

HAWAII STATE DEPARTMENT OF EDUCATION  
PROCUREMENT AND CONTRACTS BRANCH

September 28, 2023

**ADDENDUM A**

TO

REQUEST FOR PROPOSALS

**RFP D24-031**

FOR

PROFESSIONAL DEVELOPMENT SERVICES  
RELATING TO ENGLISH LEARNERS

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**PART I: RFP AMENDMENTS**

The following revisions are hereby made:

The Procurement Timetable is deleted in its entirety and replaced with:

Public Notice announcing Request for Proposals (RFP)	September 1, 2023
Pre-Proposal Conference	N/A
Deadline for submission of written questions	September 7, 2023
STATE's responses to written questions	September 28, 2023
<b>Proposal Due Date/Time</b>  <b>Proposals will be received through the State of Hawaii eProcurement System (HiePRO) at <a href="https://hiepro.ehawaii.gov">https://hiepro.ehawaii.gov</a> until 4:30 p.m., Hawaii Standard Time (HST)</b>  <b>THERE ARE NO EXCEPTIONS TO THIS PROPOSAL DUE DATE UNLESS THE DATE IS AMENDED IN WRITING BY THE PROCUREMENT AND CONTRACTS BRANCH.</b>	<b>4:30 p.m., October 19, 2023</b>
Evaluation of Proposals	Week of October 23, 2023
Determination of Priority-Listed Offerors (if necessary)	TBD

Priority-listed Offerors discussions conducted and/or notified to schedule presentation to STATE (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
Contractor(s) Selected	Approximately November/December 2023
Contract Award	Approximately November/December 2023
Contract Commencement Date/Notice to Proceed	Upon execution Approximately January 2024

**PART II: QUESTIONS AND ANSWERS**

The STATE responses to the written questions received are hereby provided:

- Q1: What is the reason for issuing another RFP for this PL E20-38 Professional Development Services Relating to English Learners?
- A1: Hawaii State Department of Education (STATE) teachers are required to take Teachers of English to Speakers of Other Languages (TESOL) equivalency professional development training in order to better meet the unique needs of our English Learners. Beginning in SY23-24, teachers will have three (3) years to meet this requirement.
- Q2: Should existing vendors on the PL E20-38 vendor list, respond to this solicitation?
- A2: Please reference the RFP, 1.17 Price/Vendor List and Contract Performance Period  
**NOTE: This RFP is merely to supplement, and does NOT replace RFP D20-039 issued January 28, 2020, RFP D23-026 issued October 11, 2022 and RFP D23-134 issued April 4, 2023, which resulted in DOE Price List No. PL E20-38. All contractors of DOE Price List No. PL E20-38 should NOT respond to this RFP. If a contractor currently listed on DOE Price/Vendor List No. PL E20-38 submits a proposal, said contractor shall be treated as a new Offeror.**
- Q3: We are an existing vendor on VL E22-15 Comprehensive Assistance Training and Educational Resources and Services, are we able to be a participating vendor on multiple DOE vendor/price lists?
- A3: Yes
- Q4: Regarding the submission of the sales report and an annual report, will invoices be generated after an English Language Order Form (ELOF) has been received and are the annual report/sales reports based on invoices/ELOFs?
- A4: Vendors need to generate their own invoices and keep records of their own annual report/sales reports. Please reference Appendix 1, 1.6 Invoicing, 1.7 Payment and the ELOF.
- Q5: Does Structured Literacy Professional Development (with English Language emphasis) satisfy Second Language Acquisition qualifications listed in the Scope of Work?
- A5: Yes.