

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

**Addendum No. 7**

**November 18, 2008**

**To**

**Request for Proposals**

**HMS 903-09-01-S**  
**Temporary Assistance for Needy Families (TANF)**  
**Purpose One Through Four Services**  
**September 8, 2008**

November 18, 2008

**ADDENDUM NO. 7**

To

**REQUEST FOR PROPOSALS**  
**Temporary Assistance for Needy Families (TANF) Purpose One Through Four**  
**Services**  
**HMS 903-09-01-S**

The Department of Human Services, Benefit, Employment and Support Services Division, Employment and Child Care Program is issuing this addendum to HMS 903-09-01-S, Temporary Assistance for Needy Families (TANF) Purpose One Through Four Services for the purposes of:

- Responding to questions that arose at the discussion meeting of November 13, 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 <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:  
U'ilani Hayes, Program Specialist

808-586-7088  
ghayes@dhs.hawaii.gov  
820 Mililani Street, Suite 606  
Honolulu, HI 96813

Responses to Question Raised by Applicants  
For HMS 903-09-01-S, Temporary Assistance for Needy Families (TANF) Purpose One  
Through Four Services

**1. Is there any possible way to appeal or amend the “milestone” requirements?**

No. The milestones delineate the services being purchased and cannot be appealed or amended.

**2. Can milestone budgets be changed?**

Milestone budgets can only be changed if the alternative budget is reasonable in delivering services being purchased through this RFP and is advantageous to the State.

**3. In reviewing the budget forms from the website, they have not seemed to have changed. Do we need to redo the budget to reflect the milestone limits? If so, how do we do that?**

The budgets do not need to be redone to reflect the milestone limits. The budget should reflect the contract cost and fully support the scope of service and requirements of this RFP.

**4. Where can we find a copy or sample of the Subgrantee’s Invoice and Expenditure Report? If no sample, do you require actual copies of invoices or will a listing suffice?**

The Subgrantee’s Invoice and Expenditure Report (SIER) is provided to the Provider when the contract is executed.

**5. Is the Certification of Compliance for the Preceding Quarter a document you provide or is there a form?**

The Certification of Compliance is a form available through Hawaii Compliance Express. According to Hawaii Compliance Express: “This single certificate eliminates the need to obtain individual copies of clearances with the IRS, Department of Labor, DCCA, and State tax offices.” Further information can be obtained from <https://vendors.ehawaii.gov/hce/splash/welcome.html>

**6. Where do we find the Program Fraud Civil Remedies Act Certification?**

This certification is not required for the proposal.

HMS 903-09-01-S Temporary Assistance for Needy Families (TANF) Purpose One  
Through Four Services is amended as follows:

***Subsection Page***

**Section 1, Service Specifications**

No changes

**Section 2, Service Specifications**

IV (2) 2-10 Amended to add:  
(Refer to the table below)

**TANF Purpose 3 and 4**

4. Positive youth development programs including life skills training, mediation skills, and tutoring assistance in the after-school hours from 1:40 to 6:00 pm for students in grades 6 through 8 in Kapaa Middle, Chiefess Kamakahahelei Middle, and Waimea Canyon schools on Kauai.		
Contract Cost	\$	<b>396,000.00</b>
Milestone #1	\$	<b>198.00</b> per student (Max \$79,200)
Student receives outreach services and information (400 students)		
Milestone #2	\$	<b>247.50</b> per student (Max: \$99,000)
Complete orientation, registration, and program service plan (400 students)		
Milestone #3	\$	<b>487.56</b> per intake (Max: \$158,400))
Monthly report of students that have completed at least 75% of program activities as described in their program plan.		
Milestone #4	\$	<b>247.50</b> per student (Max: \$99,000)
Completion of student program plan (400 students)		

**Section 3, Proposal Application Instructions**

No Changes

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

List of Attachments

Summary Report Form

Department of Human Services  
Benefit, Employment and Support Services Division  
HMS 903-09-01-S  
TANF Purpose 3 - Positive Youth Development  
Monthly Performance Measures and Reimbursement Report

Contract Cost **\$ 396,000.00**  
Report Period **January 1 - January 31, 2009**

**Program Description** Positive youth development programs including life skills training, mediation skills, and tutoring assistance in the after-school hours from 1:40 to 6:00 pm for students in grades 6 through 8 in Kapaa Middle, Chiefess Kamakahelei Middle, and Waimea Canyon schools on Kauai.

<b>Milestone #1</b>	<b>\$ 198.00</b> per outreach activity (Max \$79,200)
Milestone Description	Student receives outreach services and information (400 Students)

Name of Student	Date Received Outreach Services
Name	Date

Number of clients for the month 4  
**Amount requested** \$ 792.00

<b>Milestone #2</b>	<b>\$ 247.50</b> per intake (Max \$99,000)
Milestone Description	Complete intake and assessment of participant. (400 participants)

Client Name	Intake/Assessment Date
Name	Date

Number of clients for the month 4  
**Amount requested** \$ 990.00

<b>Milestone #3</b>	<b>\$ 13,200.00</b> per plan (Max \$82,886)
Milestone Description	Monthly report of students that have completed at least 75% of program activities as described in their program plan.

Client Name	Plan Start Date	Plan Monthly Hrs. (Scheduled)	Plan Monthly Hrs. (Actual)
Name	Date	# of Hrs	# of Hrs
Name	Date	# of Hrs	# of Hrs
Name	Date	# of Hrs	# of Hrs
Name	Date	# of Hrs	# of Hrs

Number of clients completing 75% of program hours for the month 4  
**Amount requested** \$ 13,200.00

<b>Milestone #4</b>	<b>\$ 247.50</b> per intake (Max \$99,000)
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Department of Human Services  
 Benefit, Employment and Support Services Division  
 HMS 903-09-01-S  
 TANF Purpose 3 - Positive Youth Development  
 Monthly Performance Measures and Reimbursement Report

Milestone Description	Complete program plan
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Client Name	Plan End Date
Name	Date

Number of clients compliant for the month  
**Amount requested**

4  
\$ 247.50

**TOTAL AMOUNT REQUESTED**

\$ 15,229.50

Sample