

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

Addendum 2

To

Request for Proposals

**RFP No. HMS 302-12-02-S
Preschool Open Doors (POD) Child Care Services**

Date Issued: May 16, 2012

May16, 2012

ADDENDUM NO. 2
To
REQUEST FOR PROPOSALS
Preschool Open Doors (POD) Child Care Services
RFP No. HMS 302-12-02-S

The Department of Human Services, Benefit, Employment and Support Services Division, Child Care Program Office is issuing this addendum to RFP Number HMS-302-12-021-S, Preschool Open Doors (POD) Child Care Services, for the purpose of:

- Responding to questions that arose at the orientation meeting of May 8, 2012 and written questions subsequently submitted in accordance with Sections I-V of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached are:

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP. Amended page ii to delete item B. Proposed Monthly Performance Measures (page 3-6, Section 3, Item VI.)
- Details of the request for final revised proposals.

If you have any questions, please contact:

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Responses to Questions Raised by Interested Parties For:

RFP No.: HMS 302-12-02-S

RFP Title: Preschool Open Doors (POD) Child Care Services

- 1. Question:** "On page 2-1, the RFP notes the legislation repealing junior kindergarten. That is now on its way to being signed by the Governor. In light of this legislation, will POD be changing its priority considerations to give this group of 4 -5 year olds that could not go to Kindergarten? Will the POD expand its number of available slots to better allow servicing the approximately 6,000 children statewide who fall into this category? If so, will the total contract amount change?"

Response: If legislation is enacted repealing junior kindergarten programs at the end of the 2013-2014 school year and requiring students to be at least age five by July 31 to attend public school kindergarten, it remains to be determined how the relevant Hawaii Administrative Rules, funding, and the Preschool Open Doors (POD) program shall change to include serving the affected group. Any expansion of the POD services shall be determined by the corresponding availability of funding. Currently, it is undetermined what, if any, impact this legislation shall be on the POD program for the 2013-2014 school year.

- 2. Question:** " On page 2-5 (as well as other areas), the RFP notes that the contract vendor must promote the POD program to the public in the Spring of each calendar year and periodically as needed for other special enrollment requirements. What is meant by "special enrollment requirements"? Does that reference the Race to the Top criteria of identifying eligible children from the two special districts of Innovation? Also, previously we were specifically instructed by DHS to reduce our staffing under the contract and no longer do outreach and/or promote the POD program as it was deemed superfluous [*sic*] in light of the high number of applicants received every year for the very few spots. Is the RFP changing that perspective and is asking again for promotion of the program?"

Response: Item number 2.on page 2-5, under Section 2 Service Specifications, III. Scope of Work, A. Service Activities, includes that the POD program shall promote as needed for other "special enrollment requirements." Currently, this means the POD program shall continue recruiting and supporting activities that identify and serve candidates for "Race to the Top" funding. This shall include making the requisite outreach and enrollment efforts beyond the usual timeframe until all slots are filled for that target population.

In general, the POD program shall promote and perform outreach activities when necessary to keep the community (families, clients, providers, network partners, etc.) informed of its services and to ensure ample enrollment. The POD program shall plan and adjust its resources and efforts to match the extent to which it needs to establish and/or sustain its presence in the larger community. This is particularly essential if there is a change in the POD program provider.

3. **Question:** “The RFP requires the POD contract vendor to act as custodian of records on page 2-5. Could you please advise for how many years must the records be retained by the contract vendor? i.e. at what point may destruction of an old case file be allowed?”

Response: On January 26, 2012, our most current policy clarification on the destruction of closed records states that child care subsidy cases may not be destroyed. In addition, cases involved in court suits, suspected fraud, overpayments, liens, subrogation, administrative disqualification, or other unresolved issues must be kept permanently or until completion of resolution and four (4) years have passed.

4. **Question:** "On page 2-7, the RFP asks on item #19 for monthly written reports that note the “total subsidy dollar amount spent.” This is a new requirement and we want to verify this since this information is currently housed in HANA and the contract vendor does not have the ability to extract this information. Is it the wish of DHS for the contract vendor to maintain this information in a separate database outside of HANA thus allowing the contract vendor to report the numbers? This would require having the same information in two locations, HANA and a separate database maintained by the contract vendor.”

Response: The wording for this reporting requirement erroneously included the statement, “total subsidy dollar amount spent.” On page 2-7, Section 2, Item III.A.19., should read as follows:

19. Submit written monthly reports to the DHS that includes number of POD children served.

5. **Question:** "On page 3-6, Section VI. Other, B. is a new section from the previous RFP listed as “Proposed Monthly Performance Measures.” This appears to be addressed in Section IV. Service Delivery on 3-4 and detailed on 2-11. We would like clarity if there is a difference between these two as it is noted in the “Other” section. Or are they in fact the same?”

Response: Through this addendum, we are removing the requirements on page 3-6, Section 3, Item VI.B.

6. **Question:** “On page 2-11 #4,c the RFP states the Provider shall submit quarterly reports summarized for the quarter by island (including separate East Hawaii and West Hawaii data). This is a new requirement to separate the Island of Hawaii reporting into East/West as distinct territories. Correctly the Race to the Top funding requires us to divide the Island of Hawaii into two districts: the Ka’u District and the non Ka’u District. This would conflict with the East and West Hawaii categories. Thus, we wanted to verify this distinction between East and West is needed? If so, would you need it monthly and annually as well?”

Response: There is a distinction between reporting requirements for Race to the Top (RTTT) and reporting requirements for the POD program that is relevant to DHS/BESSD. Although RTTT does require reporting by Kau and non-Kau, DHS/BESSD requires reporting data by East Hawaii and West Hawaii on a monthly, quarterly, and annual basis as well.

7. **Question:** “If Senate Bill 25-45 gets signed by Governor, would priority rule be impacted by this legislation? Would funding levels increase to support the increase of eligible children?”

Response: Please see response above to question number one (1.).

8. **Question:** “Does contract still want proactive marketing as part of plan, or just general ongoing presence in community?”

Response: In general, the POD program shall promote and perform outreach activities if and only if necessary to keep the community (families, clients, providers, network partners, etc.) informed of its services and to ensure ample enrollment. The POD program shall plan and adjust its resources and efforts to match the extent to which it needs to establish and/or sustain its presence in the larger community. This is particularly essential if there is a change in the POD program provider.

9. **Question:** “File Management: What is the length, duration of requirement to retain records? Does this include closed case files? As this is a one year contract, do files need to be maintained after each year?”

Response: As POD program providers may change from one contract to another, the succeeding provider shall arrange accordingly for storage of the open and closed child care assistance records. Please see response above to question number three (3.).

10. **Question:** “Will contractor need to report subsidy dollar amounts spent? Currently, info resides in the HANA system and cannot be extracted by vendor except via CSSR's.”

Response: In general, the contractor is not required to report subsidy dollar amounts spent. Please see response above to question number four (4.).

11. **Question:** “Does DOE have a partnership with POD to provide management, coordination and timeliness for client applicant DOE reports finding the children applying for POD are *[sic]* "not qualified for DOE Special Education Programs"? If the DOE reports are delayed, does the contractor's *[sic]* requirement for 30 day issuance still hold?”

Response: There is no partnership between the POD program and the Department of Education (DOE) on this matter. The DHS 913A Open Doors – Special Populations Referral would be completed by the appropriate professional for the child and submitted by the family to the POD program. The family shall be responsible for providing the DHS 913A on a timely basis to the POD program. The POD program shall provide appropriate and adequate notice to the family to submit the necessary documentation to complete the application for timely disposition and issuance.

12. **Question:** “Does Maui County include service to Molokai and Lanai?”

Response: The provider shall ensure arrangements to deliver services to eligible families residing in all of the counties, including the islands of Molokai and Lanai, in the State of Hawaii.

13. Question: “P 3-6: Proposed Monthly Performance Measures: p 2-11 #5 and p 3-6 #5 performance measures appear to not equate: Please clarify if monthly report is to indicate the % of # of overpayments for the benefit month that were recoved [sic] within 2-6 months (per p 2-11 #5) [sic] or % of # overpayments for benefit month that are recovered (per p 3-6#5).”

Response: Please see response above to question number five (5.).

14. Question: “Will the MOA with Race to Top be carried over into the new contract?”

Response: The Department of Education and the Department of Human Services currently have an understanding that Race to Top funding which supplements the POD program will continue through 6/30/2014.

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- Attachment B. Sample Proposal Table of Contents
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