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State of Hawaii  
Department of Human Services  
Benefit, Employment and Support Services Division  
CHILD CARE PROGRAM OFFICE

**Addendum 1**

**December 15, 2010**

**To**

**Request for Proposals**

**RFP No. HMS-302-11-01-S**  
November 29, 2010

December 15, 2010

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
CHILD CARE ADVOCACY AND FACILITATION  
HMS-302-11-01-S**

The Department of Human Services, Benefit Employment and Support Services Division, Child Care Program Office (CCPO) is issuing this addendum to HMS-302-11-01-S, Child Care Advocacy And Facilitation:

- Responding to questions that arose at the orientation meeting of December 3, 2010 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

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

If you have any questions, contact:  
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Responses to Question Raised by Applicants  
For HMS-302-11-01-S

1. **If the projected contract start date is January 1, 2011 will start of services be allowed from that date even if a contract can not be executed by then? Will services rendered before the contract execution date be paid for if it is a retroactive contract?**

Answer: The contract could be signed (executed) after the contract start date, if a retroactive contract is approved by the Attorney General's office. However, we may only be able to pay from the date of the executed contract. The RFP states on page 1-9, that "No work is to be undertaken by the awardee prior to the contract commencement date", and on page 2-3, E, that the "initial (contract) period shall commence on the contract start date or Notice to Proceed, whichever is later". If the contract does not get executed for some reason, such as the award or RFP being cancelled, no payment would be made for any work done.

2. **If the contract is for 6 months, with a possible 12 month extension, should the proposal scope of services and budget be for a 6 month period or for 18 months?**

Answer: The RFP on page 2-2, F, states the maximum amount of federal funding that is available for the initial contract period and a maximum amount of general and federal funds that is being allocated for an additional 12-month period. Therefore the applicants' proposals should address both periods, the initial 6 months and the possible 12 month extension, in terms of the scope of services and budgets.

3. **Does the Tax Clearance not have to be submitted with the Proposal? There is no X in the Proposal Application Checklist for that item, yet its requested on the RFP, page 1-5, D, in the Submission of Proposals section.**

Answer: The Tax Clearance is required as a **prerequisite to entering into contracts** with the State. It is noted on the RFP for information and is requested of the awardee at the time of contract execution. The Tax Clearance is not a required submittal on the Proposal Application Checklist (Attachment A), because it can be turned in later, when entering into a contract resulting from the proposal.

4. **There was a request for clarification of the General Requirements, B, Secondary purchaser participation, on page 2-2. What is a planned secondary purchase (not allowed) vs after-the-fact secondary purchase (allowed)?**

Answer: To respond to this question we reviewed the procurement rules, Chapt. 3-143-608 (a) (1) & (2), and wish to clarify "after the fact secondary purchase" to mean DHS is allowed to purchase services that are already being provided to another agency, and that "planned secondary purchase" means DHS is not issuing a single RFP that combines and includes the services required for DHS and that of another agency into a single proposal for both. Simply, the RFP and proposal are not for services an applicant wants to provide for two different agencies.

[With the foregoing clarification we retract our earlier informal statements during the orientation session that it could mean the applicant's proposal and plan should not be to contract out the required services to a secondary agent, but that they could purchase secondary services "after the fact" to support meeting the service requirements, such as for audit services, surveys, special reports, etc. This is not a correct interpretation of the general requirements regarding secondary purchaser participation.]

**5. Is this a new contract being issued? Or is it a continuation of an existing contract?**

The RFP is a solicitation for a new contract to provide specific services. An existing contract for Child Advocacy and Facilitation services expires on December 31, 2010 and cannot be extended. The Department wishes to continue to receive Child Advocacy and Facilitation services, and in accordance with State procurement regulations, we have posted the RFP for competitive procurement of the services.

**6. Is the organization allowed to subcontract?**

Yes. Details must be included in the proposal regarding any planned subcontracting of services.

**7. If the organization currently has a contract with another organization can that be written into the contract?**

An organization can submit a proposal that includes services which the organization has already in place through a contract with another organization. The proposal should include details of the services to be provided by the subcontractor.

**8. Do all working for organization need to be employees?**

The proposal needs to include all staffing, including employees and others, such as consultants and subcontractors.

**9. Will all those (who) apply be viewed/treated equally?**

All proposals will be reviewed by the evaluation committee and treated equally, and in accordance with the Proposal Evaluation Process as described in Section 4 of the RFP.

RFP No. HMS-302-11-01-S Child Care Advocacy and Facilitation is amended as follows:

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*Subsection Page*

- Section 1, Administrative Overview**  
No Change
- Section 2, Service Specifications**  
No Change
- Section 3, Proposal Application Instructions**  
No Change
- Section 4, Proposal Evaluation**  
No Change
- Section 5, Attachments**  
No Change