

State of Hawaii  
Department of Education  
Office of Curriculum, Instruction and Student Support  
Special Education Section

**March 7, 2011**

**ADDENDUM B**

**To**

**Request for Proposals**

**RFP No. F11-123  
Special School Services  
For the Department of Education**

The Department of Education's responses to interested Provider's written questions, the following answers are hereby provided.

**RFP Solicitation  
Section 1 Administrative Overview**

**1. Reference (F11-123, 124, 125)** VIII. Submission of Proposals 1-5, Subsections D. Tax Clearance and F. Hawaii Compliance Express (HCE)

**Q:** Would you please clarify for us the requirement for Tax Clearance paperwork? Will the A-6 print out showing a compliant status generated by the HCE website suffice for submittal in the RFP?

Do we need to include the stamped original in the RFP submittal as stated in VIII. D. and the HCE print out discussed in VIII. F. will only suffice once the contract has been awarded and/or for final payment.

**A:** A valid Certificate of Vendor Compliance issued by the Hawaii Compliance Express (HCE) is acceptable in place of an original tax clearance for purposes of both award and final payment.

**RFP Solicitation  
Section 2 RFP Service Specifications**

**No Questions.**

**RFP Solicitation  
Section 3 Proposal Application Instructions**

**2. (F11-123, 124, 125) Section 3, Proposal Application Instructions, III. Project Organization and Staffing, A. Staffing, 2. Staff Qualifications:** Describe how staff is evaluated for the mandatory background checks and how background checks are conducted to encompass all previous places of residence.

**Q:** Would you please clarify the criminal history check requirement for providers, specifically with respect to the depth of background checks and the requirements for those Agency employees and workers that have lived out of state and in foreign countries?

**A:** The DOE requires that a local criminal history check be conducted as stated in Attachment 1 #5 and Attachment 1,15.4

**See revised requirement (Addendum A)**

**Exhibit A**

**3. Reference (F11-123, 124, 125)** Page 3, section 4.1.3.2, states, "The required fingerprint checks shall be completed before any [provider] is assigned to any work site."

**Q:** Would you please clarify the fingerprint requirement? What is the underlying statutory authority for fingerprinting staff?

**A:** Section is revised. **See revised requirement (Addendum A)**

**4. Reference (F11-123)** Page 11, 5.1.1.2.2, states, "The State anticipates opening its own Special School. Once the State has secured a location for its Special School, it is the expectation that the Provider shall assist the State in transitioning the students."

**Q:** Would you please clarify the timeframe within which the State anticipates operating a Special School?

**A:** The Department anticipates its Special School to be fully operational by July 1, 2012.

**5. Reference (F11-123)** Page 14, 5.2.1, states, "the program shall last at least six hours per day." Exhibit A, Page 14, 5.2.2 adds that that services must be available to accommodate any student with a need for extended school day/year programming.

**Q:** Would you please specify the current number of students receiving extended school day/year services, per site?

**A:** All students currently at the Special School site have the potential to have an extended school day.

**6. Reference (F11-123)** Page 17, 6.2.2.3.2, states “a licensed physician will be available on-call during its hours of operation or has formal arrangements for emergency services with a nearby primary health care facility.”

**Q:** Would you please define a “primary health care facility” and/or provide an example of an acceptable facility?

**A:** A primary health care facility would be a facility that has an emergency room.

**7. Reference (F11-123)** Page 20, 6.3.7, states, “Staff is available to ensure student safety for early arriving or late departing students.”

**Q:** Would you please specify the drop off time and pick up time for the current Special School locations? Are students dropped off more than 30 minutes prior to the start of the school day and are they picked up more than 30 minutes past the end of the school day?

**A:** Provider may set parameters for drop off and pick up. 60 minutes before opening of school or pick up after school is reasonable. However, there may be instances where pick up and drop is earlier or later, respectively. Even in those cases, the Provider is still responsible for proper supervision to ensure the student’s safety.

### **Miscellaneous Questions**

#### **Reference F-11-123 Special School.**

**8. Q:** If any contracted provider or DOE personnel has continuous access to educational records for a child in the Special School, will the DOE or contracted agency maintain a list /log of all of those individuals who access those records since the educational records may not be housed in the home school? If NOT what protocols would guarantee integrity of educational file?

**A:** Please see Attachment 1 #14.

**9. Q:** How long should we keep educational records? Is there a requirement for the length of time records are to be maintained? After discharge? After graduation?

**A:** Please see General Conditions 2.3 Records Retention and Attachment 1 #14 which supplements the General Conditions.

#### **Reference F11-123 Special School Services, F11-124 BISS, F11-125 Paraprofessional Support Services**

**10. Q:** Training: Can college coursework be accepted as professional development hours if hours pertain to educationally relevant evidence based interventions for target population?

**A:** College course work can be accepted as professional development hours if the coursework pertains to educationally relevant evidenced based interventions for the target population. The credits must be earned from an accredited institution.

**11. Q:** Training: Under what conditions may attendance at professional conference be accepted?

**A:** Attendance at professional conferences will be accepted as long as it meets the training requirements as stated in the RFP.

Unless described herein, nothing in this Addendum B shall alter, amend, or modify the terms and conditions of the original RFP.