

State of Hawaii
Department of Health
Child and Adolescent Mental Health Division
Project Kealahou

Addendum 1

January 7, 2011

To

Request for Proposals

RFP HTH 460-11-01
Family and Youth Support Organization
December 15, 2010

January 7, 2011

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Family and Youth Support Organization
RFP HTH 460-11-01**

The Department of Health, Child and Adolescent Mental Health Division, Project Kealahou is issuing this addendum to RFP HTH 460-11-01, Family and Youth Support Organization 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.
- 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 RFP HTH 460-11-01 Family and Youth Support Organization

1. Is it possible to request an advance on the budgeted funds to provide start up cost coverage?

- a. A request for a start up advance could be approved. The payback of the advance would be monthly deductions of a fixed percentage until the advance is fully reimbursed. Payments shall be made in monthly installments upon the monthly submission by the PROVIDER of invoices in triplicate for the services provided in accordance with Attachment 1, "Scope of Services," and in accordance with the costs identified in the Budget, attached to the Contract as an Exhibit and made a part hereof. The first payment shall be an advance installment of approximately one-twelfth (1/12) of the total compensation and shall be made within approximately thirty (30) calendar days after execution of this Contract and submission of an invoice. The STATE shall withhold the last monthly installment until final settlement of this Contract.
- b. There shall be only one (1) advance installment payment during the time of performance of this Contract. After the initial advance installment, payments shall be made monthly based on the monthly invoices submitted by the PROVIDER starting from the first month of the contract period. Payments for the last one (1) month of the contract period shall be withheld to determine if it is within the initial advance installment. If the invoice exceed the initial advance installment and the expenditures are allowable and within the total contract amount, the STATE shall pay the PROVIDER the difference between the total of the invoice for the last one (1) month of the contract period and the initial advance installment.
- c. After the first advance installment, invoices shall be accompanied by expenditure reports for the previous month and certified by the PROVIDER to contain expenditures actually incurred for the services provided under this Contract.

2. The RFP indicates that financial incentives would be used in various situations. How the amount of incentives would be determined and controlled is not clear. Can incentive amounts be standardized for budgeting purposes?

Individual Incentive amounts will be determined with Project Kealahou and CAMHD staff participation. For Annual budgeting purposes a fix amount will be used as determined by Project Kealahou staff. The budgeted amount for the first year of the contract is SIX THOUSAND, SIX HUNDRED SIXTY DOLLARS (\$6,666.00) for the annual incentive. Project Kealahou projected a total of FORTY THOUSAND DOLLARS (\$40,000.00) as incentive cost during the anticipated six (6) year period of the grant's life.

3. Is there any conflict of interest if the agency currently works with youth that the SAMHSA grant is targeting?

No. It is anticipated that the agency would be able to provide experienced guidance to the organization established to work with the Project Kealahou staff.

4. Each of the required positions has specific requirements that may be difficult to meet. If, after a good faith effort is there any flexibility in the hiring of required staff?

Yes, there will be some flexibility in hiring qualified staff. It is anticipated that the Project Kealahou staff will work closely with the Family and Youth Support Organization to help fill the required staff positions and /or adjust the staffing requirements if necessary.