

State of Hawaii
Department of Defense
Fiscal Office

Addendum 1

April 17, 2008

To

Request for Proposals

RFP No. CA - 2823

**Life Skills Training and Work Readiness Programs for
Youth and Adults**

March 27, 2008

April 17, 2008

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Life Skills Training and Work Readiness Programs for Youth and Adults
RFP No. CA - 2823**

The Department of Defense, Fiscal Office is issuing this addendum to RFP Number CA - 2823, Life Skills Training and Work Readiness Programs for Youth and Adults

- Responding to questions that arose at the orientation meeting of April 4, 2008 and written questions subsequently submitted in accordance with Section 1-VII, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

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

Attached is (are):

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

If you have any questions, contact:

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Responses to Question Raised by Applicants
For CA -2823, Life Skills Training and Work Readiness Programs for Youth and Adults

1. Is this a renewal of an existing program? If so, are the youth and TANF components combined under one program operated by one contractor, or are there two or more programs and contractors?

Yes. The youth and TANF components are separate programs operated by one contractor. There are two "sub"- programs that are subcontracted by the contractor.

2. If this is a current program, who is the contractor and what is the contract period?

The Paxen Group, Inc. July 1, 2003 to June 30, 2008

3. (Again, if this is a current program) please provide performance statistics.

See reply to no. 5.

4. Will more than one award be made? The second page of the RFP says "multiple" contracts, whereas p. 2-4/D indicates a "Single" contract.

No. The cover notice of the RFP has been corrected to reflect a "single" award.

5. Have quantitative goals or performance standards been established for this program?

Yes, but only very recently. In the Fall of 2007, the DOD adopted recommendations on performance measures from the Lewin Group, a health and human services consulting firm located in the Washington, D.C. area. We are still in the process of acquiring and consolidating the data from the various service providers.

6. On p. 2-4/A.5., please elaborate on "established Youth Service Centers or youth programs in the previously cited service locations".

Examples of established youth programs are currently conducted at Boys and Girls Clubs, YMCAs, YWCAs, Susannah Wesley Community Center, Kokua Kalihi Valley, PACT and the Salvation Army.

7. Are the service activities listed on pg. 2-5 to 2-7 intended to satisfy TANF mandatory work requirements, where applicable? How does this program relate to other state TANF programs, regarding participation requirements and rates?

No. They were not intentionally intended to but they can serve as a substitute for some of the TANF work requirements.

This program is independent of other state TANF programs. It does not share the detailed policies and procedures found in other state TANF programs nor does it apply the intensive data recording, data entry and data analysis found in mandatory work programs specifically designed for TANF recipients.

8. Will adult clients be referred from the State, or will the contractor be responsible for outreach?

Yes and yes. As for State referrals, adult clients may be referred from the Judiciary, homeless shelters, DHS, or the Hawaii National Guard Youth Challenge Academy.

9. Does the three-year experience requirement on p. 2-11/#5 mean that services to the target group must have been provided on one or more of the five islands (“service areas”) listed on p. 2-3?

Yes.

10. On p. 2-13/IV, it states that applicants “shall already have in place an adequate facility”. However, on p. 3-2/II.E: “If facilities are not presently available, describe plans to secure facilities”. Please clarify.

The sentence on p. 2-13/IV shall be amended to read, “Applicants shall already have in place an adequate facility *or plans to secure one in order* to provide for the proposed service and the facility shall be ADA accessible.”

11. The introduction section of the RFP mentions a need for 9,400 workers in the construction industry in the next 4 years. Should applicants address trade skills and certification in the construction industry as a work readiness component or program activities?

Yes, you have that option.

12. Should applicants focus geographic coverage of service to specific communities on the islands of Hawaii, Kauai, Maui, Molokai, and Oahu? Has DOD prioritized communities with highest need?

No. What is important is that the provider have the capability, either by itself or by collaboration and subcontracting, to provide the services anywhere on each of the stated islands. Yes, the DOD has specific communities that it believes services are most needed.

13. What are the system or data security requirements regarding participant records?

The data/system security requirements must include the utmost confidentiality of participant records.

- 14.** What is the minimum and/or maximum can organizations write for?

There is no minimum amount. However, proposed budgets should not exceed \$4,250,000.

- 15.** Is the Paxen Group planning on submitting a proposal?

Yes.

- 16.** Can you give me any updates on the politics and/or legislation about the funds themselves or could you refer me to a good source of information and updates on what is going to happen to this funding?

See the April 7, 2008 issue of the Honolulu Advertiser on the article on Welfare. The key legislators are named in the article.

- 17.** “Who occurs the cost of marketing to increase participants?”

The applicant.

- 18.** What is the expected number of participants per month and/or year?

1500 youth and 300 adults are expected to be recipients of program services and case management per year.

- 19.** How does the DOD want proposals to look in terms of budgets given the array of services and age differences?

Budget proposals shall be standardized in accordance with section 3.V.A. of the RFP.

- 20.** Does the 3 years of experience requirement on p. 2-11 extend to subcontractors?

Yes.

- 21.** Are there currently any subcontractors and who are they?

Alu Like and Building Industry Association of Hawaii.

CA – 2823, Life Skills Training and Work Readiness Programs for Youth and Adults is amended as follows:

Subsection Page

Proposal Mail-In and Delivery Information Sheet

No changes

Section 1, Administrative Overview

No changes

Section 2, Service Specifications

IV. p.2-13 The sentence is amended as follows:
Facilities “Applicants shall already have in place an adequate facility *or plans to secure one in order* to provide for the proposed service and the facility shall be ADA accessible.”

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes