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March 7, 2008

**MEMORANDUM**

TO: Purchase of Services Applicants

FROM: Amy Tsark, Acting Administrator  
Social Services Division 

SUBJECT: Addenda To Request For Proposal (RFP) Issued February 21, 2008

Attached for your information is an addendum to the RFP No. HMS 301-62 entitled "Supplemental Security Income (SSI) Legal Advocacy Services" that was issued on February 21, 2008 by the Social Services Division of the Department of Human Services. The purpose of the addenda is to provide answers to the questions that were presented on March 4, 2008.

If you have additional questions regarding this RFP, Please contact Rex Shilo at (808) 586-5673. Thank you for your interest in this procurement.

Attachment

DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION

Addenda To RFP No. 301-62:  
Supplemental Security Income (SSI) Legal Advocacy Services  
Questions And Answers

- 1. In reference to Page 2-2 of the RFP: Out of the 2000 foster children, what percentage of these children are the non title IV-E DOC foster care children that will be referred to the provider for potential SSI eligibility review and submittal to SSA?**

We cannot provide you with the number of children that will be referred since we cannot project the number of children that will enter care that meet the criteria listed above.

- 2. How much does the purchasing agency plan to spend on this contract annually or in total from FY 2009 through FY 2011? Is there a maximum total?**

The amount we will spend will depend on the number of children who receive SSI benefits as a result of the service. We do not have a maximum total.

- 3. The RFP states that “Compensation for this service shall be on a contingency basis, upon receipt of SSI benefits for each successful application and/or appeal.” Does this mean that the purchasing agency intends to pay the provider an amount contingent on the State’s actual receipt of a child’s SSI benefits each month? Is this the outcome that must result before the provider gets paid?**

No to both questions. The purchasing agency’s payment to the provider is NOT contingent upon the State receiving the SSI funds from SSA each month. The purchasing agency’s payment is contingent solely on the written notification from SSA that a child will be awarded SSI benefits.

- 4. Will the purchasing agency consider any alternatives to compensating the provider other than on a contingency basis as defined above? For example, would the purchasing agency consider a fixed rate for all applications filed regardless of whether SSI benefits were awarded and an additional incentive payment for those applications yielding a successful SSI award?**

No to both questions. The purchasing agency believes that other alternatives (such as the example provided) are not as advantageous to the purchasing agency as paying the provider on a contingency basis.

As stated above, the purchasing agency will pay the provider only after the SSA written notification is received. However, prospective providers may propose what our payment/pricing structure should be after this result is achieved. For example, prospective providers may propose a fixed amount depending on the type of activity performed, a specific dollar amount based on the successful award of SSI benefits, a percentage of the benefits recovered, etc. Alternatively, prospective providers may propose none of these examples and propose something altogether different.

All pricing structures/methodologies proposed by prospective providers will be considered and evaluated.

**5. Does the provider need to have an office or facilities within the State of Hawaii?**

No. The RFP does not state this as a requirement.