

State of Hawaii
Department of Human Services
Benefits, Employment & Support Services Division
Employment & Child Care Program Office
And
Office of Youth Services

Addendum 1

March 6, 2009

To

Request for Proposals

HMS-502-09-01

**Temporary Assistance for Needy Families (TANF) Teen
Pregnancy Prevention (Purpose 3) Through Non-School
Hours Positive Youth Development Programs
February 6, 2009**

March 6, 2009

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
Temporary Assistance for Needy Families (TANF) Teen Pregnancy
Prevention (Purpose 3) Through Non-School Hours Positive Youth
Development Programs
HMS-502-09-01

The Department of Human Services, Benefits, Employment & Support Services Division Employment & Child Care Program and Office and Office of Youth Services is issuing this addendum to HMS-502-09-01, Temporary Assistance for Needy Families (TANF) Teen Pregnancy Prevention (Purpose 3) Through Non-School Hours Positive Youth Development Programs for the purposes of:

- Responding to questions that arose at the orientation meeting of February 18, 2009 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 April 1, 2009
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

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

If you have any questions, contact:

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Responses to Question Raised by Applicants

For RFP # HMS-502-09-01, “Temporary Assistance for Needy Families (TANF) Teen Pregnancy Prevention (Purpose 3) Through Non-School Hours Positive Youth Development Programs”

Q1. Are we able to apply as multiple sites with separate proposals or do we apply for multiple sites under one organizational proposal? If it is one proposal for the entire organization, does that mean that each site can have a budget of \$75,000 or will the total proposal budget be \$75,000?

A. An applicant may apply for multiple sites with either separate proposals or under a single proposal. However, if a single proposal is submitted for multiple locations, the applicant should document how the proposed program will address the unique needs and issues of youth in communities in multiple locations.

If an applicant submits a single proposal for multiple sites, the proposal’s budget shall not exceed \$75,000 per site.

Q2. Are the published unit rates in the RFP for different activities just examples or are those rates the proposed rates? How were they determined? Are they negotiable?

A. See RFP Section 5, Attachment E. The unit service rates listed on the Sample Monthly Performance and Reimbursement Report and Sample Milestone Achievement Form are examples only. The unit service rates were based on a hypothetical program budget of \$48,000, factoring in costs associated with the service/activity, frequency of the activity, and number of participants.

See RFP Section 2. IV. A. Pricing or Pricing Methodology to be Used (page 2-15). The unit service rates will be subject to negotiation between the State and provider.

- Q3. If we are negotiating the unit of service rate at the time of award, how do we match it with the total budget being submitted via the SPO-H budget forms?
- A. **See RFP Section 2. IV. A (page 2-15). The negotiation of the unit of service rate will involve several factors, including costs associated with the specific service/activity, frequency of service/activity (monthly, quarterly, annually) and number of participants. Accordingly the unit of service rate may vary in relation to each milestone.**
- Q4. Can we suggest the unit of service rate in our proposals?
- A. **The applicant may propose a unit of service rate in its proposal; however, the specific unit of service rate will be subject to negotiation between the provider and State.**
- Q5. When does negotiation of unit rate occur?
- A. **The negotiation of a unit rate of service will occur during the contract preparation period, prior to the execution of a contract.**
- Q6. How often can we turn in an invoice?
- A. **See RFP Section 2. IV. B. Method of Compensation and Payment (page 2-15). The Summary Report and Milestone Achievement Form shall be submitted monthly by the provider, specifying the milestones achieved and payments due. Refer to Section 5, Attachment E for sample form.**
- Q7. Regarding compensation and payment, do we get paid only when we meet milestones per the milestone payment system?
- A. **See Addendum 1, amendment to the RFP, Section 2 IV. A Compensation and Method of Payment. The amendment specifies changes to the pricing that shall be based on a Base Cost/Negotiated Unit of Service Combination. This will be a balanced approach that will support providers in their work, with cost reimbursement for operating costs for 50% of the contract, and service units compensation for the remaining 50% of the contract.**
- Q8. How many services must be addressed in the RFP, 1 to 7?
- A. **See RFP Section 2, III. A. 4a (page 2 - 12) The applicant shall address at least one of the competency areas listed. Additionally, the RFP Section 2, III. A. 3. b. (page 2-8) lists seven (7) types of service activities that promote a positive youth development approach in**

building competency in youth. The applicant may propose as many activities in its proposal that are feasible and doable to achieve the outcome performance target.

- Q9. Are we limited to only one competency area? If we are allowed to choose more than one, would addressing more than one area be positively reflected in the evaluation scoring? If so, specifically in which item?
- A. **The applicant may select more than one competency area. The scoring and evaluation will not necessarily be affected by addressing more than one competency area. See response to Q8. above.**
- Q10. Do we only write one outcome performance measure/target and then milestones for it? Are the milestones supposed to have the funnel effect? i.e., the number of participants decreases per milestones, from the first milestone to the last.
- A. **The applicant may propose more than one outcome performance measure/target in its proposal. Each outcome performance target shall be followed by four (4) or five (5) milestones that will lead to achievement of the outcome performance target. Milestones are the incremental mini-steps that reflect the progress of youth as they complete activities that are necessary to achieve the outcome performance target. For purposes of this RFP, the milestones may or may not reflect a funnel effect, depending on the proposal's program structure and activities.**
- Q11. Can two performance measures be combined with one set of milestones for the combined target (i.e., combining #6 & #7 whereby participants increase knowledge, skills and competencies in creative and visual arts as well as in athletics, self-concept and contraceptive practices)?
- A. **No. The applicant may propose more than one outcome performance target in its proposal; however, the outcome performance targets shall not be combined. The outcome performance targets shall each have separate milestones that will lead to achievement of the outcome performance target.**
- Q12. On pages 2-12 to 2-14, are the bold milestones required, or examples for us to think about when developing our milestones?
- A. **There are seven (7) outcome performance measures/targets listed in bold, however, there are no milestones listed in the RFP Section 2, III. A. 4. a. (pages 2-12 to 2-14). The applicant shall develop and propose milestones that will lead to achievement of the outcome performance target.**

- Q13. How many milestones can be proposed? Must we specify four or five milestones, so that less than four or more than five would either disqualify us or reflect negatively in the evaluation scoring? Is the number of milestones a factor in evaluation scoring?
- A. The applicant should propose between 4 - 5 milestones for each outcome performance measure/target. Also, the addendum includes an amended sample Performance Plan, listing examples of outcome performance targets and milestones. The number and description of the milestones proposed, and their relationship to the achievement of the outcome performance target are part of the evaluation and scoring process. See section 4. III. 3. Service Delivery (page 4-5).**
- Q14. We have contracts to provide Teen Pregnancy Prevention services that will expire June 30, 2009. Your RFP states that preference will be given to programs not currently receiving resources for similar services. Does this mean that those sites will not be given preference even if the current contract will be ending when this OYS contract begins?
- A. If a program is not receiving state resources to provide similar non-school hours services during the projected time frame for services to begin for this RFP, then the program would be eligible for preference, based on Section 2, I. F. 5. (page 2-3).**
- Q15. Who determines specific number of participants?
- A. The applicant initially proposes the number of participants to be served as part of its proposal. During negotiations of the unit of service rate, the projected number of participants in the program may be adjusted, contingent upon the factors listed in the answer to question 2.**
- Q16. Are there a number of participants that OYS is looking at trying to serve with this contract? If there is a specific number, is there a ratio for the actual dollar amount awarded? E.g., if \$25,000 was awarded, how many youth are you expecting to be served by this amount of money?
- A. There is no specific number of participants or ratio of funds per participant that the OYS is requiring in the RFP.**
- Q17. What is a work plan according to OYS?
- A. See RFP Section 3. IV. bullet 2 (page 3-4). The work plan should be a guide to proposed services and activities to be provided by the applicant, including activities and tasks to be completed, related work**

assignments, responsibilities of staff, and service flow from program entry to program completion.

- Q18. Can funds be used to pay for an evaluator? If so, up to what percentage?
- A. Funds may be used for evaluation purposes. There is no set percentage for any budget item. Applicants should submit a cost proposal that fully support the scope of services and requirements for the RFP.**
- Q19. Should the activity specifically include a pregnancy prevention component?
- A. See RFP Section 2, III. A. 2. (page 2 - 6) The RFP states that the positive youth development (PYD) programming approach provides an effective strategy for the prevention of many adolescent risky behaviors, including early sexual involvement. PYD programs address the various areas of competency for youth and the applicant may (but is not required to) include a specific pregnancy prevention component in its proposed services and activities.**
- Q20. Section II. C. (page 2-2) “Innovative programs not widely available in the community today are encouraged.” Is this a requirement to qualify? How does “encouraged” relate to the evaluation scoring?
- A. Although innovative programs are encouraged, it is not a requirement for the RFP. There is no relationship between innovative programs that are “encouraged” and the evaluation scoring.**
- Q21. Section I. E. (page 2-3). “The DHS reserves the right to make awards based on the uniqueness and appropriateness of addressing needs of youth with non-school hour programs, and the best configuration of services state-wide.” Does this mean that evaluation scoring may be overruled by DHS’s subjective assessment of the “uniqueness and appropriateness” and “best configuration of services state-wide”? Could you please offer more clarity to this assessment which appears to be subjective? In case of an appeal, how would you substantiate a decision on this basis?
- A. See Section 2. I. E. Geographic Coverage of Service (page 2-3). After proposals are evaluated and scored, the DHS will make awards based on several factors, including the number of proposals addressing a particular geographic area, the unique needs and issues of youth in their communities, and the preferences listed in the RFP.**
- See Section 1. XIX. Protest (page 1-8). An applicant may file a protest for the 3 matters listed in the section.**

- Q22. Are all these “preferences” listed in Section II. D. (page 2-2) required to qualify? How do these “preferences” relate to the evaluation scoring?
- A. **Preferences are not required in proposals. No point value is assigned for stated preferences in the RFP. After proposals are evaluated and scored, DHS will consider preferences and other factors in selecting providers and making of awards. See response to Q21. above.**
- Q23. Section 2. II. A. 1-3 (pages 2-3 and 2-4). The documents referenced are huge and not easily understood. Can specific requirements be listed?
- A. **Section 2, II. A, Specific Qualifications or Requirements, Including But Not Limited To Licensure Or Accreditation (pages 2-3 and 2-4), lists documents and websites references regarding cost principles of the State and federal governments. Following an award of State or federal funds, providers must comply with cost principles when expending funds for contracted services.**
- Q24. Section III. A. 3. (page 2-7) “Applicants are especially encouraged to collaborate with the local school complexes of the State Department of Education and the respective county Departments of Parks and Recreation...”. How does “encouraged” relate to the evaluation scoring? Specifically, which item is this reflected in? Is a partnership with one but not the other scored less? Is the extent and quality of the partnership taken into consideration, or are you just looking for any type of collaboration?
- A. **It was the intent of Act 281, SLH 2006 that collaboration occurs between the public and private sectors. The commitment to partnering with the public and private sector is part of the evaluation scoring. See Section 4. III. B. 1. D., Coordination of Services (page 4-3) and Section 4. III. 3. Service Delivery, item 4 (page 4-4) for scoring details. The scoring will take into consideration the number and quality of partnerships and collaboration.**
- Q25. Is there a threshold of minimum points necessary in the evaluation scoring to qualify? If so, what is that minimum number of points?
- A. **Proposals will need to meet a minimum of 65 points to be considered for an award.**
- Q26. It was stated at the orientation meeting that DHS wants to encourage small grass-roots organizations which are doing good work. How is this encouragement and support manifested in this RFP?

- A. The DHS is cognizant of many organizations providing excellent programs in the community with limited resources. The RFP is open to proposals from all applicants who are able to meet the service requirements. The amendment to the RFP regarding compensation and payment is intended to support providers in their work in the community.**
- Q27. At the RFP orientation session, it was stated that the target was “new” programs, not existing programs. We just began our after-school teen program last week on February 17, 2009. Do we qualify as a “new” program and thus qualify for this RFP?
- A. See answer to Q20. above. Applicants are eligible to apply as long as they meet the two year experience requirement for delivering non-school hours program services.**
- Q28. Who will the members of the evaluation committee be (name, office, and position/title)?
- A. The evaluation committee will be comprised of a minimum of two state employees that have sufficient education and training to evaluate the proposals received in response to this RFP. A copy of the document identifying review committee members will be placed in the procurement file.**
- Q29. Can multiple proposals be submitted by an agency for different target groups?
- A. No. See Section 2. II. C. (page 2-5) of the RFP.**
- Q30. Can an applicant submit a separate proposal as an umbrella agency and fiscal agent for another program, in addition to the applicant’s submittal of its own proposal?
- B. No. Only one proposal shall be submitted by an applicant. See Section 2. II. C. (page 2-5) of the RFP.**

RFP # HMS-502-09-01, "Temporary Assistance for Needy Families (TANF) Teen Pregnancy Prevention (Purpose 3) Through Non-School Hours Positive Youth Development Programs" is amended as follows:

Subsection Page

Section 1, Administrative Overview

1-1 The submittal deadline for proposals is amended to April 1, 2009. Below is an amended Revised Procurement Timetable.

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.

<u>Activity</u>	Scheduled Date
Public notice announcing RFP	2/06/09
Distribution of RFP	2/06/09
RFP orientation session	2/18/09
Closing date for submission of written questions for written responses	2/25/09
State purchasing agency's response to applicants' written questions	3/06/09
Discussions with applicant prior to proposal submittal deadline (optional)	2/09-3/09
Proposal submittal deadline	4/01/09
Discussions with applicant after proposal submittal deadline (optional)	4/09
Proposal evaluation period	4/09
Provider selection	5/09
Notice of statement of findings and decision	5/09
Contract start date	7/22/09

Section 2, Service Specifications

IV. A 2-15 Amended to read (refer to below):
IV. B 2-15 Amended to read (refer to below):

IV. Compensation And Method Of Payment

A. Pricing or Pricing Methodology to be Used

Pricing shall be based on a Base Cost/Negotiated Unit of Service Combination, where the State shall pay the provider a base amount for operating costs and a negotiated service unit rate for service units delivered up to a stated maximum contract amount. The base cost for this contract will be cost reimbursement for 50% of the contract amount. A negotiated service unit rate will be paid for each service unit provided, not to exceed 50% of the total contract amount. Payments for service units shall be made as follows:

- The initial 0 – 50% of the total goal service units shall be included in the 50% base payment.
- After 50% of the goal service units have been provided, the remaining 51 – 100% of the total units shall be paid at the negotiated service unit rate.

The specific units of service definition and rate structure will be subject to negotiation based upon the applicant's budget proposal, service delivery approach, specific activities, and outcomes/milestones achievement proposed.

B. Method of Compensation and Payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122).

The Provider shall submit a monthly Summary Report and Milestone Achievement Form specifying the services provided, milestones achieved, and payments due, according to the Agreement.

Payments shall be made in monthly installments upon the monthly submission of the Summary Report and Milestone Achievement Form. The Milestone Achievement Form shall include the Provider's name shown in the Agreement, the Agreement number, and a detailed breakdown of milestones achieved for the monthly installment. All milestone costs shall not exceed total costs listed in the Agreement. There will be no initial payment prior to commencement of service delivery. A total of 50% of the base payment may be paid out in the first two (2) quarters of the contract, and the monthly payments of the 50% base shall not exceed one-twelfth (1/12) of the total compensation.

Section 3, Proposal Application Instructions

- V. A. 3-4 Second paragraph is amended to read:
“DHS will use a Base Cost/Negotiated Unit of Service Combination, where payments will be made to the provider for a base amount for cost reimbursement for operating costs, and a negotiated service unit rate for service units delivered up to a stated maximum contract amount. The Milestone Payment System will be based on milestones and units of service rate. The total amount requested based on the estimated number of clients to be served under the Milestone Payment System should match the total budget amount submitted in the required SPO-H budget forms.”

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

- D. The Sample Performance Plan (ATTACHMENT D) is amended with examples of outcome performance targets and milestones.

**Office of Youth Services
PERFORMANCE PLAN
(Submit One Copy For Each Target Group)**

Note: To X a , Double Click On It, Select "Checked" Option

Outcomes Plan Number (Check One): <input type="checkbox"/> 1 Target Group <input type="checkbox"/> 2 Target Group	Service Area for This Contract (Check One):	Date Submitted	Prepared By (Signature)	Date Approved	Approved By (Signature)
Contract Number: DHS- <input type="text"/> -OYS- <input type="text"/>	<input type="checkbox"/> Attendant Care	<input type="checkbox"/> Positive Youth Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency: Good Agency Inc.	<input type="checkbox"/> Diversion/Aftercare	<input type="checkbox"/> Residential Emergency Shelter	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Start Date: <input type="text"/>	<input type="checkbox"/> Education/Vocation Services	<input type="checkbox"/> Residential ILP	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract End Date: <input type="text"/>	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Residential Level I	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Non-School Hours	<input type="checkbox"/> Residential Level II	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Outreach & Advocacy	<input type="checkbox"/> Truancy Prevention	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Youth Gang Prevention	<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Target Group Description

Target Type Codes (Use to Code Targets on the Following Pages)		Risk Level Targeted (Check One Level Only)	Regions Targeted (Check One or More)
Codes	Risk Factors		
RF1	Reduce Delinquency (Including All Status Offense)	<input type="checkbox"/> Risk Level I • At-risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors.	<input type="checkbox"/> Statewide (All Islands) <input type="checkbox"/> Oahu (All) <input type="checkbox"/> Oahu: Central <input type="checkbox"/> Oahu: Honolulu <input type="checkbox"/> Oahu: Leeward <input type="checkbox"/> Oahu: Windward <input type="checkbox"/> Hawaii (All) <input type="checkbox"/> Hawaii: East <input type="checkbox"/> Hawaii: West <input type="checkbox"/> Kauai (All) <input type="checkbox"/> Maui (All) <input type="checkbox"/> Maui: Lanai <input type="checkbox"/> Maui: Molokai
RF2	Reduce Arrests		
RF3	Reduce Disproportionate Minority Contact (DMC)		
RF4	Reduce Substance Use, Abuse		
RF5	Reduce Anger, Violence		
RF6	Reduce Gang Activity		
RF7	Reduce Risk for Pregnancy		
RF8	Reduce Alienation		
	Protective Factors	<input type="checkbox"/> Risk Level II Any One of the Following: • Status offender: Chronically truant, runaway. • Involved in gangs, violence, or substance abuse. • Experiencing serious family problems. • Abused and/or neglected.	
PF1	Increase Accountability and Independent Living Skills		
PF2	Improve Family Relationships		
PF3	Increase Connectedness with Community		
PF4	Increase Cultural Awareness, Appreciation		
PF5	Improve Self-Image, Self-Esteem		
PF6	Increase Pro-social Behavior and Social Competency		
PF7	Increase Health, Physical Competencies		
PF8	Increase Educational Competency (Improve GPA, Attendance)		
PF9	Increase Vocational Competency (Career Exploration, Job Training)		
PF10	Increase Family, Community Support of Youth's Program	<input type="checkbox"/> Risk Level III Any One of the Following: • Any characteristic of Level II, but also has immediate need for food, shelter, clothing, and/or medical treatment. • Involved in felony activity. • Court adjudicated. • At-risk for out-of-home placement. • At-risk for secure confinement.	
	MAJOR LIFE DOMAINS TARGETED		
D1	Individual		
D2	Peer		
D3	Family		
D4	Community	<input type="checkbox"/> Risk Level IV • Chronic serious offender requiring secure confinement for safety of public and/or of self.	

Performance Plan

Instructions:

1. Referencing the Scope of Services, fill in performance target information, including sources of verification (i.e., "Youth Self-Reports", "Grades.")
2. Fill in projections (P) for number of youth expected to achieve each milestone in each quarter. SUBMIT THIS PLAN TO OYS within thirty days of contract execution.
3. Each quarter fill in actual (A) number of youth achieving each milestone. DO NOT SUBMIT TO OYS, BUT KEEP ON FILE.

P T	Performance Target (& Milestones to Performance Target)		1st		2nd		3rd		4th		One Year		
			P	A	P	A	P	A	P	A	Year Goal	YTD Actual	
1	Performance Target (Arial Narrow, 8 Point Type) from Scope of Services: Of the 40 participants, 75% will improve and demonstrate their leadership skills as a result of participating in the Good Program Community Leadership program.		#Carryovers from Previous Budget Period Under this Contract										
	PT Type (See Target Type Codes): <input type="text"/>												
	Milestones		Sources of Verification										
a.	Milestone (Registration): Youth will complete registration and intake process.		Prog. Files/ Staff	15		20		5				40	
b.	Milestone: Youth will complete ropes course.		Prog. Files/ Staff	10		15		10				35	
c.	Milestone: Youth will participate in 6 Community Planning Meetings.		Prog. Files/ Staff					20		15		35	
g.	Milestone: Youth will research and complete community resource packet.		Prog. Files/ Staff			12		12		10		34	
h.	Milestone: Youth will complete self-assessment and peer assessment leadership camp-out activity.		Prog. Files/ Staff/ Self- Rept.					18		18		36	

Performance Plan

Instructions:

4. Referencing the Scope of Services, fill in performance target information, including sources of verification (i.e., "Youth Self-Reports", "Grades.")
5. Fill in projections (P) for number of youth expected to achieve each milestone in each quarter. SUBMIT THIS PLAN TO OYS within thirty days of contract execution.
6. Each quarter fill in actual (A) number of youth achieving each milestone. DO NOT SUBMIT TO OYS, BUT KEEP ON FILE.

P T	Performance Target (& Milestones to Performance Target)		1st		2nd		3rd		4th		One Year		*Releases To Date	
	Performance Target (Arial Narrow, 8 Point Type) from Scope of Services:		#Carryovers from Previous Budget Period Under this Contract	P	A	P	A	P	A	P	A	Year Goal		YTD Actual
2	Performance Target (Arial Narrow, 8 Point Type) from Scope of Services: Of the 80 participants, 75% will increase and demonstrate their knowledge and skills in the creative, performing, visual arts, and/or humanities as a result of participating in the Good Program Afternoon Arts Studio Program.			#Carryovers from Previous Budget Period Under this Contract	P	A	P	A	P	A	P	A	Year Goal	YTD Actual
PT Type (See Target Type Codes): <input type="text"/>														
	Milestones		Sources of Verification											
a.	Milestone (Registration): Youth will complete registration and intake process.		Prog. Files/ Staff	35		30		5				80		
b.	Milestone: Youth will complete 4 ceramic projects.		Prog. Files/ Staff	20		20		20		10		70		
c.	Milestone: Youth will research and present cultural arts project.		Prog. Files/ Staff	15		15		15		15		60		
g	Milestone: Youth will plan and host community arts event.		Prog. Files/ Staff			25				40		65		
h.	Milestone Youth will teach 2 arts activities to seniors at Nursing Home and report increased confidence and community connections.		Prog. Files/ Staff/ Self- Rept.			25		25		25		75		