

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

JULY 30, 2024

ADDENDUM A
TO
REQUEST FOR PROPOSALS

RFP D24-130

SEALED PROPOSALS

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 Virtual Conference that occurred on July 9, 2024:

The Pre-Proposal Virtual Conference was held on July 9, 2024 at 1:00 p.m. HST. The conference 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 STATE are listed below. The following responses are hereby provided and incorporated into the RFP:

1. Since we embrace and promote the individuality of each site, should we be making those distinctions with our proposal? Or is it preferred to simplify down to a general description of our work?

Response: It is best to describe each site and to make the distinctions of what services and goods can be offered at each site.

2. As a nonprofit organization that partners with local schools to provide cultural education, does our company qualify to submit a proposal for this RFP?

Response: There are 4 specialty categories that you may submit for: 'Ōlelo Hawai'i, 'Āina-Based, 'Ike. Hawai'i, and Hana No'eau. Any interested organization that provides goods and/or services for any of those, could submit a proposal for this RFP.

3. Could you provide guidance on how to determine the appropriate budget for our proposal? Specifically, we would like to understand any expectations regarding pricing structures or budget caps.

Response: Offerors determine how much they will charge for goods and/or services and should state that on the Appendix C.

4. Are there any specific compliance documents or certifications that we should include with our proposal beyond those mentioned in the RFP?

Response: Please refer to the solicitation for all compliance and certification requirements.

5. Does online IT courseware and Test Certifications qualify for this RFP?

Response: There are 4 specialty categories that vendors may submit for: 'Ōlelo Hawai'i, 'Āina-Based, 'Ike. Hawai'i, and Hana No'eau. Any interested vendor or organization that provides goods and/or services for any of those, could submit a proposal for this RFP.

6. If a CONTRACTOR is on the current Vendor List number VL E23-19, does the CONTRACTOR need to submit a new proposal?

Response: Please refer to the RFP solicitation section 2. RFP Purpose and Overview (page 9) and as noted below.

This RFP is merely to supplement, and does NOT replace RFP D23-111 issued on March 15, 2023 resulting in Vendor List number VL E23-19. All Contractors of Vendor List number VL E23-19 need not respond to this RFP.

If a Contractor, currently listed on Vendor List number VL E23-19 submits a proposal, said Contractor shall be treated as a new Offeror undergoing the rigorous selection process and subject to rejection. Additionally, the Contractor's agreement based on RFP D23-111 will terminate as of June 30, 2024, regardless of the selection process outcome.

Any awards made for this solicitation will be added to the Vendor list number VL E23-19.

7. Is there another opportunity to apply for this RFP D24-130 later this year or if a CONTRACTOR does not submit an application at this time, would it mean the CONTRACTOR would have to wait until the same time next year?

Response: No, there will not be another opportunity to submit a proposal for RFP D24-130 once the proposal due date ends. Only if a new supplemental solicitation is posted then a company would have the option to submit a proposal for the new solicitation.

8. For the reference letters, who will you accept letters from? How are you defining "clients"?

Response: No one definition of what a client is. Clients are recipients of the goods and/or services that your company offers.

9. If we have multiple offerings, how should we submit the Appendix C?

Response: It is best to submit a separate Appendix C for each type of offering.