State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment and Training Program Office

Request for Proposals

HMS 903-11-01-S
Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services Statewide

November 15, 2010

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.

LINDA LINGLE
GOVERNOR

LILLIAN B. KOLLER
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P.O. Box 339
Honolulu, Hawaii 96809-0339

November 15, 2010

MEMORANDUM

TO: All Interested Applicants

FROM: Lillian B. Koller, Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Services; RFP NO. HMS-903-11-01-S**

The Department is seeking to purchase the services listed above from non-profit organizations as further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

The RFP should be reviewed very closely as all parts of the RFP must be addressed. Informational meeting is scheduled for 9:00 A.M. to 12:00 P.M. on Monday, November 29, 2010, at the Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD) Office, 820 Mililani Street, Suite 606, Honolulu, HI 96813. For more information, please call 586-7110.

In order for the proposals to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS/BESSD, Employment and Training Program Office (ETPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals shall be hand-delivered (including courier mail) by 4:30 P.M., Wednesday, December 22, 2010, to the DHS/BESSD, Employment and Training Office (ETPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813. ALL MAIL-INS POSTMARKED AFTER 12:00 MIDNIGHT, December 22, 2010, WILL NOT BE ACCEPTED FOR REVIEW AND WILL BE RETURNED.

Proposal and materials not requested by the department or submitted after the deadline will not be accepted for consideration.

Attachments

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN *December 22, 2010* **and received by the state purchasing agency no later than 10 days from the submittal deadline**.

All Mail-ins

Department of Human Services
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

Gwen Murashige
Phone: 808 586-7110
Fax: 808 586-5744
Email: gmurashige@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST),** ***December 22, 2010.*** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., *December 22, 2010.*

Drop-off Sites

Department of Human Services
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

RFP Table of Contents

Section 1 Administrative Overview

Section 2 - Service Specifications

Section 3 - Proposal Application Instructions

Section 4 – Proposal Evaluation

Section 5 – Attachments

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 Request for Proposals (RFP)	11/15/2010
Distribution of RFP	11/15/2010
RFP orientation session	11/29/2010
Closing date for submission of written questions for written responses	12/6/2010 Noon
State purchasing agency's response to applicants' written questions	12/9/2010
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	12/22/2010
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	Weeks of 12/27/10 – 1/3/11
Provider selection	Week of 1/10/2011
Notice of statement of findings and decision	Week of 1/10/2011
Contract start date	3/1/2011

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 Human Services
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, HI 96813
Phone: (808) 586-5735
Fax: (808) 586-5744

VI. Orientation

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

Date: **November 29, 2010** **Time:** **9:00 AM**
Location: **Benefit, Employment and Support Services Division**
820 Mililani Street, Suite 606, Honolulu, HI 96813

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 6, 2010** **Time:** **12:00 Noon** HST

State agency responses to applicant written questions will be provided by:
Date: **December 9, 2010**

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 ~~Sections~~ 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.** Providers 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.

No faxed proposals or proposals submitted through electronic means (diskette/CD, transmission by e-mail, etc.) shall be allowed.

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: Lillian B. Koller	Name: Pankaj Bhanot
Title: Director	Title: Division Administrator
Mailing Address: P.O. Box 339 Honolulu, HI 96809	Mailing Address: 820 Mililani Street Suite 606 Honolulu, HI 96813

Business Address: 1390 Miller Street Room 209 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.

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 Department is seeking to expand existing services of non-profit organizations that enhance and supplement its efforts in addressing the four (4) Temporary Assistance for Needy Families (TANF) purposes, which are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

The four (4) TANF purposes listed above are federally mandated requirements that must be addressed when expending TANF block grant funding.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) Public Notice was published on October 15, 2010 through October 29, 2010 and posted on the State of Hawaii, State Procurement Office (SPO) website. Written responses were submitted and where applicable recommendations have been incorporated into this solicitation.

C. Description of the goals of the service

The Department of Human Services (DHS) is seeking to expand/enhance existing services provided to needy families or at-risk children that embody one or more of the four TANF purposes which are key to ending poverty and reliance on public assistance.

D. Description of the target population to be served

The population to be served is adults in needy families who are TANF eligible, or at-risk children. Specifications on the target population needing to be serviced will be stated in Section III of this RFP.

E. Geographic coverage of service

This service is being procured statewide.

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

Funding for this procurement is federal funds through the State's federal TANF Block Grant allocation, Catalog of Federal Domestic Assistance (CFDA) # 93.558. Total funding for this procurement is $3,000,000.00 for 16 months, effective March 1, 2011, and for a possible additional three (3) twelve-month extensions at $3,000,000.00 per extension subject to availability of funds and provider performance.

II. General Requirements

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

1. 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).

2. A completed MOE Expenditure Report (See Section 5, Attachment D) for the reporting period of October 1, 2009 through September 30, 2010, detailing the availability of organizational funding, expenditures (direct or administrative), or in-kind contributions such as volunteer hours and/or donated goods that meet a TANF purpose as approved by DHS, that is not already federal funds, or is used to access additional federal grants or funds shall be submitted with the proposal by the due date and time. Applicants shall contact the RFP contact person if they are uncertain such funding and/or expenditures meet a TANF purpose.

    - Organizations shall submit the MOE Expenditure Report to the Department prior to the proposal submission date to ensure the report is complete and accurate.

    - Organizations that have already submitted the MOE Expenditure Report to the Department for the reporting of October 1, 2009 through September 30, 2010 do not need to submit the report prior to the proposal submission date and shall submit the report with the proposal.

3. An executed MOE Agreement which allows DHS to use the approved expenditures towards the Department's MOE initiative shall be submitted with the proposal by the due date and time.

    - Organizations shall execute the MOE Agreement prior to the proposal submission date. The Department shall execute a MOE Agreement upon receipt of a completed MOE Expenditure Report.

- Organizations that have a MOE Agreement with the Department for the reporting period of October 1, 2009 through September 30, 2010 shall submit the Agreement with the proposal.

B. **Secondary purchaser participation**
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None

C. **Multiple or alternate proposals**
(Refer to HAR Section 3-143-605)

☐ Allowed ☒ Unallowed

The applicant shall submit one (1) proposal and specify on the Proposal Application Identification Form SPO-H 200 which TANF purpose the proposal is addressing.

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

☐ Single ☒ Multiple ☐ Single & Multiple

Awards shall be made to organizations submitting a proposal that demonstrates an effective, efficient and comprehensive service approach specific to a TANF purpose, has expenditures (direct or indirect) or in-kind contributions such as volunteer hours and/or donated goods that meet a TANF purpose as approved by DHS and has an executed MOE Agreement with DHS. Awards shall be limited to a single award per qualified organization.

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

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: March 1, 2011 to June 30, 2012
Number of possible extensions: 3
Maximum length of each extension: 1 year
Conditions for extension: Must be in writing and executed prior to expiration.

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

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(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Gwen Murashige, (808) 586-7110, gmurashige@dhs.hawaii.gov
Ginet Hayes, (808) 586-7088, ghayes@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. **Service Activities**
(Minimum and/or mandatory tasks and responsibilities)

The Department is seeking to expand/enhance existing services that are provided to needy families or at-risk children to enhance and supplement its efforts in addressing the four (4) TANF purposes.

The funding that is being sought for the proposed expansion/enhancement cannot be used to either access additional federal grants or funds, or to leverage against funding which is already used to obtain federal grants or funds.

In addition, the proposed services and expenditure of such services would need to be within the scope of what TANF funds are able to pay for. Interested applicants should refer to the following website prior to responding to this RFP to understand how TANF may be used:

http://www.acf.hhs.gov/programs/ofa/tanf/index.html

Actual awarded funding will vary depending on the MOE expenditures contributed by a qualified organization and shall be based on the following:

- An amount not to exceed $200,000 per qualified organization contributing more than $10 million in MOE expenditures, or
- An amount not to exceed $150,000 per qualified organization contributing more than $5 million in MOE expenditures, or
- An amount not to exceed $100,000 per qualified organization contributing over $100,000 in MOE expenditures.

The total funding awarded shall not exceed the maximum contract funds per year.

The following is a description of each of the four TANF purposes and examples of the possible services that could be supported for each purpose.

TANF Purpose 1:

To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

The following is from *"Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children an Families Through the TANF Program"*, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"Spending to achieve this purpose covers only **needy families** so children may live with their parents or other relatives. It does not cover children living with non-relatives. A needy family is one that meets the income and/or resource standards established by the State in its TANF plan. A State may establish a variety of income and resource standards for **"assistance"** and other services and benefits.

Spending under this purpose is not limited to benefits that are within the regulatory definition of **"assistance."** A State may provide other services in support of this purpose. For example, funding of home repairs or food banks to provide groceries to needy families would be consistent with the purpose, even if the benefits provided do not fall within the definition of **"assistance."**"

The Department has defined "needy families" as families whose gross income does not exceed 600% of the Federal Poverty Guidelines (FPL) for their family size. Examples of such services that would support Purpose 1 services would be:

- Food banks, food kitchens, nutrition;
- Rent, housing, homelessness programs;
- Parenting skills, family counseling;
- Clothing;
- Parenting skills and family and/or marriage counseling that are provided for in the client's home;
- Transitional homeless housing that incorporates life skills, parenting and basic skills;

- Financial literacy to families with physical and/or mental limitations, which would include services such as debt consolidation, financial planning, and budgeting for basic needs; or

- Respite in-home child care services.

TANF Purpose 2:

To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

The following is from *"Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children an Families Through the TANF Program"*, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"Under this purpose, a State could help any **needy parent,** including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, child care services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote any one of the three objectives – job preparation, work, and marriage -- would be consistent with this purpose.

Like a **needy family**, a **needy parent** must meet the income and/or resource standards established by the State in its TANF plan."

The Department has defined "needy parent" as a parent whose gross income does not exceed 600% of the Federal Poverty Guidelines (FPL) for their family size. Examples of such services that would support Purpose 2 services are:

- Provide job retention services or post-employment follow-up services, such as counseling, employee assistance, or other supportive services;

- Pay refugee services providers to provide linguistically and culturally appropriate services that help refugee TANF recipients obtain employment or participate in work activities;

- Provide specialized training for supervisors or job coaches in private industry on how to work with newly hired TANF eligibles or recipients who have serious barriers to employment;

- Subcontract with business organizations or associations to expand participation of employers in welfare-to-work initiatives and encourage the hiring of TANF recipients; or

- Conduct a State public awareness campaign designed to inform employers about the benefits of hiring TANF recipients and encourage employers to alert the TANF office when they have job openings.

- Financial literacy to working parents, which would include services such as debt consolidation, financial planning, and budgeting for basic needs;

- Child care placement services for TANF eligibles or recipients, who have child care needs for a child under the age of 2 years, so that they are able to seek employment;

- Micro-enterprise ventures with earning potential that would result in self-sufficiency;

- Transportation services that would transport TANF eligibles or recipients to and from their employment work sites, or otherwise assist TANF eligibles to access transportation (e.g. assist auto purchase). Actual transportation services should be situated where a TANF eligible or recipient could easily access the service;

- Job placement and job coach services for TANF eligibles or recipients who have limited or no employment history and who have physical or mental limitations, or limited English proficiency; or

- Provide career attire to TANF eligibles to help them present a professional appearance at job interviews.

TANF Purpose 3 and 4:

Purpose 3 - To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies;

The following is from *"Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children an Families Through the TANF Program"*, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"Neither this purpose nor the following purpose (related to family formation) is limited to needy families or individuals. Thus, a State may use…funds to…serve non-needy families or individuals for either of these two purposes. However, the

State must establish objective criteria for the delivery of services to the non-needy.

Potential activities that would be reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not is session. A State may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing."

Purpose 4 - To encourage the formation and maintenance of two-parent families.

The following is from *"Helping Families Achieve Self-Sufficiency, A Guide on Funding Services for Children an Families Through the TANF Program"*, published by Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance:

"A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support, but would like to do much more. Historically, however, the fathers have found limited employment opportunities, and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.

This fourth TANF purpose offers the opportunity to address these issues. Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services."

Under purposes 3 and 4, the Department is looking to maximize the number of children engaged in child or youth development programs where the children experience positive outcomes by using TANF funds for strengthening families and positive development through before- and after-school programs and career and technical exploration/work programs for youth.

Examples of services that would support purpose 3 and/or 4 would be:

- Responsible fatherhood initiatives that will improve the capacity of needy fathers to provide financial and emotional support for their children;

- Parenting classes, premarital and marriage counseling, and mediation services;
- After-school programs that provide educational, athletic, art and music, or other potentially advantageous experiences to children and teens;
- Counseling services or classes that focus on teen pregnancy prevention; or
- Media campaigns to encourage young people to delay parenting or to encourage fathers to play a responsible role in their children's lives.
- Vocational apprenticeship training targeting youths that offer employment opportunities at successful completion of the training;
- Services that provide a combined approach teen pregnancy prevention with career or employment planning for teens on school campus sites;
- Promoting abstinence from substance abuse and adolescent sexual involvement through the practice of responsible behavior through discussion and role-play;
- Services that promote responsible fatherhood initiatives; or
- Services to homeless teens including outreach, family planning and education services.

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

1. **Personnel**

   a. Applicants shall provide evidence of possessing the necessary training and experience in performing the service(s) to the population(s) who they are proposing to service.

   b. The applicant must ensure that employees and volunteers do not have a criminal history or background that poses a risk to children.

2. **Administrative**

   The Provider shall address the administrative duties as Provider and of supervising contracted personnel.

   a. **Intention to Propose**

   Each proposal shall be submitted in the format prescribed and all portions addressed. In order to be in compliance with ACT 314, SLH 1996, all proposals must include a valid State (or current application for tax clearance) and IRS Tax Clearance Certificate in order to be considered.

b. **Application Costs**

The Department will not pay for any costs incurred by applicants prior to the effective date of a contract. All costs incurred in the preparation of a proposal in response to the Department's RFP (including travel expenses to attend any informational sessions, applicant's conference or negotiation sessions, if held) are the sole responsibility of the applicant.

c. **Proposal Preparation**

Only hard copy proposals shall be accepted. Proposals should be without elaborate art work, binding, printing, or materials not essential to its utility and clarity. Graphs, charts and matrices are acceptable, but should also be backed-up by a clearly written narrative. We require an original and three (3) sets of each proposal to the Department.

d. **Disposition of Proposals**

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract by reference. Material breaches of contract may result in termination of the contract.

e. **Execution of Contract**

The successful offeror will be required to enter into a formal written contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting contract. Any deviations must be specifically defined by the offeror in its proposal which, if successful, will become part of the contract.

The funds available for this project are limited. The Department reserves the right to contract for only those services which appear to be in the best interests of the State.

The Department reserves the right to reduce the appropriated contract amount with 30 (thirty) calendar days notice due to decrease in the number of participants needing services in the program. This clause is applicable to the subsequent contract extensions only.

The Department reserves the right to cancel the contract without cause and request new proposals for the services. Upon acceptance of the proposal, the Department will forward the formal contract to the successful offeror for execution. The contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offeror, or within such further time as the Director may allow.

No such contract shall be binding upon the Department until the contract has been fully and properly executed by all the parties thereto prior to the start date of the contract and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract during the fiscal year. Further, the contract shall not be considered to be fully executed unless the Department of the Attorney General of the State of Hawaii has approved the contract as to form.

No supplementary agreement shall be binding upon the Department until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not provide any services until the agreement is fully and properly executed.

Any work performed by the successful offeror prior to receipt of a Notice to Proceed shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the receipt of a Notice to Proceed.

3. **Quality assurance and evaluation specifications**

   The contract shall be evaluated based upon performance as described in Section 2, Item III, Scope of Work, listed above.

4. **Output and performance/outcome measurements**

   The performance of the Provider shall be measured by the reporting specifications described in Section III(B)(7), Reporting requirements for program and fiscal data.

5. **Experience**

   Applicants shall have at least 1 year of providing the proposed service(s).

6. **Coordination of services**

   Applicants shall provide a description of their experience in coordinating client services with other community or governmental agencies. The description shall include the name of the collaborating agencies, services provided, and frequency which collaboration is conducted.

7. **Reporting requirements for program and fiscal data**

   Each service shall prepare and provide a monthly report to the department that shall comprise of the following items:

   a. The number of individuals served for the month; and
   b. Measures of the benefits achieved for each contracted service.

   For item "b", the following additional reporting requirements shall be added as it relates to its corresponding TANF Purpose:

   Purpose 1:

   1) Number of families applying for the month;
   2) Number of families determined TANF eligible;
   3) Number of families currently receiving TANF;
   4) Number of families currently not receiving TANF, but receiving other public assistance or subsidy;
   5) Number of families not receiving TANF or any other public assistance or subsidy; and
   6) Number of families who currently have some employment.

   Purpose 2:

   1) Number of families applying for the month;
   2) Number of families determined TANF eligible;
   3) Number of families currently receiving TANF;
   4) Number of families currently not receiving TANF, but receiving other public assistance or subsidy;
   5) Number of families not receiving TANF or any other public assistance or subsidy;
   6) Number of families who are accepted for services;
   7) Number of families who are declined for services;
   8) Number of families who completed training;
   9) Number of families who gain employment as a result of the training;
   10) Number of families who continue to remain unemployed after receiving training;
   11) Number of families who gain full-time employment;
   12) Number of families who gain part-time employment;

13) Highest hourly wage received; and
14) Average hourly wage received.

Note: Numbers 8-14 are applicable only to those families who complete services.

Purpose 3 and 4:

1) Activity Milestones (e.g. hire staff, train staff, other);
2) Significant Outputs (e.g. service delivery, capacity, outreach, enrollment, attendance, customer satisfaction and other);
3) Significant Immediate Outcomes (outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships);
4) Implementation Issues and Concerns; and
5) Significant Stories.

Note: The Department may further refine these reporting requirements based on evaluation of the services that are awarded. Applicants should propose activity measurements relevant to their proposed service(s) that would support these reporting requirements.

C. Facilities

Applicants shall already have secured adequate facilities to provide for the service(s) that is being proposed.

IV. COMPENSATION AND METHOD OF PAYMENT

This is a cost reimbursement type contract. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

The Provider shall submit monthly original invoices specifying the amount due and certifying that services requested under the Agreement have been performed by the Provider according to the Agreement.

Payments shall be made in monthly installments upon the monthly submission by the Provider of the Subgrantee's Invoice and Expenditure Report (hereinafter SIER) in triplicate (an original and two copies). The invoices shall include the Provider's name shown in the Agreement, the Agreement number, and a detailed breakdown of Provider's charges.

The monthly installments shall be determined by the State on a cost reimbursement basis. The SEIR shall contain expenditures actually incurred for the performance of the services and a certification of compliance for the preceding month.

Final settlement shall include submission and acceptance of all reports and other materials to be submitted by the Provider to the State, resolution of all discrepancies in performance of services, completion of all other outstanding matters, and receipt of tax clearances.

Compensation shall be based upon the approved budget(s) for the initial period of March 1, 2011 to June 30, 2012 and the subsequent 12 month period of July 1, 2012 to June 30, 2013.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing applications:

- ***Proposal Applications shall include a copy of the executed MOE Agreement with the Department and a completed MOE Expenditure Report as referenced in Section 5, Attachment D of this RFP to be considered for selection.***
- *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.*
- ***Submitted proposals for consideration shall be limited to no more than 20 pages in length, excluding the proposal application page.***

  In addition to the actual written proposal of no more than 20 pages, applicants may include and reference attachments to their submitted proposal. There is no restriction on the number of pages for attachments. Attachments shall be clearly marked, specifically referenced to in the text of the proposal document, and added at the end of the submitted proposal document.

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 implemented in the past 1 year that are pertinent to the proposed services.

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.

D. Coordination of Services

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

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

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)

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.

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.

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.

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.

Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

The purchasing agency shall consider cost proposals on a "cost type" or "pure reimbursement" pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. "Cost type" involves payment of all incurred costs within a predetermined total estimate cost.

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:

SPO-H-205	Budget
SPO-H-205A	Budget – Organization – Wide by Source of Funds
SPO-H-205B	Budget – Organization – Wide by Source of Programs
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel : Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Travel – Inter- Island
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206F	Budget Justification – Sub-contract
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases*

* Expenditures require justification and prior approval

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):

Audit Report (most recent)

2. **Tax Clearance Certificate (Form A-6)**

An original or certified copy of a current (within 3 months), valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

Substitution allowed: Current (within the period of this RFP) Certificate of Vendor Compliance issued by Hawai'i Compliance Express.

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 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		
Program Overview	0 points	***100 points***
Experience and Capability	30 points	
Project Organization and Staffing	20 points	
Service Delivery	30 points	
Financial	20 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

Final proposals submitted shall include all of the following documents to be accepted for consideration for this RFP.

Exclusion of any of the required documents below as part of the submitted final proposal shall disqualify the applicant from selection consideration.

1. **Administrative Requirements**

    - Proposal Application Checklist (SPO-H)
    - Tax Clearance Certificate
    - Completed MOE Expenditure Report for the period October 1, 2009 through September 30, 2010
    - Executed MOE Agreement with DHS

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)**

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

5= Very satisfactory
4= More than satisfactory
3= Satisfactory
2= Less than satisfactory
1= Unsatisfactory
0= Not addressed (no credit)

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 (30 Points)***

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

A. Necessary Skills
- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. _______

B. Experience
- Description of projects/contracts implemented in the past 1 year that are pertinent to the proposed services. _______

C. Quality Assurance and Evaluation
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. _______

D. Coordination of Services
- Demonstrated capability to coordinate services with other agencies and resources in the community. _______

E. Facilities
- Adequacy of facilities relative to the proposed services. _______

2. ***Project Organization and Staffing (20 Points)***

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

A. ***Staffing***

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

B. ***Project Organization***

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. ______
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. ______

3. ***Service Delivery (30 Points)***

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

- Describes the overall program content and design. ______
- Demonstrates an understanding of the various service activities and sequence of events. ______
- Presents evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures. ______
- Demonstrates an understanding of the target group. ______
- Demonstrates knowledge of handling of customer service and complaints. ______
- Provides for public relations and community collaboration. ______
- Describes staff/program management activities. ______

4. ***Financial (20 Points)***

<u>Pricing structure based on cost reimbursement:</u>

- Personnel costs are reasonable and comparable to positions in the community. ______
- Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal. ______
- Adequacy of accounting system. ______

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. Special Conditions

D. Maintenance of Effort (MOE) Expenditure Report and Instructions

Proposal Application Checklist

Applicant: ______________________________ RFP No.: ______________________

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)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Organization Chart(s)	Section 3, RFP		X	
Audit Report	Section 3, RFP		X	
Business References	Section 3, RFP		X	
Executed MOE Agreement	Section 3, RFP		X	
MOE Expenditure Report	Section 3, RFP		X	

Authorized Signature   Date

SPO-H (Rev. 9/08)

Organization: ________________
RFP No: ______________

Proposal Application
Table of Contents

Organization: ________________
RFP No:______________

Special Conditions

1. The Department shall require that the organization selected to provide the service present a certificate of insurance in the amount of no less than ONE MILLION DOLLARS ($1,000,000.00) per occurrence, and TWO MILLION DOLLARS ($2,000,000.00) in the aggregate for bodily injury and property damage liability arising in connection with the provider's performance under this Agreement.

2. In addition, the Department shall require that the organization selected to provide the service present a certificate of insurance in the amount of no less than ONE MILLION DOLLARS ($1,000,000.00) per accident for liability for automobiles owned or leased by the PROVIDER and used to carry out services connected with the provider's performance under this Agreement.

Organization: ________________
RFP No: ______________

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION

TANF Maintenance of Effort (MOE) Expenditure Report

1. Name of Organization:	**2. Program Description:**
3. Address:	

4. Categories:	**5. Expenditures:** Year to Date For FFY: 2010 (Oct 2009 - Sept 2010)
Direct Services	
Administrative Costs	
Value of donated goods	
Total	

6. Volunteer Hours (see instructions)		**Hours**	**Hourly Rate**
a. Volunteer Hours for Volunteers Serving in Positions Directly Comparable to Paid Positions in Your Organization:			
1			
2			
3			
b. All Other Volunteer Hours (For Volunteer Providing Services For Which Your Organization Has No Comparable Paid Position)			$20.85

7. Total Number of Clients Served During the FFY:

8. Comments:

9. Certification:

I Certify to the best of my knowledge and belief that expenditures and volunteer hours reported meet the requirements of one or more of the following four TANF purposes:

1. Provide assistance to needy families so that the children may be cared for in their homes or in the homes of relatives;
2. End the dependency of needy parents on government benefits by promoting job preparation, work, and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. Encourage the formation and maintenance of two-parent families.

10. Signature **Title** **Date Reported**

For Department of Human Services use only

Reviewed By:________________________ (Signature - Program Specialist) **Date**____________

Reviewed By:________________________ (Signature - Program Specialist) **Date**____________

1 Name of Organization: Agency's or organization's name. Organization: ____________

2 Program Description: Brief description of the service provided by this particular program. RFP No:____________

3 Address: Location address of this particular program.

4 Categories: The types of expenditures that are being reported. The expenditures would be one of the following four types:

Direct Service: The dollar amount expended where the client directly benefited from the service(s) provided. Examples of direct services would be client counseling, goods or donations provided directly to the client, etc.

Administrative Costs: The dollar amount expended to administer the general operations of the service, but not the amount expended to administer the direct delivery of the service.

"Administrative Costs" includes the following:

- Salaries and benefits and all other costs not associated with providing program services to individuals, including staff performing administrative and coordination functions;
- Preparation of program plans;
- Monitoring of programs and projects;
- Procurement activities;
- Public relations;
- Services related to accounting, litigation, audits, management of property, payroll, and personnel;
- Costs for goods and services, such as postage, equipment, office supplies, utilities, and rental office space not associated with directly providing client services;
- Travel costs incurred for official business travel not associated with directly providing client services;
- Management information system relating to tracking program requirements (such as personnel and payroll management); and
- Preparing reports and other documents related to program requirements.
- Indirect or overhead costs.

"Administrative Costs" excludes the following:

- Salaries and benefit costs for the staff directly providing services and the direct administrative costs associated with providing the services, such as the costs of supplies, equipment, travel, postage, utilities, rent and maintenance of office space, and information technology and computerization needed for tracking and monitoring if a client requires such tracking as part of the service. These items would be reported under the "Direct Service" category.

Value of donated goods: The dollar value of all goods donated to the program to support the service being provided.

5 Expenditures: Year to Date For FFY: Expenditure dollar amount being reported for the federal fiscal year.

6 Volunteers' Hours: Enter all volunteer hours provide by your agency for services that meet a TANF purpose.

a. Volunteer Hours for Volunteers Serving in Positions Directly Comparable to Paid Positions in your Organization: Enter total volunteer hours and hourly rates for volunteers who are performing tasks directly comparable to your paid staff. Examples might include clerical staff, warehouse workers, teacher's aides, child-care staff, etc.

b. All Other Volunteer Hours: Enter all volunteer hours for volunteers who are not engaged in work directly comparable to paid staff. Examples might include youth leaders, mentors, special event volunteers, and other service providers. The indicated hourly rate for these volunteers has been approved by the Federal Government.

7 Total Number of Clients Served: Total number of clients served during the Federal Fiscal Year. If a single client receives more than one service, this count may be duplicative.

8 Comments: Any additional information needing to be reported regarding the expenditures being reported.

9 Certification: Signature in item 11 acknowledges that reported expenditures adhere to all conditions stated in the certification box.

10 Signature: Signature and title of the person certifying the expenditure report and the date the report was signed.

Completed expenditure reports are to be sent to:

Department of Human Services/ Benefit, Employment and Support Services Division

Attn: Sandy Morishige

820 Mililani Street, Suite 606

Honolulu, HI 96813