

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

July 19, 2021

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D21-119

TO PROVIDE

TRAUMA-INFORMED EDUCATION PROFESSIONAL DEVELOPMENT SERVICES

FOR THE

HAWAII DEPARTMENT OF EDUCATION

PART I: Change to the RFP

The following changes (deletions in ~~strike through~~, additions in **red bold**) are hereby provided and incorporated into RFP D21-119:

Section 5.2 Evaluation Criteria

8- 7.	Evidence of Effectiveness	6
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PART II: Pre-Proposal Conference

The Pre-Proposal Conference was held on July 8, 2021 at 9:00 a.m. Hawaii Standard Time. The session provided an overview of the RFP to gain an understanding of the RFP's purpose, scope of work and timelines. Questions, concerns, and/or clarifications were responded to informally and participants were thanked for their interest.

PART III: Questions and Answers

Responses to questions received are hereby provided:

Q1: Which vendors are currently providing the services requested in the RFP?

A1: This is a new service. There is no current Vendor list for this service.

Q2: Can we submit a response if our vendor approval is pending? How long does vendor approval take?

A2: Please refer to the RFP Section 1.20 Responsibility of Offerors.

Q3: Is there a budget range for the work?

A3: Each school, complex area and office determines their own needs and budget for this service.

Q4: Is there a specific catalyst for the department requesting this type of training at this time?

A4: Please refer to the RFP Section 2.2 Goals and Objectives.

Q5: Are there any specific target populations the training should be geared for?

A5: Please refer to the RFP Section 2.1 Purpose and Section 2.2 Goals and Objectives.

Q6: Will the State provide laptops and all necessary supplies to their staff to perform the scope of work?

A6: The STATE provides their staff with access to computers and general office supplies.

Q7: Page 14, Section 4.7 reads "A hard copy of the PROPOSAL IDENTIFICATION AND INFORMATION FORM must also be received by the Hawaii Department of Education, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797, within five (5) working days after the proposal due date." Would you please confirm that this is required to be submitted via a hard copy, not electronic?

A7: Confirming that the hard copy is required to be submitted to the Procurements and Contracts Branch by the deadline indicated. The electronic version is submitted via HlePRO.

Q8: Page 15, section 4.9.1 reads "Offeror History and Background. The Offeror shall describe its corporate background and experience including its size and resources, details of corporate experience relevant to the project and a list of other current or recent related projects." Would you please provide examples of what you consider to be a resource?

A8: Resources may include, but not be limited to, personnel, facilities, and subject matter material.

Q9: Page 19, section 5.2 reads "Offeror describes its corporate structure including office locations that may be made accessible to STATE in support of contracted Services." Would you please clarify what you mean by accessible? Our primary offices are within the contiguous United States.

A9: Please refer to RFP Attachment D, Delivery Method.

Q10: Page 21, section 5.4 reads "If numerous acceptable and potentially acceptable proposals are submitted, the Evaluation Committee may limit the priority list to at least three (3) responsible Offerors who submitted the highest-ranked proposals." Will all vendors who score over 23 points be added to the approved vendors list, but not the priority list?

A10: Please refer to the RFP Section 1.18 Vendor List Performance Period and Section 1.19 Contract Award.

Q11: Will the State consider any redlines/deviations to the contract terms during the negotiation phase?

A11: Please refer to the RFP Section 4.8 Executive Summary.

Q12: Once a contract is awarded, who will be the primary Point of Contact and what is their contact information?

A12: Please refer to the RFP Appendix A 1. Contract Administrator and 2. STATE's Point of Contact.