

State of Hawaii
Department of Human Services
Division of Vocational Rehabilitation
Staff Services Office

Addendum Number 1

December 22, 2012

To

Request for Proposals

HMS-802-14-02
Job Placement and Retention Services
December 5, 2012

December 22, 2012

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Job Placement and Retention Service
HMS-802-14-02**

The Department of Human Services, Division of Vocational Rehabilitation, Staff Services Office is issuing this addendum to HMS-802-14-02, Job Placement and Retention Services for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The RFP meeting that was scheduled on December 18, 2012 has been rescheduled to Wednesday, January 23, 2013 at 9:00am.

Requests for accommodations must be made in writing, no later than Wednesday, January 9, 2013 by 9:00am.

The procurement time table has been changed to reflect the new RFP date.

If you have any questions, contact:

Lorene Gokan

808-586-9746

lgokan@dhs.hawaii.gov

600 Kapiolani Blvd., #304

Honolulu, HI 96817

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.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	12/05/12
Distribution of RFP	12/05/12
RFP orientation session	1/23/13
Closing date for submission of written questions for written responses	1/25/13
State purchasing agency's response to applicants' written questions	1/30/13
Discussions with applicant prior to proposal submittal deadline (optional)	2/04/13
Proposal submittal deadline	2/15/13
Discussions with applicant after proposal submittal deadline (optional)	2/18/13
Final revised proposals (optional)	2/25/13
Proposal evaluation period	3/4-8/13
Provider selection	3/11-15/13
Notice of statement of findings and decision	3/18-22/13
Contract start date	7/01/13

1.2 Orientation

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

Date: January 23, 2013 **Time:** 9:00 am – 11:00 am
Location: Via Teleconference - Contact Lorene for a call in number 600 Kapiolani Blvd., Room 304, Honolulu, HI 96813

Requests for accommodations must be made in writing by Wednesday, January 9, 2013 no later than 9:00am.

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 subsection 1.8, Submission of Questions.

1.3 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: January 25, 2013 **Time:** 2:30pm HST

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

Date: January 30, 2013