

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

February 8, 2012

ADDENDUM A

To

Request for Proposals

RFP No.: RFP F12-076

**Provision of After School (A+) Services for the
Department of Education**

The Department of Education (the “**Department**” or the “**DOE**”), Student Support Branch (“**SSB**”), hereby issues this addendum to the above-entitled Request for Proposals (the “**RFP**”). The RFP is hereby amended as set forth below.

RFP Amendments

The following amendments to the original RFP, issued on February 3, 2012, are hereby made:

- 1. RFP Title Page** is hereby amended as follows: Delete the date, “February 3, 2011” and replace it with the date, “February 3, 2012.”
- 2. RFP Notice/Cover Letter** page is hereby amended as follows: At the top of the page, delete the date “February 3, 2011” and replace it with “February 3, 2012.”
- 3. RFP Interest Form:** With regards to all references and links to the “RFP Interest form,” please find attached hereto a form entitled, “Notification to State Agency of Interest in Responding to an RFP.” Please utilize that attached form when instructed to use the “RFP Interest form.”

Notification to State Agency of Interest in Responding to an RFP

RFP Number and Title: _____

Organization or
Individual: _____

Contact Person Information

First
Name: _____ Last Name: _____

Position Title: _____

e-mail address: _____

Phone: _____

Fax: _____

Mailing Address

Street or PO Box: _____

City _____ State: _____ Zip code _____

Please download and complete this form and either mail or e-mail to the contact person for the RFP.

Note:

- You must download this form before completing the information.
- Do NOT send this form to the State Procurement Office. Send it to the purchasing agency contact person. You will find contact information:
 - In the RFP Detail on the website, and
 - In the RFP document.

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

Request for Proposals

RFP No.: RFP F12-076

Provision of After School (A+) Services

For the Department of Education

February 3, 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.

February 3, 2011

REQUEST FOR PROPOSALS

AFTER SCHOOL (A+) SERVICES FOR THE DEPARTMENT OF EDUCATION

RFP No.: RFP F12-076

The Department of Education, Office of Curriculum, Instruction and Student Support, is requesting proposals from qualified applicants to provide afterschool childcare for latchkey children in grades K through 5 or 6 at various public elementary schools statewide. Multiple contracts may be awarded under this request for proposals. The contract term will be from July 1, 2012 through June 30, 2013.

Copies of this Request for Proposals (“**RFP**”) may be obtained at the DOE Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola St, Rm. 200, Waipahu, Hawaii 96797 or downloaded from the Hawaii State Procurement Office (“**SPO**”) website: <http://www2.hawaii.gov/spoh/rfps.htm>.

Proposals shall be mailed, postmarked by the United States Postal Service on or before March 20, 2012, and received no later than 10 (ten) days from the date of postmark. Hand-delivered proposals shall be received no later than 2:00 p.m., Hawaii Standard Time (HST), on March 20, 2012, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The DOE will conduct an orientation meeting on February 15, 2012, from 2:00 p.m. to 3:00 p.m. Hawaii Standard Time (H.S.T.), at the OCISS Annex, 475 22nd Avenue, Honolulu, Hawaii, 96816, Room 264A Ewa. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 2:00 p.m., HST, on February 16, 2012. All written questions will receive a written response from the State on or about February 24, 2012.

Program Inquiries regarding this RFP should be directed to the RFP contact person, Janice Chong at 475 22nd Avenue, Room 207, Honolulu, Hawaii 96816, telephone: (808) 203-5510, e-mail: Janice_Chong@notes.k12.hi.us

Administrative inquiries regarding this should be directed to the Procurement and Contracts Branch at 94-275 Mokuola St, Rm. 200, Waipahu, Hawaii 96797, telephone: (808) 675-0130, email: DOEprocure@notes.k12.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

**ONE (1) ORIGINAL
AND
FOUR (4) COPIES**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **March 20, 2012** and received by the state purchasing agency no later than **10 (ten) days from the postmark date.**

All Mail-ins

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

RFP COORDINATOR

Program Related

Janice Chong
For further info. or inquiries
Phone: (808) 203-5510
Email:
Janice_Chong@notes.k12.hi.us

Administrative Related

DOE Procurement Office
For further info. or inquiries
Phone: (808) 675-0130
(interest forms, written questions,
etc.)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **2:00 P.M., Hawaii Standard Time (HST), March 20, 2012.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:00 p.m., **March 20, 2012.**

Drop-off Site

Oahu:

Department of Education
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable.....	1-1
II.	Website Reference	1-2
III.	Authority	1-2
IV.	RFP Organization	1-3
V.	Contracting Office	1-3
VI.	Orientation	1-3
VII.	Submission of Questions	1-4
VIII.	Submission of Proposals.....	1-4
IX.	Discussions with Applicants.....	1-7
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation.....	1-7
XII.	RFP Amendments.....	1-7
XIII.	Final Revised Proposals.....	1-7
XIV.	Cancellation of Request for Proposals.....	1-8
XV.	Costs for Proposal Preparation	1-8
XVI.	Provider Participation in Planning.....	1-8
XVII.	Rejection of Proposals	1-8
XVIII.	Notice of Award	1-9
XIX.	Protests.....	1-9
XX.	Availability of Funds	1-10
XXI.	General and Special Conditions of the Contract.....	1-10
XXII.	Cost Principles.....	1-13

Section 2 - Service Specifications

I.	Introduction.....	2-1
	A. Overview, Purpose or Need	2-1
	B. Planning activities conducted in preparation for this RFP.....	2-1
	C. Description of the Goals of the Service	2-1
	D. Description of the Target Population to be Served.....	2-1
	E. Geographic Coverage of Service	2-2
	F. Probable Funding Amounts, Source, and Period of Availability.....	2-2
II.	General Requirements.....	2-2
	A. Specific Qualifications or Requirements	2-2
	B. Secondary Purchaser Participation	2-3
	C. Multiple or Alternate Proposals	2-3
	D. Single or Multiple Contracts to be Awarded	2-3
	E. Single or Multi-Term Contracts to be Awarded	2-4
	F. RFP Contact Person	2-4
III.	Scope of Work	2-5
	A. Service Activities	2-5
	B. Management Requirements	2-6

	C. Facilities	2-10
IV.	Compensation and Method of Payment	2-10

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications	3-1
I.	Program Overview	3-1
II.	Experience and Capability	3-2
	A. Necessary Skills	3-2
	B. Experience.....	3-2
	C. Quality Assurance and Evaluation.....	3-2
	D. Coordination of Services.....	3-2
	E. Facilities	3-2
III.	Project Organization and Staffing.....	3-2
	A. Staffing.....	3-2
	B. Project Organization	3-3
IV.	Service Delivery.....	3-3
V.	Financial.....	3-4
	A. Pricing Structure	3-4
	B. Other Financial Related Materials	3-4
VI.	Other	3-5
	A. Litigation.....	3-5

Section 4 – Proposal Evaluation

I.	Introduction.....	4-1
II.	Evaluation Process	4-1
III.	Evaluation Criteria.....	4-2
	A. Phase 1 – Evaluation of Proposal Requirements	4-2
	B. Phase 2 – Evaluation of Proposal Application.....	4-2
	C. Phase 3 – Recommendation for Award	4-8

Section 5 – Attachments

- Attachment A. Proposal Application Checklist
- Attachment B. Sample Proposal Application Table of Contents
- Attachment C. Federal Certifications
- Attachment D. List of Schools Requesting Services
- Attachment E. Wage Certificate

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 RFP	<u>02/3/2012</u>
Distribution of RFP	<u>02/3/2012</u>
RFP orientation session	<u>02/15/2012</u>
Closing date for submission of written questions for written responses	<u>02/16/2012</u>
State purchasing agency's response to applicants' written questions	<u>02/24/2012</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Not applicable</u>
Proposal submittal deadline	<u>03/20/2012</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Not applicable</u>
Final revised proposals (optional)	<u>Not applicable</u>
Proposal evaluation period	<u>03/29/2012 to 04/17/2012</u>
Provider selection	<u>04/19/2012</u>
Notice of statement of findings and decision	<u>05/02/2012</u>
Contract start date	<u>July 1, 2012</u>

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 Education
 Office of Curriculum, Instruction and Student Support (“OCISS”)
 Extended Learning Opportunities and Student Support Section
 475 22nd Avenue, Room 207
 Honolulu, Hawaii 96816
 Phone (808) 203-5510 Fax: (808) 733-4730

VI. Orientation

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

Date: February 15, 2012 **Time:** 2:00 pm to 3:00 pm HST

Location: OCISS Annex, Room 264A Ewa
 475 22nd Avenue, Honolulu, HI 96816

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: February 16, 2012 **Time:** 2:00 pm HST

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

Date: February 24, 2012

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 Section 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. Contractors 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 proposals shall be received by the DOE no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All mail-ins shall be postmarked by the United States Postal System ("USPS") and shall be deemed received by the DOE on the postmark date, provided the proposal is actually received by the DOE no later than ten (10) days from the date of postmark. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 (ten) 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.

Proposals must be mailed or delivered as prescribed above. Proposals submitted via facsimile, electronic media such as diskettes or CDs, or by other electronic means **will not** be accepted. The applicant bears the sole responsibility for any such improperly submitted proposal.

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(s) 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: Andrell Beppu Aoki	Name: Dale Asami
Title: Designee for the Superintendent of the Department of Education	Title: Director
Mailing Address: 94-275 Mokuola Street, Room 200, Waipahu, HI 96797	Mailing Address: 475 22 nd Avenue, #201 Honolulu, HI 96816

Business Address: 1390 Miller Street, Honolulu, HI 96813	Business Address: same as above
---	---------------------------------

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**General Conditions**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference).

Special Conditions

Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary. Special Conditions may include, but are not limited to, the following provisions:

1. Liability Insurance

General Conditions, section 1.4, entitled “Insurance Requirements”, is deleted entirely and replaced with the following (revisions to the original text are noted in redline where deletions bold strikethrough text indicates deletions, and additions are in bold italics):

Insurance Requirements. The PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawai‘i commercial general liability insurance (“liability insurance”) in an amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage for bodily injury and property damage resulting from the PROVIDER’s performance under this Contract. The PROVIDER shall maintain in effect this liability insurance until the STATE certifies that the PROVIDER’s work under the Contract has been completed satisfactorily.

The insurance shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the STATE by the PROVIDER. The certificate shall provide that the STATE and its officers and employees are Additional Insureds.

~~The certificate shall provide that the coverages being certified will not be cancelled or materially changed without giving the STATE at least 30 days prior written notice by registered mail.~~

Should the insurance coverages be cancelled before the PROVIDER’s work under the Contract is certified by the STATE to have been completed satisfactorily, the PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER’s responsibility for payment of damages resulting from its operations under this Contract, including the PROVIDER’s separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

In addition, the following minimum insurance coverage(s) and limit(s) shall be provided by the PROVIDER (including its subcontractor(s) where appropriate):

<u>Coverage</u>	<u>Limits</u>
<i>Automobile Liability, Comprehensive Bodily Injury:</i>	<i>\$1,000,000 per accident</i>
<i>Property Damage:</i>	<i>\$ 50,000 per occurrence</i>

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the Contract, including supplemental agreements. Each insurance policy shall be written by 1) an insurance company licensed to do business in the State of Hawaii, or 2) if not licensed by the State of Hawaii, an insurance company which meets §431:8-301, Hawaii Revised Statutes.

Upon execution of the Contract, the PROVIDER agrees to deposit with the STATE 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, including those of its subcontractor(s), where appropriate. Upon request by the STATE, PROVIDER shall be responsible for furnishing a copy of the policy(ies).

Failure of the PROVIDER 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 herein.

The PROVIDER will provide written notice within twenty-four (24) hours to the Contract Administrator should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

2. Relief Available to the STATE

In addition to all rights and remedies available to the STATE under the Contract or otherwise provided by law, if the PROVIDER is in non-compliance with contract requirements, the STATE may:

- 2.1. Suspend Payments – Disallow or temporarily withhold all or part of the billing cost/payments pending correction of a deficiency or a non-submission of a required deliverable by the PROVIDER;
- 2.2. Suspend Referrals – Suspend referrals to the PROVIDER should the PROVIDER fail to comply with any of the requirements or other term(s) or condition(s) of the Contract and, further, the STATE may maintain the suspension of referrals until such time as the deficiency or non-compliance is corrected and the PROVIDER’s corrective actions are determined to be acceptable by the STATE; and
- 2.3. Seek Reimbursement – Seek reimbursement from the PROVIDER or withhold future payments for any funds paid to the PROVIDER subsequent to a determination that such was unauthorized, fraudulently obtained, or inappropriately billed.
- 2.4. Seek Market Value – In the event the PROVIDER fails, refuses or neglects to perform the services in accordance with the requirement of these Special Conditions, the Service Specifications or the General Conditions, the STATE reserves the right to purchase, in the open market, a corresponding quantity of the services specified herein and to deduct from any monies due or that may thereafter become due to the PROVIDER, the difference between the price named in the Contract and the actual cost to the STATE. If any money due the PROVIDER is insufficient for said purpose, the PROVIDER shall pay the difference upon demand from the STATE. The STATE may also utilize all other remedies provided by law.

3. Approvals

Any agreement arising out of this offer 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.

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

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Superintendent of the Department of Education (“**DOE**” or the “**Department**”) administers the After-School Plus (A+) Program through the Office of Curriculum, Instruction and Student Support (“**OCISS**”). The program began in spring 1990 to increase the availability of quality, affordable after-school care for latchkey children. Hawaii Administrative Rules (“**HAR**”) Chapter 400 defines latchkey children as public school children in grades kindergarten through five or six whose parents are working or attending school and cannot be home at the end of the instructional day.

It is the first state subsidized after-school care program in the nation and is funded by fees paid by parents and funds per a Memorandum of Agreement with Department of Human Services (“**DHS**”).

The A+ Program operates at 180 school sites and serves more than 24,000 children attending public schools.

The DOE requires provision of after-school childcare for public elementary school latchkey children in grades kindergarten through grade 5 or 6 where at least 20 or more eligible latchkey children enroll in the A+ Program at various school sites statewide.

B. Planning activities conducted in preparation for this RFP

The issuance of a Request for Information (“**RFI**”) was posted on December 28, 2011. Additional planning information may be obtained by contacting the Program Related Contact for this RFP.

C. Description of the goals of the service

The goals of the A+ Program are to:

- 1) provide after-school supervision for latchkey children in a stimulating and caring environment;
- 2) reduce the incidence of latchkey children;
- 3) enhance the relationship between home and school in collaboratively meeting the needs of children; and
- 4) improve the physical fitness of children.

D. Description of the target population to be served

Latchkey children enrolled in public elementary schools in kindergarten through grade five or six are eligible to participate in the program if they are

living with both parents who are employed, a single parent who is employed, and parents attending colleges, universities, or other types of schools or engaged in job training programs during the hours of A+ operations. Based on space availability, a child who is at-risk may also be recommended by the school principal for enrollment in the A+ program. "At-risk" means a child who is consistently failing to make satisfactory progress in school or in need of a safe nurturing environment.

The Comprehensive Student Support System provides a request for assistance process for students who are having difficulty in school. The principal, together with a team of individuals who know the child, determine satisfactory progress.

E. Geographic coverage of service

Services are required at various elementary schools statewide. Please refer to Attachment D for the list of Schools by District seeking A+ services. Students serviced by the program site will be according to the school boundary of the school where the A+ program is being offered.

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

A+ Program at DOE sites and private provider sites are supported by parent fees and DHS TANF (Temporary Assistance to Needy Families) funds. Parent fees are deposited into a revolving fund which supports the A+ Program. Reimbursement from DHS, for qualifying students through an executed Memorandum of Agreement also contributes to A+ funds.

This RFP does not encompass the cost of students placed in A+ programs by their individual educational plans ("IEP"). Such costs shall be the responsibility of the schools placing students in A+ programs pursuant to the student's IEP.

Providers may not raise fees to accommodate a 1:1 ratio for special –needs children or assess parents for the cost of additional staff. Contracted Providers shall adhere to the fee schedule as described in the RFP and all relevant and applicable laws, rules, regulations, procedures and protocols.

If there is no available funding, as determined by the DOE, and no additional funding that is appropriated by the Legislature for the A+ Program, DOE will initiate the early closing of the A+ Program. Contractors will be notified by OCISS of the date of closure and termination date of the contract.

II. General Requirements

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

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

10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

1. The Applicant shall be a for profit organization incorporated under the laws of the State or a non-profit organization, as determined by the Internal Revenue Service, with a governing board whose members have no material conflict of interest and serve without compensation.
2. The Applicant shall be licensed and accredited, as applicable, in accordance with the requirements of federal, state and county governments and must be licensed by the Hawaii Department of Human Services Group Care Licensing Division under the Rules Governing Licensing of Before and After School Child Care Facilities, and/or exempt by law as stated in Section 346-152, HRS.
3. The Applicant shall have bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations. Such information shall be available upon request from the DOE.
4. A telephone must be available at all sites. Applicants may request approval from the principal of the school to use existing phone.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

The secondary purchaser will execute a separate contract.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

Allowed Unallowed

Multiple Proposals: Applicants should submit a single proposal with a separate sheet for each school site that the applicant proposes to provide service to. Refer to Section 3 (IV) Service Delivery for instructions.

Alternate Proposals: Alternate proposals for a specific school site shall **NOT** be accepted.

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

Single Multiple Single & Multiple

Criteria for multiple awards:

An award will be issued for each site. Prospective applicants may seek to provide services at only one site, or multiple sites. Depending on the responses and outcome of the RFP, a single applicant, or multiple applicants may receive awards. All Providers awarded are to meet all requirements specified by the DOE.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial Term of Contract	Twelve (12) months
Length of each extension	One (1) year
Number of possible extensions	Four (4) extensions
Maximum length of contract	Five (5) years
Initial period	Shall commence on the contract start date or the date the Notice to Proceed is issued, whichever is later
Conditions for extension	Extension must be in writing, and is contingent upon potential changes to the DOE's approach to service delivery, availability of funding, and mutual agreement

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 or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Program Related:
 Janice Chong
 475 22nd Avenue, Room 207
 Honolulu, Hawaii 96816
 Phone: (808) 203-5510
 Fax: (808) 733-4730
 Email: Janice_Chong@notes.k12.hi.us

Administrative Related:
 (interest forms, written questions, etc.)
 DOE Procurement Branch
 94-275 Mokuola Street, Room 200
 Waipahu, HI 96797
 Phone: (808) 675-0130
 Fax: (808) 675-0133
 Email: DOEprocure@notes.k12.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Provide child-care 10 minutes after the formal school day until 5:30 p.m., including parent-teacher conference days. If the school detains a child that is enrolled in the A+ Program, the school will provide a written notification to the Applicant. Applicant shall maintain a 1:20 staff to student ratio.
2. Provide ongoing intake services based on staff availability and facilities. The DOE shall also refer interested applicants.
3. Screen the student applicants on:
 - a. Enrollment eligibility - Non-latchkey, at-risk students will be enrolled only with the recommendation of the school principal and approval of the A+ Program district coordinator.
 - b. Qualification for subsidized monthly fees (with documentation attached to the approved application).
4. The A+ Program Operations Manual and any A+ program directives from the Superintendent shall supersede any provision of this RFP. The A+ Program Operations Manual is incorporated herein by reference.
5. Provide program activities that include a balance among the following:
 - a. Free Play - supervised free play time. Students pursue play or leisure/recreational activities of their own choosing while appropriate supervision, at least 1 staff person per 20 students, is provided.
 - b. Enrichment - activities to help children see and understand themselves and the world around them and to become more responsive and sensitive to each other and to their natural and built environments. Activities such as art, crafts, and expressive arts are examples.
 - c. Coordination and Physical Development - activities to supplement the efforts of the home and school in equipping children with the skills, attitudes and knowledge that will enable them to realize their full physical potential, enable them to participate in physical activities throughout life, and to improve their quality of life. Included may be activities in physical fitness, creative movement and team/group sports and games.

- d. Study/Interaction Time - informal time for children to complete their homework assignments, to interact quietly with adults and for recreational reading
6. Additional Services:
- a. The Applicant may expand the A+ Program care to non-eligible children from the same school on a facility-space available basis and at a fee not more than the actual cost per student. DOE shall not bear the cost of non-eligible children, regardless of income.
 - b. The Applicant may provide before-school care or vacation care with the principal's written approval. Cost of transportation or services for the before-school care and/or vacation care shall be borne by the Applicant and not be assessed to the DOE. Applicant shall be legally liable for transportation of students.
 - c. The Applicant may offer other services in addition to the A+ program at the same site with the principal's written approval, and all costs shall be borne by the Applicant.
7. All programs provided and funded by the Applicant may be terminated with the closure of the A+ program.

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

1. Personnel

- a. The Applicant shall be trained in childcare and development and effective strategies of interacting with children.
- b. Applicants shall utilize the A+ Employee Data Management System (<https://iportal.k12.hi.us/AppPortal/>) and DHS Hana data transfer system for fingerprinting with DHS and CBC (Criminal Background Check). DOE will provide initial training in the above management systems to site coordinators.
- c. Mandatory Criminal Background Checks. The Applicant shall perform criminal background checks on all employees and volunteers as provided under this section.
 - 1) Employees: The Applicant shall perform fingerprint background checks for all of its employees, including, but not limited to administrative and program staff members who work in close proximity to children. Such fingerprint criminal background checks shall be conducted in the same manner required of the DOE under Section 846-43 of the Hawaii Revised Statutes, and each employee of the Applicant shall therefore complete a copy of DOE Form 90A. Fingerprinting required under this section shall be completed before any employee of the Applicant is assigned to any school site. Fingerprinting costs will be paid by the DOE.

Criminal background check information shall be forwarded to DOE.

- 2) Volunteers: The Applicant shall ensure that all volunteers of the Applicants have secured a background check at the volunteer or Applicants' expense from the Hawaii Criminal Justice Data Center prior to assignment to any school site. Fingerprinting costs will be paid by the DOE.

Verification of Mandatory Criminal Background Checks: The Applicant shall maintain a record of the mandatory criminal background check performed on each of its employees and volunteers. At a minimum, each record shall contain:

- 1) For employees, a copy of the completed Form 90A, together with documentation of fingerprinting as described in the section above; or
- 2) For volunteers, a record that the report obtained from the Hawaii Criminal Justice Data Center was reviewed by Applicant and any negative report was resolved.

Additionally, the Applicant shall maintain and update a list of all new employees and volunteers that documents the status and completion dates of the mandatory background checks. Such files and lists shall be made available within twenty-four (24) hours of the request of the DOE. The Applicant agrees to participate in the DOE's web-based employee listing and add the new employees to the system within 5 days of being hired.

- d. Upon hiring, and prior to the beginning of on-site services, the Applicant agrees to have its employees complete and sign DHS 948 and furnish to the Department of Human Services ("**DHS**") the names, social security numbers, and birth dates of all the staff members employed in license-exempt ("**LE**") After School Plus (A+) programs, by site. DHS will perform a child abuse/neglect background check. If the name generates a "hit," the Applicant agrees to immediately disqualify that individual from employment in the A+ program.
- e. The Applicant shall have at least one on-site staff person that is currently certified in First Aid and Cardiopulmonary Resuscitation ("**CPR**") on site at all times.

2. Administrative

- a. The Applicant shall have appropriate and adequate procedures for ensuring the safety and welfare of the children and shall evidence this in the operational plans. A copy of the Applicant's operational plans shall be submitted with the proposal.
- b. The Applicant shall provide all supplies and materials other than custodial supplies for the A+ Program.

- c. The Applicant shall have a ratio of 1:20 of staff to children.
- d. The Applicant shall maintain school facilities in a neat and orderly manner.
- e. The Applicant shall be trained in blood borne pathogens and procedures for appropriate disposal of waste.
- f. The Applicant shall be responsible for the cost of Hepatitis B shots as necessary.
- g. The Applicant shall have understanding of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and Individuals with Disabilities Education Act 2004.
- h. The Applicant shall be licensed by the Hawaii Department of Human Services Group Care Licensing Division under the Rules Governing Licensing of Before and After School Child Care Facilities, and/or exempt by law as stated in Section 346-152, HRS. PROVIDER shall furnish a copy of such license upon request by the CA.

3. Quality assurance and evaluation specifications

- a. The Applicant shall have a quality assurance plan, to be submitted with its proposal, which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver them, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. The quality assurance plan shall serve as procedural guidelines for staff and will confer designated individuals and committees with the authority to fulfill their responsibilities in the areas of quality assurance.
- c. The quality assurance process will serve as a source of information for parties interested in knowing how the program monitors and improves the quality of its services.
- d. The quality assurance system shall identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement innovative, efficient, or effective methods for the purpose of overall program improvement.

4. Output and performance/outcome measurements

The Applicant shall distribute the annual Parent Evaluation of the A+ Programs. At least 90% of the responding parents must be satisfied with the program, staff, and activities in order for the Applicant to continue to provide service. If the Applicant is currently an A+ Program private provider and has not submitted the parent evaluations to the respective district office(s) at the end of each school year, the Applicant may be disqualified from future RFPs.

5. Experience

The Applicant is able to demonstrate skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The Applicant shall also provide a listing and description of verifiable experience, including references, with projects or contracts for the most recent five years that are pertinent to the proposed services; the Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

6. Coordination of services

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

7. Reporting requirements for program and fiscal data

Private Providers are to meet data requirements as specified by the A+ office for reimbursement in a timely manner. All reports are to be submitted to the site/district coordinator in a timely manner.

Reports shall include, but shall not be limited to:

- a. Monthly
 - 1) Attendance on a day by day basis;
 - 2) Enrollment reports;
 - 3) Private Provider's Supporting Documentation Form.
- b. Twice a year or as requested by the District
 - 1) Staffing information;
 - 2) General schedule of activities.
- c. Annually
 - 1) A+ Year-End Enrollment Count Report;
 - 2) End-of-Year Parent Evaluation of the A+ Program
- d. Pre-registration information for the following school year (due approximately April or May).

C. Facilities

The DOE shall provide the Applicant with appropriate facilities for the A+ Program at no cost. Schools will provide at least 15 square feet per participant as required by the Department of Human Services Group Care Licensing Division.

Property damages due to Contractor’s negligence as determined by the DOE shall be repaired/replaced by Contractor or sum of damages shall be deducted from payments due to Contractor.

Contractor may be responsible for facilities use cost and custodial services and supplies.

IV. Compensation and Method of Payment

A. Pricing structure or pricing methodology to be used

Contractor shall be paid on a monthly basis according to the unit rate schedule delineated in the following section, Units of service and unit rate. Monthly fees should be no more than the standard scale used at other A+ sites as set by the DOE. If the fee for parents changes, the amount paid to the private providers may also be adjusted.

This RFP does not encompass the cost of students placed in A+ programs by their individual educational plans (“IEP”). Such costs shall be the responsibility of the schools placing students in A+ programs pursuant to the student’s IEP.

B. Units of service and unit rate

Unit rates shall be as follows. Unit rates may be adjusted at any time by the Board of Education.

No. of Children in Family Enrolled in A+ Program	Monthly Fee Paid by Parent (per child)	Total Paid to DOE by DHS (per child)	Total Paid to Providers by DOE (per child)
<i>Families with one child or more</i>			
All children	\$85	\$0	\$0
<i>Students on Certified DHS List & those qualified by income through A+ Program</i>			
Each child	\$0	\$85	\$85
<i>Non- Eligible Category (RFP-pg.2 sect.6a)</i>			
Each child	\$85	\$0	\$0

C. Tax clearance
 The provider must submit the original tax clearance certificate upon award of a contract, and with the final invoice submitted for payment.

D. Invoices
 Original invoices plus one copy must be sent by the 25th of the current month. For example, September invoice, based on 6th A+ day of September will be mailed on the 25th of September and invoice enrollment numbers posted on the A+ website. All appeals and corrections for reporting/invoice rejections must be resolved within sixty (60) calendar days and late claims will not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of DOE’s requirement to pay within thirty (30) days upon receipt of the original invoice. DOE’s requirement to pay within thirty (30) days starts on the day the corrected invoice is re-submitted and accepted by DOE. Invoices shall indicate the Accounting classification.

E. Standard Calendar Schools
 Per child payments are calculated on the enrollment count on the sixth (6th) A+ Program day of the month, for December/January the enrollment count is calculated on the sixth (6th) A+ Program day of December and includes January enrollment), enrollment count of NEWLY enrolled students in January for payment is calculated on the 6th A+ Program day of January, in accordance with the unit rates above, and shall be made in nine (9) monthly increments as follows:

<u>Service Month</u>	<u>Invoice Date</u>
August	August
September	September
October	October
November	November
December/January	December
January (NEWLY enrolled students)	January
February	February
March	March
April	April
May	May

F. Multi Track/Year Round Schools
 Per child payments are calculated on the enrollment count on the sixth A+ Program day of the month in accordance with the rates above, and shall be made in monthly increments.

Monthly payments per child are calculated as follows:

Number of track instructional days in the month
divided by
Total number of instructional days
= Monthly Track %

Monthly Track %
Multiplied by 9 X
Applicable per child monthly rate

No more than three (3) additional payments may be made to private providers for adjustment to enrollment counts for children who enroll after the count date(s).

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 also provide a listing of verifiable experience with projects or contracts, along with references, for the most recent five years that are pertinent to the proposed services. The Applicant shall include points of contact addresses, e-mail/phone numbers. 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.

A Quality Assurance and Evaluation Plan shall be submitted with Applicant's proposal. Applicants will be subject to site monitoring which shall include, but not be limited to, compliance to staffing, safety, program delivery and reporting requirements as defined in the A+ Operations Manual which is hereby incorporated by reference.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

Not applicable as DOE shall provide the facilities for the program(s).

III. Project Organization and Staffing

A. Staffing

1. 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.)

2. 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)

Applicant shall submit the curriculum vitae, or resume, of each of the persons on staff who will have direct contact with students.

Proposals should specifically address the experience and capacity of its staff and their knowledge or expertise in working with students in a child care program. Proposal includes background review process and how qualifications of providers will be documented. Proposal includes a plan to maintain and/or obtain qualified staff.

B. Project Organization

1. Supervision and Training

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

All staff shall attend at least two training sessions administrated by applicant. Specific details of training topics shall be submitted with applicant's proposal.

The description must include:

- Plan for supervision including details on monitoring of services, handling of complaints, resolution of complaints, and method of communication with the DOE.
- Financial, accounting and management information systems, and an organizational structure to support the activities of the Applicant.
- Description of how the Applicant maintains personnel files of training and supervision of all Agency personnel, which are subject to inspection by HDOE.

2. 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.

IV. 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.

The Service Delivery Section shall include a detailed discussion of the Applicant's approach to applicable service activities, any supplementary services that could support the school's child care program, and management requirements from Section 2, Item III. - Scope of Work.

In this section, the Applicant shall indicate each school site where services are proposed on Attachment D, entitled, **List of Schools Requesting Services**, and include the Attachment D in the proposal. Applicants should also include a separate page for each school to explain how the needs of each school will be addressed, including any supplementary services that could support the school's child care program.

V. Financial

A. Pricing Structure

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

As there is a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate, planned and budgeted space, equipment and staff)

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:

Not Applicable – no additional budget forms are required.

B. Other Financial Related Materials

1. 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):

Applicants must submit a copy of their most recent financial audit.

Applicants who fail to submit their most recent financial audit may be disqualified or such failure may be reflected in the evaluation of the applicant.

VI. Other

A. 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 no less than three 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>	
	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Federal Certifications

2. 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)

Program Overview

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the service activity.

Note: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the services being offered. This should not be a long drawn out narrative but a concise review of the proposal.

Applicants should pay particular attention to the evaluation criteria for the following sections as proposal applications will be scored by sections. A generic response to how services will be addressed will not be scored highly. The proposal application should contemplate the methodology, program integration, and allow a reviewer to differentiate one response from another.

1. Experience and Capability (20 Points)

The State will evaluate the applicant’s experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills	<u>6</u>
<ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. 	<u>3</u>
<ul style="list-style-type: none"> • Demonstrated effective governance policies that address issues including, but not limited to, nepotism, conflict of interest and management efficacy. 	<u>3</u>
B. Experience	<u>9</u>
<ul style="list-style-type: none"> • Provide a description of pertinent projects, contracts, and/or activities 	<u>3</u>
<ul style="list-style-type: none"> • Provide a listing of verifiable experience, including, but not limited to, references, with projects or contracts for the most recent 5 years (maximum) that are pertinent to the proposed services with points of contact names, addresses and email/phone numbers. Points shall be assigned as follows: 1 Point: 0-less than 1 year 2 pts: 1 year - less than 5 years 3 pts: 5 or more years 	<u>3</u>
<ul style="list-style-type: none"> • A+ annual parent evaluation survey results for School Year 2010-2011 3 Points: at least 90% of the responding parents shall have rated the services as satisfactory 2 Points: less than 90% of the responding parents shall have rated the services as satisfactory 1 Point: If Applicant is currently not an A+ Provider or if current Provider is not able to submit the survey for any reason If Applicant neglected to submit the parent evaluations to the respective district office(s), this may be grounds for disqualification from this RFP. 	<u>3</u>

C. Quality Assurance and Evaluation	<u>3</u>
• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.	<u>3</u>
D. Coordination of Services	<u>2</u>
• Demonstrated capability to coordinate services with other agencies and resources in the community.	<u>2</u>
E. Facilities	<u>0</u>
• Adequacy of facilities relative to the proposed services.	<u>0</u>

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

A. Staffing	6 <hr/>
<ul style="list-style-type: none"> • <u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 	<u>1</u> <hr/>
<ul style="list-style-type: none"> • <u>Staff Qualifications</u>: Minimum qualifications (including experience) for staff assigned to the program. <p>Up to 4 points:</p> <ul style="list-style-type: none"> ✓ All staff certified in CPR ✓ All staff trained in addressing general needs of special needs children ✓ All staff provided CVs regarding trainings and any certifications ✓ All staff fingerprinted and input in database ✓ All staff meet MQs detailed in DOE A+ Operations Manual <p>Up to 2 points:</p> <ul style="list-style-type: none"> ✓ 80% of staff certified in CPR ✓ 80% of staff trained in addressing general needs of special needs children ✓ 80% of staff provided Curriculum Vitae regarding trainings and any certifications ✓ All staff fingerprinted and input in database ✓ 80% of staff meet MQs (Minimum Qualifications) detailed in DOE Operations Manual <p>Up to 1 point:</p> <ul style="list-style-type: none"> ✓ Less than 80% in above areas 	<u>4</u> <hr/>
<ul style="list-style-type: none"> • <u>Proposal includes background review process and how qualifications of providers will be documented, and includes a plan to maintain and/or obtain qualified staff</u> 	<u>1</u> <hr/>
B. Project Organization	9 <hr/>
<ul style="list-style-type: none"> • <u>Supervision and Training</u>: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 	

Supervision description must include:

- ✓ Plan for supervision including details on monitoring of services, handling of complaints, resolution of complaints, and method of communication with the DOE.
- ✓ Financial, accounting and management information systems, and an organizational structure to support the activities of the Applicant.
- ✓ Description of how the Applicant maintains personnel files of training and supervision of all Agency personnel, which are subject to inspection by DOE.

3

Training description must address:

Up to 4 points:

- ✓ Has staff orientation for all staff members
- ✓ Has staff meetings/trainings at least once a month
- ✓ Few staff changes
- ✓ Site staff has, and wears, A+ ID badges
- ✓ Always maintains 1:20 ratio
- ✓ Staffers always properly attired
- ✓ New hires are always fingerprinted and input within 5 days

Up to 2 points:

- ✓ Has orientation only at the beginning of the year, some for new employees hired later
- ✓ Has staff meeting/training once a quarter
- ✓ Some staff are not properly identified with A+ photo ID
- ✓ Sometimes understaffed
- ✓ Improper attire at times
- ✓ Some new hires not fingerprinted and input within 5 days

Up to 1 point:

- ✓ Has orientation only at the beginning of the year, none for new hires
- ✓ Staff meetings/trainings less than once per quarter
- ✓ frequently cannot meet 1:20 ratio
- ✓ new hires rarely fingerprinted and input within 5 days
- ✓ staffers often improperly attired

4

- **Organization Chart:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
 - ✓ Includes position title, name and full time equivalency.
 - ✓ Both “organization-wide” and “program” organization charts shall be attached to the Proposal Application.

2

3. *Service Delivery (55 Points)*

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

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

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.

Essential components, as defined herein at paragraphs 2(A)(III)(5)(a-d) shall be: 1) Free-Play; 2) Enrichment; 3) Coordination and Physical Development; and 4) Study/Interaction time.

Up to 30 points:

- ✓ Applicant is fully staffed within 10 minutes after the formal school day, particularly 1:15 p.m. on Wednesdays;
- ✓ All 4 components addressed daily;
- ✓ Lesson plans are written and utilized daily;
- ✓ Variety of stimulating/interesting activities;
- ✓ Monthly programmatic themes;
- ✓ All students participate in activities;
- ✓ Students have input on program/activity;
- ✓ Site supervisor to insure all four components addressed; daily, and Lesson plans are written and utilized.

Up to 15 points:

- ✓ Applicant is fully staffed within 20 minutes after the

- formal school day;
- ✓ All 4 components usually included in the program;
- ✓ Lesson plans are not always written and utilized daily;
- ✓ Activities vary, but mostly same year after year;
- ✓ Uses seasonal/holiday themes, but few other organizing themes;
- ✓ All students have the opportunity to participate in activities;
- ✓ Students have little input on program/activity;
- ✓ Site supervisor to check if all four components addressed daily, and Lesson plans are written and utilized.

Up to 10 points:

- ✓ Applicant is 80% staffed within 20 minutes after the formal school day;
- ✓ Program lacks a component;
- ✓ Lesson plans are not written or only occasionally written;
- ✓ Lacks variety in children activities;
- ✓ Only seasonal/holiday programmatic themes;
- ✓ Occasional programmatic supervision.

30

- Applicants shall attach a description (one sheet per school) of how it will meet the specific needs for each school it proposes to serve based on the school's specific criteria and needs. The list of schools and site specific criteria are provided as Attachment D to this RFP.

20

- Applicant shall provide a detailed explanation about any supplementary services that the Applicant plans to offer that could support the school's child care program.

5

5. Financial (10 Points)

- As there is a fixed price pricing structure for the RFP, the applicant is requested to furnish a reasonable estimate of services it can provide for which there is sufficient operating capacity (adequate planned and budgeted space, equipment and staff).
- Applicants must submit a copy of their most recent financial audit as part of the Proposal Application.
- Adequacy of accounting system

5

3

2

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 Proposal Application Table of Contents
- C. Federal Certifications
- D. List of Schools and Site Specific Criteria
- E. Wage Certificate

Proposal Application Checklist

Applicant:

RFP No.: RFP F10-066 (A+)

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
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)*	Required at time of Award	
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:				
<i>Federal Certifications</i>		Section 5, RFP	X	
Debarment & Suspension		Section 5, RFP	X	
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP	X	
Program Fraud Civil Remedies Act		Section 5, RFP	X	
Environmental Tobacco Smoke		Section 5, RFP	X	
Program Specific Requirements:				
Attachment D – School List	Section 2, RFP	Section 5, RFP	X	
Attachment E – Wage Certificate	Section 1, RFP	Section 5, RFP	X	

Authorized Signature

Date

Organization: _____

RFP No: _____

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

CERTIFICATIONS

PHS-5161-1-CERTIFICATIONS (7/00)

OMB Approval No. 0920-0428

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION.

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices: Office of Grants and Acquisition Management Office of Grants Management Office of the Assistant Secretary for Management and Budget Department of Health and Human Services 200 Independence Avenue, S.W., Room 517-D Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal

(appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE.

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children’s services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children’s services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub awards which contain provisions for children’s services and that all sub recipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

IV. Signature of Authorized Certifying Official	V. Title
VI. Applicant Organization	VII. Date Submitted

List of Schools Requesting Services, School Year 2012-2013

DEPARTMENT OF EDUCATION

APPLICANT

AFTER SCHOOL A+ SERVICES

NAME: _____

RFP No.: RFP F12-076

Applicant: If you are submitting a proposal for a school, place an "X" to the left of the school name in the column entitled, "Proposal Submitted (X)." Applicants should also include a separate page for each school to explain how the needs of each school will be addressed, including any supplementary services that could support the school's child care program.

Central North District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Hale Kula	60				
	Iliahi	100	"Supervised" free-play recreation at which time group leaders supervise student play on the playground equipment, basketball courts, field and green top areas (relay ball games, hula hoops, etc.)	Activities such as Jazz, Ballet, Hip Hop, Pop and Lock, and Street, Hula, Tahitian, Tae-Kwon Do, Karate, Ukulele, Japanese Calligraphy. All contracted providers are licensed, certified, and insured to provide these enrichment activities. During Specialties and Rotations, arts and crafts are provided.	SPARK which stands for Sports, Play and Active Recreation for Kids! This is a researched base program which is dedicated to promoting coordination and physical development, and nutrition as well. SPARK is done 3 days a week for 45 minutes on each day.	On a daily basis, the students are allotted 45 minutes to an hour to study during their homework time. During this time, group leaders circulate and monitor the students. Interaction time would normally come during SPARK, Specialties and Rotations, Arts and Craft Enrichment, and Free Time.
	Ka'ala	80	Provide physical exercise activities	Finger painting, Ukulele, Healthy Food Program	Sudoku, Chess Strategies	Homework Completion
	Kipapa	100				
	Mililani Mauka	400				
	Wahiawa	75	Organized recreation during free play, Football, Kickball.	Arts & Crafts, Cooking Activity		Homework Time
	Wheeler	68	Relay Events, Soccer	Ukulele, Art, Robotics		Homework Club

Central South District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Alvah Scott	40	Organized recess at alternating areas on field.	Various students are pulled to their academic activities. Individual tutoring.	Use of physical fitness equipment	Study Hall and Tutoring
	Hickam	70	Organized recreation during free time, dodge ball, water play, volleyball		Team sports	Individual work
	Mokulele	55	SPARKS organized play, Free play	Art & Crafts - seasonal projects	Dance Dance Revolution, Sudoku, Creative Movement	Power Hour, Homework, Reading
	Nimitz	84	Organized recreation during free play	Hula	Aerobics, Zumba	Achieve 3000, Reading Buddies
	Pearl Harbor	150				
	Waimalu	147	Playground play, Field Play-Basketball, Volleyball, Kickball	Cooking (1x a month), Arts and Crafts (2x a week)	SPARKS - Sports, Play, and Active Recreation for Kids (3x a week)	Homework Time (1.5 hours a day)
	Webling	175	SPARKS (Sports, Play and Active Recreation for Kids) - organized games 2-3x/wk, Minimum 30-45 min of play per day	Hula, Golf, Math/Reading Tutoring	SPARKS (Sports, Play and Active Recreation for kids) - organized games 2-3x/wk, Minimum 30-45 min of play per day, Group Freeze Dance, Crossword/Picture Puzzles	Grade K - Read Aloud daily, Study Hall - 1 hour daily Grades 1-6

Honolulu District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Jefferson	29		Enrichment activities provided in conjunction with 21 CCLC afterschool programming to provide academic support to students in technology, mathematics, and language arts/reading, i.e., XL Math, Compass Learning, etc.	Organized recreational activities that align with HCPS III for Physical Education and/or Fine Arts	Silent Sustained Reading (using books targeted to students Lexile score).
	Kaahumanu	200				
	Kahala	250				
	Kalihi	55				
	Kauluwela	44				
	Koko Head	120	Color Tag, Banana Tag, Fishy Fishy in the Sea, Leader Tag, Relay Races, Crows and Cranes, Triangle Tag, etc.	Golf, Tennis, Arts and Crafts, Japanese, Hula	Group dancing - Bunny Hop, Chicken Dance, Pata Pata, etc., Team Sports - Kickball, Parachute Games - Popcorn, Mushroom, Outside/Inside Dome, Houdini Hoops. SPARKS = Sports, Play, and Active Recreation for Kids.	Homework time - time to do homework and ask leaders for help. Silent Reading and leaders read to students.
	Kuhio	150				
	Lanakila	100				
	Lincoln	45				
	Lunalilo	200	Outdoor sports and games: general athletics	Computers (21st Century Grant Partnership), Arts and Crafts, Dance, Music, Honolulu Theater for Youth Partnership (Drama)	Team Athletics, Dance performance, Field Activities, Creative Arts Performances	Homework help, reading tutors, coordination with school's 21st Century Grant
	Maemae	38				
	Palolo	34				
	Royal	90	Already Provided	NA	NA	Already Provided
	Voyager PCS	100				

Hawaii East District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Hilo Union	80				
	Kalaniana'ole	80				
	Kapiolani	110	Daily supervised physical activity	Program willingness to supervise and participate in a Garden Project	Program willingness to participate in supervising student use of school computers.	Daily supervised time to complete homework or recreational reading.
	Kaumana	125	Organized recreation during free play such as basketball, kickball, shuttle run, relay, soccer, etc.	Art and Crafts, Ukulele, Hawaiian Language, Gardening, Etc.	Yoga, Zumba/Aerobics/Dance, Team Sports, Individual Sports, Walking program, etc.	Homework Club, Reading Buddies, Read-Alouds, etc.
	Keaukaha	107	Hawaiian cultural-based Hawaiian games. Organized recreation during free play: team & individual sports, use of Kawanakoa Hall gym.	Hawaiian cultural-based learning/place. Due to Hawaiian Language Program - A+ instructors speak Hawaiian & engage students in Hawaiian Language activities. Hawaiian & contemporary art. Mahi'ai (gardening)/Lawai'a (fishing)	Hula - 'auan/kahiko, Hawaiian cultural-based games - Makahiki games, Zumba, contemporary dance, Meditation, Team/group/individual sports and games	Silent sustained reading, homework center support
	Keonepoko	97		Hawaiian Culture: Ukulele *KEO has the instruments		
	Waiakea	267				

Leeward District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Barbers Point	32				
	Ewa	150				
	Holomua	240	Kickball, Soccer, Shuttle Run, Relay Competitions	Art, Hula, Dance, Stamping, Computer Art	Aerobics, Team Sports, Hula Hoop, Yoga	Study Hall/Quiet Time, Reading Buddies, Read-Aloud Program
	Honowai	80	Karaoke, organized recreation activities such as dodge ball, basketball, etc.	Art activities	Dramatic/Fine Arts - learning, rehearsing for culminating activities	
	Iroquois Point	120				
	Kaimiloa	95				
	Kaleiopuu	61	Organized team sports and games.	Music and Art Activities.	Dance and Chorus	Tutoring, supporting students in completing assignments, Reading
	Kanoelani	300	Organized recreation: basketball, soccer, dodge ball, volleyball	Music, Hula, Ukulele, Art	Aerobics, dance, chess, board games that teach strategies, team sports	Reading buddies, math games
	Kapolei	250	Organized recreation during free play.	Art, Crafts, Dance, Drama	Dance	Time to complete homework, read
	Lehua	70		Food demonstration of nutritious snacks		
	Leihoku	100	Activities must be planned and supervised	Students will have access to a variety of enrichment activities that rotates throughout the school year.	Activities to be planned and supervised with learning goals. Activities will vary throughout the school year.	Students to be provided assistance to complete homework.
	Makaha	100		Implementation of computer based tutoring.		
	Makakilo	113	Individual and Group Games, Outdoor Games/Sports (e.g. Non-elimination Games, Relays/Jump rope, Basketball), Instructional/Educational video, Team Building Games/Activities	Exploring Cultures through Literature (Arts-n-Crafts, Introduction to World Language, Music, Dance, Cultural Cuisine), Island Experiences (Ukulele, Hula, Polynesian Dances), Food and Fun Program (Cooking, Taste-testing Experiments, Family Activities Games	Volleyball, Taiko Drumming (Child-centered) Basketball, Dance Dance Revolution (Fun5), Variety of Other Physical Activities (to include dance performances for Family Night)	Reading Buddy Program, Read-Aloud Program, Peer Tutoring, Game Clubs (Chess, checkers)

Leeward District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Manana	200	Organized outdoor activities led by A+ Staff	Food and Fun - Nutrition and Cooking Activities, Dance, Arts and Crafts	Fun Five Fitness, WII Dance, Group Sports	Homework Time, Kidz Lit (Reading Program)
	Mauka Lani	200		Drama/Dancing Talent Night		Homework/Study time
	Nanakuli	40	Recreational play on playground equipment and small unstructured play "Sparks" and small equipment such as balls, frisbee, jump rope, hula hoops.	Crafts- Cooking, holiday arts and crafts	Structured non-competitive games using the "Sparks/Fun 5 Curriculum."	Homework time, Reading Partners
	Palisades	18				Read-Aloud Program, Drama
	Pohakea	70	Organized recreation such as relays, hula hoops, sports, other team competitions, board games	Arts & Crafts, Hula, Cultured crafts and sharing	Yoga, Aerobics/Zumba, Dramatic Arts, Team Sports, Dance Dance Revolution	Reading Buddies, Tutors, Homework help (older students to younger ones)
	Waipahu	120	Physical Fitness, Aerobic	Health and Nutrition, Fruits and Vegetables, Calories, Healthy vs Unhealthy Foods	Music and Arts, Instruments, Singing	Homework Help

Maui District						
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)			
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time
	Kamehameha III	100				
	Paia	40				
	Pukalani	136	All students are given supervised play time where they will play an organized game that is suitable and age appropriate such as Rainbow Tag, Mr. Wolf, Duck Duck Goose, Red Light, Green light, etc. Each group is supervised with a group leader and any child who chooses not to play, has the right to pass. This means that the child may sit out and watch the others play or they may assist the leader by becoming a reference, boundary marker or instruction caller. All games are chosen by a safety criteria according to grade level.	Each grade level will do an indoor activity which consist of either Arts and Crafts/indoor team building game/ which there are "losers" but they all work together to accomplish a goal. Every month we are given a theme from our company and we do projects that correspond with the theme. For example: our August Theme was "Heroes". We had every student in each group make paper and straw leis to send to New York to Ground Zero in memory of those who passed away in 9/11. The founders of the company were to make a trip to the 10 year memorial service and deliver the leis. Our themes are provided for all our company sites island wide. We are even given ideas, copy sheets and instructions on how to make the projects with our groups as samples.	Each grade level is provided with an organized outdoor game taught to our group leaders by the trainers of the Fun 5 Programs. We all attend trainings twice a year and given new games to teach our students that are non competitive but team building. Our goal is to empower each student to make them feel good about themselves while not being pressured to be the best, but to try and have fun while participating. At our trainings, we are taught the game and how the game will help all students feel confident, included and to know that it's ok not to be the best, but just have fun learning something new.	Every child gets between 20-30 minutes to work on homework. If more time is needed, we will provide adult supervision for those who want/need to complete homework while the rest of their group moves on to their next scheduled activity. We have just two grade levels in the cafe at the time, so the noise level is low so that each student is able to concentrate and focus on homework. All our group leaders are there to assist a student with help in understanding their work or helping them with solutions to situations that arise that would prevent them from being able to do their homework.
	Wailuku	215	Play on Equipment, Snack, Duck Duck Goose, Dodge Ball	Sewing, Dance, Indoor Holiday Craft, Theme Banners, Book Club, Gardening	"SPARKS", Fun Five, Dance Dance Revolution, Team Sports, Indoor Board Games	Daily Reading, Homework Assistance

Windward District							
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)				
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time	Character Development
	Ben Parker	80					
	Enchanted Lake		Organized recreation during soccer, kickball, basketball, piggy piggy come out. Indoor quiet games at the end of everyday.	No enrichment during A+ due to school having Kolea Klubs after school. Arts & crafts normally on Wednesdays + sometimes Fridays.	Freeze Dance, Limbo, Dance: Cupid Shuffle, Electric Slide, etc. Team Sports: soccer, kickball, relay races, aerobics	Read aloud daily for JK-2 after snack time. Reading + homework time daily.	
	Heeia	70	Some organized recreation during free play	Arts and crafts during rainy days	Music: Singing or Playing Instruments, Dramatic Arts, Dance	Homework time Read Aloud Program	Pedestrian Safety, Bicycle Safety, Good Manners
	Ka'elepulu	100					
	Kahaluu	69	Organized recreation during free play includes chase master, freebie throw, kickball, relay races	Arts and Crafts, Cheering, Song and Dance	SPARKS Physical Games	Homework, Reading Circles	5 R's discussions in teams, word finds, drawing and posters, read aloud Pedestrian Safety, Fire Safety, Bicycle Safety, Drug Abuse Resistance Education (DARE)
	Kailua	75	Provide adult/supervision of children on/around play ground equipment, organized games for free play.	Nutrition and health related activities.	Team Sports - organize physical education activities which promote teamwork and cooperation.	Promote study habits and homework completion.	Promote school pride attributes. Mentor/partnership with community guidance (common grace)
	Kainalu	170					
	La'ie	20	Provide adult/supervision of children on/around playground equipment.		Organized physical education activities which promote teamwork and cooperation.	Promote study habits.	Pedestrian safety.
	Lanikai	70	Organized recreation during free play such as Dodge Ball, Shuttle Run, relay competitions, soccer, etc.	Hula, Ukulele, Computer, Art	Yoga, Aerobics, Dramatic Arts, Chorus, Team Sports, Chess	Reading Buddies, Read-Aloud Program	Pedestrian Safety, Fire Safety, Bicycle Safety, DARE, Community Service Program
	Maunawili	200	Four Square, Relay Competition, Jump Rope, Soccer, Kickball, Volleyball, Karaoke, Basketball	Recycle Building, Leather and Wood Art, Kempo, Japanese	Dance Revolution, Creative Dance, Christmas Performance	Kidzilt, Common Grace	Letters to soldiers away from home, Common Grace, Big Brothers/Big Sisters

Windward District							
Proposal Submitted (X)	School	Enrollment Estimate	Site Specific Criteria (if any)				
			Free Play	Enrichment	Coordination & Physical Development	Study/Interaction Time	Character Development
	Pu'ohala	115					
	Waimanalo	46	Organized recreation during free play include: relays, various ball games (soccer, etc.)	Food & fun, SPARKS PE, Gardening, Art	Team sports (Interactive relays), Movement Education (Singing & Dance), Various board games	Reading Aloud & Silent Reading, Homework Assignments	Overview of school wide drills

WAGE CERTIFICATE

Subject: RFP No. RFP F12-076

Description of Project: After School A+ Services for the Department of Education

Pursuant to §103-55, HRS, I hereby certify that, if awarded a contract of \$25,000.00 or more, and that either:

- I. Services to be performed will be performed in accordance with the following conditions:
 - a. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector, and
 - b. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

PROVIDER shall be obliged to notify its employees performing work under this contract of the provisions of §103-55, HRS, and the current wage rate for public employees performing similar work. The PROVIDER may meet this obligation by posting a notice to this effect in the PROVIDER's place of business accessible to all employees, or the PROVIDER may include such notice with each paycheck or pay envelope furnished to the employee

I understand that, in addition to the base wages required by §103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

OR

- II. I am exempt from these requirements as provided for under to §103-55(c), HRS.

PROVIDER: _____

By Its (signature): _____

Title: _____

Date: _____