

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

**March 4, 2011**

**ADDENDUM A**

**To**

**Request for Proposals**

**RFP No. F11-125  
Paraprofessional Support Services  
(Statewide)**

**Part II: Questions and Answers**

The Department of Education's responses to orientation meeting and written questions received by the stated deadline are forthcoming shortly, and will be posted on a subsequent addendum.

**Part II: RFP Amendments**

The following are amendments to the Original RFP issued on February 16, 2011.

1. **Reference:** SECTION 3, III: Project Organization and Staffing, A. Staffing 2. Staff Qualifications.

The following change is hereby made (delete strikethrough language): "In particular, the applicant must describe how they conduct employee background checks ~~encompassing all previous places of residence.~~"

2. **Reference:** SECTION 3, IV: Service Delivery Table 1 of the original RFP.

Table 1 is hereby replaced with the following **Table 1 Revised 3-4-2011:**

**ANTICIPATED HOURS NEEDED BY DISTRICT FOR PARAPROFESSIONAL SUPPORT SERVICES**

Type of Service	Honolulu District	Central District	Leeward District	Windward District	Hawaii District	Maui District	Kauai District
Paraprofessional Support Services	178,019	160,000	132,204	100,000	121,168	61,000	4,000

3. **Reference:** Exhibit A, 4.1.3. Criminal History Record Check Requirements, 4.1.3.2.

The following change is hereby made(delete strikethrough language and replace with language in **bold**): “The PROVIDER shall require, at a minimum, annual local criminal history checks on all employees, agents, and volunteers including but not limited to administrative and direct service staff members who work in close proximity to children. The required ~~fingerprint checks~~ **criminal history checks** shall be completed before any employee, agent or volunteer of the PROVIDER is assigned to any work site. The PROVIDER shall indemnify and defend the STATE for any liability or damages resulting from the PROVIDER’s failure to conduct a criminal history check.”

4. **Reference:** Exhibit A, 5. Service Activities, 5.2. Paraprofessional Support Services, 5.2.2. Service Operations, 5.2.2.1.

The following change is hereby made (add sentence in **bold**):  
“Paraprofessional support services shall be delivered in a one-to-one or group instructional format as deemed appropriate by STATE personnel. **A paraprofessional shall not work with more than three (3) students in a group format.** The utilization of paraprofessional support services . . . “

5. **Reference:** Attachment 2 of the original RFP.

Attachment 2 is hereby replaced with the following **Attachment 2 Revised 3-4-2011.** Applicants must use this revised Attachment 2 when submitting their proposal.

**APPLICANT:**

**GEOGRAPHIC AREA:**

**Rate and Cost Summary Worksheet for RFP No. F11-125 (Paraprofessional Services)**

Type of Service (Unit Measure)	Unit Measure	Proposed Unit Rate	Column A Units of Service	Column B Unit Cost	Column C Total Annual Cost (A x B)
<b>Paraprofessional Support Services</b>					
Paraprofessional	Five Minutes	\$2.88		\$2.88	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$3.14		\$3.14	
Group Paraprofessional	Five Minutes	\$1.73		\$1.73	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$1.88		\$1.88	
<b>Educational Team Planning and Participation</b>					
Paraprofessional	Five Minutes	\$2.88		\$2.88	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$3.14		\$3.14	
<b>Court / Due Process Hearing Testimony</b>					
Paraprofessional	Five Minutes	\$2.88		\$2.88	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$3.14		\$3.14	
<b>GRAND TOTAL</b>					