

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

April 23, 2008

To

Request for Proposals

RFP No. HMS-501-08-09

RFP Title: Drug & Violence Prevention Activities for At Risk Youth

Date Issued: April 11, 2008

April 23, 2008

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

RFP Title: Drug & Violence Prevention Activities for At Risk Youth

RFP No. HMS-501-08-09

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS-501-08-09, "Drug & Violence Prevention Activities for At Risk Youth" for the purposes of:

- Responding to questions that arose at the orientation meeting of April 18, 2008 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

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

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 RFP No.HMS-501-08-09
RFP Title: “Drug & Violence Prevention Activities for At Risk Youth”**

1. Is Safe and Drug Free Neighborhood part of this effort?

Response: No. The funds for this procurement are a result of No Child Left Behind Act (NCLB) of 2001, a reauthorization of the Elementary and Secondary Education Act of 1965. The US Department of Education (USED) awarded a block grant to the State based on the consolidated application submitted by the Hawaii State Department of Education.

2. Are for profit agencies allowed to submit applications for this RFP?

Response: Yes.

3. The age range of 10-19 years, and elementary and middle schools are mentioned in the RFP; what about high school age youth?

Response: See Section 2, I, D. Description of target population to be served, (page 2-3) of the RFP. High school age youth would be included in the ages described.

4. What if an agency does not have an audit because it is under a new agency? What if an agency has not done an audit yet?

Response: The RFP Section 3, V. B. Other Financial Related Materials, (p. 3-5) of the RFP identifies documents that help the State determine the adequacy of the applicant’s accounting system. If an agency does not have a recent audit, the adequacy of the agency’s accounting system should be demonstrated by other means. The Hawaii Administrative Rules, 3-141-202, discusses an adequate accounting system. See http://www4.hawaii.gov/spoh/HAR/ch3_141.htm#3-141-202 Rejection for inadequate accounting system.

5. Do you have a sample of a cost proposal utilizing the pricing structure designated by the state purchasing agency?

Response: See Section I, II, 4. Forms, (page 1-2) of the RFP. The cost proposal (budget) forms, instructions and samples are located on the SPO website www.spo.hawaii.gov

6. What is a cost proposal utilizing the pricing structure designated by the state purchasing agency?

Response: See Item 8. "Pricing structure or pricing methodology to be used," on page 2-13 of the RFP. The pricing structure is cost reimbursement. Payment will be made by the State for budgeted agreed-upon costs that are actually incurred and allocable in delivering services up to a stated maximum amount. The cost proposal is the proposed cost to provide the proposed program services and activities. The proposed costs should be detailed on the budget forms.

7. Do you have a sample cost allocation plan?

Response: No. Applicants should consult with their accountants to determine the most appropriate cost allocation plan for their agencies. Additional information and samples may be available from the Cost Allocation Standards Board at www.whitehouse.gov/omb/procurement/casb.html.

8. Listed in the RFP, funding would be less than or equal to 2 years. What is a second year based upon? Also, should we submit a 2nd year budget with the proposal?

Response: See Section 2, I., F., 3. (page 2-4) of the RFP. Funds are available for one twelve-month period. Should additional funding become available and the program services warrant extension, there may be a possibility for one additional 12-month extension of a contract. No; a second year budget should not be submitted with the proposal.

9. Is there a formula per dollar per participants with consideration of "at riskness"?

Response: No.

10. What is the "appropriate" amount for funding requests?

Response: See Section 2, I. F. 1. (page 2-4) of the RFP. Funding requests should reflect allowable and allocable items which align with providing the proposed services.

11. In the past, we've submitted proposals based on the program's budget. Is it best to incorporate the entire agency budget? (We have academic and youth services programs - this grant would fall under youth services).

Response: See Section 3, V., A. (page 3-5) and Section 5, Attachment A of the RFP. Form SPO-H-205 "Budget" is required. Form SPO-H-205A "Organization-Wide Budget" is not required.

12. Are indirects allowed? If so, is it built into the budget, or are we allowed to write it in as a separate line item under "OTHER"?

Response: The State only allows indirect costs for agencies that have a federally approved indirect cost plan. The Federally Approved Indirect Cost Rate letter should be submitted with the cost proposal. If an agency has no such letter, only direct costs can be charged to the contract and the proposed budget should reflect direct costs.

13. Should Tax Clearance be stamped/dated within 3 or 6 months?

Response: A certified copy of a tax clearance bearing a green certified copy stamp has a six-month period of validity from the date issued.

14. We hire some consultants but usually are unable to provide a vendor name at the time of proposal. Would a subcontract (MOA) draft without listing the vendor be appropriate (as an attachment) OR do we have to list specific vendors?

Response: See Section 2, III, B, 2g. (page 2-10) of the RFP. It is preferable to have the vendor identified in the draft MOA. Minimally, the application should include documentation that the draft has support of the proposed vendors.

15. Are the costs for FBI and criminal checks allowed to be put into the proposed budget?

Response: Yes.

16. What is considered a "token" amount for program services fees?

Response: See Section 2, III, B, 2f. (page 2-10) of the RFP. Program participants shall not be charged tuition or fee for services received as a result of an award of this procurement. Any token or "membership fee" charged should be a minimal amount that would not prohibit participation on the part of any youth qualifying for services.

17. Is the Attachment D available as a writable file? Can you email Attachment D forms that we should use?

Response: No. Applicants should print Attachment D and type or write directly onto the hard copy to submit with proposal. Upon award of the contract, electronic versions of the applicable forms will be provided.

18. What can be done if an agency has no grant writing experience?

Response: All applicants should read the RFP thoroughly and carefully and then complete Section 4 using the information in Sections 2 and 3 of the RFP. Applicants should be mindful of all instructions imbedded in the RFP and remember to proofread.

19. How many spaces between lines are required?

Response: Proposals should be single spaced with 1” margins and a 12-point font.

RFP No.HMS-501-08-09, “Drug & Violence Prevention Activities for At Risk Youth” is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

No Changes

Section 3, Proposal Application Instructions

General	3-1	Proposals should be single spaced with
Instructions		1” margins and 12-point font.

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes

Request for Final Revised Proposals
For RFP <number> <title>

Purpose of the request for final revised proposals:

Sections that may be submitted:

Procedure for submission final revised proposals:

- Procedure for submission is the same as the procedure for the original proposals as defined in: <section>
- Procedure for submission of final revised proposals is as follows:

Note:

- Only the section or sections of each applicant's last proposal that are amended shall be submitted.
- If no final revised proposal is submitted, the applicant's last proposal shall be deemed to be the applicant's final revised proposal.