

State of Hawaii
Department of Health
Family Health Services Division
Children with Special Health Needs Branch
Early Intervention Section (EIS)

Addendum 2

December 28, 2007

To

Request for Proposals

RFP No. HTH 560-CG-09-2
Services for Children with Complex Medical Needs

Issued: November 27, 2007

December 28, 2007

ADDENDUM NO. 2

To

**REQUEST FOR PROPOSALS
Services for Children with Complex Medical Needs
HTH 560-CG-09-2**

The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section is issuing this addendum to HTH 560-CG-09-2, Services for Children with Complex Medical Needs, for the purposes of:

- Responding to questions that arose at the orientation meeting of December 11, 2007 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <Date>
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

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

If you have any questions, contact:
Owen Tamanaha
Early Intervention Section
1350 South King Street, Suite 200
Honolulu, HI 96814
(808) 594-0025
email: owen.tamanaha@doh.hawaii.gov

HTH 560-CG-09-2 Services for Children with Complex Medical Needs is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

No Changes

Section 3, Proposal Application

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

Attachment
A –
Proposal
Application
Checklist

Certifications: Federal Certifications
Place “X” in Program Fraud Civil
Remedies Act under **Required by**
Purchasing Agency

Attachment
C – Federal
Citations

**Attached documents to be submitted
with proposal:**

- (1) **Certification Regarding
Program Fraud Civil
Remedies Act; and**
- (2) **Drug Free Workplace
document in this addendum
shall replace that which was
initially included with RFP**

Certification Regarding Program Fraud Civil Remedies Act (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

Organization Name

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that maybe imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction of or a violation of a criminal drug statute occurring in the workplace no later than give calendar days after such conviction;
- (e) Notify the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to ay employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Division of Grants Policy and Oversight
Office of Management and Acquisition
Department of Health and Human Services, Room 517-D
200 Independence Avenue, S.W.
Washington, D.C. 20201

Organization Name

Name and Title of Authorized Representative

Signature

Date