

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH
April 18, 2023

ADDENDUM A

TO
REQUEST FOR PROPOSALS

RFP D23-111

SEALED PROPOSALS

TO PROVIDE NOHONA HAWAI'I EDUCATION AND HOSTING SITES
FOR THE HAWAI'I DEPARTMENT OF EDUCATION

PART I: PRE-PROPOSAL CONFERENCE

The following is a brief summary of the Pre-Proposal Conference that occurred on April 5, 2023:

The Pre-Proposal Conference was held on April 5, 2023 at 11:00 a.m. HST via ZOOM. The meeting provided an overview of the RFP's purpose to gain an understanding of the breadth and scope of work under this RFP. Questions, concerns, and/or clarifications were responded to informally and everyone was thanked for their participation and interest.

PART II: WRITTEN QUESTIONS

Requirements pertaining to written questions were stated in the original RFP. Written questions received by the Department are listed below. The following responses are hereby provided and incorporated into the RFP:

1. If subcontractors are used, do they fall under the Contractor's insurance?

Response: Reference Appendix D, Contract Minimum and Special Conditions, section 1.6, Liability Insurance and Certificates.

2. Is there are process to propose new partners/subcontractors during the vendor list period?

Response: Reference Appendix E, State's General Conditions, section 6, Subcontracts and Assignments.

The contractor shall provide the proposed subcontractor information (also refer to section 4.10, page 15 of the solicitation) to the Contract Administrator for review and approval.

3. Is there a process to update services/costs?

Response: Price updates: Annually (prior to the proposed extended period), requests for price updates may be submitted for consideration, and contingent upon approval by the Contract Administrator.

Service updates: If an approved vendor wishes to update their services, vendor may submit a new proposal if a new solicitation is released to supplement the current vendor list. However, if a vendor, currently listed on the vendor list submits a proposal, said vendor shall be treated as a new offeror undergoing the rigorous selection process and subject to rejection. Additionally, the Provider's agreement based on the previous solicitation will terminate at the end of the current vendor list period regardless of the selection process outcome.

4. If approved on the vendor list, do schools need to contract organizations for goods or services?

Response: Formal contracts will not be required for awards made in response to this solicitation. This solicitation will result in a Vendor List, which will be made available to schools and offices as needs arise for these services. Use of the Vendor List is optional; therefore, if a school or office finds that the Vendor List does not suit their needs, they may purchase from other sources, however, the usual procurement rules and procedures shall apply to these purchases.

One of the processes that is much easier through this RFP is the "vendor list." Once you are a part of this vendor list, there is no need to negotiate or establish a separate MOA, MOU or any other contract agreement as long as the requesting school or office utilizes this Vendor List for these services. You will simply discuss with the requesting school or office the needs that they are looking for and the alignment with the offerings on your price list. From that discussion, the VLOF is completed.

5. Is the Certificate of Insurance required to be submitted with the proposal?

Response: The Certificate of Insurance is not required to be submitted with the proposal but will be required upon award. Reference section 4.12 Proof of Compliance Documents.

6. Is automobile liability coverage required and will need to be in place in order to be an approved provider on the vendor list?

Response: Both General Liability and Automobile Liability coverage is required upon award. Reference section 4.12 Proof of Compliance Documents and Appendix D, section 1.5 Liability Insurance and Certificates.

7. Are honorariums considered subcontracting?

Response: It would be up to the offeror to determine if the honorarium recipient is a subcontractor or not. If the honorarium recipient is determined to be a subcontractor, refer to the applicable sections in the solicitation for subcontractor requirements.

8. Confirm/clarify that the entire application does not need to be mailed as a hard copy to the procurement office, and only the "Proposal Identification and Information Form" needs to be mailed?

Response: Yes, this is correct - just the Proposal Identification and Information Form (with the original signature) needs to be mailed to the Procurement Office within 5 working days of the deadline.

9. Confirm/clarify that a unit price does not need to be entered into HlePRO when the application is being submitted (the applicant can submit -0- in Unit Price and the submitted application will not be rejected)?

Response: Offerors will not be evaluated based on the dollar amount inputted in the HlePRO Unit Price field. Offerors may enter any dollar amount in the HlePRO Unit Price field (ex: \$1) and insert a HlePRO comment referencing the pricing information is included as part of the attached proposal (if offeror is including pricing information on the Summary Offeror of Services and Pricing).

10. Our services directly incorporate and support the Nā Hopena A'o and 'Āina Aloha frameworks. We do not directly use/support the FAFKE framework, but much of our work aligns with its intent and principles. Should I still also explain how our work supports the FAFKE framework, or is it sufficient to focus on the other two?

Response: Please describe your work as connected to Nā Hopena A'o and 'Āina Aloha as well as how it aligns to the intentions and principles of FAFKE. The evaluation committee will be familiar with all documents and will be able to make those connections based on your narrative.