HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

October 7, 2026

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D27-007

SUPPORT ESTABLISHING AND IMPLEMENTING THE COMMUNITY SCHOOL MODEL STRATEGY IN HAWAII STATE DEPARTMENT OF EDUCATION SCHOOLS

PART I: The following change(s) are hereby made:

- Replace RFP Section 1.17, Vendor List Performance Period with the following to correct the number formatting:

  1.17 Vendor List Performance Period

  Formal written contracts will not be required for awards made in response to this solicitation. Successful Offerors will receive "Notice of Award by Vendor List" letters to which will be attached the Vendor List indicating awarded Offerors. This method of award does not waive compliance with the Scope of Work, Special Conditions, and General Conditions, Form AG-008 (as revised).

  1.17.1 Vendor List

  A Hawaii State Department of Education Vendor List will be issued as a result of any awards made against this solicitation. This Vendor List will be made available to schools and offices for use throughout the contract period. The actual purchases will depend on the needs of the STATE and availability of funds. There is no guarantee to purchase any amount of services.

  Schools and offices are not required to purchase from the contracted vendors. Schools and offices may determine purchases from this vendor list are not suited for the schools' and offices' purpose and may purchase these services from other sources, however, the usual procurement rules and procedures apply to such purchases.

  No work shall be undertaken by the successful Offeror(s) prior to the commencement date specified on the contract. The STATE is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by a CONTRACTOR prior to the official starting date.

  1.17.2 Award Period

  Award shall commence on January 1, 2027 and shall end on June 30, 2028.

  1.17.3 Vendor List Renewal

  The Vendor List may be extended for not more than three (3) additional twelve-month periods, i) upon mutual written agreement of the parties, ii) prior to expiration and iii) under the same terms

and conditions of the original agreement or as negotiated between the STATE and the CONTRACTOR. Extension(s) shall be contingent upon i) the need for continued services and ii) funding availability beyond the current fiscal year. As each option(s) to extend is mutually agreed upon, the CONTRACTOR shall be required to execute a supplement to the Contract for each additional period.

- Add the following as RFP Appendix D, Contract Minimum and Special Conditions, Number 20, Ownership of Documents:

  20. OWNERSHIP OF DOCUMENTS

  General Conditions paragraph 26 entitled “Ownership Rights and Copyright” is deleted entirely and replaced with the following:

  All documents and reports and student data/records developed or generated under this Contract shall be the sole property of the STATE. CONTRACTOR retains ownership of any proprietary or copyrighted materials, data, software, technologies, test items, test forms that are previously developed, owned and/or copyrighted by the CONTRACTOR and used or adapted for use under this Contract.

- Add the following as RFP Appendix D, Contract Minimum and Special Conditions, Number 21, Price Adjustments:

  21. PRICE ADJUSTMENTS

  If the agreement is extended, price adjustments for awarded services will be allowed every two (2) years (for the School Year 2028-2029 and School Year 2030-2031). CONTRACTOR may request for price adjustments for services that were proposed and approved; no new services can be added. New resource materials to support the proposed and approved services may be requested to be added. If approved by the STATE, the price adjustment will be effective for that extension period and onward. CONTRACTOR shall submit the following with their price adjustment request:

  - Letter on letterhead indicating the RFP number and Vendor List number;
  - Revised Summary Offer of Services and Pricing with the requested changes clearly noted.
  - Reason(s) for requested price adjustment.

  Price adjustment requests shall be submitted on or before January 30 prior to the extension year the price increase would be in effect. For example, price adjustment requests for the extension period of July 1, 2028 to June 30, 2029 shall be submitted prior to January 30, 2028. Price adjustments are not retroactive (i.e. a price adjustment requested in January 2030 shall not be applicable to prior extension years). Price adjustment requests shall be submitted via email to the Contract Administrator and the RFP/Vendor List Contact Person, or their successors.

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

Q1: Is the state interested in an all-virtual high-impact tutoring program with live tutors at this time, within this RFP's scope of work?

A1: The proposed services will need to fit under one or more of the Service Areas and meet the Service Area’s Scope of Work. If the proposed services meet the intent of the RFP outcomes, yes, the services would fall within the scope of work.

Q2: The RFP requires at least two consecutive years in business. We have been operating since 2021 as a project of a fiscal sponsor. We transitioned to independence as a non-

profit in 2026. Can we count the years we were fiscally sponsored toward the two-year requirement and be eligible?

A2: Yes.

Q3: Ref. Appendix E, State of HI's General Conditions, Article 26: Will the STATE confirm that ownership of material "developed, prepared, assembled, or conceived" does not extend to an Offeror's pre-existing or independently developed materials which are used or adapted in delivering services?

A3: Yes. Please refer to changes made in PART I herein.

Q4: Ref. Appendix E, General Conditions, Article 7 & Appendix D, Article 7: Will the STATE consider incorporating a reasonable Limitation of Liability provision into the contract, capping the CONTRACTOR's aggregate liability at an amount to be negotiated at the award stage?

A4: No. Offeror shall comply with all terms and conditions of the RFP, including the General Conditions. Refer to RFP Section 4.8, Executive Summary.

Q5: May offerors propose rates and/or an index-based escalator for the optional extension periods?

A5: Yes. Please refer to changes made in PART I herein.

Q6: The RFP indicates that Contractors should be prepared to participate in (1) training or learning opportunities provided by the department, (2) evaluation activities; and (3) prepare and submit an activity report to the organization that requested services. Should we include these activities in the pricing section of Appendix C or is there another way for us to provide cost information about these activities?

A6: Please include in the pricing section of Appendix C.