

State of Hawaii  
Department of Human Services  
Office of Youth Services

## **Addenda 2**

**June 15, 2011**

**To**

**Request for Proposals**

**RFP No. HMS 501-11-05**

**RFP Title: Community-Based Residential Services  
For Youth**

Date Issued: May 13, 2011

June 15, 2011

**ADDENDA NO. 2**

To

**REQUEST FOR PROPOSALS**

**RFP Title: COMMUNITY-BASED RESIDENTIAL SERVICES FOR YOUTH**

**RFP No. HMS 501-11-05**

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-11-05, "Community-Based Residential Services for Youth" for the purposes of:

- Responding to questions that arose subsequent to the orientation meeting of May 17, 2011 and written questions subsequently submitted in accordance with Section 1-VII, 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 <new 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:

Merton Chinen  
808-587-5712  
mchinen@dhs.hawaii.gov  
Office of Youth Services, 820 Mililani Street, Ste. 817, Honolulu, HI 96813

**RFP HMS-501-11-05**

**“Community-Based Residential Services for Youth”**

**QUESTIONS AND ANSWERS**

The following are responses to questions that arose subsequent to the orientation meeting of May 17, 2011 and written questions subsequently submitted in accordance with Section 1-VII, of the RFP.

- Q1. If I am combining intensive and independent living services in the write-up, am I limited to 20 pages in the service delivery section?
- A. Applicants may submit up to 40 pages in the Service Delivery section for the Intensive Residential – Independent Living Program proposal although both types of services share common Core Service activities. Please see amendment to Section 3, IV., p. 3-4 below.**
- Q2. In Section 5, on the SPO-H form (Attachment A, Proposal Application Checklist) it lists as REQUIRED the Performance Plan Form 4-1 (Attachment C). In the Addendum No. 1, page 6 of 8, Question 15, you state the form is NOT REQUIRED. Can you clarify?
- A. The Performance Plan Form 4-1 (Attachment C) is not required to be submitted with the proposal application. Please see amendment to Section 5 below. Form 4-1 will be required to be submitted by successful applicants following the award of a contract.**

**RFP No. HMS 501-11-05, “Community-Based Residential Services for Youth” is amended as follows:**

**Subsection      Page**

**Section 1, Administrative Overview**

No Changes

**Section 2, Service Specifications**

No Changes

**Section 3, Proposal Application Instructions**

**IV.                      p. 3-4      This section is amended to read:**

**IV. Service Delivery (Not to exceed 20 pages for single service application proposals; not to exceed 40 pages for Intensive Residential Services – Independent Living Program application proposals)**

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

Attachment A  
Proposal  
Application  
Checklist

This section is amended to read:

**Attachment A  
Proposal Application Checklist**

Applicant: \_\_\_\_\_ RFP No.: HMS 501-11-05

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 are 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
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)			<b>X</b>	
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
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*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		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		
<b>Program Specific Requirements:</b>				
Performance Plan, Form 4-1	Section 2, RFP	Section 5, RFP		

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Authorized Signature

\_\_\_\_\_

Date