State of Hawaii
Department of Education
Office of Curriculum, Instruction and Student Support
Student Programs Section

Request for Proposals

RFP No.: RFP F09-042
Provision of After School (A+) Services For the Department of Education

November 19, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

November 19, 2008

REQUEST FOR PROPOSALS

AFTER SCHOOL (A+) SERVICES FOR THE DEPARTMENT OF EDUCATION

RFP No.: RFP F09-042

The Department of Education, Office of Curriculum, Instruction and Student Support, is requesting proposals from qualified applicants to provide A+ after-school childcare for latchkey children in grades K through 5 or 6 at various public elementary schools statewide. Multiple contracts may be awarded under this request for proposals. The contract term will be from July 1, 2009 through June 30, 2010.

Copies of this RFP may be obtained at the DOE Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola St, Rm 200, Waipahu, Hawaii 96797 or downloaded from the SPO website: http://www2.hawaii.gov/spoh/rfps.htm.

Proposals shall be mailed, postmarked by the United States Postal Service on or before January 28, 2009, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 2:00 p.m., Hawaii Standard Time (HST), on January 28, 2009, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

OCISS will conduct an orientation meeting on December 10, 2008, from 1:30 p.m. to 2:30 p.m. Hawaii Standard Time (H.S.T.), at the OCISS Annex, 475 22nd Avenue, Honolulu, Hawaii, 96816, Room 101. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 2:00 p.m., HST, on December 17, 2008. All written questions will receive a written response from the State on or about December 30, 2008.

Program Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Kerry Paulo at 475 22nd Avenue, Honolulu, Hawaii 96816, telephone: (808) 733-9141 ext. 300, e-mail: Kerry_Paulo@notes.k12.hi.us.

Administrative inquiries regarding this should be directed to the Procurement and Contracts Branch at 94-275 Mokuola St, Rm 200, Waipahu, Hawaii 96797, telephone: (808) 675-0130, email: DOEprocure@notes.k12.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

ONE (1) ORIGINAL
AND
FOUR (4) COPIES

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 28, 2009 and received by the state purchasing agency no later than 10 days from the submittal deadline**.

All Mail-ins

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

RFP COORDINATOR

Program Related

Kerry Paulo
For further info. or inquiries
Phone: (808) 733-9141 ext 300

Administrative Related

DOE Procurement Office
For further info. or inquiries
Phone: (808) 675-0130
(interest forms, written questions, etc.)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **2:00 P.M., Hawaii Standard Time (HST), January 28, 2009.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:00 p.m., **January 28, 2009**.

Drop-off Site

Oahu:
Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

RFP Table of Contents

Section 1 Administrative Overview

I. Procurement Timetable 1-1
II. Website Reference 1-2
III. Authority 1-2
IV. RFP Organization 1-3
V. Contracting Office 1-3
VI. Orientation 1-3
VII. Submission of Questions 1-4
VIII. Submission of Proposals 1-4
IX. Discussions with Applicants 1-6
X. Opening of Proposals 1-7
XI. Additional Materials and Documentation 1-7
XII. RFP Amendments 1-7
XIII. Final Revised Proposals 1-7
XIV. Cancellation of Request for Proposals 1-7
XV. Costs for Proposal Preparation 1-8
XVI. Provider Participation in Planning 1-8
XVII. Rejection of Proposals 1-8
XVIII. Notice of Award 1-8
XIX. Protests 1-9
XX. Availability of Funds 1-9
XXI. General and Special Conditions of the Contract 1-10
XXII. Cost Principles 1-10

Section 2 - Service Specifications

I. Introduction 2-1
- A. Overview, Purpose or Need 2-1
- B. Planning activities conducted in preparation for this RFP 2-1
- C. Description of the Goals of the Service 2-1
- D. Description of the Target Population to be Served 2-1
- E. Geographic Coverage of Service 2-2
- F. Probable Funding Amounts, Source, and Period of Availability 2-2

II. General Requirements 2-2
- A. Specific Qualifications or Requirements 2-2
- B. Secondary Purchaser Participation 2-3
- C. Multiple or Alternate Proposals 2-3
- D. Single or Multiple Contracts to be Awarded 2-3
- E. Single or Multi-Term Contracts to be Awarded 2-4
- F. RFP Contact Person 2-4

III. Scope of Work 2-4
- A. Service Activities 2-5
- B. Management Requirements 2-6

C. Facilities 2-10
IV. Compensation and Method of Payment 2-10

Section 3 - Proposal Application Instructions

General Instructions for Completing Applications 3-1
I. Program Overview 3-1
II. Experience and Capability 3-2
A. Necessary Skills 3-2
B. Experience 3-2
C. Quality Assurance and Evaluation 3-2
D. Coordination of Services 3-2
E. Facilities 3-2
III. Project Organization and Staffing 3-2
A. Staffing 3-3
B. Project Organization 3-3
IV. Service Delivery 3-3
V. Financial 3-4
A. Pricing Structure 3-4
B. Other Financial Related Materials 3-4
VI. Other 3-5
A. Litigation 3-5

Section 4 – Proposal Evaluation

I. Introduction 4-1
II. Evaluation Process 4-1
III. Evaluation Criteria 4-2
A. Phase 1 – Evaluation of Proposal Requirements 4-2
B. Phase 2 – Evaluation of Proposal Application 4-2
C. Phase 3 – Recommendation for Award 4-7

Section 5 – Attachments

Attachment A. Competitive Proposal Application Checklist
Attachment B. Sample Proposal Table of Contents
Attachment C. Federal Certifications
Attachment D. List of Schools and Site Specific Criteria
Attachment E. Wage Certificate

Section 1

Administrative Overview

Section 1
Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	November 19, 2008
Distribution of RFP	November 19, 2008
RFP orientation session	December 10, 2008
Closing date for submission of written questions for written responses	December 17, 2008
State purchasing agency's response to applicants' written questions	December 30, 2008
Discussions with applicant prior to proposal submittal deadline (optional)	Not applicable
Proposal submittal deadline	January 28, 2009
Discussions with applicant after proposal submittal deadline (optional)	Not applicable
Final revised proposals (optional)	Not applicable
Proposal evaluation period	January 29, 2009 – February 27, 2009
Provider selection	March 2, 2009
Notice of statement of findings and decision	March 9, 2009
Contract start date	July 1, 2009

II. Website Reference

The State Procurement Office (SPO) website is http://hawaii.gov/spo/

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS…"
2	RFP website	"Health and Human Services, Ch. 103F…" and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F…" "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at http://hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**http://hawaii.gov/campaign**

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*:** Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of **Education**	
Office of Curriculum, Instruction and Student Support (OCISS)	
Health, PE, Social Science and Student Programs Section	
475 22nd Avenue	
Honolulu, Hawaii 96816	
Phone (808) 733-9141 x300	Fax: (808) 735-8227

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: December 10, 2008 **Time:** 1:30 pm – 2:30 pm HST
Location: OCISS Annex, Room 101
475 22nd Avenue, Honolulu, HI 96816

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and

may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.
Deadline for submission of written questions:
Date: December 17, 2008 **Time:** 2:00 pm HST
State agency responses to applicant written questions will be provided by**:**
Date: December 30, 2008

VIII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)**. Provides applicant proposal identification.

2. **Proposal Application Checklist**. Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A)**. Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. Program Specific Requirements. Program specific requirements are included in Section~~s~~ 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

C. Multiple or Alternate Proposals. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. Tax Clearance. Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of $25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)

E. Wages and Labor Law Compliance. If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)

- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)

F. Hawaii Compliance Express (HCE). Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

G. Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)

H. Confidential Information. If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

I. Confidentiality of Personal Information. Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

J. Proposal Submittal. All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

IX. Discussions with Applicants

A. Prior to Submittal Deadline. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

B. After Proposal Submittal Deadline - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

(1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)

(2) Rejection for inadequate accounting system. (HAR Section 3-141-202)

(3) Late proposals (HAR Section 3-143-603)

(4) Inadequate response to request for proposals (HAR Section 3-143-609)

(5) Proposal not responsive (HAR Section 3-143-610(a)(1))

(6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

(1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

(2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

(3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	**Procurement Officer**
Name: Andrell Beppu Aoki	Name: Kathleen Nishimura
Title: Designee for the Superintendent of the Department of Education	Title: Director
Mailing Address: 94-275 Mokuola Street, Room 200, Waipahu, HI 96797	Mailing Address: 475 22nd Avenue, Honolulu, HI 96816
Business Address: 1390 Miller Street, Honolulu, HI 96813	Business Address: same as above

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Section 1.4 of the General Conditions is amended and modified to read as follows:

1.4 Insurance Requirements. The PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawai'i commercial general liability insurance ("liability insurance") in an amount of at least TWO MILLION AND NO/100 DOLLARS ($2,000,000.00) coverage for bodily injury and property damage resulting from the PROVIDER's performance under this Contract. The PROVIDER shall maintain in effect this liability insurance until the STATE certifies that the PROVIDER's work under the Contract has been completed satisfactorily.

The liability insurance shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the STATE by the PROVIDER. The certificate shall provide that the STATE and its officers and employees are Additional Insureds. The certificate shall provide that the coverages being certified will not be cancelled or materially changed without giving the STATE at least 30 days prior written notice by mail.

Should the "liability insurance" coverages be cancelled before the PROVIDER's work under the Contract is certified by the STATE to have been completed satisfactorily, the PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER's responsibility for payment of damages resulting from its operations under this Contract, including the PROVIDER's separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2
Service Specifications

I. Introduction

A. Overview, purpose or need

The Superintendent of the Department of Education (DOE) administers the After-School Plus (A+) Program through the Office of Curriculum, Instruction and Student Support (OCISS). The program began in spring 1990 to increase the availability of quality, affordable after-school care for latchkey children. Hawaii Administrative Rules (HAR) Chapter 400 defines latchkey children as public school children in grades kindergarten through five or six whose parents are working or attending school and cannot be home at the end of the instructional day.

It is the first state subsidized after-school care program in the nation and is funded by general fund appropriations, fees paid by parents and funds per Memorandum of Agreement with Department of Human Services.

The A+ Program operates at 184 school sites and serves more than 23,000 children attending public schools.

The DOE requires provision of after-school childcare for public elementary school latchkey children in grades kindergarten through grade 5 or 6 where at least 20 or more eligible latchkey children enroll in the A+ Program at various school sites statewide.

B. Planning activities conducted in preparation for this RFP

The issuance of a Request for Information (RFI) was posted on August 26, 2008. Additional planning information may be obtained by contacting the Program Related Contact for this RFP.

C. Description of the goals of the service

The goals of the A+ Program are to:

1) provide after-school supervision for latchkey children in a stimulating and caring environment
2) reduce the incidence of latchkey children
3) enhance the relationship between home and school in collaboratively meeting the needs of children and
4) improve the physical fitness of children.

D. Description of the target population to be served

Latchkey children enrolled in public elementary schools in kindergarten through grade five or six are eligible to participate in the program if they are living with both parents who are employed, a single parent who is employed, and parents attending colleges, universities, or other types of schools or engaged in job training programs during the hours of A+ operations. Based on space availability, a child who is at-risk may also be recommended by the school principal for enrollment in the A+ program. "At-risk" means a child who is consistently failing to make satisfactory progress in school or in need of a safe nurturing environment.

The Comprehensive Student Support System provides a request for assistance process for students who are having difficulty in school. The principal, together with a team of individuals who know the child, determine satisfactory progress.

E. Geographic coverage of service

Services are required at various elementary schools statewide. Please refer to Attachment D for the list of Schools by District seeking A+ services. Students serviced by the program site will be according to the school boundary of the school where the A+ program is being offered.

F. Probable funding amounts, source, and period of availability

State general funds are made available through an appropriation by the Legislature for the A+ Program at DOE sites and private provider sites. Funds appropriated by the Legislature are subject to budget execution policies of the Governor and Board of Education. Parent fees are deposited into a revolving fund which supports the A+ Program. Reimbursement from the Department Of Human Services, for qualifying students through an executed Memorandum of Agreement also contributes to A+ funds.

This RFP does not encompass the cost of students placed in A+ programs by their individual educational plans (IEP). Such costs shall be the responsibility of the schools placing students in A+ programs pursuant to the student's IEP.

If there is no available funding, as determined by the DOE, and no additional funding that is appropriated by the Legislature for the A+ Program, DOE will initiate the early closing of the A+ Program. Contractors will be notified by OCISS of the date of closure and termination date of the contract.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective

10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

1. The Applicant shall be a for profit organization incorporated under the laws of the State or a non-profit organization, as determined by the Internal Revenue Service, with a governing board whose members have no material conflict of interest and serve without compensation.

2. The Applicant shall be licensed and accredited, as applicable, in accordance with the requirements of federal, state and county governments and must be licensed by the Hawaii Department of Human Services Group Care Licensing Division under the Rules Governing Licensing of Before and After School Child Care Facilities, and/or exempt by law as stated in Section 346-152, HRS.

3. The Applicant shall have bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations. Such information shall be available upon request from the DOE.

4. A telephone must be available at all sites. Applicants may request approval from the principal of the school to use existing phone.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

The secondary purchaser will execute a separate contract.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☒ Allowed ☐ Unallowed

Multiple Proposals: Applicants should submit a single proposal with a separate sheet for each school site that the applicant proposes to provide service to. Refer to Section 3 (IV) Service Delivery for instructions.

Alternate Proposals: Alternate proposals for a specific school site shall **NOT** be accepted.

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

An award will be issued for each site. Prospective applicants may seek to provide services at only one site, or multiple sites. Depending on the responses and outcome of the RFP, a single applicant, or multiple applicants may receive awards. All Providers awarded are to meet all requirements specified by the DOE.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

Initial Term of Contract	Twelve (12) months
Length of each extension	One (1) year
Number of possible extensions	Four (4) extensions
Maximum length of contract	Five (5) years
Initial period	Shall commence on the contract start date or the date the Notice to Proceed is issued, whichever is later
Conditions for extension	Extension must be in writing, and is contingent upon potential changes to the DOE's approach to service delivery, availability of funding, and mutual agreement

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Program Related:
Ms. Kerry Paulo
475 22nd Avenue
Honolulu, Hawaii 96816
Phone: (808) 733-9141 ext. 300
Fax: (808) 735-8227
Email: Kerry_Paulo@notes.k12.hi.us

Administrative Related:
(interest forms, written questions, etc.)
DOE Procurement Branch
94-275 Mokuola Street, Room 200
Waipahu, HI 96797
Phone: (808) 675-0130
Fax: (808) 675-0133
Email: DOEprocure@notes.k12.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Provide child-care 10 minutes after the formal school day until at least 5:30 p.m., including parent-teacher conference days. If the school detains a child that is enrolled in the A+ Program, the school will provide a written notification to the Applicant. Applicant shall maintain a 1:20 staff to student ratio.

2. Provide ongoing intake services based on staff availability and facilities. The DOE shall also refer interested applicants.

3. Screen the student applicants on:

   a. Enrollment eligibility - Non-latchkey, at-risk students will be enrolled only with the recommendation of the school principal and approval of the A+ Program district coordinator.

   b. Qualification for reduced monthly fees (with documentation attached to the approved application).

4. The A+ Program Operations Manual and any A+ program directives from the Superintendent shall supersede any provision of this RFP. The A+ Program Operations Manual is incorporated herein by reference.

5. Provide program activities that include a balance among the following:

   a. Free Play - supervised free play time.
   Students pursue play or leisure/recreational activities of their own choosing while appropriate supervision, at least 1 staff person per 20 students, is provided.

   b. Enrichment - activities to help children see and understand themselves and the world around them and to become more responsive and sensitive to each other and to their natural and built environments. Activities such as art, crafts, and expressive arts are examples.

   c. Coordination and Physical Development - activities to supplement the efforts of the home and school in equipping children with the skills, attitudes and knowledge that will enable them to realize their full physical potential, enable them to participate in physical activities throughout life, and to improve their quality of life. Included may be activities in physical fitness, creative movement and team/group sports and games.

d. Study/Interaction Time - informal time for children to complete their homework assignments, to interact quietly with adults and for recreational reading

6. Additional Services:

a. The Applicant may expand the A+ Program care to non-eligible children from the same school on a facility-space available basis and at a fee not more than the actual cost per student. DOE shall not bear the cost of non-eligible children, regardless of income.

b. The Applicant may provide before-school care or vacation care with the principal's written approval. Cost of transportation or services for the before-school care and/or vacation care shall be borne by the Applicant and not be assessed to the DOE. Applicant shall be legally liable for transportation of students.

c. The Applicant may offer other services in addition to the A+ program at the same site with the principal's written approval, and all costs shall be borne by the Applicant.

7. All programs provided and funded by the Applicant may be terminated with the closure of the A+ program.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

a. The Applicant shall be trained in childcare and development and effective strategies of interacting with children.

b. Applicants shall utilize the A+ Employee Data Management System (https://iportal.k12.hi.us/AppPortal/) and DATA Transfer for fingerprinting with DHS and CBC. DOE will provide initial training in the above management systems to site coordinators.

c. Mandatory Criminal Background Checks. The Applicant shall perform criminal background checks on all employees and volunteers as provided under this section.

1) Employees: The Applicant shall perform fingerprint background checks for all of its employees, including, but not limited to administrative and program staff members who work in close proximity to children. Such fingerprint criminal background checks shall be conducted in the same manner required of the DOE under Section 846-43 of the Hawaii Revised Statutes, and each employee of the Applicant shall therefore complete a copy of DOE Form 90. Fingerprinting required under this section shall be completed before any employee of the Applicant is assigned to any school site. Fingerprinting costs will be paid by the DOE.

Criminal background check information shall be forwarded to DOE.

2) Volunteers: The Applicant shall ensure that all volunteers of the Applicants have secured a background check at the volunteer or Applicants' expense from the Hawaii Criminal Justice Data Center prior to assignment to any school site. Fingerprinting costs will be paid by the DOE.

d. Verification of Mandatory Criminal Background Checks: The Applicant shall maintain a record of the mandatory criminal background check performed on each of its employees and volunteers.

At a minimum, each record shall contain:

1) For employees, a copy of the completed Form 90, together with documentation of fingerprinting as described in the section above, or
2) For volunteers, record that the report obtained from the Hawaii Criminal Justice Data Center was reviewed by Applicant and any negative report was resolved.

Additionally, the Applicant shall maintain and update a list of all new employees and volunteers that documents the status and completion dates of the mandatory background checks. Such files and lists shall be made available within twenty-four (24) hours of the request of the DOE. The Applicant agrees to participate in the DOE's web-based employee listing and add the new employees to the system within 5 days of being hired.

e. Upon hiring, and prior to the beginning of on-site services, the Applicant agrees to have its employees complete and sign DHS 948 and furnish to the Department of Human Services (DHS) the names, social security numbers, and birth dates of all the staff members employed in license-exempt (LE) After School Plus (A+) programs, by site. DHS will perform a child abuse/neglect background check. If the name generates a "hit," the Applicant agrees to immediately disqualify that individual from employment in the A+ program.

f. The Applicant shall have at least one on-site staff person that is currently certified in First Aid and Cardiopulmonary Resuscitation (CPR) on site at all times.

2. Administrative

a. The Applicant shall have appropriate and adequate procedures for ensuring the safety and welfare of the children and shall evidence this in the operational plans. A copy of the Applicant's operational plans shall be submitted with the proposal.

b. The Applicant shall provide all supplies and materials other than custodial supplies for the A+ Program.

c. The Applicant shall have a ratio of 1:20 of staff to children.

d. The Applicant shall maintain school facilities in a neat and orderly manner.

e. The Applicant shall be trained in blood borne pathogens and procedures for appropriate disposal of waste.

f. The Applicant shall be responsible for the cost of Hepatitis B shots as necessary.

g. The Contractor shall comply with Section 504 of the Vocational Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990 and shall provide services in a manner that allows the DOE to comply with department's obligations under these federal laws.

3. Quality assurance and evaluation specifications

a. The Applicant shall have a quality assurance plan, to be submitted with its proposal, which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver them, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.

b. The quality assurance plan shall serve as procedural guidelines for staff and will confer designated individuals and committees with the authority to fulfill their responsibilities in the areas of quality assurance.

c. The quality assurance process will serve as a source of information for parties interested in knowing how the program monitors and improves the quality of its services.

d. The quality assurance system shall identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement innovative, efficient, or effective methods for the purpose of overall program improvement.

4. Output and performance/outcome measurements

The Applicant shall distribute the annual Parent Evaluation of the A+ Programs. At least 85% of the responding parents must be satisfied with the program, staff, and activities in order for the Applicant to continue to provide service. If the Applicant is currently an A+ Program private provider and has not submitted the parent evaluations to the respective

district office(s) at the end of each school year, the Applicant may be disqualified from future RFPs.

5. Experience

The Applicant is able to demonstrate skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The Applicant shall also provide a listing and description of verifiable experience, including references, with projects or contracts for the most recent five years that are pertinent to the proposed services; the Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

If the Applicant currently provides A+ Program services, at least 85 % of the responding parents on the most recent annual parent evaluation surveys have rated the services as satisfactory. If the applicant has neglected to submit the parent evaluations to the respective district office(s) at the end of each school year, the Applicant may be disqualified from future RFPs.

6. Coordination of services

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

7. Reporting requirements for program and fiscal data

Private Providers are to meet data requirements as specified by the A+ office for reimbursement in a timely manner. All reports are to be submitted to the site/district coordinator in a timely manner.
Reports shall include, but shall not be limited to:

a. Monthly
   1) Attendance on a day by day basis;
   2) Enrollment reports;
   3) Private Provider's Supporting Documentation Form.

b. Twice a year or as requested by the District
   1) Staffing information;
   2) General schedule of activities.

c. Annually
   1) A+ Year-End Enrollment Count Report;
   2) End-of-Year Parent Evaluation of the A+ Program

d. Pre-registration information for the following school year (due approximately April or May).

C. Facilities

The DOE shall provide the Applicant with appropriate facilities for the A+ Program at no cost. Schools will provide at least 15 square feet per participant as required by the Department of Human Services Group Care Licensing Division.

Property damages due to Contractor's negligence as determined by the DOE shall be repaired/replaced by Contractor or sum of damages shall be deducted from payments due to Contractor.

Custodial services and custodial supplies will be provided to the Contractor at no cost to the Contractor.

IV. Compensation and Method of Payment

A. Pricing structure or pricing methodology to be used

Contractor shall be paid on a monthly basis according to the unit rate schedule delineated in the following section, Units of service and unit rate. Monthly fees should be no more than the standard scale used at other A+ sites as set by the DOE.

This RFP does not encompass the cost of students placed in A+ programs by their individual educational plans (IEP). Such costs shall be the responsibility of the schools placing students in A+ programs pursuant to the student's IEP. The DOE shall allocate funds for special needs aids to assist identified special needs children meeting the requirements in section "Reasonable Modifications" on page C-2 of the After-School Plus (A+) Program Operations Manual, excluding those placed by the DOE through an IEP, pending availability of funds.

B. Units of service and unit rate

Unit rates shall be as follows. Unit rates may be adjusted at any time by the Board of Education.

No. of Children in Family Enrolled in A+ Program	Monthly Fee Paid by Parent (per child)	DHS Accounting Classification (per child)	Total Paid to DOE by DHS (per child)	Total Paid to Providers by DOE (per child)
Children Not on Reduced A+ Program Fee Status				
One (1) child	$55	N/A	$0	$25
Two (2) children	$50	N/A	$0	$30
Three (3) children or more	$45	N/A	$0	$35
Children on Reduced A+ Program Fee Status (as of 11/29/05)				
One (1) child	$0	$9	$80	$80

Two (2) children or more	$0	$8	$80	$80
Children on Free A+ Program Fee Status				
One (1) or more children	$0	$6	$80	$80
*Children in the "At-Risk" Category (as of 1996, *Since 2002)*				
NOT ON REDUCED FEE STATUS				
One (1) child	$55	N/A	$0	$25
Two (2) children	$50	N/A	$0	$30
Three (3) children or more	$45	N/A	$0	$35
REDUCED FEE STATUS				
One (1) child	$9 *	N/A	$0	$71
Two (2) children or more	$8 *	N/A	$0	$72
FREE FEE STATUS				
One (1) or more children	$6 *	N/A	$0	$74

Aides for special needs children as described in the After-School Plus Program A+ Operations Manual shall be reimbursed by the DOE at the same daily rate as an A+ Program Aide. The description for the Aide can be found in Attachment A4, After-School Plus Program Aide. For current rates, contact the Program Contact for this RFP.

C. Tax clearance

The provider must submit the original tax clearance certificate upon award of a contract, and with the final invoice submitted for payment.

D. Invoices

Original invoices plus one copy must be submitted within 14 calendar days after the last day of each month to the address to be specified. All appeals and corrections for reporting/invoice rejections must be resolved within 60 calendar days and late claims will not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of DOE's requirement to pay within 30 days upon receipt of the original invoice. DOE's requirement to pay within 30 days starts on the day the corrected invoice is re-submitted and accepted by DOE. Invoices shall indicate the Accounting classification.

E. Standard Calendar Schools

Per child payments are calculated on the enrollment count on the sixth A+ Program day of the month (Except July/August, December/January and May/June where, for the months of July/August, the date of the enrollment count shall be the same as the DOE's official enrolment count for the schools and the enrollment count; for the months of December/January the enrollment count is calculated on the 6th A+ Program day of January and includes December enrollment and for May/June is calculated on the sixth A+ Program day of May and includes June enrollment.) in accordance with the unit rates above, and shall be made in 9 monthly increments as follows:

Service Month	Invoice Date
July/August	August
September	September
October	October
November	November
December/January	January
February	February
March	March
April	April
May/June	May

F. Multi Track/Year Round Schools

Per child payments are calculated on the enrollment count on the sixth A+ Program day of the month in accordance with the rates above, and shall be made in 9 monthly increments.

Monthly payments per child are calculated as follows:

Number of track instructional days in the month
divided by
Total number of instructional days
= Monthly Track %

Monthly Track %
Multiplied by 9 X
Applicable per child monthly rate

No more than three (3) additional payments may be made to private providers for adjustment to enrollment counts for children who enroll after the count date(s).

G. Other Payments

Payment for seven (7) extra days appropriated through legislation will be calculated as follows:

$$\text{Enrollment in August} \times \frac{\text{Legislated Amount}}{\text{Average A+ Enrollment per Year}}$$

The last enrollment count for the school year shall serve as the Final Project Report.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

The applicant shall also provide a listing of verifiable experience with projects or contracts, along with references, for the most recent five years that are pertinent to the proposed services. The Applicant shall include points of contact addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

A Quality Assurance and Evaluation Plan shall be submitted with Applicant's proposal. Applicants will be subject to site monitoring which shall include, but not be limited to, compliance to staffing, safety, program delivery and reporting requirements as defined in the A+ Operations Manual which is hereby incorporated by reference.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

Not applicable as DOE shall provide the facilities for the program(s).

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

Applicant shall submit the curriculum vitae, or resume, of each of the persons on staff who will have direct contact with students.

Proposals should specifically address the experience and capacity of its staff and their knowledge or expertise in working with students in a child care program. Proposal includes background review process and how qualifications of providers will be documented. Proposal includes a plan to maintain and/or obtain qualified staff.

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

All staff shall attend at least two training sessions administrated by applicant. Specific details of training topics shall be submitted with applicant's proposal.

The description must include:

- Plan for supervision including details on monitoring of services, handling of complaints, resolution of complaints, and method of communication with the DOE.
- Financial, accounting and management information systems, and an organizational structure to support the activities of the Applicant.
- Description of how the Applicant maintains personnel files of training and supervision of all Agency personnel, which are subject to inspection by HDOE.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of

Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The Service Delivery Section shall include a detailed discussion of the Applicant's approach to applicable service activities, any supplementary services that could support the school's child care program, and management requirements from Section 2, Item III. - Scope of Work.

In this section, the Applicant shall indicate each school site where services are proposed on **Attachment D List of Schools Requesting Services**, and include the Attachment D in the proposal. Applicants should also include a separate page for each school to explain how the needs of each school will be addressed, including any supplementary services that could support the school's child care program.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

As there is a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff)

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

Not Applicable – no additional budget forms are required.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicants must submit a copy of their most recent financial audit.

Applicants who fail to submit their most recent financial audit may be disqualified or such failure may be reflected in the evaluation of the applicant.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of no less than three individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories		**Possible Points**
Administrative Requirements		
Proposal Application		**100 Points**
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Federal Certifications

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills	**6**
• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.	*3*
• Demonstrated effective governance policies that address issues including, but not limited to, nepotism, conflict of interest and management efficacy.	*3*

B.	**Experience**	**9**
	• Provide a description of pertinent projects, contracts, and/or activities	*3*
	• Provide a listing of verifiable experience, including, but not limited to, references, with projects or contracts for the most recent 5 years (maximum) that are pertinent to the proposed services with points of contact names, addresses and email/phone numbers. Points shall be assigned as follows: 1 Point: 0-less than 1 year 2 pts: 1 year - less than 5 years 3 pts: 5 or more years	*3*
	• A+ annual parent evaluation survey results for School Year 2007-2008 3 Points: at least 85% of the responding parents on the shall have rated the services as satisfactory 2 Points: less than 85% of the responding parents on the shall have rated the services as satisfactory 1 Point: If Applicant is currently not an A+ Provider or if current Provider is not able to submit the survey for any reason If Applicant neglected to submit the parent evaluations to the respective district office(s), this may be grounds for disqualification from this RFP.	*3*
C.	**Quality Assurance and Evaluation**	**3**
	• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.	*3*
D.	**Coordination of Services**	**2**
	• Demonstrated capability to coordinate services with other agencies and resources in the community.	***2***
E.	**Facilities**	0
	• Adequacy of facilities relative to the proposed services.	0

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. *Staffing* **6**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. *1*
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

  Up to 4 points:
  - ✓ All staff certified in CPR
  - ✓ All staff has been trained in address general needs of special needs children
  - ✓ All staff have provided CVs regarding trainings and any certifications
  - ✓ All staff has been fingerprinted and input in database
  - ✓ All staff meet MQs detailed in DOE A+ Operations Manual

  Up to 2 points:
  - ✓ 80% of staff certified in CPR
  - ✓ 80% of staff has been trained in address general needs of special needs children
  - ✓ 80% of staff has provided CVs regarding trainings and any certifications
  - ✓ All staff has been fingerprinted and input in database
  - ✓ 80% of staff meet MQs detailed in DOE Operations Manual

  Up to 1 point:
  - ✓ Less than 80% in above areas *4*
- Proposal includes background review process and how qualifications of providers will be documented, and includes a plan to maintain and/or obtain qualified staff *1*

B. *Project Organization* **9**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

Supervision description must include:

- ✓ Plan for supervision including details on monitoring of services, handling of complaints, resolution of complaints, and method of communication with the DOE.
- ✓ Financial, accounting and management information systems, and an organizational structure to support the activities of the Applicant.
- ✓ Description of how the Applicant maintains personnel files of training and supervision of all Agency personnel, which are subject to inspection by DOE. *3*

Training description must address:

Up to 4 points:

- ✓ Has staff orientation for all staff members
- ✓ Has staff meetings/trainings at least once a month
- ✓ Few staff changes
- ✓ Site staff has, and wears, A+ ID badges
- ✓ Always maintains 1:20 ratio
- ✓ Staffers always properly attired
- ✓ New hires are always fingerprinted and input within 5 days

Up to 2 points:

- ✓ Has orientation only at the beginning of the year, some for new employees hired later
- ✓ Has staff meeting/training once a quarter
- ✓ Some staff are not properly identified with A+ photo ID
- ✓ Sometimes understaffed
- ✓ Improper attire at times
- ✓ Some new hires not fingerprinted and input within 5 days

Up to 1 point:

- ✓ Has orientation only at the beginning of the year, none for new hires
- ✓ Staff meetings/trainings less than once per quarter
- ✓ frequently cannot meet 1:20 ratio
- ✓ new hires rarely fingerprinted and input within 5 days
- ✓ staffers often improperly attired *4*

- Organization Chart**:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
  - ✓ Includes position title, name and full time equivalency.
  - ✓ Both "organization-wide" and "program" organization charts shall be attached to the Proposal Application. *2*

3. *Service Delivery (55 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Essential components, as defined in 2(III)(5)(a-d) of the shall be: 1) Free-Play; 2) Enrichment; 3) Coordination and Physical Development; and 4) Study/Interaction time.

Up to 30 points:
- ✓ Applicant is fully staffed within 10 minutes after the formal school day, particularly 1:15 p.m. on Wednesdays;
- ✓ All 4 components addressed daily;
- ✓ Lesson plans are written and utilized daily;
- ✓ Variety of stimulating/interesting activities;
- ✓ Monthly programmatic themes;
- ✓ All students participate in activities;
- ✓ Students have input on program/activity;
- ✓ Site supervisor to insure all four components addressed; daily, and Lesson plans are written and utilized;

Up to 15 points:
- ✓ Applicant is fully staffed within 20 minutes after the formal school day;

- ✓ All 4 components usually included in the program;
- ✓ Lesson plans are not always written and utilized daily;
- ✓ Activities vary, but mostly same year after year;
- ✓ Uses seasonal/holiday themes, but few other organizing themes;
- ✓ All students have the opportunity to participate in activities;
- ✓ Students have little input on program/activity;
- ✓ Site supervisor to check if all four components addressed daily, and Lesson plans are written and utilized;

Up to 10 points:

- ✓ Applicant is 80% staffed within 20 minutes after the formal school day;
- ✓ Program lacks a component;
- ✓ Lesson plans are not written or only occasionally written;
- ✓ Lacks variety in children activities;
- ✓ Only seasonal/holiday programmatic themes;
- ✓ Occasional programmatic supervision; *30*

- Applicant's shall attach a description (one sheet per school) on how it will meet the specific needs for each school it proposes to serve based on the schools specific criteria and needs. The list of schools and site specific criteria are provided as Attachment D to this RFP. *20*
- Applicant shall provide a detailed explanation about any supplementary services that the Applicant plans to offer that could support the school's child care program. *5*

5. *Financial (10 Points*)

- As there is a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate planned and budgeted space, equipment and staff). *5*
- Applicants must submit a copy of their most recent financial audit as part of the Proposal Application. *3*
- Adequacy of accounting system *2*

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

A. Proposal Application Checklist

B. Sample Table of Contents

C. Federal Certifications

D. List of Schools and Site Specific Criteria

E. Wage Certificate

Proposal Application Checklist

Applicant: _____ RFP No.: RFP F09-042 (A+)

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	**X**	
Proposal Application Checklist	Section 1, RFP	Attachment A	**X**	
Table of Contents	Section 5, RFP	Section 5, RFP	**X**	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	**X**	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	**Required at time of Award**	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP	**X**	
Debarment & Suspension		Section 5, RFP	**X**	
Drug Free Workplace		Section 5, RFP	**X**	
Lobbying		Section 5, RFP	**X**	
Program Fraud Civil Remedies Act		Section 5, RFP	**X**	
Environmental Tobacco Smoke		Section 5, RFP	**X**	
Program Specific Requirements:				
Attachment D – School List	Section 2, RFP	Section 5, RFP	**X**	
Attachment E – Wage Certificate	Section 1, RFP	Section 5, RFP	**X**	

_____ Authorized Signature

_____ Date

Organization: _____
RFP No:_____

Sample

Proposal Application
Table of Contents

I. Program Overview.....1

II. Experience and Capability 1
- **A.** Necessary Skills 2
- **B.** Experience.....4
- **C.** Quality Assurance and Evaluation.....5
- **D.** Coordination of Services.....6
- **E.** Facilities.....6

III. Project Organization and Staffing 7
- **A.** Staffing.....**7**
  1. Proposed Staffing.....7
  2. Staff Qualifications 9
- **B.** Project Organization 10
  1. Supervision and Training.....10
  2. Organization Chart (Program & Organization-wide)
     (See Attachments for Organization Charts)

IV. Service Delivery.....12

V. Financial.....20
See Attachments for Cost Proposal

VI. Litigation.....20

VII. Attachments
- **A.** Cost Proposal
  SPO-H-205 Proposal Budget
  SPO-H-206A Budget Justification - Personnel: Salaries & Wages
  SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
  SPO-H-206C Budget Justification - Travel: Interisland
  SPO-H-206E Budget Justification - Contractual Services – Administrative
- **B.** Other Financial Related Materials
  Financial Audit for fiscal year ended June 30, 1996
- **C.** Organization Chart
  Program
  Organization-wide
- **D.** Performance and Output Measurement Tables
  Table A
  Table B
  Table C
- **E.** Program Specific Requirements

CERTIFICATIONS

PHS-5161-1-CERTIFICATIONS (7/00) OMB Approval No. 0920-0428

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION.

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

(b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, In eligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. 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 may be 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 for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying 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 any 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: Office of Grants and Acquisition Management Office of Grants Management Office of the Assistant Secretary for Management and Budget Department of Health and Human Services 200 Independence Avenue, S.W., Room 517-D Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal

(appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING $100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

4. 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.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE.

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub awards which contain provisions for children's services and that all sub recipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

IV.	**Signature of Authorized Certifying Official**	**V.**	**Title**
VI.	**Applicant Organization**	**VII.**	**Date Submitted**

List of Schools Requesting Services School Year 2009-2010

DEPARTMENT OF EDUCATION
AFTER SCHOOL A+ SERVICES
RFP No.: RFP F09-042

APPLICANT NAME: _____

Applicant: Indicate all schools included in this proposal in in the column "Proposal Sheet Attached(x)"

ISLAND & District	Elementary School	Est. A+ Enrollment	Site Specific Criteria (if any)				Proposal Sheet Attached (x)
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time	
Central North	Mililani Uka El.	300					
Central South	Pearl Harbor Kai El.	125	Outdoor organized sport activities such as volleyball, basketball, soccer, track and field, relay races, jump roping, hula hooping, etc	Hula, Ukulele, arts and crafts, painting, foreign language	Modern dance, chorus, team sports, chess, drama, aerobics	Homework support, reading buddies, read-aloud (No TV watching, no videos)	
Honolulu	Aina Haina El.	220					
	Kaewai El.	65					
	Pauoa El.	140					
Leeward	August Ahrens El	193	Organized recreation	Hula, ukulele, art and music activities	Physical education involving sports, dance, dramatic arts, etc	Homework, rest period	
Windward	Kapunahala El.	130					
	Mokapu El.	100					
Maui	Kahului El.	400					
	Kamalii El.	190					
	Waihee El.	240			Physical activities	Homework time, at least one hour	
Hawaii East	Haaheo El.	71					
	Mountain View El.	91					
	Waiakeawaena El.	276					
Hawaii West	Konawaena El.	198					
	Waikoloa El.	100					
Kauai	Wilcox El.	300					

WAGE CERTIFICATE

Subject: RFP No. RFP F09-042

Description of Project: After School A+ Services for the Department of Education

Pursuant to §103-55, HRS, I hereby certify that, if awarded a contract of $25,000.00 or more, and that either:

I. Services to be performed will be performed in accordance with the following conditions:

a. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector, and

b. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

PROVIDER shall be obliged to notify its employees performing work under this contract of the provisions of §103-55, HRS, and the current wage rate for public employees performing similar work. The PROVIDER may meet this obligation by posting a notice to this effect in the PROVIDER's place of business accessible to all employees, or the PROVIDER may include such notice with each paycheck or pay envelope furnished to the employee

I understand that, in addition to the base wages required by §103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

OR

II. I am exempt from these requirements as provided for under to §103-55(c), HRS.

PROVIDER: _____

By Its (signature): _____

Title: _____

Date: _____