State of Hawaii
Department of Labor and Industrial Relations
Office of Community Services

Request for Proposal

RFP No. OCS LBR 903-05

Child Care Services for Head Start Parents

Note: If this RFP was downloaded from the State Procurement Office RFP Website, each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP interest form may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

September 12, 2006

State of Hawaii

Office of Community Services

Department of Labor and Industrial Relations

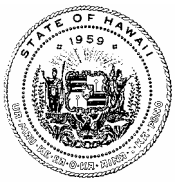
Child Care Services for Head Start Parents

Photos by Hawaii Screen Savers

RFP NUMBER: OCS LBR 903-05

September 12, 2006

LINDA LINGLE
GOVERNOR



NELSON B. BEFITEL
DIRECTOR

COLLEEN Y. LaCLAIR
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
830 PUNCHBOWL STREET, ROOM 420
HONOLULU, HAWAII 96813
www.hawaii.gov/labor
Phone: (808) 586-8675 / Fax: (808) 586-8685
Email: dlir.ocs@hawaii.gov

September 12, 2006

Dear Applicant:

SUBJECT: REQUEST FOR PROPOSALS (RFPs) FOR STATE FISCAL BIENNIUM 2008-2009

The Department of Labor and Industrial Relations, Office of Community Services (OCS), is soliciting proposals from qualified applicants to provide the following human services for State Fiscal Year 2008-2009:

RFP No.	Service Activity Title
LBR 903-01	Employment Core Services for Low-Income Persons
LBR 903-02	Employment Core Services for Immigrants
LBR 903-03	Employment Core and Support Services for Refugees
LBR 903-04	Employment Creation for Low-Income Persons, Immigrants and Refugees
LBR 903-05	Child Care Services for Head Start Parents
LBR 903-06	Transportation Services for Low-Income Persons
LBR 903-07	Food Collection and Distribution Services for Low-Income Persons
LBR 903-08	Youth Services for Immigrants
LBR 903-09	Weatherization Assistance Program Services for Low-Income Persons

The indigent poor can no longer rely indefinitely on public assistance and must find a way to earn a living. Many welfare recipients and low-income persons possess multiple barriers to employment and lack the necessary experience and skills to find and maintain a job. Many low-

income persons, including disadvantaged immigrants and refugees, in Hawaii struggle to attain and sustain financial and social stability. Thus, there exists a need for comprehensive training and services to prepare these low-income persons for employment and to assist them to *"get a job and keep the job."*

All prospective applicants are hereby notified that this RFP for competitive purchase of services is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules.

The enclosed materials outline the application requirements of these RFPs. Included for your use are the administrative requirements, service specifications, proposal applications, budget instructions, as well as other reference materials. Prior to application submittal, it is imperative that the applicants closely review all information and follow detailed instructions provided.

Hand deliveries will be accepted at OCS until 4:30 p.m., Hawaii Standard Time (HST), December 15, 2006. Mail-ins must be postmarked by the United States Postal Service (USPS) no later than December 15, 2006, and received by OCS no later than ten days from the submittal deadline. Hand deliveries as well as mail-ins will be accepted at the following address:

Office of Community Services
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813

Proposals postmarked after December 15, 2006, or hand delivered after 4:30 p.m. H.S.T. on December 15, 2006, **shall be considered late and rejected.** There are no exceptions to this requirement. Proposals delivered by facsimile transmission or e-mail will not be accepted. One original and three copies of the proposal are required.

OCS will conduct an orientation session on September 27, 2006, from 10:30 a.m. to 12:00 noon, at 830 Punchbowl Street, Room 420, Honolulu, Hawaii. All prospective applicants are strongly encouraged to attend the session.

An additional orientation covering only LBR 903-06, Transportation Services for Low-Income Persons, will be held on Thursday, September 28, 2006, from 10:00 a.m. to 12:00 noon, at 180 Kinoole Street, Workforce Development Division Video Conference Room 204, Hilo, Hawaii.

A software orientation covering only LBR 903-01, Employment Core Services for Low-Income Persons, and LBR 903-02, Employment Core Services for Immigrants, will be held on Friday, October 20, 2006, from 10:00 a.m. to 12:00 noon, at 830 Punchbowl Street, Workforce Development Division Conference Room 111, Honolulu, Hawaii.

The deadline for submission of written questions is 4:30 p.m. H.S.T. on Thursday, November 30, 2006. OCS will address all written questions with a written response by Friday, December 8, 2006. Written questions may be submitted to OCS by facsimile or e-mail. However, all applicants who submit written questions by facsimile or e-mail bears the full and exclusive responsibility for assuring the complete, correctly formatted, and timely transmission of their questions.

OCS reserves the right to amend the terms of this RFP, to issue addenda, or to withdraw this RFP at any time.

All applicants will be notified in writing regarding OCS' decision on his/her proposal(s) in mid- to late- March 2007. Contracts are expected to be in effect from July 1, 2007 to June 30, 2009. Any questions or inquiries regarding these RFPs should be directed to the RFP Contact Person, Keith Yabusaki, by mail at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, or e-mail at keith.y.yabusaki@hawaii.gov or by telephone to (808) 586-8680.

Thank you for your interest in applying and for working with us to provide quality services.

Sincerely,

Michael Hane

MICHAEL HANE
Acting Executive Director

AN EQUAL OPPORTUNITY AGENCY

RFP No. OCS LBR 903-05

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

OCS RFP COORDINATOR

Keith Yabusaki, Planning Administrator
For Information or Inquiries:

Phone: (808) 586-8680
Facsimile: (808) 586-8685
E-mail: keith.y.yabusaki@hawaii.gov

ONE ORIGINAL PLUS THREE COPIES OF THE PROPOSAL APPLICATION ARE REQUIRED.

ADDITIONAL COPIES MAY BE REQUESTED.

PROPOSAL APPLICATION DEADLINE

MAIL-INS MUST BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN DECEMBER 15, 2006 AND RECEIVED BY OCS NO LATER THAN TEN DAYS FROM THE SUBMITTAL DEADLINE.

HAND DELIVERIES WILL BE ACCEPTED AT OCS UNTIL 4:30 P.M., HAWAII STANDARD TIME (HST), DECEMBER 15, 2006.

DROP-OFF SITE AND ALL MAIL-INS

Office of Community Services
Keelikolani Building
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813

NOTE: ALL MAIL-INS POSTMARKED BY USPS AFTER 12:00 MIDNIGHT, H.S.T., DECEMBER 15, 2006, WILL NOT BE ACCEPTED AND WILL BE RETURNED.

HAND DELIVERIES OR DELIVERIES BY PRIVATE MAIL SERVICES SUCH AS FEDEX WILL NOT BE ACCEPTED AFTER 4:30 P.M., H.S.T., DECEMBER 15, 2006.

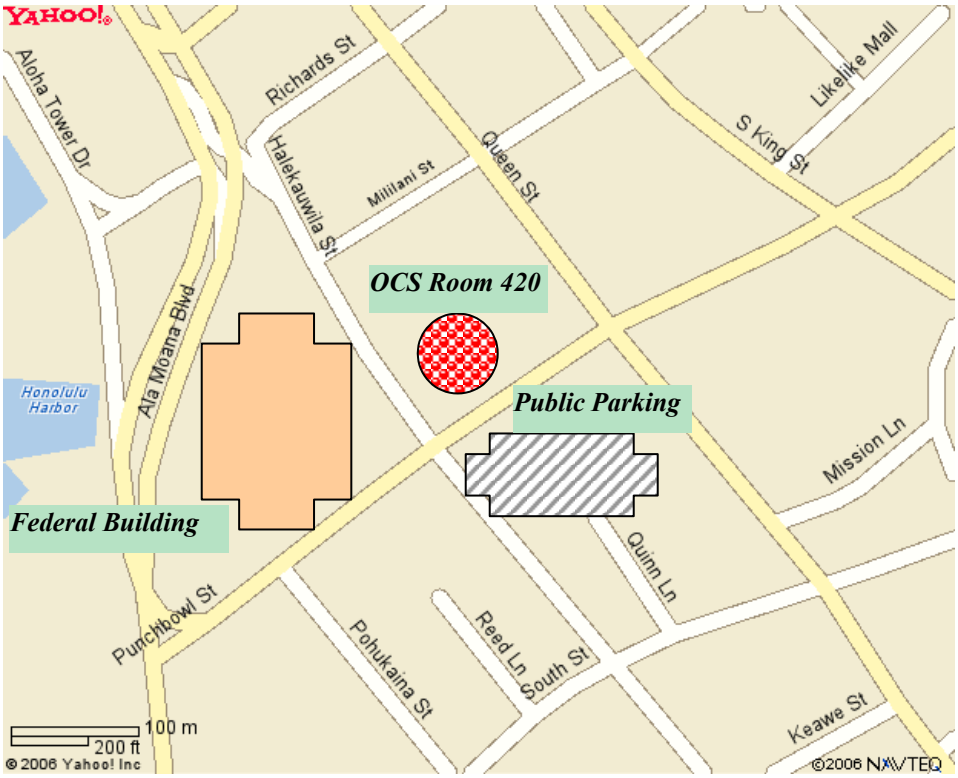
RFP ORIENTATION SESSIONS

All prospective applicants are invited and encouraged to attend the following scheduled informational session. At this meeting, OCS staff will present the proposal application requirements, service specifications and be available to respond to questions.

PLACE: KEELIKOLANI BUILDING, OCS CONFERENCE ROOM
830 PUNCHBOWL STREET, ROOM 420, HONOLULU

DATE: WEDNESDAY, SEPTEMBER 27, 2006

TIME: 10:00 A.M. - 12:00 NOON



An additional orientation session will cover only LBR 903-06, Transportation Services for Low-Income Persons. This orientation session will be held on Thursday, September 28, 2006 from 10:00 a.m. to 12:00 Noon at 180 Kinoole Street, Workforce Development Division Video Conference Room 204, Hilo, Hawaii.

An additional orientation session will cover potential client-track data software use only for LBR 903-01, Employment Core Services for Low-Income Persons and LBR 903-02, Employment Core Services for Immigrants. This orientation session will be held on Friday, October 20, 2006 from 10:00 a.m. to 12:00 Noon at the Kekumu Room 111, 830 Punchbowl Street, Honolulu, Hawaii.

If you are unable to attend these sessions, alternative arrangements may be requested. Should you have any questions contact Keith Yabusaki at (808) 586-8680.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES

CHILD CARE SERVICES FOR HEAD START PARENTS

REQUEST FOR PROPOSAL NUMBER: OCS LBR 903-05

IMPORTANT DATES*

Public Notice Announcing Request for Proposals	September 12, 2006
Distribution of Request for Proposals	September 12, 2006
Orientation Session (Honolulu)	September 27, 2006
Orientation Session in Hilo only for LBR 903-06, Transportation Services for Low-Income Persons	September 28, 2006
Software Orientation for LBR 903-01 and 02 only (Honolulu) Employment Core Services for Low-Income Person and Employment Core Services for Immigrants	October 20, 2006
Deadline for Submission of Written Questions	November 30, 2006
Response to Written Questions	December 8, 2006
Proposal Submittal Deadline	December 15, 2006
Proposal Evaluation Period	Late December 2006 – March 2007
Provider Selection and Notice of Award	Late March – Early April 2007
Contract Terms Finalized	May 7, 2007
Contract Start Date	July 1, 2007

* This schedule of activities is provided for planning purposes only. OCS reserves the right to cancel any activity or modify the schedule at any time.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES

REQUEST FOR PROPOSALS (RPFs)*
FISCAL BIENNIUM 2008 – 2009

RFP NO.	Service Activity Title	FY 2008	FY 2009
LBR 903-01	Employment Core Services for Low-Income Persons	$1,284,494	$1284,494
LBR 903-02	Employment Core Services for Immigrants	560,000	560,000
LBR 903-03	Employment Core and Support Services for Refugee**	75,000	75,000
LBR 903-04	Employment Creation for Low-Income Persons, Immigrants and Refugees	355,500	355,500
LBR 903-05	Child Care Services for Head Start Parents	313,000	313,000
LBR 903-06	Transportation Services for Low-Income Persons	275,000	275,000
LBR 903-07	Food Collection and Distribution Services for Low-Income Persons	61,000	61,000
LBR 903-08	Youth Services for Immigrants	50,000	50,000
LBR 903-09	Weatherization Assistance Program Services for Low-Income Persons**	240,000	240,000

* OCS reserves the right to move funding within or between RFPs or to reallocate suggested funding of each RFP.
** Federal Funds.

TABLE OF CONTENTS

INTRODUCTION

Letter Announcing Request for Proposals i
Proposal Mail-In and Delivery Information Sheet iv
RFP Orientation Session v
Important Dates vi
RFPs Purchase of Services for Fiscal Biennium 2008 – 2009 vii
Table of Contents viii

SECTION 1 – ADMINISTRATIVE OVERVIEW

I. Procurement Timetable* 1-1
II. Website Reference 1-2
III. Authority
IV. RFP Organization 1-2
V. Contracting Office 1-3
VI. Orientation
VII. Submission of Questions 1-4
VIII. Submission of Proposals
- A. Forms/Formats
- B. Program Specific Requirements 1-5
- C. Multiple or Alternate Proposals
- D. Wage s and Labor Law Compliance
- E. Compliance with All Applicable State Business and Employment Laws
- F. Campaign Contributions by State and County Contractors
- G. Confidential Information
- H. Proposal Submittal

IX. Discussions with Applicants 1-6
X. Opening of Proposals
XI. Additional Materials and Documentation
XII. RFP Amendments
XIII. Final Revised Proposals 1-7
XIV. Cancellation of Request for Proposal
XV. Costs for Proposal Preparation
XVI. Provider Participation in Planning
XVII. Rejection of Proposals
XVIII. Notice of Award 1-8
XIX. Protests
XX. Availability of Funds
XXI. Monitoring and Evaluation 1-9
XXII. General and Special Conditions of Contract
XXIII. Cost Principles

SECTION 2 - SERVICE SPECIFICATIONS

Program Title RFP I.D. No.

Child Care Services for Head Start Parents ..... OCS LBR 903-05

I. Introduction

A. Overview, Purpose or Need 2-1
B. Planning Activities Conducted in Preparation for this RFP 2-2
C. Description of the Goals of the Service
D. Description of the Target Population 2-3
E. Geographic Coverage of Service
F. Probable Funding Amounts, Source and Period of Availability

II. General Requirements 2-4

A. Specific Qualifications or Requirements, Including but Not Limited to, Licensure or Accreditation 2-5
B. Secondary Purchaser Participation 2-6
C. Multiple or Alternate Proposals
D. Single or Multiple Contracts to Be Awarded
E. Single or Multi-term Contracts to Be Awarded 2-7
F. RFP Contact Person

III. Scope of Work

A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities) 2-8
B. Management Requirements (Minimum and/or Mandatory Requirements) 2-9
1. Personnel
2. Administrative
3. Quality Assurance and Evaluation Specifications
4. Performance Output and Outcome Measurements 2-10
5. Experience 2-11
6. Coordination of Services
7. Reporting Requirements for Program and Fiscal Data
8. Pricing Structure and Methodology 2-14
9. Units of Service and Unit Rate
10. Method of Compensation and Payment 2-15

IV. Facilities

SECTION 3 - PROPOSAL APPLICATION INSTRUCTIONS

General Instructions for Completing Application 3-1

I. Program Overview 3-2

II. Experience and Capability

A. Necessary Skills
B. Experience
C. Quality Assurance and Evaluation
D. Coordination of Services 3-3
E. Facilities

III. Staffing and Project Organization

A. Staffing
1. Proposed Staffing
2. Staff Qualifications 3-4
B. Project Organization
1. Supervision and Training
2. Organization Chart

IV. Service Delivery 3-5

V. Financial 3-6

A. Pricing Structure
1. Pricing Structure Based on Cost Reimbursement
2. Budget Forms
3. Budget Justification 3-7
B. Other Financial Related Materials 3-8
1. Accounting System
2. Need for Funding 3-9
3. Cost Effectiveness

VI. Other

A. Litigation

VII. Appendix (Optional)

SECTION 4 - PROPOSAL EVALUATION

I. Introduction 4-1

II. Evaluation Process 4-2

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements
1. Administrative Requirements
2. Proposal Application Requirements

B. Phase 2 - Evaluation of Proposal Application
1. Program Overview
2. Experience and Capability
3. Project Staffing and Organization..... 4-3
4. Service Delivery..... 4-4
5. Financial

IV. Phase 3 - Recommendation for Award

SECTION 5 - ATTACHMENTS

A. Proposal Application Checklist
B. Proposal Application – Sample Table of Contents
C. Output and Performance/Outcome Measurements Table

Section 1
Administrative Overview

Section 1
Administrative Overview

Each applicant is encouraged to thoroughly read all sections of the RFP. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable*

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	September 12, 2006
Distribution of RFP	September 12, 2006
RFP orientation session (Honolulu) RFP orientation session for LBR 903-06 only (Hilo) RFP software orientation for LBR 903-01 and 903-02 only (Honolulu)	September 26, 2006 September 28, 2006 October 20, 2006
Deadline for submission of written questions for written responses	November 30, 2006
State purchasing agency's response to applicants' written questions	December 8, 2006
Discussions with applicant prior to proposal submittal deadline (optional)	Sept. 12 – Dec. 14, 2006, as needed
Proposal submittal deadline	December 15, 2006
Discussions with applicant after proposal submittal deadline (optional)	Dec. 16, 2006 - March 9, 2007, as needed
Final revised proposals (optional)	Dec. 16, 2006 - March 9, 2007, as needed
Proposal evaluation period	Late Dec. 2006 – March 2007, as needed
Provider selection and notice of award	Late March – Early April 2007
Contract terms finalized	May 7, 2007
Contract start date	July 1, 2007

* This timetable of activities is provided for planning purposes only. OCS reserves the right to cancel any activity or modify the timetable at any time.

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS…"
2	RFP website	"Health and Human Services, Ch. 103F…" and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Cost Principles"
6	Standard Contract - General Conditions	"Health and Human Services, Ch. 103F…" "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F…" and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://www.hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://www.capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://www.hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**www.hawaii.gov/campaign**

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. Each prospective applicant is charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicant with an overview of the procurement process.

Section 2, Service Specifications--Provides applicant with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments--Provides applicant with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contracts resulting from this RFP, including system operations, fiscal agent operations, monitoring and assessing provider performance. The Contracting Office is:

Office of Community Services
Department of Labor and Industrial Relations, State of Hawaii
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813
Phone: (808) 586-8675 Fax: (808) 586-8685

VI. Orientation

An orientation session for applicants in reference to the RFP will be held as follows:

Date: September 27, 2006 **Time:** 10:00 a.m. to 12:00 Noon
Location: Keelikolani Building – OCS Conference Room
830 Punchbowl Street, Room 420, Honolulu

An additional orientation session will cover only LBR 903-06, Transportation Services for Low-Income Persons. This orientation session will be held on:

Date: September 28, 2006 **Time:** 10:30 a.m. to 12:00 Noon
Location: Workforce Development Division Video Conference
180 Kinoole Street, Room 204, Hilo

Date: October 20, 2006 **Time:** 10:00 a.m. to 12:00 Noon
Location: Keelikolani Building – WDD Conference Room
830 Punchbowl Street, Kekumu Room 111, Honolulu

Each applicant is encouraged to submit written questions to OCS prior to the orientation session. Impromptu questions will be permitted and spontaneous answers provided at the orientation session at the state purchasing agency's discretion. Verbal answers provided during the

orientation session are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

VII. Submission of Questions

The applicant may submit written questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m., H.S.T., on November 30, 2006. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by December 8, 2006.

VIII. Submission of Proposals

A. Forms/Formats – Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Website Reference).

1. Proposal Application Identification (Form SPO-H-200) – Provides identification of the proposal.

2. Proposal Application Checklist – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. Table of Contents – A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. Proposal Application (Form SPO-H-200A) – Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required (Refer to Section 3 of this RFP**).**

5. Tax Clearance – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, Item III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website (See page 1-2, Website Reference).

B. Program Specific Requirements – Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.

C. Multiple or Alternate Proposals – Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. Wages and Labor Law Compliance – Before a provider enters into a service contract in excess of $25,000, the provider shall certify that it complies with Section 103-55, HRS, wages, hours, and working conditions of employees of contractor performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website (See page 1-2, Website Reference).

E. Compliance with all Applicable State Business and Employment Laws – All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of businesses in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies must be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website (See page 1-2, Website Reference).

F. Campaign Contributions by State and County Contractors – Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs is available at the Campaign Spending Commission website (See page 1-2, Website Reference).

G. Confidential Information – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

H. Proposal Submittal – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

i. Postmarked after the designated date; or
ii. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
iii. If hand delivered, received after the designated date and time.

The number of copies required is indicated on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and/or submission of proposals on diskette/compact disc or transmission by e-mail, website or other electronic means are not permitted.

IX. Discussions with Applicants

1. Prior to Submittal Deadline. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

2. After Proposal Submittal Deadline - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200)*. After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

XV. Costs for Proposal Preparation

Any costs incurred by an applicant in preparing or submitting a proposal is the applicant's sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and provider's resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons (relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized):

(1) Rejection for failure to cooperate or deal in good faith (Section 3-141-201)
(2) Rejection for inadequate accounting system (Section 3-141-202)
(3) Late proposals (Section 3-143-603)
(4) Inadequate response to request for proposals (Section 3-143-609)
(5) Proposal not responsive (Section 3-143-610(a)(1))
(6) Applicant not responsible (Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP). Only the following matters may be protested:

(1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes.
(2) A state purchasing agency's failure to follow any rule pursuant to Chapter 103F of the Hawaii Revised Statutes.
(3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposal issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	**Procurement Officer**
Name: *Michael Hane*	**Name:** *Keith Yabusaki*
Title: *Acting Executive Director*	**Title:** *Planning Administrator*
Business and Mailing Address: *830 Punchbowl Street, Room 420* *Honolulu, Hawaii 96813*	**Business and Mailing Address:** *830 Punchbowl Street, Room 420* *Honolulu, Hawaii 96813*

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, are subject to allotments to be made by the Director of Budget and Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

(1) Performance/Outcome Measures
(2) Output Measures
(3) Quality of Services
(4) Financial Management
(5) Administrative/Management Requirements
(6) Program and Fiscal Data Reporting Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see page 1-2, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see page 1-2, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2
Service
Specifications

Section 2
Service Specifications

Program Title: Child Care Services for Head Start Parents

I. Introduction

A. Overview, Purpose or Need

The federal government provides funding for Head Start child care programs in Hawaii, although not all of these programs are able to sufficiently provide full-day child care services through federal funding alone. Currently, the number of available full-day programs does not meet the need of many Head Start parents for full-day child care that would allow these parents to work full-time or actively seek employment, training, or education opportunities. Under current federal and state welfare initiatives, the number of low-income parents in Hawaii who will require full-day child care to work, seek employment, training or education will increase.

The purpose of this Request for Proposal (RFP) is to procure services to extend existing part-day Head Start programs in Hawaii to full-day programs.

Head Start is administered by the U.S. Department of Health and Human Services - Administration for Children and Families. The Head Start program awards grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families, with a special focus on helping children develop their early reading and math skills they need to be successful in school. Intended primarily for preschoolers from low-income families, Head Start promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, and social services to enrolled children and families. Head Start programs engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. The Head Start Program also emphasizes the significant involvement of parents in the administration of local Head Start programs.

Head Start encompasses children from the age of three to the age when children enter kindergarten. Programs serve those families who have incomes below the federal poverty level or are eligible for public assistance.

Head Start also requires that a minimum of 10 percent of the enrollment opportunities be made available to children with disabilities. Such children are expected to be enrolled in a full range of Head Start services and activities in an inclusive or natural setting with their non-disabled peers, and to receive needed special education and related services.

In 2004, only 37.8 percent of Head Start participants were enrolled in a full-day, full-week program. Despite a proven track record in helping children and families succeed, Head Start only serves about half of all eligible preschool-age children. Even though some assistance is available to help low-income families afford child care, funds are extremely limited. In the United States, only one in seven eligible children receives federal child care assistance. According to the U.S. Census (three-year average for 2001, 2002, and 2003), approximately 114,000 of Hawaii's children or 35 percent of the population younger than 19, were living below 200 percent of the Federal Poverty Level. In Hawaii, the maximum annual income eligibility for child care assistance for a family of three in 2004 was $44,136. The average annual cost in Hawaii in 2000 was $5,505 for center-based child care for a four-year-old in urban Hawaii. Thus, quality child care is unaffordable for many Hawaii working families.

Children are born ready-to-learn with minds that are shaped significantly by experiences and environments in the first five years of life. This period sets the foundation for a child's healthy, successful development. Research and studies have shown that providing children with culturally responsive, proper early child care and education has a far-reaching, long-term impact on their development. Therefore, early learning programs, both public and private, should meet professionally-accepted standards, be staffed by well-trained, appropriately-compensated educators, reflect the cultural needs and diversity unique to Hawaii, and be available to all children from birth to entry into kindergarten.

B. Planning Activities Conducted in Preparation for this RFP

Pursuant to the Hawaii Administrative Rules § 3-142-301 State Agency Planning Activities, OCS conducted planning activities, including, but not limited to the following:

1. Took into account the views of provider organizations on how to improve service specifications to better achieve mandated goals. A request for information was utilized as designated in Section § 3-142-202;

2. Analyzed information from program monitoring and evaluation reports of current provider organizations;

3. Analyzed socio-economic and health data for trends to determine demand factors;

4. Considered the views of service recipients and community advocacy organizations on conditions affecting the achievement of mandated goals; and

5. Requested information from other state agencies on services to the same target population or on cooperative strategies to progress towards achieving a shared goal.

C. Description of the Goals of the Services

Head Start is a comprehensive child development program that serves children from age three to five or the age when children enter kindergarten. It represents a child-focused program and has the overall goal of increasing the school readiness of young children in low-income families.

Head Start Education focuses on delivering high-quality child development services to children from low-income families. Family and community partnerships are involved in the operation, governance and evaluation of the program. Wellness is recognized as a significant contributor to each child's ability to thrive and develop. Accordingly, health screenings evaluate the child's overall health status and regular health check-ups and good practices in oral health, hygiene, nutrition, personal care and safety are incorporated in the program. Fully including children with disabilities is a required element of the Head Start program.

The goals of these services are to provide low-income (1) children with quality care that improves their health, safety, learning, development, and family stability; and (2) parents with quality child care to allow them to work full-time towards economic self-sufficiency and to better support and assist their children's education.

D. Description of the Target Population

The target population for these services is low-income Head Start children and their parents, particularly working parents transitioning from welfare assistance seeking employment, training or education.

Section 645 of the Head Start Act (42 U.S.C. 9840) establishes income eligibility for participation in Head Start programs by reference to the Federal Poverty Guidelines, adjusted annually in accordance with changes in the Consumer Price Index.

E. Geographic Coverage of Service

Services are to be provided at Head Start programs in the counties of Honolulu, Hawaii, Maui, and Kauai. The applicant shall demonstrate capability to provide the required services in the areas and centers for which it applies.

The applicant will serve the eligible children and their families/caregivers for the geographic areas (counties) where the contract is awarded.

The applicant is responsible for identifying clearly the geographic areas that it proposes to serve.

F. Probable Funding Amounts, Source and Period of Availability

Subject to availability of funds, $313,000 in State General Funds is suggested for each year of the State fiscal biennium 2008-2009. Funding is anticipated to be from state sources, though the source and amount of funding may be subject to change prior to the effective date and over the life of the contract(s).

Funding will be allocated based on the proposals submitted.

For each year of the biennium, the suggested funding amounts are:

City and County of Honolulu	$118,000
Hawaii County	$ 85,000
Maui County	$ 55,000
Kauai County	$ 55,000

Contracts awarded as a result to this solicitation will be awarded for two (2) years. Second year of the contract may be subject to renegotiation based upon the availability of funds, the continued need for services, and the State's determination of provider's first year program performance.

II. General Requirements

The Head Start program is authorized by Title VI, Subtitle A, Chapter 8, Subchapter B, of the Omnibus Budget Reconciliation Act of 1981, Public Law (Pub. L.) 97-35 as amended, (42 USC 9831 *et. seq.*). This Act was amended by the:

- Head Start Supplemental Authorization Act of 1989, Pub. L. 101-120;
- National Health Service Corps Revitalization Amendments of 1990, Pub. L. 101-597;
- Human Services Reauthorization Act of 1990, Title I, Pub. L. 101-501, as amended;
- Head Start Act Amendments of 1994, Pub. L. 103-252; and
- Community Opportunities, Accountability, and Training and Administration on Children, Youth and Families (ACYF) Operations Center Act of 1998 (also referred to as the Coats Human Services Reauthorization Act of 1998).

Minor amendments to the Head Start Act were also made by the Technology-related Assistance for Individuals with Disabilities Amendments of 1993, Pub. L. 103-218.

The regulations relevant to Head Start are:

- 45 CFR Part 1301, Head Start Grant Administration
- 45 CFR Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantees and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase
- 45 CFR Part 1310, Head Start Transportation
- 45 CFR Part 1311, Head Start Fellows Program
- 45 CFR Part 74, Administration of Grants
- 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

In addition, the following circulars by the Office of Management and Budget (OMB) also apply to Head Start grantees:

- Administrative Requirements: OMB Circular A-102; OMB Circular A-110
- Cost Principles: OMB Circular A-21; OMB Circular A-87; OMB Circular A-122
- Audits: OMB Circular A-133 and Compliance Requirements

Eligible applicants include:

- County governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply.

Applicant eligibility is limited to local public or private non-profit organizations, including faith-based organizations or local for-profit organizations that can provide Head Start services to children and families residing in the counties of Honolulu, Hawaii, Maui, and Kauai.

A. Specific Qualifications or Requirements, Including but not Limited to, Licensure or Accreditation

1. The applicant shall hold all licenses, permits, and accreditations, and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules to provide services. The applicant shall also be in good standing with required licensing bodies, and in compliance with professional standards and requirements.

2. The applicant shall be a federal Head Start grantee in the areas it is applying for, during the period of the RFP and contract.

3. The applicant shall have a minimum of one-year experience in Hawaii directly providing child care services for the benefit of low-income children.

4. The applicant shall have the Head Start program in operation in the geographic areas where the contract is awarded and be able to provide services beginning July 1, 2007 through June 30, 2009.

5. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 1, page 1-2, Website Reference).

6. The applicant must provide reasonable accommodations to assure capacity to deliver services to those clients with limited physical limitations.

7. The applicant must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted. The provider must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

8. The applicant must use credible and tested measurement tools to evaluate program effectiveness in achieving outcomes.

9. The applicant shall conduct criminal history checks to ensure that no employee has a record of criminal conviction that would pose a risk to children or families.

10. The applicant shall develop and implement procedures to document clients' income eligibility for these services.

11. When a disagreement arises between the Provider and the State in regards to the performance of specific service activities within contracted specifications, the wishes of the State shall prevail. Failure on the part of the Provider to comply shall be deemed cause for corrective action and subject to contractual remedies.

B. Secondary Purchaser Participation
(Refer to § 3-143-608, HAR)

After-the-fact secondary purchases will be allowed. Planned secondary purchases – None.

C. Multiple or Alternate Proposals
(Refer to § 3-143-605, HAR)

[X] Allowed [ ] Unallowed

The applicant will clearly label the primary proposal and sequentially number any multiple or alternate proposals. Multiple or alternate proposals must be physically separate proposals.

D. Single or Multiple Contracts to Be Awarded
(Refer to § 3-143-206, HAR)

[ ] Single [ ] Multiple [X] Single and Multiple

A single contract may be awarded to a proposal that demonstrates the ability to provide comprehensive and efficient Head Start services for multiple counties within the state.

Conversely, multiple contracts may be awarded to each individual proposal that demonstrates a more efficient and comprehensive child care services in the county where services will be provided.

Multiple contracts may be awarded to a proposal if the state purchasing agency determines that it is in the best interests of the State for a number of providers as an aggregate, to provide the services required in this RFP, considering the needs, geographical area, population, and services proposed.

E. Single or Multi-Term Contracts to Be Awarded
(Refer to § 3-149-302, HAR)

[X] Single Term (≤ 2 years) [ ] Multi-Term (> 2 years)

Initial term of contract: 2 years
Length of each extension: N/A
Number of possible extensions: 0
Maximum length of contract: 2 years
Conditions for extension: N/A

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Paragraph I (Procurement Timetable). Oral questions will be addressed until the deadline for submission of the proposals.

Sole Point of Contact: Keith Yabusaki, Planning Administrator
Phone Number: (808) 586-8680
E-mail: keith.y.yabusaki@hawaii.gov

III. Scope of Work

Head Start regulations allow for a variety of program options and designs. Applicants should propose a design or designs that best address the needs of the proposed service area. Applicants have flexibility in determining the appropriate number of children to be served by the various program options (center-based, home-based, or combination) and program designs (hours, days, and months).

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed

approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them chronologically to show the schedule of accomplishments and their target dates.

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities)

The applicant shall describe in detail where and how it proposes to provide the following required services, including the location, the hours, days, and months of operation, age of students, classroom size, and a schedule of services for the hours covered by this RFP.

The applicant must describe the design and approach of the proposed program and how it will meet the needs of the population it plans to serve. Program services must meet the Head Start Program Performance Standards, the Head Start Staffing Requirements and Program Options, and the Head Start Program Performance Standards for Children with Disabilities.

Services shall include, but not limited to: (1) early childhood development and health, (2) family and community partnerships, and (3) program design and management.

The early childhood development and health services component shall include early childhood health, developmental, education, safety, nutrition, and mental health.

The family and community partnership component shall include family goal setting, accessing community services and resources, and parent involvement. The family and community partnership services shall include applicant's plan and activities to (1) allow children and families to access and participate in community partnerships, (2) establish advisory committees, and (3) provide transition services.

The design and management component shall include program governance, management systems and procedures, human resources management, facilities, materials and equipment.

If applicant is proposing a new program, applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan shall clearly show how the applicant would have the program established with necessary staffing to meet the anticipated caseload and provide the required services in the applicable geographic areas by July 1, 2007.

B. Management Requirements (Minimum and/or Mandatory Requirements)

1. Personnel

The applicant shall demonstrate that personnel possesses the necessary knowledge, skills and abilities that would enable it to effectively deliver the proposed services.

The applicant's personnel shall comply with the requirements of 45 CFR Part 1304.52, Human Resources Management, and all other applicable Head Start requirements and standards.

The applicant shall have written position descriptions, requirements and qualifications, policies and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.

2. Administrative

The applicant shall comply with all federal requirements for the administration of a Head Start program.

Written policies and procedures are required for all services including personnel standards, operating procedures, determination of client eligibility, documentation, record keeping, data gathering, reporting, financial administration, quality assurance, monitoring and evaluation.

The applicant is required to have a written outcome-based program plan, and an on-going planning and evaluation process for these services.

3. Quality Assurance and Evaluation Specifications

The applicant shall have a written quality assurance plan, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, and the requirements of this RFP. The plan shall include procedures to monitor administrative, program and fiscal operations, for compliance with all requirements. It shall also provide for procedures to determine whether clients receive consistent, high quality services. The quality assurance plan shall identify roles and responsibilities for on-going implementation.

The applicant shall have a written plan for evaluation of performance in providing the required services, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify staff roles and responsibilities for assuring on-going implementation.

The applicant must also indicate the specific measurement tool(s) and/or procedures that will be utilized to document and verify that each proposed program output and outcome was accomplished.

Annual contract monitoring by the State may include on-site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required reports and periodic assessment of program effectiveness.

The applicant must maintain throughout the term of the contract a system of self-appraisal and program evaluation to track and validate effectiveness of the activities provided. The evaluation process must include tools or instruments to identify client, which are relevant to client outcomes and include a process for making improvements or taking corrective action based upon the evaluation findings.

4. Output and Performance/Outcome Measurements

The applicant shall set forth, using the attached table in Section 5, the amount of the following output and performance/outcomes that it expects to achieve. Program outputs and outcomes reported to OCS for each specific activity must be a direct result of OCS' funding for this program.

- Number of Children Enrolled
- Number of Families Enrolled
- Children Who Progress in Social and Emotional Development
- Children Who Progress in Cognitive and Language Development
- Children Who Progress in Physical Development
- Children Who Received Physical Examinations
- Children Who Received Medical Treatment
- Children Completed Dental Exams
- Children Received Dental Treatment
- Children with Up-to-Date, or All Immunizations
- Children with Health Insurance
- Children Professionally Diagnosed with Disability
- Children with Disability Who Received Services
- Children with Mental Health Problems
- Children Who Dropped Out
- Families Who Participated in a Goal Setting Process Leading to Individualized Family Partnership Agreement
- Parents/Guardians Who Received Job Training/School Services
- Total Parents/Guardians Employed

Please use the Output and Performance/Outcome Measurements Table located at the end of this RFP No. LBR 903-05 in Section 5 and include it in the Service Delivery section of your proposal application.

The applicant may also propose other measures of effectiveness.

5. Experience

The applicant shall have a minimum of one-year experience here in Hawaii in providing child care services.

6. Coordination of Services

The applicant shall describe the agencies that it will coordinate its services with and indicate those which it already has established partnerships.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

7. Reporting Requirements for Program and Fiscal Data

Quarterly program progress and fiscal reports are required within thirty (30) calendar days after the last day of each quarter. The final report on the total contract period is required within sixty (60) calendar days after the last day of the contract period.

The applicant shall describe its ability to provide quarterly and final reports on program performance, particularly on the outputs and outcomes of the services, and on the results of its program evaluations and needs assessments.

The applicant shall describe its ability to provide quarterly and final reports on fiscal performance, particularly comparing its budgeted expenditures to actual expenditures, and identifying and explaining the reasons for variances.

Program progress reports shall include:

HEAD START
PROGRAM INFORMATION REPORT (PIR) SUMMARY
SPECIAL STATE FUNDS

Total Actual Enrollment
- Children
- Families
  - Two Parent Families
  - Single Parent Families
  - Unknown Family Type

Enrollment of Children by Age
- 3 Years Old
- 4 Years Old
- 5 Years and Older

Enrollment of Children by Race
- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- White
- Bi-Racial or Multi-Racial
- Other (See PIR Comments)
- Unspecified

Enrollment of Children by Program Option
- Full Day
- Part Day
- Center Based
- Home Based
- Combination
- Family Child Care
- Locally Designed Option

HEALTH SERVICES INFORMATION

Children with Health Insurance

Children without Health Insurance

Medical Home with a Source of Continuous Accessible Care (End of Year)

Dental Home with a Source of Continuous Accessible Care (End of Year)

Dental Services (Preschool Programs Only)
- Completed Oral Health Examination
- Received Preventative Care
- Diagnosed as Needing Treatment
- Received or Are Receiving Treatment

Medical Services
- Completed All Medical Screenings
- Diagnosed as Needing Treatment
- Received or Are Receiving Treatment

Immunization Services Status (End of Year)
- Up-to-Date on all Immunizations
- Received all Possible Immunizations

Mental Health Professionals Services
- Consultations with Staff about a Child
- Of Above, 3 or More Consultations Made

Consultations with Parents about a Child
Of Above, 3 or More Consultations Made

Individual Mental Health Assessments Done
Referrals Facilitated for Mental Health

Mental Health Referrals
Referred for Services (Outside Program)
Received Mental Health Services

Children Professionally Diagnosed as Having a Disability

Children with a Disability Receiving Special Services (Preschool Only)

Children Who Dropped Out

FAMILY INFORMATION

Employment Status of Parents/Guardians
Two Parent Families
Both Parents Employed
One Parent Employed
Both Parents Not Working
Unknown/Data Not Available
Single Parent Families
Parent Employed
Parent Not Working
Unknown/Data Not Available

Federal or Other Assistance
Receiving TANF Benefits
Receiving SSI Benefits
Receiving WIC Benefits

Services to Homeless Families
Homeless Families Served
Acquired Housing During Year

Job Training/School Status of Parents/Guardians
Two Parent Families
Both Parents in Training/School
One Parent in Training/School
Neither Parent in Training/School
Unknown/Data Not Available
Single Parent Families
Parent in Training/School
Parent Not in Training/School
Unknown/Data Not Available

Family Partnership Process

Participating in a Family Goal Setting Process Leading to an Individualized Family Partnership Agreement

Family Services

Emergency/Crisis Intervention (addressing immediate need of food, clothing or shelter)
Housing Assistance (subsidies, utilities. Repairs, etc.)
Transportation Assistance (subsidizing public transportation, etc.)
Mental Health Services
English as a Second Language (ESL) Training
Adult Education (GED programs, college selection, etc.)
Job Training
Substance Abuse Prevention or Treatment
Child Abuse and Neglect Services
Domestic Violence Services
Child Support Assistance
Health Education (including prenatal education)
Assistance to Families of Incarcerated Individuals
Parenting Education
Marriage Education Services
Number of Families Receiving at Least One of the Services Listed Above

The applicant shall also provide quarterly reports on the number of persons from Compact of Free Association nations that were provided services, identified by the following:

a. Republic of the Marshall Islands
b. Federated States of Micronesia
    i. Chuuk
    ii. Yap
    iii. Pohnpei
    iv. Kosrae
c. Republic of Belau (Palau)

Other reports as may be required.

8. Pricing Structure or Methodology

Pricing shall be based on cost reimbursement (See Section 3.V., Financial). The applicant shall submit a cost proposal on the appropriate budget forms listed in Section 3.V. that are provided on the SPO website (See Section 1,page 1-2, Website Reference) and other financial requirements as stated in Section 3.V. The cost proposal shall be in accordance with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services in form, SPO-H-201 provided on the SPO website.

9. Units of Service and Unit Rate

Not Applicable.

10. Method of Compensation and Payment

The method of payment will be cost reimbursement. The cost reimbursement contract will provide for payment of allowable incurred costs, to the extent prescribed in the contract. Cost reimbursement contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed without the approval of the procurement officer.

An initial advance payment of up to one eighth percent of the total contract amount will be made upon contract execution and receipt of a written cash request. Subsequent payments shall be made to the applicant in quarterly installments, upon submission by the applicant of written requests for payment. The State may retain some or all of each payment requested by the applicant. Payment of the retained amount shall be made based upon: acceptance of: (1) the written quarterly fiscal and program progress reports, and (2) acceptance of final written fiscal and program progress report. The reports shall be reviewed by the State and shall be subject to the State's preliminary determination of appropriateness and allowability of the reported expenditures. The State's preliminary determination of appropriateness and allowability of the reported expenditures shall be subject to later verification and subsequent audit.

IV. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet the Americans with Disabilities Act (ADA) requirements, as applicable and special equipment that may be required for the services.

Section 3
Proposal
Application
Instructions

Section 3
Proposal Application Instructions

General instructions for completing application(s):

- *Proposal Application shall be submitted to state purchasing agency using the prescribed format outlined in this section. The proposal shall be organized and presented in the sections and subsections designated in the RFP and with prescribed content for each section.*
- *The numerical outline for the application, the titles/subtitles, applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one (1) and continuing through the complete proposal.*
- *Document binding is optional.*
- *Tabbing of sections is recommended.*
- *Applicant must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B.*
- *Applicant is encouraged to use single spacing, 12 point Times New Roman font with 1" margins on all sides.*
- *A written response is required for each item. Failure to answer any of the items will impact upon an applicant's score.*
- *Other supporting documents may be submitted in an Appendix, including visual aids to further explain specific points in the proposal; if used, they should be referenced.*
- *Applicant may submit either one-sided or two-sided proposal application(s).*
- *Proposal Application should not exceed 50 pages of main text, not including appendices, attachments, identification form (and/or title page), required forms, and table of contents. Appendices, attachments, identification form (and/or title page), required forms, and table of contents should not exceed 100 pages.*
- *Form SPO-H-200A is available on the SPO website (see Section 1, page 1-2, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*
- *One (1) original and three (3) copies of each proposal are required.*
- *Applicant is strongly encouraged to review evaluation criteria in Section 4, Proposal Evaluation, when completing the proposal.*

The Proposal Application comprises of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Staffing and Organization*
- *Service Delivery*
- *Financial*
- *Other*
- *Appendix (optional)*

I. Program Overview

The applicant shall clearly and concisely summarize and highlight the contents of the proposal to orient and provide evaluators with a broad understanding as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge that would enable it to effectively deliver the proposed services.

Identify the key skills, abilities and knowledge necessary to effectively deliver the requested services. Identify the specific staff in your organization whose possess these skills, abilities and knowledge.

B. Experience

The applicant shall provide a short description of projects/contracts pertinent to the proposed services.

The applicant shall provide a brief description and listing of past pertinent contract experience that includes all of the following information: the contracting agency, address, current telephone number and/or e-mail address, contract period, funding amount, contact person, and performance outcomes. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its plans for quality assurance and evaluation for the proposed services, including methodology. Explain how applicant intends to determine whether or not the program was a success. Describe what evidence or documentation will be used to verify program accomplishments.

The applicant shall also demonstrate that it has a written evaluation plan that effectively measures, monitors and evaluates program performance and detects and addresses problems in a timely manner. (Refer to the quality assurance and evaluation requirements in Section 2, Service Specifications.)

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. The applicant will describe proposed partnerships or cooperative agreements with other public or private agencies that will assist the applicant in providing high quality child care and developmental and program management services. Such partnerships should include a plan on how to link and coordinate the proposed Head Start program with other child care and preschool programs. The applicant's plan should collaborate and cooperate with the State's Child Care and Development Fund program.

If letters of support are submitted, include only letters that establish genuine support and actually make a commitment of time, money, personnel, space, or resources to the program. Include letters that are absolutely necessary to support your proposal or that will enhance it.

E. Facilities

The applicant shall provide a description of its facilities (i.e., location(s) layout, available technology and resources, etc.) and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure them. Also describe how the facilities meet the Americans with Disabilities Act (ADA) requirements, as applicable and special equipment that may be required for the services.

III. Project Staffing and Organization

A. Staffing

(1) Proposed Staffing

The applicant shall describe and demonstrate that (1) the proposed staffing pattern, client/staff ratio and caseload capacity are appropriate for the viability of the services (refer to the personnel requirements in Section 2, Service Specifications, as applicable); and (2) that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services.

Any proposed use of a subcontractor shall be fully explained, justified, and demonstrated to be as effective as in-house staff for the provision of the required services. The applicant shall demonstrate that a proposed subcontractor is fully qualified for the specific work that would be subcontracted, by including description of the proposed subcontractor's experience, capability, project organization, staffing, and proposed services as set forth for applicants in these RFPs.

The applicant shall also explain how it would assure quality and effectiveness of the subcontractor, monitor and evaluate the subcontractor, and assure compliance with all requirements of the RFP.

Any proposed use of volunteers shall be fully explained, justified, and demonstrated to be as effective as in-house staff for the provision of the required services. The applicant shall demonstrate that proposed volunteers are or would be fully qualified for the specific work assigned, could be relied on, and would be available when and where needed to provide the required services. The applicant shall also explain how it would provide sufficient management, supervision, oversight, and evaluation of volunteers, and otherwise assure their work quality and effectiveness. The applicant shall explain how it will assure that volunteers perform in compliance with the requirements of the RFP.

(2) Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in Section 2, Service Specifications, as applicable.)

The applicant shall provide job descriptions of proposed administrative and program staff that include the minimum qualifications necessary for the positions. If available, the applicant shall provide resumes of persons proposed for this RFP. The applicant shall also explain how the minimum qualifications and/or actual qualifications would assure that qualified persons would administer and provide the required services.

B. Project Organization

(1) Supervision and Training

The applicant shall describe and demonstrate its ability to supervise, train and provide administrative direction to its staff relative to the delivery of the proposed services.

The applicant shall explain how the program organization and assignment of personnel are sufficient for the effective administration, management, supervision, and provision of services to meet the projected caseload.

The applicant shall describe the training that would be provided for staff to strengthen their capability to effectively provide the program services.

(2) Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full-time equivalency.) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

The applicant shall provide an "Organization-wide" chart that shows the program placement of the required services within the overall agency, and a "Program" organization chart that shows the lines of communication between program administration and staff. Written explanations of both organization charts shall be included.

Demonstrate that the applicant's proposed organization would be sufficient to effectively administer, manage and provide the required services.

IV. Service Delivery

The applicant shall clearly identify and describe the geographic area(s) and the targeted population groups that it proposes to serve. The applicant shall demonstrate, with demographic data and other documentation, that the geographic area(s) it proposes to serve contains significant numbers of the target population of this RFP; there is a determined need for the services; the services available to the area are insufficient to fill the need; and the extent of services proposed by applicant for each area will effectively address the needs. Include data of estimated number of eligible children by geographic area, racial and ethnic composition, and non-English language children. Data should also include education, health, nutrition, social, child care and other service needs of the children and families including transportation.

The applicant shall provide a complete and comprehensive picture of its total program design. The applicant must describe how its proposed program will provide comprehensive, high quality educational, health, mental health, nutritional, social and other services to children and their families. Program services must meet the Head Start Program Performance Standards, Head Start Staffing Requirements and Program Options, and the Head Start Program Performance Standards for Children with Disabilities. The applicant shall explain how it would provide all of the services required in Section 2, Item III – Scope of Work, addressing all service locations, major tasks, activities, time lines and other pertinent information. Time lines should include goals and objectives with start and completion dates, major milestones or special events, important deadlines, scheduled reports and evaluations, as well as special requirements by the funding source.

If applicant is proposing a new program, applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan shall clearly show how the applicant would have the program established with necessary staffing to meet the anticipated caseload and provide the required services in all applicable geographic area(s) by July 1, 2007.

The applicant shall describe and justify its overall approach and methodology in addressing the need identified in this RFP, including a logical step-by-step progression of proposed program services from start to finish and how it would effectively serve clients with multiple barriers to obtain successful outcomes. The applicant shall describe how children and their families will be recruited and selected. The applicant should describe how the program will ensure that at least 10 percent enrollment opportunities will be available to children with disabilities and how the full range of Head Start activities will be provided in a mainstream setting.

The applicant shall state the amounts of the required outputs that it proposes to provide, outcomes that it expects to achieve or that will result from its services, and why these amounts of outputs and outcomes are feasible and demonstrate the effectiveness of services.

Projected outputs and outcomes shall be submitted on the performance output and outcome measurement table provided at the end of Section 5, Attachments. Where the applicant proposes different or additional outputs and outcomes than those provided by OCS, a justification should be provided.

V. Financial

A. Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The estimated cost proposal shall be attached to the Proposal Application.

(1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

(2) Budget Forms

As applicable, provide a budget with line-item detail and detailed calculations for each budget object class identified in the budget forms below. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

All budget forms, instructions and samples are located on the SPO website (see Section 1, page 1-2, Website Reference). The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205 Proposal Budget for FY 2008-2009
- SPO-H-206A Budget Justification – Personnel: Salaries and Wages
- SPO-H-206B Budget Justification – Personnel: Payroll Taxes, Assessment and Fringe Benefits
- SPO-H-206C Budget Justification – Travel: Inter-Island
- SPO-H-206D Budget Justification – Travel: Out-of-State
- SPO-H-206E Budget Justification – Contractual Services: Administrative
- SPO-H-206F Budget Justification – Contractual Services: Subcontracts
- SPO-H-206H Budget Justification – Program Activities
- SPO-H-206I Budget Justification – Equipment Purchases

The applicant shall also utilize form SPO-H-201, Chapter 103F, HRS, Cost Principles in Purchases of Health and Human Services, in preparing its cost proposal.

In completing the required budget forms, the applicant should consider the evaluation criteria contained in Section 4, whereby the comprehensiveness of the information presented and the justification of all cost items are particularly important factors. If more space is needed to fully explain and justify the proposed cost items, the applicant should attach additional sheets as necessary.

(3) Budget Justification

The budget justification should be in a narrative form. It evaluates the appropriateness and reasonableness of project costs in relation to anticipated program activities and planned outcomes.

Personnel
Description: Costs of employee salaries and wages.

Justification: Identify key project staff if known at the time of application. For each staff person, provide: title, time commitment to the project as a percentage or full-time equivalent, and annual salary.

Fringe
Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefits, payroll taxes and assessment costs such as health insurance, FICA, retirement, unemployment insurance, social security, etc.

Travel
Description: Costs of project-related travel by applicant employees.

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs as well as subsistence allowances.

Equipment
Description: "Equipment" means an article including items of persona property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of $250 or more.

Justification: For each type of equipment requested provide: a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project.

Supplies
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information.

Other
Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food (snacks as required by Federal Head Start Programs); medical costs; professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges
Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (DHHS) or another cognizant Federal agency. In general, OCS does not allow indirect cost rates. Indirect costs will be approved only on a case-by-case basis and at OCS' discretion.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

B. Other Financial Related Materials

(1) Accounting System

The applicant shall provide, as part of its cost proposal, its most recent independent financial audit, with the accompanying management letter, to demonstrate the adequacy of its accounting system. The requirements for an adequate accounting system may include, but are not limited to, keeping accurate procurement and financial records required by law, the state purchasing agency, or the State Procurement Office; providing required cost data in acceptable form and in a timely manner; and compliance with generally accepted accounting principles.

(2) Need for Funding

If the services proposed by applicant are to be part of a larger project supported by other funding sources, the applicant shall identify the other funding amounts and sources, provide the planned or anticipated total project budget on form SPO-H-205 in columns (b), (c), and (d), and explain its need for these funds. Form SPO-H-205 can be found on the SPO website.

(3) Cost Effectiveness

The applicant shall explain why it considers its proposed services to be cost effective for the area and target population group that it would serve.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

VII. Appendix (Optional)

Section 4
Proposal
Evaluation

Section 4
Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer, or an evaluation committee of designated reviewers selected by the head of the purchasing agency or procurement officer, shall review and evaluate proposals. When an evaluation committee is utilized, the head of the purchasing agency or the procurement officer shall select for each RFP a minimum of two employees from a State agency or agencies with sufficient education and training to evaluate the proposals received. Non-state employees may serve as advisors in the evaluation of proposals but shall not represent or act on behalf of a purchasing agency in any selection or award.

Unless stated otherwise, the evaluation of proposal shall be based solely upon the criteria and their relative priorities as established in this RFP. A written evaluation shall be made for each proposal based on a numerical rating system.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories				**Possible Points**
Administrative Requirements				
Proposal Application				**100 Points**
Program Overview		0 points		
Experience and Capability		22 points		
Project Staffing and Organization		17 points		
Service Delivery		47 points		
Financial		14 Points		
TOTAL POSSIBLE POINTS				**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) Administrative Requirements

Application Checklist

(2) Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Staffing and Organization
- Service Delivery
- Financial (all required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

(1) Program Overview (0 Points)

Not applicable.

Note: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

(2) Experience and Capability (22 Points)

OCS will evaluate the experience and capability to provide the services under this RFP as follows:

a. Necessary Skills

Identify the key skills, abilities and knowledge necessary to effectively deliver the requested services. Identify the specific staff in your organization that possess these skills, abilities and knowledge. (5 points)

b. Experience

Provide the following information for past and current programs and contracts relevant to the proposed services. (5 points)

- Contracting Agency
- Contact Person
- Contact Information (address, telephone number, e-mail address)
- Contract/Program Title

- Contract Period
- Funding Amount
- Performance Outcomes

c. Quality Assurance and Evaluation

Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. Demonstrates that applicant has (1) a written quality assurance plan sufficient to assure consistent and high quality of administration and services, and (2) a written evaluation plan to effectively measure, monitor, and evaluate program performance, and timely detect and resolve problems. (6 points)

d. Coordination of Services

Demonstrates applicant's capability to coordinate proposed services with relevant agencies and resources in the community. Provides examples of how relationship/agreements with other agencies, community groups, employers, etc., assist in achieving program goals and objectives. (3 points)

e. Facilities

Demonstrates that applicant would provide adequate facilities (i.e., locations, layout, description, available technology and resources, etc.) for the services proposed and in compliance with Americans with Disabilities Act and other applicable laws and regulations. (3 points)

(3) Project Staffing and Organization (17 Points)

OCS will evaluate the project staffing and organization as follows:

a. Staffing (10 points)

- Proposed Staffing: That the staffing pattern, client/staff ratio, and caseload capacity is reasonable to insure viability of services. Demonstrates that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. Extent to which the applicant demonstrates the proposed program director and key staff are qualified and knowledgeable about Early Head Start and/or Head Start Regulations and Standards.

b. Project Organization (7 points)

- Supervision and Training: Demonstrates ability that applicant would supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. Extent to which applicant proposes a clear plan for reviewing the qualifications and effectiveness of existing qualified staff. (4 points)
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. Demonstrate that applicant's proposed organization would be sufficient to effectively administer, manage, and provide the required services. (3 points)

(4) Service Delivery (47 Points)

OCS will evaluate the service delivery as follows:

- Demonstrates via data that (a) the geographic area that applicant proposes to serve contains significant numbers of the target population, (b) the targeted population group in this area has a need for the required services, and (c) services already provided to this area are insufficient to meet this need. (8 points)
- Demonstrates that applicant's program design is comprehensive and complete, by clearly explaining in sufficient detail all of the services and information required including descriptions of the program tasks, activities, time lines, and an explanation of how each proposed geographic area would be served. Demonstrates that high quality educational, health, mental health, nutritional, social and other services will be adequately provided to children and their families. (13 points)
- Demonstrates that applicant's proposed approach and methodology are sound by showing (a) a step-by-step progression of clients through services to desired outcomes, and (b) how applicant would effectively serve clients with multiple barriers to obtain successful outcomes through these services. (13 points)
- Demonstrates that applicant proposes feasible and effective amounts of program outputs and outcomes. Demonstrates applicant's ability to propose the proper instruments, measuring tools, and documentation that it will use to verify each of the program outputs and outcomes. Explains in sufficient detail how outputs/outcomes will be tracked and documented in the client's files and/or agency records. Demonstrates how program will ensure that at least 10 percent are children with disabilities. (13 points)

(5) Financial (14 Points)

OCS will evaluate applicant's financial proposal as follows:

- Demonstrates the applicant's proposed costs (personnel and non-personnel) are reasonable and necessary by providing adequate information and justification for all cost items, including an explanation of applicant's method of allocation of indirect costs. Demonstrates that applicant has a need for the amount requested for the proposed services. (10 points)
- Demonstrates the adequacy of applicant's accounting system and procedures to assure proper and sound fiscal administration of funding. Where the applicant combines this funding resource with other Head Start funding sources, clearly describe systems to track, manage, and account for multiple funding streams and allocate costs to different funding sources. (4 points)

IV. Phase 3 – Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract.

OCS reserves the right not to select and award the lowest price proposal application. In fact, OCS may decide at its discretion not to select and award any of the submitted applications.

Section 5
Attachments

Section 5

Attachments

A. Proposal Application Checklist

B. Sample Table of Contents

C. Output and Performance/Outcome Measurements Table

Proposal Application Checklist

Applicant: _____ RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Audit with management Letter	Section 3, RFP		X	
Organization Charts	Section 3, RFP		X	
Output and Performance/Outcome Measurements Table	Section 5, RFP	Section 5, RFP	X	

_____ Authorized Signature

_____ Date

Proposal Application
Table of Contents

I. Program Overview.....1

II. Experience and Capability 1
- **A.** Necessary Skills 2
- **B.** Experience.....4
- **C.** Quality Assurance and Evaluation.....5
- **D.** Coordination of Services.....6
- **E.** Facilities.....6

III. Project Staffing and Organization 7
- **A.** Staffing.....7
  - 1. Proposed Staffing.....7
  - 2. Staff Qualifications 9
- **B.** Project Organization 10
  - 1. Supervision and Training.....10
  - 2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)

IV. Service Delivery.....12

V. Financial.....20
See Attachments for Cost Proposal

VI. Litigation.....20

VII. Attachments
- **A.** Cost Proposal
  - SPO-H-205 Proposal Budget
  - SPO-H-206A Budget Justification - Personnel: Salaries & Wages
  - SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
  - SPO-H-206C Budget Justification - Travel: Inter-Island
  - SPO-H-206D Budget Justification - Travel: Out-of-State
  - SPO-H-206E Budget Justification - Contractual Services – Administrative
  - SPO-H-206F Budget Justification - Contractual Services – Subcontracts
  - SPO-H-206H Budget Justification - Program Activities
  - SPO-H-206I Budget Justification – Equipment Purchases
- **B.** Other Financial Related Materials
  - Financial Audit for fiscal year ended June 30, 2005
- **C.** Organization Charts
  - Program
  - Organization-wide
- **D.** Output and Performance/Outcome Measurements Table
- **E.** Program Specific Requirements

OUTPUT AND PERFROMANCE/OUTCOMES MEASUREMENTS TABLE	Estimated Numbers
Total Enrollment	
Children	
Families	
Children Who Progress in Social and Emotional Development	
Children Who Progress in Cognitive and Language Development	
Children Who Progress in Physical Development	
Children Who Received Physical Examinations	
Children Who Received Medical Treatment	
Children Completed Dental Exams	
Children Received Dental Treatment	
Children with Up-to-Date, or All Immunizations	
Children with Health Insurance	
Children Professionally Diagnosed with Disability	
Children with Disability Who Received Services	
Children with Mental Health Problems	
Children Who Received Mental Health Services	
Children Who Dropped Out	
Families Who Participated in a Goal Setting Process Leading to Individualized Family Partnership Agreement	
Parents/Guardians Who Received Job Training/School Services	
Total Parents/Guardians Employed	