

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

September 22, 2021

ADDENDUM A

RFP D22-039

SEALED PROPOSALS

TO PROVIDE OUT-OF-SCHOOL-TIME SERVICES

FOR THE HAWAII STATE DEPARTMENT OF EDUCATION, STATEWIDE

PART I: WRITTEN QUESTIONS

Requirements pertaining to written questions were stated in the original RFP. Written questions received by the STATE are listed below. The following responses are hereby provided and incorporated into the RFP:

1. If our service area is for a school that already has an A+ program, would our organization be eligible to contract for academic support, elementary enrichments, and other direct services with youth? Or would we be limited to professional development and training opportunities?

Response: Schools with an existing A+ program may utilize the resultant vendor list to obtain services to support the remaining needs of the out-of-school time program.

2. I am wondering if through this RFP if there are any funds available for schools to support programs. The RFP references implementing with the American Recovery Fund (ARP) Elementary and Secondary School Emergency Relief (ESSER) after school program initiative.

Response: There are no funds awarded as a result of this RFP. Schools and offices may utilize the resultant vendor list to obtain services. There is no exclusivity as a result of being an approved vendor, however through the RFP process, the STATE will be identifying high quality contractors with experience in providing effective services during out-of-school time.

3. Are Charter Schools able to utilize this Vendor List when made available?

Response: Yes. Charter schools are eligible to use this statewide Vendor List.

4. Can the contractors be farmers, or local community co-op growers, and would they still be required to only complete the Certificate of Vendor Compliance through HCE or is there another site?

Response: Proposals are submitted on-line via HlePRO at <http://hiepro.hawaii.gov>. Proposals are organized as described in section 4.7. In addition to meeting the requirements in accordance with the solicitation, Proposers must score a minimum of 16 points to be considered for award. For information regarding the Certificate of Compliance, please refer to section 1.19, Responsibility of Offerors; Hawaii Compliance Express.

5. Is it correct that the proposal shall be submitted electronically through the HlePRO system, including the Proposal Identification and Information Form (Appendix A) which will be a copy of the inked signature of the Offeror?

Response: Yes.

6. Is it correct that in addition, the offeror must also mail the Proposal Identification and Information Form (Appendix A) with an inked signature of the Offeror?

Response: Yes.

7. Question re. Appendix B – RFP p. 14, paragraph 1 says “... (Appendix B) shall include a description for each service or program the Offeror is interested in providing. Each service area or bundled service (combined package) shall be presented separately in narrative format to describe the process or approach used in working with” Further, RFP p. 25, Appendix B form instructions say “... this section is limited to 4 pages with text no smaller”

We would like to offer services from four (4) program areas. Does this mean we need to describe each of the four services in no more than four pages OR do the instructions mean we describe each service (Service Details, Intended Participants, Program Goals, Evidence of Effectiveness, and Communication Strategies) using no more than four pages per service?

Response: One Summary of Services form may be completed and submitted as part of your proposal. The table under Section 3 may be no longer than 4 pages. The table under Section 3 must include “all services.” You may submit one table per service (not to exceed 4 total pages) if that more clearly displays your services. Or you may number your services within each section of the table and align with the example shown in the Section 4, Pricing Form.

8. Question re. Appendix C – Similarly for this form, directions on RFP page 28 say to “... provide three representative, completed projects (provide a separate form for each completed project)” Does this mean we should prepare an Appendix C per service we are offering, which would mean 12 representative projects described, totaling 12 separate Appendix Cs? OR do we need to decide on which three representative projects demonstrate successfully completed projects and present only three, representing the four services we are offering?

The same question applies to the Offeror Reference Form (RFP p. 29), which states to “... provide information regarding the names [of] two clients who may be contacted” Would that be two references for each of the four services we’re offering or two references for all four services?

Response: Only three representative projects may be submitted (not three for each service). One form would be completed for each project. Only two references may be submitted (not two for each service). One form would be completed for each reference.

9. Is there a grade or age grouping that is required to be served?

Response: Vendors may serve students in any grade level, Pre-K through Grade 12 in HIDEOE schools. The services depend on the needs of the school or office.

10. Are there any reporting requirements?

Response: Yes. Reporting of contracted services will be through the Vendor List Order Form (VLOF). Offices and schools that contract services may also require additional reporting.

11. Is there a requirement to have an ongoing program evaluation? If so, do we need to use a third party evaluator?

Response: No.

12. What is the recommended funding period?

Response: The anticipated execution date of this vendor list is December 2021 and shall end on June 30, 2022. The Vendor List may be extended for up to four additional 12-month periods, ending June 30, 2026. The duration of the project depends on each schools'/offices' needs.

a. Should we base our budget on a school year?

Response: Yes, if your services are designed for a school year but may also depend on each schools'/offices' needs. See examples in the Pricing Form.

b. Should we base our budget on a school year plus summer services?

Response: Your pricing should reflect your services or menu of services.

13. We'd like to confirm that one application (Proposal) is required for each school complex. For Maui County, we have two school complexes, so we will be submitting two applications. Is this correct?

Response: One Proposal is allowed per organization (reference section 1.12.6, Disqualification of Offers). If services are limited to geographic location, note this in the Summary of Services.

14. Do program site locations need to be located on a school campus?

Response: No. Program sites not located on a HIDOE campus or office are required to fulfill all compliance requirements of HIDOE.

15. This portion is only requiring us to submit the application portion at the back of the packet; the last 4 or 5 pages? This is not a full proposal we are submitting?

Response: Proposals are submitted on-line via HiePRO at <http://hiepro.hawaii.gov>. Proposals are organized as described in section 4.7. This is a full proposal.

16. We were wondering whether there are funds that will be awarded as a result of this RFP or is the purpose solely to have one's organization approved to be on the vendor list? If solely the latter, is there any exclusivity as a result of being approved to be on the vendor list (i.e. could an organization be excluded from being awarded a contract if it is not on the approved list)?

Response: There are no funds awarded as a result of this RFP. Schools and offices may utilize this vendor list to obtain services. There is no exclusivity as a result of being an approved vendor, however through the RFP process, the STATE will be identifying high quality contractors with experience in providing effective services during out-of-school time.

17. Will this vendor list be all inclusive for all DOE vendor / partnership opportunities?

Response: This Vendor List will be specific to this RFP.

18. Will this vendor list replace the current DOE vendor list?

Response: This Vendor List will be specific to this RFP and will not replace any existing vendor list.

19. Will this vendor list be used for 21st Century funded partnership opportunities?

Response: This vendor list will be specific to this RFP and may be used by an existing 21CCLC subgrantee.

20. Is this RFP tied to ARP ESSER funds? If so, what is the total funding amount and how will it be distributed?

Response: There are no funds awarded as a result of this RFP. Schools and offices may utilize this vendor list to obtain services. Schools may use ARP ESSER III funds to contract approved vendors from this RFP.

21. Will a weighted student formula be used to allocate funds so that schools in lower income areas receive higher funding amounts?

Response: There are no funds awarded as a result of this RFP.

22. For non-school based vendors providing afterschool and summer programs, will having a close relationship with schools be a key to funding?

Response: A close relationship between a vendor and schools or offices contracting services is often key to overall program success. The Vendor List will be made available to all HIDEO schools and offices.

23. Will being a school based or non-school based vendor affect scoring of the proposal?

Response: No.

24. May existing DOE school partnerships be submitted as project references? (section 5.2.5 page 19)

Response: Yes.

25. Page 2, 1.6.3 "...shall be done through the HlePRO and shall, therefore, be subject to a mandatory .75% (.0075) transaction fee, not to exceed \$5,000 for the total contract term. This fee, (.75%) is applicable for sales calculated on a quarterly basis for the first year only. This transaction fee shall be based on the total sales made against this contract, payable to Hawaii Information Consortium, LLC dba NIC Hawaii, the vendor administering HlePRO." Just to confirm since this is our first time going through HlePRO, are the proposed services we include in our proposal subject to this fee?

Response: The vendor is responsible for payment of Transaction Fees to NIC Hawaii. Please contact NIC Hawaii regarding details for submitting the payment. See the following Vendor Registration link for other useful links and NIC Hawaii contact information:
<https://hiepro.ehawaii.gov/vendor.html>.

26. Page 5, 1.17.1 "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." If schools are able to purchase services from vendors not on this list, is the funding for those purchases also coming from the same source as those chosen from the vendor list?

Response: There are no funds awarded as a result of this RFP. Schools and offices may utilize this vendor list to obtain services.

27. RFP-D22-039, Page 9, Section 3.1: Are contractors only able to provide professional development and/or training opportunities at schools that have an A+ Program, or may contractors also offer services to schools with an A+ Program, such as afterschool child care programs that enhance academic enrichment, character education, elementary enrichments, physical fitness and sports, social and emotional health, etc, as listed at the top of that page under services to schools?

Response: Vendors may provide services for which they are approved within the Vendor List and in accordance with the approved VLOF with the respective school or office.

28. Appendix B, page 3, Section 4: Pricing Form: For clarification, will the schools be paying the vendors to provide services at their campus? And are vendors still able to charge a monthly fee from parents to help cover costs not applicable to the school pricing form, such as workers compensation insurance coverage, liability insurance coverage, and other operating costs we are unable to include in the pricing form?

Response: Payment will be made by the school/office specified on the Purchase Order. Reference Appendix D, Section 1.9, Invoicing. Monthly fees are a barrier to access and are discouraged. All income must be tracked and reported separately. Unit rate/cost must be inclusive of all costs, including taxes if applicable.

29. Appendix D, page 3, Section 1.6: "The CONTRACTOR shall honor all orders received during the contract period and deliver according to the contract terms and within the required delivery time." Do contractors have the option to decline or limit offers? For example, if multiple orders are placed for multiple schools, may the contractor limit the amount of orders fulfilled to best meet the contractor's available resources? (i.e., if a slow and steady expansion of services within the DOE school system is preferred over rapid expansion to multiple sites throughout the state).

Response: Vendors may choose to decline a quote request if it is not a good fit for the organization and the organization is not able to provide the services requested.

30. Appendix E, General Conditions, page 11, Section 23 a) 3: "Place of performance of services" --Does this mean the Agency procurement officer is able to change the school we operate our services out of at any time with or without notice?

Response: Services will take place in accordance with the approved VLOF, and any changes to the approved VLOF must be agreed to between the contractor and HIDOE purchaser.

31. Is payment made by the school to the Contractor monthly or once at the end of the school year? In Appendix D, page 4, Section 1.10 it states that "Section 103-10, HRS, provides that the STATE shall have thirty (30) calendar days after receipt of an accepted invoice and satisfactory delivery of goods or performance of the services, to make payment." Does this mean payment may begin after the first thirty days of providing the service at the school? Or do we need to wait until the end of the year or semester to receive payment?

Response: The payment schedule will be included on the VLOF.

32. General Conditions, page 12, Section 26: If the Contractor is using activity materials made prior to the contract period or that has been used in other settings previously, is the Contractor able to retain ownership rights and copyright to those materials? For example, if programming was created in previous years for other projects, and is then used for the vendor services under this contract, will the ownership and copyright of that programming material remain with the Contractor?

Response: The Contractor is not creating or developing materials for the HIDOE. Therefore, this General Condition is not applicable.

33. If an organization is already an approved vendor with HIDOE providing services for programs such as the Afterschool APLUS Program and 21st Century Community Learning Centers, does the organization still need to respond to and be approved and awarded through the RFP D22 039 process?

Response: Approved vendors on the A+ and 21CCLC vendor lists can be contracted by schools that have been awarded A+ and 21CCLC program funds. Organizations responding to RFP D22-039 may be contracted by a school or office utilizing any combination of funding streams.

34. Will the approved vendor list established as a result of RFP D22-039 replace other RFP processes for contracts and grant funding administered by HIDOE, such as the Afterschool APLUS Program and Services and 21st Century Community Learning Centers?

Response: No.

35. How does this RFP impact current contracts and should they be included in this process?

Response: This RFP does not impact existing contracts.

36. Given the rise in cases and the community's continued flexibility to address current needs, we respectfully request that the RFP deadline be extended to December 2021 with the 90 days of review and award notifications in the Spring semester, and implementation in Summer/Fall 2022.

Response: The Proposal Due Date will be revised (refer to PART II: CHANGES TO THE RFP). The HIDEOE also plans to offer annual opportunities to submit proposals in subsequent years.

37. It has been verbally communicated by multiple State representatives that this is just a qualification of vendors. Why are providers being asked for specific pricing for all services at this time versus solely on the offer's qualifications and capacity to provide such services? A concern is with select vendors expected to meet the specific needs of a particular school, pricing provided as part of this RFP may need to be adjusted.

Response: The resultant Vendor List will enable schools to adequately plan and budget the supports needed at their school. The Summary of Offer of Services and Pricing Form (Appendix B) may be utilized to make the vendor's information available for view by the interested school and office, and is used to submit the request to purchase services on the VLOF.

38. As a partner to schools, we provide additional services and support to schools at no cost to the school or families including family engagement and extra-curricular activities. Do these services, and the in-kind time and expenses need to be included in our response to RFP D22-039 in order for us to provide them in the future?

Response: The price proposal (Pricing Form) shall be inclusive of all costs, direct or indirect, and all applicable taxes, as required for fulfillment of the contract.

39. Evaluation criteria does not include pricing of services. Why is this information requested and required as part of the proposal?

Response: Pricing information is needed for schools to adequately plan and budget the supports needed at their school or office.

40. Re: 1.17.1 - Schools and offices are not required to purchase from the contracted vendors and may select to request services from outside the list. Schools will be provided with the approved vendor list, however, they will not be required to utilize the list in their selection of a vendor/provider. Please confirm.

Response: 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.

41. Re: Summary of Services and Pricing Form (Appendix B)

- a. RFP D22-039 states that it should be limited to 4 pages (service details, intended participants, program goals, evidence of effectiveness, and communication strategies. The first bullet mentions the "pricing form (below)." Is the pricing form, which is a detailed budget for each program area included as a part of the 4 page limit?

Response: No, the Pricing Form is not included in the 4 page limit. The Summary of Services table is limited to 4 pages.

- b. If this RFP is inclusive of the Afterschool APLUS Program, are we able to propose the true cost of the program to our organization? Even if that is beyond the current \$120 per youth per month?

Response: The price proposal (Pricing Form) shall be inclusive of all costs, direct or indirect, and all applicable taxes, as required for fulfillment of the contract.

- c. In Line 4.2.1 states that offerors should not be in communication regarding such fees; however, APLUS fee is currently set by the DOE. If we are allowed to set our pricing that is different from the current DOE mandated \$120/month fee, will this be communicated in writing to all APLUS providers?

Response: This RFP does not impact existing contracts.

- d. If we are able to propose a fee higher than the \$120 per child per month for APLUS, what is CEB's understanding of how this would impact DHS' involvement with the program and payment for families that qualify for subsidy?

Response: This RFP does not impact existing contracts.

- e. Similarly, for Department of Education funded programs like UPLINK and 21CCLC, are we expected to continue to plan around the financial caps we have been provided previously this year (i.e. max \$80,000 for large schools for UPLINK and \$700 per participant for 21CCLC with specific percentages of school enrollment)?

Response: This RFP does not impact existing contracts.

- f. Regarding 21CCLC (if included in this RFP vendor list) – currently snacks is a requirement however 21CCLC funds cannot be used to cover this cost. Does this mean that we should include the costs of snacks into our proposed fee for this RFP as it is an expense to the organization and an expectation of the Department of Education?

Response: Snack and meals are an allowable expense for select funding streams and may be included in this response. The price proposal (Pricing Form) shall be inclusive of all costs, direct or indirect, and all applicable taxes, as required for fulfillment of the contract.

42. Re: 4.11.5 - Regarding the request in RFP D22-039 for resumes of all project leaders: Our organization has approximately 25+ mid to senior level leadership involved with supporting all programs in partnership with the Department of Education. Is it the expectation for all 25+ resumes to be submitted or only of the designated Points of Contact?

Response: The offeror shall provide resume or curriculum vitae for project leaders who will be specifically assigned to the contract.

43. Can 3 separate organizations submit a proposal under 1 organization (e.g.: "organization A")?

Response: As the Offeror submitting the proposal, "organization A", if awarded a contract, would be the Contractor. For information related to subcontractors, please reference section 4.12, Subcontractors. No. More than one proposal from an individual, firm, corporation, or joint venture under the same or different name (offeror) will be rejected.

44. I see the December 2021 date and the June 2022 date. Does this mean that we should propose programs that Start January 1, 2022 and end by June 30, 2022?

Response: It is anticipated that the Vendor List will be made available in December 2021. Thus, services could begin as soon as January 1, 2022. However, the Vendor List may be extended for four additional 12 month periods, potentially being extended through June 30, 2026. The duration of the project depends on each schools’/offices’ needs.

45. Is evenings considered OST? We are looking to possibly propose evening virtual learning sessions.

Response: Yes, the term “out-of-school-time is applicable during times when school is not in session, e.g. evening virtual learning.

PART II: CHANGES TO THE RFP

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

- Revised Proposal Due Date as follows: ~~October 4, 2021~~ **October 8, 2021**
- Revised RFP Section 1.4, Procurement Timetable as follows:

Public Notice announcing Request for Proposals (RFP)	August 24, 2021
Deadline for submission of written questions	On or before 4:30 p.m., September 10, 2021
STATE’s responses to written questions	on or about September 17, 2021
Proposal Due Date/Time Proposals will be received through the State of Hawaii eProcurement System (HiePRO) at https://hiepro.ehawaii.gov until 4:30 p.m., Hawaii Standard Time (HST) THERE ARE NO EXCEPTIONS TO THIS PROPOSAL DUE DATE UNLESS THE DATE IS AMENDED IN WRITING BY THE PROCUREMENT AND CONTRACTS BRANCH.	4:30 p.m., October 4, 2021 October 8, 2021
Evaluation of Proposals	October 5 – October 19, 2021 October 11 – October 22, 2021
Determination of Priority-Listed Offerors (if necessary)	TBD, if necessary
Best and Final Offers (if necessary)	TBD, if necessary
Contract Award	November 2021
Contract Commencement Date/Notice to Proceed	December 2021