive young adulthood.

The research has consistently shown that risky and/or delinquent behaviors among teens, particularly TANF adolescents, including crime, violence and teen pregnancy, is associated with lack of guidance, family support, adequate adult supervision, academic enrichment, appropriate developmental services, and academic and vocational training.[1]. The research has also proven that "Children who regularly attend high-quality programs have better peer relations and emotional adjustment, better grades and conduct in school, more academic and enrichment opportunities, spend less time watching TV, and have lower incidences of drug-use, violence and pregnancy."[2] Research has further established that the teens that participate in shared activities with parents and have supportive family relationships are factors that have been noted to reduce risk of teen pregnancy.[3] Recent annual progress reports and other evaluations of after-school programs around the country have found "improved school attendance, and documented improved reading and/or math scores."[4]

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) Public Notice was published and posted on the State of Hawaii, State Procurement Office (SPO) website on August 29, 2007 at the following website address:

www4.hawaii.gov/bidfiles/RFI%20903-08-04-S%20Specified%20Geographic%20Locations%20v2.htm

The posting attempted to solicit feedback from the general public on the services to be procured**.** Two individuals from two organizations attended the RFI general meeting held on September 17, 2007. A suggestion was made to maintain case management as one of the three primary services. The issues discussed were the performance measures and reporting format that would be required for the agencies awarded through this procurement. Both agency representatives were in favor of the performance measures and reporting format that was developed by the Lewin Group be adopted and piloted with this procurement, as they felt it was comprehensive yet flexible enough for use among many types of prevention programs.

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[1] Jan Kaplan, *Addressing the Challenges Faced by Teens in TANF Households*, Issue Notes, welfare Information Network, Vol. 8, no. 4 (July 2004). *Also see*, National Campaign to Prevent Teen Pregnancy (2003).

[2] *Working for Children and Families: Safe and Smart After school Programs (2000)*. Washington, DC: U.S. Departments of Education and Justice.

[3] Jennifer Manlove, Ph.D., *et. al.*, *A Good Time: After-School Programs to reduce Teen Pregnancy*, National Campaign to Prevent Teen Pregnancy (January 2004).

[4] *21st Century Community Learning Centers: Providing Quality after school Learning Opportunities for America's Families* (September 2000). US Department of Education. Available at http://www.ed.gov/pubs/Providing_Quality_Afterschool_Learning/report.html.

C. Description of the goals of the service

To address the needs of and support the vision for youth at risk in Hawaii, the available funds are to be used within the Youth Service Center structure to provide the following services in a comprehensive manner:

1. Community-Based Outreach that includes assessing community needs and resources, making contact with youth at risk and their families in defined area of Kalihi and connecting them to resources/services that address issues related to teen pregnancy and family strengthening.

2. A Case Management System that includes some process of general intake and assessment, referral services, counseling, crisis intervention and monitoring for the youth identified as in need of such services due to the risk of early adolescent sexual involvement, teen pregnancy, and/or family relationship conflict.

3. Positive Youth Development and Teen Pregnancy Prevention activities that are aimed at decreasing risk factors and increasing protective factors for youth. Specifically activities that address the areas of decision making and positive choices, academic support, physical health and sexual development, service learning and job preparation, and family strengthening that contribute to achieving the ultimate goal of a successful transition to adulthood and self-sufficiency.

D. Description of the target population to be served

The target population for the services includes:

1. Youth, ages 12 through 18, at risk of sexual involvement, violence, substance abuse and/or criminal activity due to geographic, ethnic, or socioeconomic factors.

2. Youth, between the ages of 10 to 19, who have been arrested, have had contact with the police, are chronically truant, runaway, involved in gangs, violence or substance abuse; or are experiencing serious family problems, abuse and/or neglect, social, emotional, psychological, educational, moral, physical or other similar problems.

3. Youth of Samoan, Hawaiian, Filipino, African-American ancestry who are over-represented within the juvenile justice system. As well as youth of Micronesian ancestry who may be having difficulty transitioning to a new culture.

E. Geographic coverage of service

Proposal request is for services delivered in the Farrington Complex which consists of Farrington High, Dole Middle, Kalakaua Middle, Fern Elementary, Ka'ewai Elementary, Kalihi Elementary, Kalihi Kai Elementary, Kalihi Waena Elementary, and Kalihi Uka Elementary schools. This geographic area includes Alewa Heights, Iwilei, Kalihi Kai, Kalihi Uka, Kalihi Valley, Kalihi Waena and parts of Kamehameha Heights, Kapalama and Palama.

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

1. Funding Period: January 1, 2008- December 31, 2008

   Total Amount of Federal Funds: $550,000 (FIVE HUNDRED FIFTY THOUSAND DOLLARS AND NO/100)

   Source of Federal Funds: C.D. F.A #93.558 Temporary Assistance for Needy Families (TANF) **www.cdfa**. gov

2. DHS anticipates funds to be awarded for up to 4 sites for a 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for three (3) additional 12 month extensions subject to the availability of funds, continued need and satisfactory provider performance. The DHS reserves the right to determine the configuration of services and awards to best meet the needs of the Kalihi community after all proposals are reviewed.

3. DHS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, DHS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation:

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

2. The applicant shall meet all State and County licensing requirements, if any, to operate Youth Service Centers.

3. The intent of this procurement is not to provide start-up funds to create new Youth Service Centers. Funding opportunities are available to applicants who currently operate Youth Service Center programs that provide a place where all youth and their families in the Kalihi community feel comfortable accessing a continuum of services, resources, and opportunities that include prevention, intervention and community empowerment.

    a. Community-based service activities operated during after-school hours, weekends, school intercession, and holidays.

    b. Services and activities that involve aspects of effective youth programs including: cultural awareness and identity, youth involvement, developmentally appropriate programming, gender appropriate programming, family involvement, and a caring adult relationship.

    c. Core service areas shall include community-based outreach, and positive youth development activities.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases

Will be allowed.

Planned secondary purchases

None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded, as the DHS deems appropriate to best meet the needs of the State after all proposals are reviewed

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒Single term (≤ 2 yrs) ☐ Multi-term (> 2 yrs.)

Contract terms:

Initial Term of the contract: Twelve (12) months
Length of each extension: Twelve (12) months
Number of possible extensions: Three (3)
Maximum Length of contract: Four (4) years or Forty-eight (48) months
The initial period shall commence on the contract start date or Notice to proceed, whichever is later.
Conditions for extension: Extensions must be made through written Supplemental Contract and must be executed prior to expiration of the current contract. Extensions are subject to the availability of funds, continued need and satisfactory provider performance.

DHS reserves the right to determine the configuration of services and awards to best meet the needs of the State after all proposals are reviewed.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person: Kim Arista, Self-Sufficiency and Support Service Specialist
Benefit, Employment and Support Service Division
Employment and Child Care Program Office
820 Mililani Street, suite 606
Honolulu, Hawaii 96813
Phone: (808) 586-7090
Fax: (808) 586-5744
Email: karista@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities
(Minimum and/or mandatory tasks and responsibilities)

1. Applicants should describe how the following basic components are incorporated into their program:

a. A Coordinated Approach- Applicant must document the existence of formal agreements, sub-contractual arrangements, and memorandum of agreement and/or letters of agreement with other agencies and/or community groups to demonstrate a history of and support for a coordinated approach with other community resources serving youth in the Kalihi community.

b. Linkages with other Agencies- The applicant should describe existing and proposed activities that demonstrate the applicants' capacity for coordinating services, accepting referrals and/or referring youth and families and cooperating with other agencies and resources to provide services and programs for youth in the Kalihi Community.

c. Community Involvement- The applicant should demonstrate that members of the Kalihi Community have been and are currently engaged in the decisions regarding the programs and services offered for the community.

d. Cultural Awareness and Identity- The applicant should demonstrate how the proposed services will be responsive to and reflect the culture, ethnicity and identity of program participants.

e. Youth Involvement- The applicant should describe the manner in which youth are engaged and involved in the decision making and implementation of the projects and activities of the program and the community of Kalihi.

f. Developmentally Appropriate Programming- The applicant should describe how the program has met and proposes to meet the individual needs of the youth served.

g. Gender Appropriate Programming- The applicants should describe current and proposed activities that demonstrate their capacity to develop, implement and offer programs that are gender-specific and appropriate for the population served.

h. Family Involvement- Applicants should demonstrate capacity to address this component by describing past efforts and proposed activities to engage families, promote positive relationships within diverse family structures, and improve parent or significant adults ability to communicate and support youth with issues related to sexuality, sexual development and sexual activity.

i. Caring Adult Relationships- Applicants should describe existing and proposed activities that successfully link youth and positive adult role models in caring and significant relationships.

2. Applicants must describe the manner of comprehensive service delivery for each requested core service separately and indicate how each is integrated in the continuum of services provided. The proposed program description and budget should reflect how the applicant will address directly or through subcontracts a balanced allocation of resources to the three (3) core service areas listed below:

a. Community Based-Outreach

This core service area includes, but is not limited to, making contact with and engaging youth at risk and their families in a defined community, connecting youth and families to existing resources and services, and serving as a key resource in assessing community needs. Applicants should identify and address the factors that make it more likely that the at-risk youth of the Kalihi community will engage in delinquent behavior. Applicants should describe in detail the existing and proposed outreach function, including procedures and activities proven appropriate for engagement, assessment, and referral to address the identified risk factors and needs for such services in Kalihi.

b. Case Management System

This core service area includes, but is not limited to, a process of general intake and assessment, identification of service needs, service planning and resource identification, referral services, counseling, crisis intervention and monitoring and assessment of services provided for at-risk youth identified as in need of such services. In addition, a focus on increasing the protective factors that will mediate the effects of risk factors to youth and decrease the likelihood of youth involvement in delinquent behaviors should be included as part of the came management services and the program. Samples of the individualized assessment and service plan utilized should be submitted. The applicants should demonstrate the capacity of the YSC program to broker for services; to conduct formal follow-up evaluations; to identify gaps in services and activities; to make decisions related to placement in programs and individualized plans; to involve families; and to prepare youth for successful transition to independence and adulthood.

c. Positive Youth Development and Teen Pregnancy Prevention Activities-

This core service area includes, but is not limited to, a focus on delivering interventions that target both sex related and non-sex related antecedents to teen pregnancy prevention and the ultimate goal of self-sufficiency in adulthood. Applicants should describe which of the eight major intervention components listed below they intend to implement and how, if awarded, they will collect information that will enable them to report on the recommended output performance measures and the immediate outcome measures germane to the proposed program approach:

1) Abstinence-only Education
2) Comprehensive Sex Education
3) Reproductive Health and Family Planning Services
4) Academic Support activities such as tutoring alternative education, and/or peer tutoring that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level education.
5) Enrichment & Recreation Activities that improve physical health, self-concept, athletic and scholastic competence, and physical appearance; encourage working with a team; provide nutrition exploration; develop resistance skills; and discuss contraceptive practices/abstinence.
6) Decision Making/Positive Choices
7) Service Learning/Job Preparation that create opportunities for youth to take responsibility for self and others in the community through experiential and service learning activities such as volunteer services, youth service corps, and intergenerational programming.
8) Family Strengthening

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The provider shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Checks, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules for any person who is employed or volunteers in a position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteers personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.

c. The applicant shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.

d. The program staff shall have appropriate qualifications and necessary training to provide the required YSC-type services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable about the Kalihi community they serve.

2. Administrative

a. The Provider shall address the administrative duties as Provider and of supervising contracted personnel.

b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for the funds awarded. Funds shall be budgeted and expended in accordance with applicable state and/or federal cost principles.

c. The applicant shall be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.

d. The applicant may not charge youth and/or their families more than a token amount for program services.

e. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

3. Quality Assurance and Evaluation Specifications

All contracts shall be monitored by the State in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include:

a. The review of amendments and approvals, deemed appropriate by the State, of the contract's program items, especially the outputs and outcomes performance measures, the assurance of collaboration, quarterly program reports, and other documents submitted to the State.

b. Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:

1) Staff qualification, organization, and effectiveness.

2) Outcomes planning, implementation, and evaluation.

3) Collaboration.

4) File maintenance and record keeping.

5) Facility accessibility, suitability and safety.

6) Transportation and other liability issues.

7) Consumer satisfaction.

c. The applicant shall allow the State access to all materials, files, and documents relating to the provision of services.

c. The applicant must maintain for the term of the contract the system of evaluation developed by the State, including the use of evaluation tools and reporting forms.

4. Output and performance/outcome measurements

The applicant shall propose quarterly and annual output and immediate outcome targets for the following performance measures utilizing the blank forms found in Section 5, Attachment C:

Output Performance Measures
Outputs are what the program produces that ultimately benefit participants with respect to the following:

Service Delivery:
Dosage available per program cycle
Total service dosage available

Capacity:
Number of trained provider staff available to provide program

Program Participation:
Outreach:
Number of outreach events
Total target population reached

Enrollment:
Number enrolled per program
Total number enrolled

Attendance:
Number ever attended a session
Number completed sufficient of program
Number completed full program

Customer Satisfaction:
Number enjoyed program
Number would recommend program to others

Significant Immediate Outcome Performance Measures
Immediate outcomes are outcomes obtained immediately and as a direct result of program participation and typically involve change in one or more of the following: Knowledge, Attitudes/Beliefs, Skill Acquisition, Behavior and Relationships as they pertain to the TPP/PYD program components being implemented as described above in section III. "Scope of Work", sub-section A. "Service Activities", item 3, c. "Positive Youth Development and Teen Pregnancy Prevention Activities."

5. Experience

Applicants shall have at least 2 years of providing the specified service(s) to the target group in the geographic location(s) specified.

6. Coordination of services

Coordination and cooperation across agency programs as well as amongst agencies within the community to plan and implement programs for youth is essential to ensure youth have access to resources and services to more effectively meet their needs. Applicants should describe how the proposed services are coordinated by addressing the following:

a. The incorporation of the positive youth development and teen pregnancy prevention into the current range of programs offered by the agency;

b. The existing and past activities that demonstrate the applicant's capacity for working with other agencies and resources to provide effective positive youth development and teen pregnancy prevention services in the community or geographic area identified for services; and

c. The coordinated efforts planned with specific agencies, including but not limited to Hawaii Department of Education (Peer Education Programs and GRADS Program, School Health Centers, etc.), Community Health Centers, Youth Service Centers, and other public and private organizations in the community which are addressing issues related to positive youth development, teen pregnancy prevention, and family strengthening and specific to the delivery of the proposed services.

7. Reporting requirements for program and fiscal data

The applicant if awarded shall be required to prepare and provide a quarterly program report to the department that shall comprise of the following items:

a. Activity Milestones (e.g. hire staff, train staff, other);

b. Significant Outputs (e.g. service delivery, capacity, outreach, enrollment, attendance, customer satisfaction and other);

c. Significant Immediate Outcomes (outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships);

d. Implementation Issues and Concerns;

e. Significant Stories.

8. Pricing structure or pricing methodology to be used

This is a cost reimbursement type contract. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

Public Law 104-193, the federal law governing TANF, provides that "A State to which a grant is made under section 403 shall not expend more than 15 percent of the grant for administrative purposes"[5] The "Administrative Cost" means "costs necessary for the proper administration of the TANF program… It includes costs for the general administration and coordination of these programs, including indirect (or overhead) costs."[6] The federal clarification provides that the administrative costs incurred by sub grantees, contractors, community service providers, and third parties to be part of the administrative cost cap and that such costs would be determined in the same way as agency costs.

[5] Personal Responsibility and Work Reconciliation Act of 1996, §404(b), Pub. L. No. 104-193, 110 Stat. 2124(codified as amended in 42 U.S.C.604)
[6] Federal Register, Vol. 64, No. 69 (1999), Rules and Regulations, VIII. Part 263 (pp 17808-17814), Expenditures of State and Federal TANF Funds.

9. Units of service and unit rate

Not Applicable

10. Method of compensation and payment

Payments shall be made in monthly installments upon the monthly submission by the Provider of the Subgrantee's Invoice and Expenditure Report (hereinafter SIER) in triplicate (an original and two copies). The invoices shall include the Provider's name shown in the Agreement, the Agreement number, and a detailed breakdown of Provider's charges.

The monthly installments shall be determined by the State on a cost reimbursement basis. The SEIR shall contain expenditures actually incurred for the performance of the services and a certification of compliance for the preceding month.

Final settlement shall include submission and acceptance of all reports and other materials to be submitted by the Provider to the State, resolution of all discrepancies in performance of services, completion of all other outstanding matters, and receipt of tax clearances.

Compensation shall be based upon the approved budget(s) for January 1, 2008 to December 31, 2008.

IV. Facilities

Applicants shall already have secured adequate facilities to provide for the service(s) that is being proposed. Facilities shall be adequate relative to the proposed services and shall be ADA accessible.

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 (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, 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 comprises the following sections:

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

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. 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 include points of contact, addresses, email/phone numbers. 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.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community by submitting letters of agreement or other formal contracts.

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 special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction 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.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - 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.

Refer to Section II.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205 Budget
SPO-H-205A Budget – Organization – Wide by Source of Funds
SPO-H-205B Budget – Organization – Wide by Source of 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 Services: Administrative
SPO-H-206F Budget Justification – Sub-contract
SPO-H-206G Budget Justification – Depreciation
SPO-H-206H Budget Justification – Program Activities
SPO-H-206I Budget Justification – Equipment Purchases
SPO-H-206J Budget Justification – Motor Vehicle

B. Other Financial Related Materials

In order 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:

Audit Report (most recent)

Tax Clearance Certificate (Form A-6)

An original or certified copy of a current (within 3 months), valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

I. 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.

II. 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

Evaluation Categories		Possible Points
Administrative Requirements		
Proposal Application		**100 Points**
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**

Evaluation Criteria

3. Phase 1 - Evaluation of Proposal Requirements

i. Administrative Requirements

ii. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

4. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted points (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.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

5= Very Satisfactory
4= More than Satisfactory
3= Satisfactory
2= Less than satisfactory
1= Unsatisfactory
0= Not addressed (no credit)

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. ________
- ________

____

B. Experience ________
- Description of projects/contracts implemented in the past 2 years that are pertinent to the proposed services ________

____

C. Quality Assurance and Evaluation ________
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. ________
- ________

____

D. Coordination of Services ________
- Demonstrated capability to coordinate services with other agencies and resources in the community. ________
- ________

____

E. Facilities ________
- Adequacy of facilities relative to the proposed 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, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. ________
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. ________
- ________
- ________

B. ***Project Organization*** ________

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff 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. ________
- ________

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.

- Describe the overall program content and design. ________
- Demonstrates an understanding of the various service activities and sequence of events. ________
- Presents evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures. ________
- Demonstrates an understanding of the target group. ________
- Demonstrates knowledge of handling customer service and complaints. ________

- Provides for public relations and community collaboration. ________
- Describes staff/program management activities. ________
- ________

4. ***Financial (10 Points)***

<u>Pricing structure is based on cost reimbursement:</u>

- 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.

5. 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 Table of Contents

C. Recommended Performance Measures and Report Forms

D. Special Conditions

Proposal Application Checklist

Applicant: ______________________________ RFP No.: ____________________

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-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 (SPO-H-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)			X	
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*	X	
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:			X	
Organization Chart	Section 3, RFP		X	
Audit Report	Section 3, RFP		X	

______________________________ Authorized Signature ______________ Date

Organization: __________________
RFP No:_______________

Proposal Application
Table of Contents

Quarterly Report Format

1. **Contract Information—**the following information is suggested:
   - Contract Number
   - Current Contract Period (start and end dates)
   - Contractor
   - Providers or subcontractors
   - Project Title[1]
   - Project Director's Name/Address/Telephone/E-mail
   - Period Covered by Report

2. **Major Activities and Accomplishments during Reporting Period (see glossary of terms)**

   a. **Activity Milestones —**Using the chart below, provide information on your major activities and accomplishments in relation to the activities and projected accomplishments originally proposed for this time period. Report on the milestones listed in the table below; you are also welcome to report on any additional milestones relevant to your project but not listed below. For each project milestone, indicate proposed and actual completion dates. You may discuss reasons for deviations from your original plan or schedule, and steps being taken to address challenges and refine your project, under the "Implementation Issues" section below.

Scheduled activity	Proposed completion date	Actual completion date
Program Management Activities		
Hire staff		
Train staff		
Other:(list)		
Service Delivery Activities		
Provide program to target population(s)		
Other (list):		

   b. **Significant Outputs –** Using the chart below, describe the outputs expected and achieved during the reporting period. "Outputs" are what your program produces that ultimately benefit participants with respect to service delivery, program capacity, and program participation (includes outreach, enrollment, attendance, and customer satisfaction). Report on the outputs listed in the table below; you are also welcome to report on any additional outputs relevant to your project but not listed below. If you are not reaching your targets, you can discuss possible reasons and any plans to revise your approach under the "Implementation Issues" section below.

Output Performance Measures	Target (Expected) During Current Reporting Period	Actual (Achieved) During Current Reporting Period	Target (Expected) Year-to-date[2]	Actual (Achieved) Year-to-date[3]
Service Delivery				
Dosage available per program cycle				
Total service dosage available				
Other (list):				
Capacity				
Number of provider staff available to provide program				
Other (list):				
Program Participation				
Outreach				
Number of outreach events				
Total target population reached				
Other (list):				
Enrollment				
Number enrolled per program				
Total number enrolled				
Other (list):				
Attendance				
Number attended ever				
Number completed program				
Number completed full program				
Other (list):				
Customer Satisfaction				
Number enjoyed				

Output Performance Measures	Target (Expected) During Current Reporting Period	Actual (Achieved) During Current Reporting Period	Target (Expected) Year-to-date[2]	Actual (Achieved) Year-to-date[3]
program				
Number would recommend program to others				
Other (list):				

c. Significant Immediate Outcomes – Using the chart below, and selecting from the performance measures pertaining to the TPP/PYD program component(s) you are implementing (see Appendix A), report on the immediate outcomes expected and achieved during the reporting period. "Immediate outcomes" are outcomes obtained *immediately* and as a *direct result* of program participation and typically involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior, relationships.

List the particular immediate outcomes targeted by your program in the table below, indicate your target levels or degree of change expected, the actual outcomes or change achieved during this reporting period for from the project start date.[4] If you are not reaching your targets, you can discuss possible reasons and any plans to revise your program under the "Implementation Issues" section below. If you are experiencing unanticipated outcomes (positive or negative), you can discuss these under the "Significant Stories" section below.

Immediate Outcome Performance Measures	Target (Expected) During Current Reporting Period	Actual (Achieved) During Current Reporting Period	Target (Expected) Year-to-date	Actual (Achieved) Year-to-date
Knowledge				
Attitudes/Beliefs				
Skill Acquisition				
Behavior				

Immediate Outcome Performance Measures	Target (Expected) During Current Reporting Period	Actual (Achieved) During Current Reporting Period	Target (Expected) Year-to-date	Actual (Achieved) Year-to-date
Relationships				

3. **Implementation Issues and Concerns**—this section can be used to:
    - Describe any changes from the original project plan, including instances in which necessary project resources ("inputs") were not obtained or additional inputs were necessary; projected activities were not accomplished as anticipated or were achieved using a different strategy, or timelines for milestones were not met; expected outputs were not obtained, expected immediate outcomes were not achieved;
    - Describe problems/challenges encountered;
    - Present strategies attempted or planned to address problems/challenges; and
    - Describe successes in diagnosing and addressing problems/challenges.

    You may also use this section to advise your prime contractor or DHS contracts management specialist of any assistance your project may need.

4. **Significant Stories —**If there are significant stories or insights concerning the effect of your project on the community or target population—including outcomes that exceeded expectations, and/or unanticipated outcomes (whether positive or negative)—they may be reported in this section. Examples include participant testimony, press coverage, and changes in relationships with other community organizations.

Recommended Performance Measures, By Program Component

Note: Performance Measures in bold type are considered core, non bolded performance measures are optional. It is strongly encouraged that you consider selecting and using at least one of the optional measures.

Abstinence-only Education

Performance Measure	Definition (*examples)*
Knowledge	
Sexuality and healthy adolescent development	**% of participants who report a gain in knowledge as a result of the program** • ***On a scale of 1 to 5, "I gained new knowledge about sexuality and healthy adolescent development as a result of this program."***
Benefits of abstinence*	**% of participants who report a gain in knowledge related to the benefits of abstinence as a result of the program** • ***On a scale of 1 to 5, "I learned the medical and psychological benefits of abstaining from sexual activity."***
Attitudes and Beliefs	
Confidence and self-efficacy in choosing abstinence	**% of participants who report feeling more confident they can and will delay sexual activity as a result of the program** • ***On a scale of 1 to 5, "I have confidence I can abstain from sexual activity."*** • *On a scale of 1 to 5, "I think it is ok to say 'no' to sex, even if I think others are sexually active."*
Value abstinence*	% of participants who report valuing abstinence because of the program • *On a scale of 1 to 5, "As a result of this program, I believe that abstaining from sexual activity is important."*
Skills	
Communication skills*	% of participants who report attaining communication skills as a result of the program • *On a scale of 1 to 5, "I learned how to effectively communicate my intentions and wishes" (e.g., "I am not ready for sex," "I think sex entails many dangers," "I want to wait until I am older to have sex").*
Resistance and refusal skills*	**% of participants who report attaining refusal skills as a result of the program** • ***On a scale of 1 to 5, "I learned how to say no to sex."***
Behavior	

Performance Measure	Definition (*examples)*
Delay or discontinuation of sexual activity*	**% of participants who report abstaining from sex either by remaining abstinent or ceasing sexual activity since completing the program** • ***"Because of this program, I have stopped sexual activity" (Yes, No, Not Applicable).***
Parent-child communication about sexual activity*	% of participants reporting they discussed sexual activity with their parents or trusted adults because of the program • *"As a result of this program, I have spoken to my parents or a trusted adult about sexual activity" (Never, Once or Twice, Often).*
Relationships	
Staff-youth relationships*	% of participants who report a supportive adult in the program • *On a scale of 1 to 5, "I felt supported by the adults in this program."*
Peer relationships*	% participants who report positive peer relationships • *On a scale of 1 to 5, "The friends I made during this program will help me make positive choices in the future."*

Comprehensive Sex Education

Performance Measure	Definition (*examples)*
Knowledge	
Sexuality and healthy adolescent development*	**% of participants who reported gaining knowledge about healthy development as a result of the program** • *On a scale of 1 to 5, "I gained new knowledge about sexuality and healthy adolescent development as a result of this program."*
Benefits of abstinence*	% of participants who report a gain in knowledge related to the benefits of abstinence as a result of the program • *On a scale of 1 to 5, "I learned the medical and psychological benefits of abstaining from sexual activity."*
Use of condoms and other contraceptives	**% of participants who reported gaining knowledge about the use of condoms and other contraceptives as a result of the program** • *On a scale of 1 to 5, "I know how to prevent pregnancy as a result of the program."* • *On a scale of 1 to 5, "I know how to use a condom or other method of contraception as a result of the program."*
Attitudes and Beliefs	
Confidence and self-efficacy in avoiding risky sexual behavior	**% of participants who report feeling more confident they can and will avoid risky sexual activity** • *On a scale of 1 to 5, "I have confidence I can avoid risky sexual behavior by abstaining or using condoms or other contraceptives consistently and correctly as a result of the program."* • *On a scale of 1 to 5, "I can prevent getting pregnant or making someone pregnant as a result of the program."*

Performance Measure	Definition (*examples)*
Value abstinence*	% of participants who report valuing abstinence because of the program *On a scale of 1 to 5, "As a result of this program, I believe that abstaining from sexual activity is important."*
Value contraception	% of participants who report valuing abstinence, protected sexual activity, or both because of the program *On a scale of 1 to 5, "As a result of this program, I believe that it is important to avoid pregnancy by using contraception consistently and correctly."*
Skills	
Communication skills*	% of participants who report attaining communication skills • *On a scale of 1 to 5, "I learned how to effectively communicate my intentions and wishes (e.g., "I am not ready for sex," "I will not have unprotected sex") as a result of the program."*
Resistance and refusal skills*	**% of participants who reported attaining refusal skills** • *On a scale of 1 to 5, "I learned how to say 'no' to sex as a result of the program."* • *One a scale of 1 to 5, "I learned how to say 'no' to unprotected sex as a result of the program."*
Condom and other contraceptive use skills	**% of participants who reported attaining condom and other contraceptive use skills** • *On a scale of 1 to 5, "I learned how to effectively use condoms, other contraceptives, or both as a result of the program."*
Behavior	
Delay or discontinuation of sexual activity*	% of participants who report abstaining from sex either by remaining abstinent or ceasing sexual activity • *"Because of this program, I have stopped sexual activity" (Yes, No, Not Applicable).*
Avoidance of risky sexual behaviors	**% of sexually active participants who use condoms, other contraceptives, or both consistently and correctly** • *On a scale of 1 to 5, "Because of the program, I use condoms or other contraception consistently and correctly."*
Parent-child communication about sexual activity*	% of participants who report they discussed sexual activity with their parents or trusted adults • *"As a result of this program, I have spoken to my parents or a trusted adult about sexual activity" (Never, Once or Twice, Often).*
Relationships	
Staff-youth relationships*	% of participants who report a supportive adult in the program • *On a scale of 1 to 5, "I felt supported by the adults in the program."*
Peer relationships*	% participants reporting positive peer relationships • *On a scale of 1 to 5, "The friends I made during this program will help me make positive choices in the future."*

Reproductive Health and Family Planning Services

Performance Measure	Definition (*examples)*
Knowledge	
Accessing reproductive health and family planning services	**% of participants who know how to access services** • *On a scale of 1 to 5, "As a result of this program, I know how to access family planning and other medical services if I need them."* • *On a scale of 1 to 5, "The program gave me helpful information and resources should I need to access medical or family planning services."*
Attitudes and Beliefs	
Confidence and self-efficacy in obtaining needed services	% of participants who report feeling more confident they can and will obtain family planning and medical services as needed. • *On a scale of 1 to 5, ""As a result of this program, I have confidence I can obtain family planning or other medical services as needed."*
Behavior	
Visits to family planning clinic or medical office	**% of sexually active participants who had a medical or family planning visit** • *"I made and kept a medical or family planning appointment at some time during the program" (Yes, No).* % of participants who are not sexually active who plan to make a medical or family planning visit • *On a scale of 1 to 5, "As a result of this program, I plan to make a medical or family planning appointment before I have sex."*

Academic Support

Performance Measure	Definition (*examples)*
Attitudes and Beliefs	
Confidence and self-efficacy in school success	**% of participants who report feeling more confident they can and will do well in school because of the program** • *On a scale of 1 to 5, "As a result of this program, I have confidence that if I apply myself, I can do well in school."* • *On a scale of 1 to 5, "As a result of this program, I believe that if I study hard, I will get better grades."*
Value education	% of participants who report valuing education because of the program • *On a scale of 1 to 5, "As a result of this program, I believe that education is important."*

Skills	
Study skills	% of participants who report they learned study skills in the program • *On a scale of 1 to 5, "As a result of this program, I learned skills that will help me complete my homework on time."* • *On a scale of 1 to 5, "As a result of this program, I learned to ask for help when I need it."*
Behavior	
Homework completion	% of participants who report completing their homework more regularly since the program began • *On a scale of 1 to 5, "Because of this program, I complete my homework on time more often."*
Time spent studying	**% of participants who report increasing the time they study since the program began** • *On a scale of 1 to 5, "I spend more hours doing homework or school work since completing the program."*
Relationships	
Staff-youth relationships *	% of participants who report a supportive adult in the program • *On a scale of 1 to 5, "I felt supported by the adults in the program."*
Youth-school relationship*	% of participants who feel "connected" to their school due to program. • *On a scale of 1 to 5," Because of this program I feel proud to belong to my school."*

Enrichment and Recreational Activities

Performance Measure	Definition (*examples)*
Attitudes and Beliefs	
Confidence and self-efficacy in learning something new	**% of participants who report feeling more confident they can and will learn a new skill or craft** • *On a scale of 1 to 5, "Because of this program, I am confident that I can learn something new" (i.e., a skill, sport, craft).*
Value learning something new	% of participants who report because of the program they value learning new things • *On a scale of 1 to 5, "As a result of this program, I believe that learning new things is important."*
Value cultural heritage	**% of participants who report because of the program they value their cultural heritage more** o *On a scale of 1 to 5, "As a result of this program, I have an increased appreciation of my culture"* o *On a scale of 1 to 5, "As a result of this program, I have an increased*

Performance Measure	Definition (*examples)*
	appreciation of my culture."
Skills	
Learned a new skill	**% of participants who report learning a new skill during the program** • *On a scale of 1 to 5, "Because of this program, I learned a new skill."*
Behavior	
Participated in recreational activities	**% of participants who report increasing the time they participate in recreational activities since the program began** • *On a scale of 1 to 5, "I spend more hours participating in organized recreational activities because of this program."*
Participated in cultural activities	% of participants who report increasing the time they participate in cultural activities since the program began o *On a scale of 1 to 5, "Because of this program, I spend more hours participating in cultural activities because of this program."*
Relationships	
Staff-youth relationships*	% of participants who report a supportive adult in the program • *On a scale of 1 to 5, "I felt supported by the adults in the program."*
Peer relationships*	% participants reporting positive peer relationships • *On a scale of 1 to 5, "The friends I made during this program will help me make positive choices in the future."*
Youth-school relationship*	% of participants who feel "connected" to their school due to program. • *On a scale of 1 to 5, "Because of this program, I feel proud to belong to my school."*

Decision-making Skills/Positive Choices

Performance Measure	Definition (*examples)*
Knowledge	
Effect of risky behavior on goal attainment	**% of participants who report that risky behavior can affect goal attainment** • *On a scale of 1 to 5, "As a result of this program, I understand better how risk-taking behaviors (e.g., drinking, drug use, sexual activity) can affect my long-term goals."*
Attitudes and Beliefs	
Confidence and self-efficacy in making healthy decisions	**% of participants who report feeling more confident they can and will make good decisions** • *On a scale of 1 to 5, "Because of this program, I am confident that I can make healthy decisions that will contribute to goals and success."*

Performance Measure	Definition (*examples*)
Skills	
Decision-making skills	% of participants reporting acquisition of decision-making skills • *On a scale of 1 to 5, "Because of this program, I know how to weigh various options and make good decisions that will contribute to my goals and success."*
Resistance and refusal skills*	**% of participants who report attaining refusal skills** • *On a scale of 1 to 5, "Because of this program, I learned how to say 'no' to behaviors that can derail my goals" (e.g., drug and alcohol use, sexual activity).*
Behavior	
Goal-setting	% of participants who report they set goals • *On a scale of 1 to 5, "Because of this program, I developed goals for my future."*
Avoidance of risky behaviors	**% of participants who report abstaining from risky behaviors (e.g., drug and alcohol use, sexual activity or unprotected sexual activity)** • *On a scale of 1 to 5, "Because of this program, I currently abstain from using alcohol, tobacco, and other drugs."* • *On a scale of 1 to 5, "Because of this program, I avoid risky sexual behavior, either by abstaining from sex or using condoms or other contraception consistently and correctly."*
Relationships	
Staff-youth relationships*	% of participants who report a supportive adult in the program • *On a scale of 1 to 5, "I felt supported by the adults in the program."*
Peer relationships*	% of participants who report positive peer relationships • *On a scale of 1 to 5, "The friends I made during this program will help me make positive choices in the future."*
Youth-school relationship*	% of participants who feel "connected" to their school due to program. • *On a scale of 1 to 5, "Because of this program, I feel proud to belong to my school."*

Service Learning/Job Preparation

Performance Measure	Definition (*examples*)
Knowledge	
Understanding of the workplace environment	% of participants who report they understand workplace norms and expectations • *On a scale of 1 to 5, "Because of this program, I know what it takes to*

Performance Measure	Definition (*examples*)
	do a job well."
Attitudes and Beliefs	
Confidence and self-efficacy in getting and keeping a job	**% of participants who report feeling more confident they can get a job and retain employment** • *On a scale of 1 to 5, "Because of this program, I am confident that I know what it takes to get a job and to keep a job once I am hired."* • *On a scale of 1 to 5, "Because of this program, I know I can succeed at work."*
Skills	
New job-related skills	**% of participants who report they attained new job-related skills** • *On a scale of 1 to 5, "Because of this program, I know how to find a job."* • *On a scale of 1 to 5, "Because of this program, I learned skills that will be useful in whatever work environment I choose."* • *On a scale of 1 to 5, "Because of this program, I have the skills to do a job well."*
Communication skills	% of participants who report they attained communication skills • *On a scale of 1 to 5, "Because of this program, I learned how to communicate effectively with my work peers and supervisors."*
Behavior	
Practice job skills	% of participants who report practicing job skills, either on the job or in a work-like setting • *On a scale of 1 to 5, "Since the program began, I have practiced job-related skills in a 'real life' setting."*
Participation in community service	% of participants who report participating in community service o *On a scale of 1 to 5, "Because of this program I participated in one or more community service projects"*
Relationships	
Staff-youth relationships*	% of participants who report a supportive adult in the program • *On a scale of 1 to 5, "I felt supported by the adults in the program."*
Peer relationships*	% of participants who reported positive peer relationships • *On a scale of 1 to 5, "The friends I made during this program will help me make positive choices in the future."*

Family Strengthening

Performance Measure	Definition (*examples)*
Knowledge	
Youth: Parents and adult family members viewed as a resource	% of youth participants who report increased knowledge that parents and adult family members are an important resource • *On a scale of 1 to 5, "Because of this program, I learned that my parents or other adult family members are a good resource if I have important questions about school, work, risky behaviors, and my goals."*
Adults: Parents and other adult relatives see themselves as a resource	% of parents and adult family members who as a result of the program understand they are an important resource to their children [if applicable] • *On a scale of 1 to 5, "If my child has important questions about school, work, risky behaviors, and goals, he or she should talk to me or another adult relative."*
Adults: Effect of parents and families on school success	**% of parents and adult family members who understand as a result of the program how to help children succeed in school** • *On a scale of 1 to 5, "I know there are actions I can take to help my child succeed in school."*
Attitudes and Beliefs	
Youth: Confidence and self-efficacy in talking to a parent or other adult family member	**% of participants who report feeling more confident they can talk to a parent or other adult relative** • *On a scale of 1 to 5, "Because of this program, I am confident that I can talk to a parent or other adult family member about whatever is on my mind."*
Adults: Confidence and self-efficacy in talking to a child	**% of parent or other adult family members who report because of the program they are able to talk to their children** • *On a scale of 1 to 5, "I am comfortable talking to my child about whatever is on his or her mind."*
Skills	
Youth: Communication skills	% of participants who report attaining communication skills • *On a scale of 1 to 5, "Because of this program, I learned how to communicate effectively with my parents and other family members."* • *On a scale of 1 to 5, "Because of this program, I learned how to talk to my parents or a trusted adult about whatever is on my mind."*
Adults: Communication skills	% of adult participants who report attaining communication skills • *On a scale of 1 to 5, "Because of this program, I learned how to communicate effectively with my child."* • *On a scale of 1 to 5, "Because of this program, I learned how to listen to my child and discuss whatever is on his or her mind."*
Behavior	

Performance Measure	Definition (*examples*)
Communication with parents and other family members	**% of participants who talked with their parents or other family members as a result of the program since the program began** • *On a scale of 1 to 5, "Since completing the program, I have talked with a parent or another trusted family member about an issue that was important to me."*
Family time	% of participants who report spending more time as a family as a result of the program • *On a scale of 1 to 5, "Since I completed this program, my family spends more time together."* • *On a scale of 1 to 5, "Since I completed this program, my family participates in more social activities together."*
Parent or adult involved in school-related activities	% of participants who report their parents or other adults are involved in school work as a result of the program • *On a scale of 1 to 5, "My parents or other adult relatives often ask whether my homework is complete."* • *On a scale of 1 to 5, "My parents or other adult relatives attended a school event."*
Relationships	
Parent-child relationship	% of participants who reported a supportive relationship with a parent or other adult relative • *On a scale of 1 to 5, "I feel supported by my parents and the other adults in my life."*
Parent-school relationship	% of parents or other adult relatives who feel "connected" to their child's school. • *On a scale of 1 to 5, "Because of this program, I feel more welcomed at my child's school."*
Youth-school relationship*	% of participants who feel "connected" to their school due to program. • *On a scale of 1 to 5, "Because of this program, I feel proud to belong to my school."*

SPECIAL CONDITIONS

1. **Insurance.** Paragraph 1.4, Insurance Requirements, General Conditions, is modified and the PROVIDER agrees to the following:

   In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers, employees, and agents covered under the indemnification provision in this Agreement, the PROVIDER shall obtain and keep in force throughout the period of this Agreement the following insurance:

   Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Agreement shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The amount shall be at least ONE MILLION AND NO/100 DOLLARS ($1,000,000.00) combined single limit with respect to bodily injury and property damage. The PROVIDER's policy shall name the STATE, the State of Hawaii and their officers, agents, servants or employees as additional insured. Prior to or upon execution of this Agreement, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

   If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Agreement. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

   Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Agreement, entitling the STATE to exercise any or all of the remedies provided in this Agreement for default of the PROVIDER.

   The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

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. **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.

5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER’s or STATE’s expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

   > This project was supported by an Agreement from the Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).
   >
   > The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Human Services (and if applicable, the federal grant agency).

6. **HIPAA.** In this Agreement “HIPAA” means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a “health care provider” under HIPAA. A “covered entity” is a health care

provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.

7. **Campaign contributions by State and County Contractors**. The PROVIDER is hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or County government contractors during the term of the contract is the contractors are paid with funds appropriated by the legislative body.

8. **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."