

HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

December 27, 2022

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D23-089

SCHOOL IMPROVEMENT SERVICES
TO ADDRESS HAWAII STATE DEPARTMENT OF EDUCATION PRIORITIES

PART I: The following revision is made and incorporated into RFP D23-089:

- Revise RFP Section 2.0, RFP Purpose and Overview, first 3 paragraphs, as follows:

This RFP is merely to supplement, and does NOT replace RFP D22-067 issued on January 4, 2022, resulting in Hawaii State Department of Education Vendor List number VL E22-19. All Providers of Hawaii State Department of Education Vendor List number VL E22-19 need not respond to this RFP.

If a Provider, currently listed on Hawaii State Department of Education Vendor List number VL E22-19 submits a proposal, said Provider shall be treated as a new Offeror undergoing the rigorous selection process and subject to rejection. Additionally, the Provider's agreement based on RFP D22-067 will terminate as of June 30, 2023, regardless of the selection process outcome.

Any awards made for this solicitation will be added to the Hawaii State Department of Education Vendor list number VL E22-19.

PART II: This addendum is issued to respond to the following questions:

Q1: On page 13 as part of the minimum qualifications, it states the offeror must "Obtain and pay for all permits, certificates, and licenses required and necessary for the performance of the work specified herein, shall post all notices required by law, and shall comply with all laws, ordinances, and regulations bearing on the conduct of the work specified". Can you clarify which permits, certificates, and licenses are required and necessary for the performance of the work?

A1: Any required permits, certificates, and licenses specific to the solicitation are specified in the solicitation; please review the solicitation in entirety. However, Offeror shall obtain all permits, certificates, and licenses required in order to perform their work in the State of Hawaii with an Independent Contractor status.

Q2: For the priority areas of service, can we submit a proposal that addresses one or some of the specific areas, but not all of them?

A2: Yes, the Proposal shall include an Offer of Services that shall include a description for each service area the Offeror is interested in providing. Refer to RFP Section 4.11, Offer of Services (Proposal Narrative and Appendix C, Summary Offer of Services and Price List). The priority areas of service are: Needs Assessment and Planning; Training in Leadership; Training in Coaching and Support for Complex Area Personnel, Charter Commission Personnel, School Level Coaches, and Teachers; Training in Specialized Areas; and Family-School-Community Partnerships. Refer to RFP Section 3, Scope of Work; Project and Offeror Requirements.

Q3: Previous years have required we submit our proposal through the portal and then mail a hard copy of the entire proposal. This solicitation states, "This electronically submitted offer shall be considered the original" (pg. 14). In addition to submitting the entire proposal via the portal will we need to send a hard copy of the entire proposal with the signed forms with wet signatures?; OR do we mail a hard copy of just the signed forms with wet signatures?

A3: The electronically submitted offer is considered the original. Refer to RFP Section 4.5, Proposal Submission and Format. An original wet/pen-ink signed Appendix A, Proposal Identification and Information Form is required before an award, if any, can be made. Refer to RFP Section 4.7, Proposal Identification and Information Form (Appendix A).

Q4: Who will conduct the assessments? Will the State conduct the assessments or are you looking to purchase a service that will provide this?

A4: An external Provider may be requested to conduct a needs assessment or to train school personnel in conducting their own needs assessment.

Q5: RFP Page 14, Section 4.5 Proposal Submission and Format states, "Offeror shall submit a Proposal using the exact forms or reproductions of such forms as provided and as otherwise instructed by this RFP. Failure to comply may result in a determination that the proposal is non-responsive."

RFP Page 13, Section 4.3 Proposal Preparation states "Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate to the purpose of this RFP."

May we reproduce Appendix B: Offeror Reference Form and Appendix C: Summary Offer of Services and Price List in our proposal document so we can provide the requested information completely for the evaluation committee? We will follow the exact same order as the RFP header/question format. We will provide a complete Appendix B for each reference and a complete Appendix C for each service proposed.

A5: Yes.

Q6: Should we return the RFP Appendix D, E, or F with our proposal?

A6: Including RFP Appendix D, E, and F are not required. However, award, if any, requires compliance with the Scope of Work, Special Conditions (Appendix D), and General Conditions (Appendix F). Refer to RFP Section 1.17, Vendor List Performance Period.

Q7: RFP page 15, Section 4.7, states, "A hard copy of the Proposal Identification And Information Form must also be received by the Hawaii State Department of Education, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797, within five (5) working days after the proposal due date." Will you please confirm that the only item to mail in as a hard copy is the completed, signed original Proposal Identification and Information Form? Please confirm that nothing else has to be sent in hard copy.

A7: Yes. For proposal purposes, only the Appendix A, Proposal Identification and Information Form, will need to be submitted in a hard copy with a wet/pen-ink signature.