

State of Hawaii
Department of Public Safety
Corrections Program Services Division
Substance Abuse Program

Addendum A

Date Issued: March 23, 2009

To

Request for Proposals

RFP No.:
PSD 09-CPS/SA-22

RFP Title:
JOB DEVELOPMENT, PLACEMENT
AND FOLLOW UP SERVICES
FOR MALE OFFENDERS ON OAHU

February 13, 2009

March 23, 2009

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
RFP No.: PSD 09-CPS/SA-22**

**RFP Title: JOB DEVELOPMENT, PLACEMENT
AND FOLLOW UP SERVICES
FOR MALE OFFENDERS ON OAHU**

The Department of Public Safety, Corrections Program Services – Substance Abuse Program is issuing this addendum to RFP Number: PSD 09-CPS/SA-22, Job Development, Placement and Follow Up Services for Male Offenders on Oahu for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.

The proposal submittal deadline:

- is amended to **April 3, 2009**
- is not amended.

Enclosed is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.

Should you have any questions, contact:

Contact person's name: Marc S. Yamamoto
Contact phone: (808) 587-1215
Contact e-mail address: marc.s.yamamoto@hawaii.gov
Contact address: Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Questions received for RFP PSD 09-CPS/SA-22

<u>PAGE</u>	<u>ITEM</u>	<u>TITLE</u>	<u>COMMENT/QUESTION</u>
1-4	VIIIA. 5	Tax Clearance	How long defines "current" certificate 6-month minimum RFP due date.

Response: Tax clearances for the award of the contract should be six (6) months or less from the anticipated contract execution date. In this case a valid tax clearance certified by both the US IRS and the State of Hawaii, Dept of Taxation should be January 30, 2009 or later.

2-1	XXV.B	Planning Activities	Last sentence incomplete (response is...)
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Response: The last sentence is changed from: "Their questions and PSD's response is."
TO: Their questions and PSD's responses are attached in Section 5 as "**RFI Questions Received and Responses.**"

2-4	III.A.I	Assessments	If Client's needs include accommodations due to hearing or visual impairment, does the Department agree to pay for their services (i.e.: deaf interpretation. Contractor only <u>recommends</u> these services vs. provides them)
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(Refer to Lournaka case manager)
Bridge has education material,

Response: If during the assessment, the contractor identifies any impairments, the contractor will refer to the department or other appropriate resources.

2-7	III.B.2e.	Insurance	Clause states \$1M coverage, but page 1-10 states \$2M+
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Response: The correct minimum insurance coverage is two million dollars (\$2,000,000.00).

3-2 IIB. Experience In evaluation of vendor experience, are vendors credited with explicit past performance on this RFP? More important, are vendors sanctioned if historical performance is below standard. How is it done?

Response: The evaluation section for experience is amended as follows:

*Superior service: +4 points maximum
(Superior service to be defined as vendor providing exceptional services per the contract or services beyond the minimum service requirements of the contract.)*

*Service not yet established +0 points
(For providers not yet established working with the correctional population)*

*Substandard service -4 points maximum
(Substandard service defined as notices issued to the provider for corrective action which have not been adequately addressed.)*

The attached page 4-2 of this addendum replaces the original page 4-2 of the RFP.

3-4 V.A. Budget Forms Forms SPD-H-205, 205A, and 206A are specified on this page, but not indicated as required on the Proposal Application Checklist (SPO-H).

Response: The above referenced forms are not required for submittal with the applicant's proposal.

4-4 V.A Financial Forms SPD-H-205, 205A, and 206A are once again specified, but not on Checklist.

Response: The above referenced forms are not required for submittal with the applicant's proposal.

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)

Background and Summary

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

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 4

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience 4

- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application.

Superior service: +4 points maximum
(Superior service to be defined as vendor providing exceptional services per the contract or services beyond the minimum service requirements of the contract.)

Service not yet established +0 points
(For providers not yet established working with the correctional population)

Substandard service -4 points maximum
(Substandard service defined as notices issued to the provider for corrective action which have not been adequately addressed.)