

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

Request for Proposals

**HMS 903-11-03-S
SEE Hawaii Work**

April 18, 2011

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.

NEIL ABERCROMBIE
GOVERNOR



PATRICIA McMANAMAN
DIRECTOR
PANKAJ BHANOT
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P.O. Box 339
Honolulu, Hawaii 96890-0339

April 18, 2011

MEMORANDUM

TO: All Interested Parties

FROM: Patricia McManaman, Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – SEE HAWAII WORK PROGRAMS FOR TANF RECIPIENTS, RFP-HMS-903-11-03-S** *pk*

The Department is seeking to purchase the service listed above and further described in the attached RFP that 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.

An Informational meeting is scheduled on O'ahu on Wednesday April, 27, 2011, from 9:00 a.m. to 11:00 a.m. at Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813. For more information, please call Geneva Candeau at 586-7060 or e-mail your request at gcandeau@dhs.hawaii.com. The Department's Program staff will be present at this session to review the RFP requirements and informally address questions you may have. In order for the proposal to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS, BESSD, ETPO, at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals must be received no later than 4:30 p.m., Wednesday May 18, 2011.

Proposal and accompanying 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: 3 plus Original

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 20, 2011**, 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
Employment / Child Care Program
Office
820 Mililani Street, Suite 606
Honolulu, HI 96813*

DOH RFP COORDINATOR

*Geneva Candean
808-586-7060
808-586-5744
gcandean@dhs.hawaii.gov*

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST)**, May 20, 2011. 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., May 20, 2011.

Drop-off Sites

HAND DELIVERIES will be accepted at:
*Department of Human Services
Benefit, Employment and Support Services
Division
Employment & Training Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813*

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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.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	04/18/2011
Distribution of RFP	04/18/2011
RFP orientation session	04/26/2011
Closing date for submission of written questions for written responses	04/29/2011
State purchasing agency's response to applicants' written questions	05/13/2011
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	05/20/2011
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	05/23- 27/2011
Provider selection	05/30/2011
Notice of statement of findings and decision	05/30/2011
Contract start date	07/01/2011

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
Employment & Training Program Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
RFP Contact: Geneva Candean
Phone 808-586-7060
Fax 808-586-5744
e-mail gcandean@dhs.hawaii.gov

VI. Orientation

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

Date: April 26, 2011 **Time:** 09:00 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: April 29, 2011 **Time:** 4:30 PM HST

State agency responses to applicant written questions will be provided by:

Date: May 13, 2011

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.

Submittal of proposals through electronic means (i.e. faxed, e-mail, cd, etc.) will **not** be accepted.

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: Patricia McManaman	Name: Luanne Murakami

Title: Director	Title: Acting 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: 820 Mililani Street, Suite 606 Honolulu, HI 96813

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

I. Introduction

A. Overview, purpose or need

The Department of Human Services, hereinafter known as the “Department”, is requesting proposals from qualified applicants to provide subsidized employment services for an established program entitled SEE Hawaii Work for eligible recipients of Temporary Assistance for Needy Families (TANF). The term TANF also applies to families whose TANF applications are approved under state-funded benefits referred to Temporary Assistance for Other Needy families (TAONF).

As a requirement of TANF eligibility, TANF families participate in the Department’s welfare to work program known as First-to-Work (FTW) where they are required to meet work participation standards as defined by Public law 104-193, “Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and by the Deficit Reduction Act of 2005 (DRA) rules.

The purpose of SEE Hawaii Work is to engage prospective employers primarily from the private sector in the welfare-to-work effort, with the goal of providing appropriate and meaningful subsidized and unsubsidized employment opportunities to TANF recipients actively participating in federally or State funded work programs administered by the Department.

The selected SEE provider will be asked to outreach to employers, develop employment sites, and place eligible TANF recipients primarily in subsidized employment jobs, but also in unsubsidized employment positions whenever possible.

Services procured through this RFP are estimated to begin by July 1, 2011 or upon full contract execution, whichever is later.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) was posted on 03/04/2011. One organization submitted comments on 03/11/2011. The Department responded to the comments on 03/22/2011

C. Description of the goals of the service

The goal of this service is to provide TANF recipients with meaningful subsidized employment to prepare them with the necessary work skills to obtain full-time unsubsidized employment leading to self-sufficiency.

D. Description of the target population to be served

The SEE service is available to all TANF recipients active in any FTW office. Any FTW participant not already engaged in unsubsidized or subsidized employment, or in a job readiness activity including educational activities will be referred for SEE services. Specific referral expectations are set out in regulations and program instructions.

The Department reserves the right to change the target population, after 30 days notice being afforded to the awarded PROVIDER(s) affected, for the duration of the awarded Contract period.

E. Geographic coverage of service

This serviced is being procured statewide for about 22 FTW units.

The FTW units servicing single U.S. work eligible individuals are located in the following areas:

Honolulu (2 units), Kailua, Wahiawa, Waipahu, Waianae, Hilo, Kona, Kauai, and Maui.

The FTW Vocational Rehabilitation (VR) and FTW TAONF currently servicing 2-parent households and non-citizens are located in the following areas:

Honolulu, Oahu Leeward, Hilo, Kona, Kauai, and Maui

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

This procurement is expected to be federally and/or state-funded, as applicable, however the percentage of federal funds to be used shall be at the discretion of the Department, subject to the availability of such funding.

The Department intends to award one contract to a Provider for a total funding of \$1,700,000.00 for the initial contract period. Interested bidders must submit a proposal describing how they propose to deliver the service statewide.

II. General Requirements

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

The Contractor shall comply with the Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201, which can

be found on the SPO website (see Section 5, POS Proposal Checklist, for the website address).

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Contractor's work has been completed satisfactorily. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit <u>per occurrence</u> for bodily injury and property damage
Automobile	Bodily injury \$1,000,000/ <u>person</u> \$1,000,000/ <u>occurrence</u> Property damage \$1,000,000/ <u>accident</u>
Professional Liability, if applicable	\$1,000,000/ <u>claim</u> \$2,000,000 <u>annual aggregate</u>

Each insurance policy required by this contract shall contain the following clauses:

1. *"The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii."*
2. *"It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Contractor's employees who use their own vehicles in the course of their employment.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy

the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

The Contractor shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract.

Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Office of Youth Services to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

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

D. Single or multiple contracts to be awarded

(Refer to HAR Section 3-143-206)

Single

Multiple

Single & Multiple

Criteria for multiple awards:

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: July 1, 2011 through June 30, 2012.

Contract extensions thereafter: up to 12 months.

Number of possible extensions: 3

Maximum length of contract: Not to exceed June 30, 2015

The initial period shall commence on the contract start date.

Extensions must be initiated by the Department through a supplemental contract fully executed by the Department and the Provider.

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.

Geneva Candeau, Program Specialist

(808) 586-7060

Fax: (808) 586-5744

e-mail: gcandea@dhs.hawaii.gov

III. Scope of Work

The objective of the SEE Hawaii Work (SEE) program is to outreach to employers, develop subsidized and unsubsidized employment sites, place individuals in the sites developed, monitor the progress of placements, and to generally ensure that subsidized and unsubsidized employment opportunities are provided for TANF recipients involved in the Department's FTW program. The ultimate goal of the SEE program is to assist TANF recipients to quickly become employed and progress toward self-sufficiency. For more detailed information about the SEE program, refer to <http://www.seehawaiiwork.org>.

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

The Provider is expected to develop a partnership with the employer community in an effort to secure a variety of subsidized and unsubsidized employment opportunities and, subsequently, to place FTW participants in subsidized and unsubsidized employment with these employers for no less than twenty-four (24). Any number of overtime hours worked by the participant in excess of 40 hours per week shall not be subject to subsidy.

The Provider will provide services in accordance with the following functions:

1. Employer Partnership Development

A key function is outreach and marketing to the business community to elicit employers' willingness to provide subsidized and unsubsidized employment opportunities. This includes, but is not limited to:

- a. Developing all necessary marketing tools such as brochures and presentation materials in consultation with the Department and subject to the Department's approval. All such materials shall remain the property of the Department upon termination of the contract;
- b. Promoting SEE opportunities to the employer community through associations, such as the Chamber of Commerce, and association publications and newsletters; and
- c. Contacting and conducting marketing presentations to employers (any employer can potentially qualify for SEE Hawaii Work.)

2. SEE Employment Site Development

Responsibilities for this function include but are not limited to:

- a. Obtaining information from the prospective employer regarding the nature of employment, including hiring and skill requirements;
- b. Reporting data pertaining to employer recruitment and employment development;
- c. Developing job orders and maintaining a job orders listing for distribution to FTW units and other contracted SEE agencies;
- d. Meeting with the Department officials on a routine basis to discuss the status of the Program; and
- e. Preparing and submitting reports as required by the Department.

3. SEE Employment Placement and Follow-up

Responsibilities for this function include but are not limited to:

- a. Referring appropriate applicants to the SEE employer;
- b. Formalizing agreements with employers
- c. Terminating agreements with employers for cause or otherwise.
- d. Evaluating SEE participants' progress as needed, or at a minimum, through monthly site visits;
- e. Reporting data pertaining to employee placement, performance, and retention;

4. SEE Employer's Responsibilities

The Provider ensures that the SEE employer:

- a. Agrees to employ the participant, preferably full-time, but no less than 24 hours per week;
- b. Pays the SEE participant at a rate that is comparable to the pay of non-SEE employees in comparable positions;
- c. Provides the SEE participant working conditions that are substantially similar to those of non-SEE employees in similar occupations.
- d. Provides the supervision, training, and guidance necessary to enable the participant to develop basic work habits, and to become more employable

5. SEE Employer Payments

The SEE Provider ensures that the employer pays the SEE employee wages at par with the market rate for the position offered. The Department will reimburse the employer at a subsidized rate equal to at no less than the state minimum wage plus 14% of the total subsidized wages to cover employee related expenses for no less than 24 hours per week and no more than 40 hours per week.

The maximum amount of subsidy available will be determined by the Department based on the availability of fund. The Provider will be informed of the rate of subsidy via regulations and program instructions.

6. SEE Employer Reimbursement Process

The SEE Provider is responsible for processing all invoices submitted timely by the employers by entering the pertinent data, including employer information, hours worked and wages earned by the SEE employee into a database. This process, including all the required forms used for this purpose, is detailed in the regulations and program instructions.

7. Interpreter Services

The Provider is required to offer language assistance to individuals with limited English proficiency from a multicultural referral base at no cost to the individual. The Provider is also required to document the offer, and whether the individual declines or accepts the language assistance. The Provider is responsible for the cost of the interpreters, and is prohibited from requiring individuals to bring their own interpreters to orientation sessions, interviews or other appointments.

7. Medical Coverage

The Provider promotes to the employer the fact that the Department provides medical coverage to the SEE participant who is a TANF recipient, and will continue to provide coverage during the first six months following the end of the SEE participant's TANF eligibility

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

1. Personnel

The Provider provides and maintains adequate staffing to service the designated FTW offices described in section I.E. of this RFP. Adequate staffing, at a minimum, is defined as staffing that is able to address the functions detailed in Section III.A above:

- a. Employer partnership development
- b. SEE employment site development
- c. SEE employment placement and follow up to service
- d. SEE employment subsidies processing

The offerer must provide the position descriptions, minimum qualifications for these positions, proposed staffing ratios and the basis and rationale for the staffing pattern proposed.

After the award of the contract, the successful bidder will be required to submit a detailed specification of all staff and their qualifications for review by DHS. Project activities cannot commence until DHS has approved the configuration of staff and their respective qualifications.

The Provider is responsible for the continuity of services in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for, and cannot require nor depend on the State agency's staff to provide services in the event that program resources are not available due to the above situations

2. Administrative

Hours of Operation: Normal hours of operation shall be 7:45 a.m. to 4:30 p.m., Mondays through Fridays, excluding State Holidays.

Division Procedures: The Provider shall follow procedures established by BESSD and use the Hawaii Automated Network for Assistance (HANA) to enter log of contact regarding all SEE referrals and placement activities.

Execution of Contract: The successful Offerer 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.

Equipment: The Provider is responsible to purchase or lease, with the available funding, all the necessary furniture and equipment needed to perform the services. Allowed purchases/leases include office equipment, chairs, desks, file cabinets, bookcases, copiers, facsimile machines, mail meter, desk telephones for the staff, and adequate furniture for a small reception area, as needed, within the limitations of the Chapter 103F "Cost Principles." Equipment purchased with these government funds shall be the property of the Department. The Provider must be on the Department network, therefore, the Department will purchase network equipment, computer packages, and printers, as needed.

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

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

The Department reserves the right to cancel the contract without cause and to request new proposals for the work. Upon award of the work, the Department will forward the formal contract to the successful Provider for execution. The contract shall be signed by the successful Provider and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the Providers, 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 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 until 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 Provider prior to execution of the contract shall be at the Provider'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 Provider prior to the execution of the contract.

3. Quality assurance and evaluation specifications

The proposal shall be evaluated based upon performance as described in this section and discussed above. The proposal shall also be reviewed for overall cost effectiveness based upon the overall cost compared to the performance outcome.

4. Output and performance/outcome measurements

- a. Successful development of subsidized and unsubsidized employment sites;
- b. Timely placement, retention, and ongoing monitoring of FTW participants engaged in SEE subsidized and unsubsidized employment; and
- c. Successful transition of SEE participants from subsidized to unsubsidized employment placements

5. Experience

The offeror must demonstrate a thorough understanding of the purpose and scope of the service activities, as well as the necessary skills, abilities, and knowledge of, and experience relating to the delivery of the proposed services.

A proven track record of marketing and providing manpower services to a wide spectrum of businesses, utilizing a labor force composed substantially of low-skilled workers must be validated by business references.

6. Coordination of services

The offeror must demonstrate the capability to coordinate services and to collaborate with other offices within the Department, other providers, government agencies, and resources in the community relating to the delivery of the proposed services.

The Provider may utilize subcontracting as a means of delivering the services, however such subcontracting may not exceed 40% of the Provider's obligation to the delivery of services.

7. Reporting requirements for program and fiscal data

SEE Report

A monthly report shall be submitted along with a monthly invoice for payment. The monthly report shall provide both an unduplicated count for the reporting month, as well as an unduplicated cumulative count for the contract period. The Department will provide the standard format for the reports and may further refine these reporting requirements based on evaluation of the services. The Provider will be required to submit any other necessary information or reports upon request by the Department

The standard SEE report includes, but is not limited to the data listed below under items a through h. For items d, e, f, g and h, the names of the referrals and the referring FTW units must also be provided:

- a. Numbers of subsidized and unsubsidized sites developed;
- b. Numbers of subsidized and unsubsidized placements developed;
- c. Number of SEE referrals from DHS;
- d. Number of SEE referrals engaged timely (defined as initial contact with SEE referral within 2 days of referral date);
- e. Number of clients referred back to DHS for non-compliance;
- f. Numbers of subsidized and unsubsidized placements filled;
- g. Numbers of successful completion of subsidized and unsubsidized placements (defined as completing the agreed upon term of the SEE placement or maintaining unsubsidized employment for 6 months);
and
- h. Number of unsuccessful conversion from SEE placement to unsubsidized employment (defined as no placement to unsubsidized employment, or loss of unsubsidized employment within 180 days of hire).

In addition, the monthly report shall also include the following narrative requirements:

- (1) Average starting wage for SEE subsidized placement;
- (2) Average starting wage for SEE unsubsidized employment placement;
- (3) Average wage increase for participants in unsubsidized and subsidized employment placement and average time for the wage increase to occur;
- (4) Top 5 occupations being filled by SEE subsidized and unsubsidized placements;
- (5) Top 5 placements developed by SEE but not yet filled. Each unfilled placement should include: Name of business, type of occupation, starting wage for these placements, experience needed, and reasons why not being filled;
- (6) Top 10 businesses that have the greatest number of active SEE placement;
- (7) Concerns or issues that affect the effectiveness of the SEE program; and
- (8) Status on any special projects or requests made by the Department.

Limited English Proficiency (LEP) Report

An interpreter service program report must be submitted on a quarterly basis. The quarterly report contains data regarding interpreter services provided to Limited-English Proficiency (LEP) individuals for the report quarter. The Department will provide the standard format for the report. The report includes, but is not limited to the following:

- a) Number of LEP individuals that were offered, declined or required language assistance services;
- b) Primary language spoken by each LEP person;
- c) Type of interpreter service provider; and
- d) Name of the interpreter (and agency, if applicable).

Fiscal Data Reporting:

Refer to Section IV

C. Facilities

The Provider must secure adequate and ADA compliant facilities to provide this service. Such facilities shall consider accessibility and security needs of the population being served.

IV. COMPENSATION AND METHOD OF PAYMENT

A. Introduction

The compensation and method of payment will be based on the pricing structure designated in this RFP. Applicants are required to submit a cost proposal as part of the proposal application. The Department shall select the applicable cost proposal subject to the legal standing of the applicant organization; e.g., non-profit or for-profit, that is in the best interests of the State of Hawaii.

B. Pricing Structure

1. Cost Reimbursement

The Department 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 the payment of all incurred costs within a predetermined total estimate cost.

2. Cost Plus

The Department shall also consider cost proposals based on a “cost-plus-fixed-fee” from the applicants who are for-profit organizations licensed to do business in the State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. The Department anticipates these fees to be limited to 10% or less of the contract award. These fees must be within the contract ceiling. The Department reserves the right to negotiate the finalized amount of fixed fees within the limits discussed above.

C. Billing and Payment Procedures

The Provider must submit monthly invoices specifying the amount due and certifying that services requested under the Agreement have been performed by the Provider in accordance with the Agreement;

Final Payment: The Provider shall submit a final expenditure report on DHS-approved forms no later than 45 days after the end of each contract period. Final payment shall be subject to:

- a. Receipt of a tax clearance certificate that is valid for two months from its issue date;
- b. Receipt of all reports and other materials due to DHS
- c. Resolution of all fiscal or performance discrepancies
- d. Resolution of all other outstanding matters

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *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.*

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 pertinent to the proposed services.

The applicant shall include points of contact, addresses, e-mail/phone numbers of project references. 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 in details. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

C. Project Organization and Staffing

a. Staffing

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.)

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

Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

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.

D. 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.

Applicant is expected to detail the process intended for the service delivery of this project, and to specifically address the plan in place to address the need for interpreter services.

E. Financial

a. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the Department. The cost proposal shall be attached to the Proposal Application.

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 together with the Proposal Application checklist located in Section 5:

- SPO-H-205 Budget
- SPO-H-205A Organization-Wide by Source of Funds
- SPO-H-205B Organization-Wide Budget by Programs
- SPO-H-206A Personnel - Salaries & Wages
- SPO-H-206B Personnel - Payroll Taxes and Fringe Benefits
- SPO-H-206C Travel - Inter-Island

- SPO-H-206D Travel - Out-of-State*
- SPO-H-206E Contractual Services-Administration
- SPO-H-206F Contractual Services-Subcontracts
- SPO-H-206G Indirect Costs
- SPO-H-206H Other Costs
- SPO-H-206I Equipment Purchases*

*Expenditures require justification and prior approval

b. Other Financial Related Materials

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)

Tax Clearance Certificate

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 Hawaii Compliance Express

F. Other

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

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	45 points
Project Organization and Staffing	20 points
Service Delivery	25 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

Exclusion from the submitted final proposal of any of the required documents listed under the Administrative Requirements or Proposal Application Requirements below shall disqualify the applicant from selection consideration.

a. Phase 1 - Evaluation of Proposal Requirements

Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate
- Certifications

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)

Scoring for each bulleted item identified below in section 1 through 4 is assigned a value of 0 through 5 points. The following is an explanation of the point assignments:

Points

- 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 (45 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.
- Demonstrated a thorough understanding of the purpose and scope of the service activity
- Described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

B. Experience

- Demonstrated experience related to the delivery of the proposed service, including experience with developing a wide range of occupations and subsequently placing a significant proportion of low-skilled individuals in employment.
- Described projects/contracts implemented in the last 5 years that are pertinent to the proposed services
- Demonstrated experience gathering and reporting performance data

C. Quality Assurance and Evaluation

- Provided 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

- Described 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: Specifically described how the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Described 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 (25 Points)

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

- Described the overall program content and design, and demonstrated an understanding of the target group, various service activities and sequence of events.
- Presented evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures.
- Demonstrated knowledge of handling customer service and complaints.
- Described staff/program management activities.
- Proposed a work plan for program implementation that is logical, reasonable, and attainable and provides for public relations and community collaboration.

5. Financial (10 Points)

- 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.	
• Demonstrated solid financial stability and accounting practices. Provided the most recent audit report available	
TOTAL	

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

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)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
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:				

Authorized Signature

Date

Sample

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