

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Sexual Violence Prevention Program

## **Addendum 1**

**August 24, 2016**

**To**

**Request for Proposals**

**RFP No. HTH-560-CF-008**  
**Sexual Violence Primary Prevention Services**  
Date Issued: August 12, 2016

August 24, 2016

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
RFP No. HTH-560-CF-008  
Sexual Violence Primary Prevention Services**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Sexual Violence Prevention Program is issuing this addendum to RFP Number HTH-560-CF-008, Sexual Violence Primary Prevention Services, for the purposes of:

- Responding to questions that arose at the orientation meeting of August 22, 2016 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

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

Attached is (are):

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

If you have any questions, contact:  
Joanne Higashi, Sexual Violence Program Specialist  
Phone: 808-733-9038  
E-mail Address: joanne.higashi@doh.hawaii.gov

Mailing Address: Department of Health- Maternal and Child Health Branch  
Sexual Violence Prevention Program  
741-A Sunset Ave., Room 203  
Honolulu, Hawaii 96816

## **Responses to Question Raised by Applicants**

For RFP No. HTH-560-CF-008, Sexual Violence Primary Prevention Services

1. **If the applicant is applying for both the multi-island and geographic community/at-risk population contracts, will the applicant need to submit two proposals?**

Yes. Applicants will need to submit separate proposals for each contract (one for Oahu and two other neighbor islands AND one for a specific geographic or community at-risk for sexual violence.)

2. **Would the multi-island contract be limited to Oahu and just two neighbor islands? Can the proposal include additional islands based on staff specialization and experience?**

Yes. At minimum the contracted program must service Oahu and two neighbor islands. The applicant may include additional island coverage as budget allows.

3. **Is it possible to have the program also service non-Hawaiian Islands (For example: Guam, Samoa, Micronesia, etc.)?**

No. This RFP is limited to serving only islands in the State of Hawaii.

4. **Will DOH provide a title page for the Service Delivery Section of the Proposal?**

The SPOH-200A form is available on the SPO Website. Refer to section 1.2 Website reference. Please note if using this form for proposal submission, the applicant must include all items specific to this RFP. For additional title page information, please see Section 3 Proposal Application Instructions, page 3-5/6.

5. **Will e-mail proposal submission be only for electronic copies and hard copies to be mailed in or dropped off?**

Yes. Proposal submissions are as follows:

### Mail in or Drop off

- A total of four (4) identical proposal copies are required. One of the proposal copies will be left unmarked by DOH and retained as an "original" for documentation purposes per RFP instructions;

### Email to the RFP Contact Person

- One electronic copy of the proposal and exhibits/attachments in Portable Document Format (PDF) and

- One electronic copy of the proposal and exhibits/attachment in Microsoft Word (.doc)

An electronic PDF and Word Document copy of the proposal shall be sent to [joanne.higashi@doh.hawaii.gov](mailto:joanne.higashi@doh.hawaii.gov) by September 30, 2016, 4:30 P.M., Hawaii Standard Time (HST).

6. **For the e-mail portion of proposal submissions, what is the maximum size of allowable for attachments?**

DOH can accept a maximum capacity of 100MB per email. Each attachment shall be no greater than 25MB.

7. **For the e-mail portion of proposal submissions, if the applicant's e-mail server is unable to send both attachments in one e-mail, is it okay to send documents in separate or multiple emails?**

Yes. Applicants may send the e-mail portion of proposal submissions in separate emails. Please be sure to appropriately label the subject line of your email and include the total number of emails you will be sending. For example: Subject: DOH RFP Proposal Application 1 of 3 with attachments.

8. **For the proposal application, is there a limit on the number of attachment pages?**

No. The proposal application shall be no more than 32 pages. There is no page limit for attachments.

9. **Under Attachment C: Limitations of RPE Grant Funding, will the State Domestic Violence Sexual Assault Special Funded (DVSASF) contract also follow the Centers for Disease Control and Prevention's (CDC) guidance to allow 5%, for each fiscal year, for administrative expenses in lieu of the indirect costs?**

Yes. Both contracts will follow the CDC guidance on funding limitations. Indirect costs are not applicable. The awardee may not use more than 5% of the amount received, for each fiscal year, for administrative costs.

10. **Which budget forms should be included with the proposal application?**

The following budget forms shall be included with the Proposal Application: SPO-H-205 (*submit one for each annual budget*); SPO-H-205A; SPO-H-205B. All budget forms, instructions, and samples, are located on the State Procurement Office (SPO) website. (Refer to Section 1.2, Website Reference for SPO website address.)

The following budget forms are needed to evaluate the cost proposal; please submit only the forms applicable to the proposed project (*submit one for each annual budget*): SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206D; SPO-H-206E; SPO-H-206F; SPO-H-206G; SPO-H-206H; SPO-H-206I. The applicant shall collectively attach the budget forms as **EXHIBIT G**.

The applicant shall include a budget narrative of costs on the SPO budget forms or on a separate page after the budget forms. The budget narrative shall describe how the expenditures will support the project activities and be listed in the same order as the budget forms.

11. **Should separate budgets be submitted for each year?**

Yes. The Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal for the entire four (4) year project period shall include four separate annual budgets:

Year 1: February 1, 2017 to January 31, 2018

Year 2: February 1, 2018 to January 31, 2019

Year 3: February 1, 2019 to January 31, 2020

Year 4: February 1, 2020 to January 31, 2021

Please include a brief narrative justification for your cost proposals. Please see Section 3 Proposal Application Instructions (3.5 Financial) page 3-10 for additional information.

RFP No. HTH-560-CF-008, Sexual Violence Primary Prevention Services is amended as follows:

RFP Proposal Introduction Section:

<i>Subsection</i>	<i>Page</i>	
ii		RSVP deadline for attendance to the August 22, 2016 RFP Orientation Meeting for neighbor island representatives to attend through Video Conferencing Centers was extended to Thursday, August 17, 2016.
ii		RFP Contact Person's email is <a href="mailto:joanne.higashi@doh.hawaii.gov">joanne.higashi@doh.hawaii.gov</a>

Section 1, Service Specifications:

<i>Subsection</i>	<i>Page</i>	
1.1	1-1	Scheduled date under Discussions with applicant prior to proposal submittal deadline (optional) has be changed to August 12 to September 29, 2016.

The Proposal Introduction Section now includes page numbers (see attached):

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Family Support and Violence Prevention Section  
Family Strengthening and Violence Prevention Unit  
Sexual Violence Prevention Program

**Request for Proposals**

**RFP No. HTH-560-CF-008**

**SEXUAL VIOLENCE  
PRIMARY PREVENTION SERVICES**

**Date Issued: August 12, 2016  
Date Due: September 30, 2016**

**Note:** *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*



August 12, 2016

## REQUEST FOR PROPOSALS

### SEXUAL VIOLENCE PRIMARY PREVENTION SERVICES RFP No. HTH-560-CF-008

The Department of Health (the “Department”), Family Health Services Division (“FHSD”), Maternal and Child Health Branch (“MCHB”) is requesting proposals from qualified applicants to provide sexual violence primary prevention programs to prevent first-time sexual violence perpetration and victimization, and to promote healthy relationships among individuals, families and communities. Programs are encouraged to include, evidence-based, evidence-informed, or promising sexual violence prevention (“SVP”) practices which implement strategies using a public health approach.

The contract term will begin around February 1, 2017 through January 31, 2021 and may extend through January 31, 2023. Multiple contracts will be awarded under this request for proposal. Non-profit organizations and state and local government agencies are encouraged to apply.

Proposals (one original and three copies) shall be mailed, postmarked by the United States Postal Service on or before **September 30, 2016**, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on **September 30, 2016**, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

All prospective applicants are strongly encouraged to attend the Request for Proposal (“RFP”) orientation to be conducted by the Department on **August 22, 2016 from 9:30 to 11:30 a.m., HST** at the following location:

Department of Health  
Maternal and Child Health Branch  
741-A Sunset Avenue, Room 204  
Honolulu, Hawaii 96816

If you require special assistance or auxiliary aids and/or services to participate in the RFP Orientation Meeting (i.e., sign language interpreter or wheelchair accessibility), please contact the RFP Contact Person at **(808) 733-9038** to make a request for arrangements by August 17, 2016. Prompt requests help to ensure the availability of qualified individuals and appropriate accommodations.

If you are unable to attend the RFP orientation in person, the RFP orientation will also be available via video conference (Hilo, Maui, and Kauai) by emailing the RFP Contact Person no

later than 12:00 p.m. HST on August 17th, 2016. Attendance via telephone conference will also be available. Interested parties may call: 1-866-612-6838, Conference Code: 669108.

The deadline for submission of written questions is **4:00 p.m., HST, on August 31, 2016.** All written questions will receive a written response from the Department on or before **September 7, 2016.**

Any inquiries and requests regarding this RFP should be directed to the RFP Contact Person:

Ms. Joanne Higashi  
Sexual Violence Prevention Program Specialist  
Department of Health  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816  
Telephone: (808) 733-9038  
Fax: (808) 733-9078  
E-mail: [joanne.higashi@doh.hawaii.gov](mailto:joanne.higashi@doh.hawaii.gov)

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

### **NUMBER OF COPIES TO BE SUBMITTED:**

**One (1) original of the proposal and exhibits/attachments**  
**AND**  
**Three (3) copies of the proposal and exhibits/attachments**  
**AND**  
**One (1) electronic copy of the proposal and exhibits/attachments**  
**in Portable Document Format (PDF)**  
**AND**  
**One (1) electronic copy of the proposal and exhibits/attachments**  
**in Microsoft Word (.doc) format**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **September 30, 2016**, and received by the state purchasing agency no later than 10 days from the submittal deadline.

### **All Mail-ins**

Department of Health  
Maternal and Child Health Branch  
Sexual Violence Prevention Program  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816

### **DOH RFP Coordinator**

Joanne Higashi, Program Specialist  
For further information or inquiries:  
Telephone Number: 733-9038  
Fax Number: 733-9078  
e-mail address: [joanne.higashi@doh.hawaii.gov](mailto:joanne.higashi@doh.hawaii.gov)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), September 30, 2016**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **September 30, 2016**.

**Drop-off Site**

**Oahu:**

Department of Health  
Maternal and Child Health Branch  
741-A Sunset Avenue, Room 203  
Honolulu, Hawaii 96816  
Attn: Sexual Violence Prevention Program

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