

DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

January 15, 2021

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D21-067

FOR

SCHOOL IMPROVEMENT SERVICES
TO ADDRESS HAWAII STATE PRIORITIES

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

Q1: Our organization uses a proprietary audit tool as a key component and road map for the work done in partnership with schools identified as CSI/TSI. Is it allowable for us to use our audit tool- in addition to, or in replacement of any other recommended tools (specifically, the Comprehensive Needs Assessment mentioned in Section 3, Scope of Work), to understand a school's performance and provide customized support for schools?

A1: Yes

Q2: Will CSI/TSI schools be required to choose from one of the vendors approved through this RFP?

A2: Schools and Offices are not required to purchase from the resultant Price/Vendor list. Schools and offices are allowed to purchase outside of the Price/Vendor list, utilizing the applicable procurement method and its procedures. Please refer to RFP Section 1.17.1, Price/Vendor List.

Q3: How many CSI/TSI schools are not currently in partnership with an approved vendor?

A3: The School Transformation Branch (STB) does not have this information readily available. CSI/TSI schools are responsible for obtaining the services needed; STB approval for these services is not required.

Q4: If approved, how will schools choose an approved provider for this project?

A4: Based on a School's needs and their review of each Contractor's Summary Offer of Services and Price List (Appendix B), School's will determine which Provider best meets their needs.

Q5: Is there a maximum number of vendors that will be awarded under this bid?

A5: Award, if any, shall be made on a multiple-vendor basis to the responsible Offeror(s) with a minimum evaluation score of thirty (30) points. Refer to RFP Section 1.18, Award. The STATE does not intend to limit the number of vendors to be awarded.

Q6: Is it allowable for a vendor, if approved under this RFP, to become registered with Hawaii Compliance Express (HCE) after this bid is awarded? Or must we become HCE certified before submitting a response to this RFP?

A6: Proof of compliance, which may be demonstrated by submitting a Certificate of Vendor Compliance issued by the Hawaii Compliance Express (HCE), is required upon award of contract. However, due to the time it takes to obtain the HCE Certificate of Vendor Compliance, it is highly

recommended that interested Offeror(s) begin the registration process immediately. Refer to RFP Section 1.19, Responsibility of Offerors; Hawaii Compliance Express.

Q7: Will there be any marketing efforts by the HIDOE to support schools in selecting a provider?

A7: No.

Q8: We would like to propose redline to one paragraph regarding Liability, to be added to Appendix D, State's General Conditions, Section 7, Indemnification and Defense. How do we submit this proposed addition? As an addendum, a redline, or another method?

A8: RFP Section 4.8, Executive Summary, Terms and Conditions, states that the Proposal must contain a statement that the Offeror understands and shall comply with all terms and conditions of the RFP (including the General Conditions). In addition, RFP Section 1.12, Disqualification of Offers, states an Offeror shall be disqualified, and the Offeror's Proposal shall be rejected for any one or more of the following non-exclusive reasons as solely determined by the STATE: 1.12.4, a Proposal which is incomplete or conditional proposals including but not limited to a Proposal which includes any other set of terms and conditions, or any terms or conditions contradictory to those included in this RFP. Refer to RFP Section 4.8, Executive Summary, and 1.12, Disqualification of Offers.

Q9: Per section 4.8, Executive Summary, the offeror's use of subcontractor(s) requires prior written approval of the State. How do we obtain written approval? Does this approval need to be issued before the 2/1/21 proposal deadline?

A9: Offerors may include in their proposal the items to be fulfilled by a subcontractor. Refer to RFP Section 4.10, Subcontractors. After award of contract, no work or services shall be subcontracted or assigned without the prior written approval of the CA. Refer to RFP Appendix C Section 1.9, Subcontracting. Written approval by the CA can be via letter or email.

Q10: Can customer references include HIDOE employees?

A10: Yes, Offerors may include HIDOE references, as well as, non-HIDOE references.

Q11: If we have a new hire during the period of service and they are not included in application can we add later?

A11: Yes. However, substitute or additional personnel shall not be used for the project until a resume is received and approved by the CA. Refer to RFP Appendix C Section 1.10, Contract Staffing Requirements.

Q12: Is this the vendor list they are talking about when the districts call and ask if we are on the "professional development vendor list"?

A12: The HIDOE has a number of vendor lists available for use by Schools and Offices that they may be referring to depending on their needs.