

HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

March 10, 2026

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D26-049

SCHOOL IMPROVEMENT SERVICES
TO ADDRESS HAWAII STATE DEPARTMENT OF EDUCATION PRIORITIES

PART I: The following in a brief summary of the Pre-Proposal Conference that was scheduled for March 4 2026:

The Pre-Proposal Conference was held on March 4, 2026 at 9:00 a.m. HST via Google Meet. The meeting provided a brief overview of the RFP with an emphasis on the question and proposal deadline dates, the Scope of Work, the Proposal structure, Evaluation Criteria, and proof of compliance (e.g. Hawaii Compliance Express), with a strong recommendation to review the entire RFP in careful detail. Questions, concerns, and/or clarifications were responded to informally and everyone was thanked for their participation and interest. The questions from the Pre-Proposal Conference and the formal responses are included in Part II, below.

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

Q1: Would evidenced-based ELA curriculum fall under the scope of this solicitation?

A1: Instructional materials are not part of this solicitation. Job-embedded coaching for teachers on standards-aligned Tier 1 instruction would fall under the scope of this solicitation (Service Area: Capacity Building through Coaching and Professional Development), but instructional materials do not.

Q2: Once providers are approved to the Vendor List, how are services typically funded at the school or complex level? May Complex Areas and individual schools utilize Title I, Title II, Title III, or other federal allocations to engage approved providers?

A2: Schools and complex areas may utilize any funding source they have available, including the federal allocations that were mentioned in the question.

Q3: The RFP indicates priority support for CSI, TSI, and certain Title I schools. Are approved providers eligible to work with any HIDOE schools and complexes that align services to their Academic Plan, or is access limited to formally identified schools?

A3: Contractors may work with any school, complex area, or state office.

Q4: If there are specific eligibility parameters tied to school identification status, is there a current list of schools that may access these services?

A4: There are no eligibility parameters tied to school identification status. Any school, complex area, or state office may contact any Contractor on the resulting Vendor List for proposed and awarded services under Section 3.1, Scope of Work.

Q5: On p. 17 of the solicitation, it states "Offeror Reference Form (up to three (3))" but then the description says that the "Offeror shall include at least one (1) but no more than three (3)

recent customer references for each Service Area proposed. If an offeror is planning to submit to multiple priority service areas (e.g., 4-5), do they need to include 4-5 Offeror Reference Forms at a minimum (at least 1 to cover each priority service area)?

A5: Yes. However, it is possible that a customer reference can apply to more than one service area.

Q6: I have only recently been working with one school on the islands. I use SBA as my standards metrics but the SBA happens after proposals are due. How could I explain my evidence of effectiveness/impact of my services? Would a letter of recommendation suffice?

A6: If the organization has worked with schools in the mainland or internationally that have shown evidence of effectiveness, those involvements could be used as your evidence of effectiveness.

Q7: If submitting a proposal that includes multiple service areas, how does the scoring work across service areas?

A7: If an Offeror submits a proposal for all five service areas and obtains the minimum required score in Category 1, General Proposal Narrative, but only meets the minimum evaluation score for three service areas, award would be made for only those three service areas in which the required minimum score was obtained. Offerors need to meet the minimum score for Category 1, General Proposal Narrative, and in each service area proposed in order to be awarded in that service area. Refer to RFP Section 5.2, Evaluation Criteria.

Q8: Would targeted interventions that have proven effective with some of the subgroups listed in item four (students in poverty, English Learners, and Students with Disabilities) fall under the scope of this solicitation?

A8: Yes.

Q9: If selected as a vendor as part of this RFP and schools have access to our Appendix C, will they have to do their own separate RFP as part of the Vendor List process?

A9: As services are need throughout the contract term, Schools/Offices who use the resulting Vendor List will utilize the Vendor List Order Form (VLOF) to obtain information, pricing, and approvals. Refer to RFP Appendix E for a VLOF Sample. The Department recommends that Schools/Offices use the Appendix C, Summary Offer of Services and Pricing, to narrow down which vendors would best fit their needs and initiatives. Schools/Offices will reach out to vendors directly if interested in the services offered.

Q10: Is there a requirement around size and font used?

A10: No.

Q11: If awarded, are we able to provide services to state offices, complex areas, and schools?

A11: Yes, Contractors can provide services to any level in the Department's Tri-Level Structure of Support.

Q12: Do you have a link to a recording of today's Pre-offer conference call that was held earlier today? Could you share the recording or the call minutes with me?

A12: A recording or call minutes will not be provided. The Pre-Proposal was recorded as a way to assist the Hawaii State Department of Education in capturing the questions asked so that a formal response via addendum can be provided. A Pre-Proposal Conference Summary is included in PART I above.

Q13: According to the rubric, the areas in Appendix C: Vision, Mission, and Theory of Action, Evidence of Effectiveness, Capacity Building and Sustainability and Supporting Equity, Excellence, and the HA Framework are scored in Category 1. If I am applying for multiple service areas, do I need to complete those sections separately for each service area or can I copy/paste those section responses into the other service areas?

A13: Where appropriate and applicable, copying/pasting is acceptable.

Q14: Am I able to subcontract work after being awarded the contract if I have not listed the person I subcontract on this original proposal?

A14: After award, if any, services can be subcontracted with the prior written approval of the Contract Administrator. Refer to RFP Appendix D, Section 1.14, Subcontracting. Please note that subcontractors are required to comply with the terms and conditions of the contract, which may include, but is not limited to Liability Insurance (RFP Appendix D, Section 1.7, Liability Insurance) and proof of compliance (e.g. Hawaii Compliance Express).

Q15: For the all-inclusive daily charge – please confirm that the amount is the maximum I would charge. Example: If I work half day, I could invoice for half of that fee.

A15: Correct. The Daily Rate proposed represents the maximum cost to the STATE for one full day of service. Refer to RFP Section 4.11.1, K, Pricing of Services.

Q16: Section 1.18 Offer Acceptance Period - The RFP notes that prices quoted by the Offeror shall remain firm for ninety (90) calendar days from the receipt of proposals. What happens thereafter, if an Offeror is awarded a contract? We understand that a vendor list will be determined around May 2025. Does that date also lock in pricing for all agreements with the State, Complex Areas, and schools resulting from the vendor list / this RFP?

A16: The Daily Rate proposed represents the maximum cost to the STATE for one full day of service. Refer to RFP Section 4.11.1, K, Pricing of Services. If the vendor is awarded and the agreement is extended, price adjustments for awarded services will be allowed every two (2) years. Refer to RFP Appendix D, Section 1.13, Price Adjustments.

Q17: Section 1.19.1 Vendor List - The RFP notes that awards made against this solicitation place an Offeror on a vendor list, but that there is no guarantee to purchase any amount of services. What is the process between receiving an award in May and engagement with the State, Complex Areas, and schools, including, but not limited to signing agreements.

A17: Successful Offerors will receive “Notice of Award by Vendor List” letters. Refer to RFP Section 1.19, Vendor List Performance Period. The “Notice of Award by Vendor List” letter and accompanying documentation for award will need to be received by the Procurement and Contracts Branch and the Vendor List, adding the vendor(s) on, will need to be fully executed before schools and offices can purchase services during the contract term from the awarded vendor. Schools and Offices may use the resulting Vendor List as services are needed during the term of the contract. Appendix E, Vendor List Order Form (VLOF) (Sample), details the Instructions that schools/offices will take to obtain services from Vendor List vendors.

Q18: Section 2.3 Goals and Objectives - Should the Contractor be prepared to deliver coaching, training, and technical assistance in all of the priority areas (starting with Continuous Improvement Cycles and through to Evidence-Based Validation) or just those aligned with their expertise and their Priority Focus Area in Section 3.1 (Scope of Work)? Clarification is welcome as the bolded “priority areas” listed in 2.3 do not match those in 3.1.

A18: RFP Section 2.3, Goals and Objectives, provides the goals that the Department is hoping to achieve with this contract. Contractor(s) should be prepared to deliver services in the Service Area(s) in which they propose (via the Appendix C) and are awarded.

Q19: 4.11.1 Appendix C: B. ESSA Evidence Requirements - The RFP indicates that interventions should meet ESSA evidence tiers (Tier 1, 2, or 3). Could the State clarify what level of documentation is expected to demonstrate ESSA alignment (e.g., peer-reviewed studies, program evaluations, case studies, or other forms of evidence)? Where do we place the evidence? Should it be embedded in the Appendix C PDF? Or added on additional pages and marked as such to ensure it is reviewed and evaluated and NOT considered additional information that the State has stated will not be evaluated (4.11.1 I. Additional Information)?

A19: Offerors must categorize their evidence under ESSA Tiers 1, 2, or 3 and provide a representative sampling of peer reviewed studies, program evaluations, case studies, or other forms of evidence. This information should be included in Appendix C, Section titled Evidence of Effectiveness. Offerors may attach additional pages, identified accordingly, to the Appendix C to ensure it is evaluated as part of the formal proposal. It is recommended that Offerors add “Appendix C” and the applicable Service Area and section(s) as the header or title of any additional pages.

Q20: Section 4.11.1 Appendix C: J. Performance-Based Incentives - How will the state determine whether or not to engage in performance-based incentives? Should all Contractors be prepared for this possibility?

A20: Performance-based incentives are optional, and will be co-developed at the request of schools, complex areas, or state offices. All Offerors should be prepared for this possibility.

Q21: 4.11.1 Appendix C: I. Additional Information - Can you clarify who will review the additional materials if they will not be evaluated by the State? Will the materials only be available post-award to State, Complex Areas, and schools to make decisions on which Contractors to hire?

A21: If awarded, the Appendix C, including all information provided in and attached to the Appendix C, Summary Offer of Services and Pricing, may be utilized to make the CONTRACTOR's information available for viewing by the interested state offices and complex area support staff and schools. Refer to RFP Section 4.11, Summary Offer of Services and Pricing (Appendix C).

Q22: 4.11.1 Appendix C: K. Pricing of Services - Our school improvement projects involve many partial days, including virtual work. Is it to be understood that the daily rate will be prorated for the amount of time the project will take, inclusive of partial days? And is pricing evaluated and scored?

A22: The Daily Rate represents the maximum cost for one full day of service. Partial days can be prorated.

Q23: Evaluation Across Priority Areas - If an Offeror submits a proposal addressing multiple priority areas, will the evaluation and scoring be conducted separately for each priority area, or will the proposal be evaluated as a single submission across all selected areas? For example if a vendor does not hit the criteria for priority area 1 can that be held against them when priority area 2 is evaluated?

A23: Evaluation will be as specified in RFP Section 5.2, Evaluation Criteria. Offeror must score a minimum of 22 points in Category 1: General Proposal Narrative. Thereafter, for Category 2: Programs and Services, Offeror must score a minimum score as follows to be considered for award in that proposed area of service:

- Comprehensive Needs Assessment and Strategic Planning (minimum 6 points)
- Instructional and Transformative Leadership (minimum 6 points)
- Capacity Building through Coaching and Professional Development (minimum 14 points)
- Specialized Support and Multi-Tiered Systems of Support (MTSS) (minimum 10 points)
- Family, School, and Community Partnerships (minimum 4 points)

Q24: Review Process for Appendix C - Could the State clarify who will review the responses in Appendix C? For example, will proposals be evaluated by subject-matter specialists aligned to each priority area, or by a general review panel evaluating all priority areas collectively? And will separate groups of people be assigned to different priority areas?

A24: For the RFP process, the Department has established an Evaluation Committee who will review and evaluate the proposals received; the Evaluation Committee will review all service areas. For the Vendor List process, during the contract period, the Appendix C will be made available to state offices, complex area support staff, and schools. The state offices, complex area support staff, and schools will review the Appendix C and choose to work with the Contractor(s) that best align with their needs and initiatives.

Q25: Appendix C Page Limitations - Are Offerors permitted to exceed the space provided in Appendix C if additional information is needed to fully respond to the questions? And if this is allowed, can HIDOE provide instructions on how vendors should title the additional pages to ensure they are evaluated and thus not considered "additional visual elements" that HIDOE has stated will not be evaluated?

A25: There is no word or page limit to Appendix C though a concise description is recommended. Offerors may attach additional pages, identified accordingly, as needed. It is recommended that Offerors add "Appendix C" and the applicable Service Area and section(s) as the header or title of any additional pages.