

HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

January 24, 2025

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D25-047

PROVIDE COACHING, CONSULTATION, AND COLLABORATION TO CREATE HONORS COURSES FOR WAIAKEA INTERMEDIATE SCHOOL

This addendum is hereby issued to respond to the following questions:

Q1: Is Waiakea Intermediate School seeking to incorporate a specific pedagogical foundation to enhance its Honors program?

A1: No. This is our first attempt to build an honors program, and we are excited to receive proposals with recommendations.

Q2: What are the specific goals for the honors courses being developed?

A2: There are no specific goals that have been predetermined. We anticipate the Contractor guiding us and collaboratively establishing these goals.

Q3: Are there preferred instructional frameworks or models the Department wants Offerors to follow?

A3: No. We are open to exploring various frameworks and models that align with our needs.

Q4: Are there other schools or projects that have served as models for this initiative?

A4: No. This is a new initiative for Waiakea Intermediate School.

Q5: Is there any flexibility in the outlined structure of proposals?

A5: Proposals should be submitted in the format specified in RFP Section 4, Proposal. The standard format will facilitate the STATE's review and evaluation of proposals, and verification as to whether the minimum requirements are met. The format is not intended to limit the content of a proposal in any way. The Offeror may include any additional data or information that is deemed pertinent to the RFP. Refer to RFP Section 4.5, Proposal Submission and Format.

Q6: Will references to Hawaii-specific statutes or rules need to be explicitly addressed in proposals?

A6: No, however Offeror must become familiar with state, local, and federal laws, ordinances, rules, and regulations before submitting a proposal. Submission of a proposal constitutes admission of knowledge. Refer to RFP Section 4.1, General Requirements.

Q7: Are there extensions available if Offerors require additional time for submission?

A7: Any changes to the RFP, which includes the due date and time, will be issued formally via an addendum, posted on the HIEPRO. Extensions on a case-by-case basis to the proposal due date and time are not allowed.

Q8: What are the primary circumstances under which the Department might cancel the RFP?

A8: The RFP may be cancelled when it is in the best interest of the STATE. Refer to RFP Section 1.6, Cancellation of RFP; Rejection of Proposals.

Q9: What troubleshooting resources are available if technical issues arise with HlePRO?

A9: HlePRO Technical Support is available via chat and phone. The chat icon is located on their website: <https://hiepro.ehawaii.gov/welcome.html> in the upper right corner, titled "Get Help". The HlePRO Technical Assistance phone number is 808-695-4620. HlePRO Technical Support can assist with HlePRO technical issues but they cannot answer questions regarding the solicitation or proposal contents.

Q10: Will the HlePRO system confirm the completeness and receipt of submissions?

A10: The HlePRO system will not confirm the comprehensiveness of a proposal or completeness of a HlePRO submission. However, once the HlePRO offer is submitted, when logged in to your account, the solicitation will be in the "Offers" tile and the status will say submitted. Offerors should take the time to verify that their attachments (i.e. a proposal) was uploaded into the HlePRO correctly. Refer to HlePRO Help Videos, Responding to a Solicitation: <https://hiepro.ehawaii.gov/videos/video/responding.html>.

Q11: What specific forms or documents are required to avoid disqualification?

A11: Refer to RFP Section 1.13, Disqualification of Offers, to review some of the reasons an Offeror and/or their proposal can be disqualified.

Q12: How will impartiality in evaluation be ensured, and are there third-party reviewers involved?

A12: The STATE will conduct a comprehensive, fair, and impartial evaluation of all proposals received. Refer to RFP Section 1.14, Proposal Evaluation. The evaluation will be based solely on the evaluation criteria detailed in RFP Section 5.2, Evaluation Criteria, and shall be performed by the Evaluation Committee, which consists of at least three (3) governmental employees with sufficient qualifications and experience in the area. Refer to RFP Section 5, Proposal Evaluation.

Q13: What performance metrics or deliverables will Contractors need to meet?

A13: RFP Section 3.1, Scope of Work, specifies the requirements needed of the Contractor. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal.

Q14: How will the Department determine if a proposal is "most advantageous"?

A14: Award, if any, shall be made to the responsible Offeror with the highest number of points and whose proposal the STATE deems most advantageous in accordance with the evaluation criteria specified. Refer to RFP Section 1.19, Contract Award. Scoring under this RFP shall be based on a total of 100 points. Refer to RFP Section 5.2, Evaluation Criteria.

Q15: Are multi-phase solutions aligned with potential renewals encouraged in the proposal?

A15: No specific preference has been established, but we are open to multi-phase solutions if they align with our objectives. However, please note that contract renewals are contingent upon funding availability. Refer to RFP Section 1.18.3, Contract Renewal.

Q16: What contingencies exist if funding is not appropriated for subsequent years?

A16: Contract extension(s) are contingent upon i) the need for continued services and ii) funding availability beyond the current fiscal year. Refer to RFP Section 1.18.3, Contract Renewal.

Q17: How will success in these goals be measured?

A17: We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. This includes how the Offeror will measure success.

Q18: Are there specific benchmarks or indicators that will track the progress of these objectives?

A18: No benchmarks or indicators have been predetermined at this time. However progress and effectiveness of training will be evaluated periodically by WIS to ensure alignment with objectives. Refer to RFP Section 3.1.3, Evaluation and Monitoring.

Q19: Who is responsible for assessing whether these goals are met, and how often will this be evaluated?

A19: The Contract Administrator and their designated Point of Contact will be overseeing this project. Refer to RFP Appendix B, Contract Minimum and Special Conditions, No. 1, Contract Administrator, and 2, Point of Contact.

Q20: How will the comprehensive training differ from the specialized training for Honors teachers?

A20: WIS has not established specific distinctions. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal.

Q21: Will there be an ongoing assessment during the on-site visits, or is it primarily focused on observation?

A21: It is primarily focused on observation.

Q22: Are the days and times mentioned flexible if adjustments are necessary?

A22: Flexibility to the Project Schedule can be considered, if necessary. The Procurement Timetable specified in RFP Section 1.5 is not flexible. Any changes to the RFP, which includes the dates and times specified in the Procurement Timetable, will be issued formally via an addendum, posted on the HlePRO.

Q23: What specific differentiation strategies will be covered?

A23: No specific strategies have been outlined yet. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal.

Q24: How do the training sessions plan to address the unique needs of intellectually gifted and academically talented students?

A24: No plans have been established yet. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal.

Q25: Will the specialized training sessions be hands-on or more theoretical?

A25: It should be theoretical with actionable items that teachers can implement in their classes.

Q26: Will the professional development materials be available to teachers after training, and in what format?

A26: No preference has been established. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. This would include the availability of materials after training and the format it's available in.

Q27: How will the keynote speaking engagement facilitate communication with parents regarding the program's SEL goals?

A27: No specific expectations have been defined. This will be discussed with the Contractor.

Q28: What will be the process for reviewing and refining the existing Honors program?

A28: No process has been established yet; this is a new program.

Q29: What will be the exact role of the consultants during the on-site visits?

A29: On-site visits are primarily focused on observation, however the role of the consultants will depend on the proposal submitted. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. This would include the proposed role of the consultants.

Q30: How will ongoing support, especially the quarterly consultations, integrate with the day-to-day teaching practices?

A30: Integration methods will be discussed and planned with the Contractor. We are looking for proposals that include a Project Approach/Methodology, Work Plan, Project Schedule, and Customer Support. Refer to RFP Section 4.11, Proposed Solution; Technical Proposal. This would include the ongoing supports available, quarterly consultations, and integration.

Q31: What specific tools or frameworks will be used to assess academic and social growth among Honors students?

A31: These tools and frameworks have not been established yet.

Q32: What specific qualifications or experience should the Offeror have to meet these standards?

A32: Offeror qualification and experience requirements are specified in the solicitation.

Q33: Are there any examples or case studies of previous contracts where these requirements were met successfully?

A33: No. This is our first attempt at this initiative.

Q34: Will the Contractor be required to show ongoing compliance throughout the contract period?

A34: Compliance requirements are specified in the RFP.