State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

June 10, 2010

To

Request for Proposals

RFP No. HMS-501-10-03
RFP Title: Drug & Violence Prevention Activities for At Risk Youth

Date Issued: May 27, 2010

June 10, 2010

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
RFP Title: Drug & Violence Prevention Activities for At Risk Youth
RFP No. HMS-501-10-03

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS-501-10-03, "Drug & Violence Prevention Activities for At Risk Youth" for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of June 2, 2010 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is N

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants
For RFP No.HMS-501-10-03
RFP Title: "Drug & Violence Prevention Activities for At Risk Youth"

1. **What percentage of the award will we be able to ask for in advance for project start-up costs?**

   Response: No advance payments will be made for start-up costs. The pricing structure is cost reimbursement basis. The provider shall submit monthly invoices based on actual expenditures incurred for the performance of services and payments will be made in monthly installments.

2. **Our program offers our services to private school students, but are not being utilized. Do we need to state this in our proposal?**

   Response: If the program services is not a school-based program and is offered to all students, regardless of school affiliation, there is no requirement to include a statement to this effect in the applicant's proposal.

3. **If there are no private schools in the area, is a statement required about this?**

   Response: See response to question 2. above. If the program services is a school-based program, and there are no private schools in the school complex area (see Department of Education website for school complex area map: http://doe.k12.hi.us/myschool/map.htm), a statement should be made to this effect.

4. **Can you explain the After-the-fact secondary purchases and Planned secondary purchase?**

   Response: An after-the-fact secondary purchase enables another state agency (a secondary purchaser) to utilize the service or part of the service that has already been procured by OYS. This saves extra effort and increases efficiency for purchasing agencies and private provider applicants as only one request for proposals is issued and one proposal is submitted. A separate contract is executed by the secondary purchaser. The OYS plans to allow a secondary purchaser to utilize this purchasing option.

   Planned secondary purchase occurs when two or more state agencies require the procurement of substantially the same health and human services, and they combine their requirements and issue a single request for proposals. The OYS does not plan on utilizing this purchasing option.

5. Is a non-profit off-island eligible to apply for this RFP?

Response: Yes. Neighbor island and mainland applicants are acceptable as long as they meet all eligibility criteria as described in the RFP.

6. Is a tax clearance needed for mainland non-profit? What date shall it be submitted?

Response: A tax clearance shall be submitted as part of the applicant's proposal. See Section 1, Submission of Proposals, VIII., A., D. The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate.

7. Is travel from other islands covered?

Response: Travel costs from other islands may be included and should be adequately justified in the cost proposal.

8. Is there a required font style for the proposal?

Response: There is no required font style. Proposals should be single spaced with 1" margins and a 12-point font.

9. To what degree of rigor will you assess the evidence-based practices proposal? For example, another RFP recommends proposers select evidence-based practices from national registries or demonstrate the proposed activities meet the funder's definition of evidence-based.

Response: There is no requirement that the applicant's proposed program be selected from national registries. The Principles of Effectiveness require that the proposed program shall be based on research and studies that provide some degree of evidence for the reduction of violence and illegal drug use among youth.