

State of Hawaii  
Department of Health  
Family Health Services Division  
Children with Special Health Needs Branch  
Early Intervention Section

**Request for Proposals**

**RFP No. HTH 560-CG-FFS-17**  
**RFP Title: Professional Services for**  
**Infant and Toddler Development**

Date Issued: August 30, 2016

Orientation Session: September 2, 2016; 9 to 11 a.m.  
Place of Orientation: Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814

Proposal Submittal Deadline: October 17, 2016; 4:30 p.m. HST

**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 30, 2016

**REQUEST FOR PROPOSALS**  
**RFP Title: Professional Services for Infant and Toddler Development**  
**RFP No.: HTH 560-CG-FFS-17**

**NOTICE**

The Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section (EIS) is requesting proposals from qualified applicants to provide infant and toddler development services to children under the age of three (3) with special needs and their families, on a fee-for-service basis, statewide. The contract term will be from July 1, 2017 through June 30, 2018, with an option to extend.

**SUBMITTAL DEADLINE**

All proposals mailed by the United States Postal Service (USPS) shall be postmarked on or before October 17, 2016 to the mail-in address and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than October 17, 2016, 4:30 p.m. Hawaii Standard Time (HST) at the drop-off site designated below.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. There are no exceptions to this requirement. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

**MAIL-INS and HAND DELIVERIES (Drop-off Site):**

Department of Health  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Attention: Mae Braceros

**Applicants are encouraged to attend the Orientation Meeting. (See Section 1)**

**INQUIRIES**

Any inquiries regarding this RFP should be directed to the RFP contact person:

Mae Braceros  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Phone: (808) 594-0014  
Fax: (808) 594-0015  
Email: mae.braceros@doh.hawaii.gov

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## Section 1 Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. 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.**

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.**

| <u>Activity</u>   | <u>Scheduled Date</u>               |
|---|-------------------------------------|
| Public notice announcing Request for Proposals (RFP)    | <u>August 30, 2016</u>              |
| RFP orientation session                                 | <u>September 2, 2016</u>            |
| Due date for written questions                          | <u>September 15 2016</u>            |
| State purchasing agency's response to written questions | <u>September 23, 2016</u>           |
| Proposal submittal deadline                             | <u>October 17, 2016</u>             |
| Proposal evaluation period                              | <u>October to<br/>November 2016</u> |
| Provider selection                                      | <u>December 23, 2016</u>            |
| Notice of statement of findings and decision            | <u>December 30, 2016</u>            |
| Contract start date                                     | <u>July 1, 2017</u>                 |

## 1.2 Website Reference

| Item  | Website   |
|---|---|
| 1 Procurement of Health and Human Services  | <a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a> |
| 2 RFP website   | <a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>   |
| 3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services  | <a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a><br>Click on the "References" tab.   |
| 4 General Conditions, AG-103F13   | <a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>   |
| 5 Forms   | <a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a><br>Click on the "Forms" tab.  |
| 6 Cost Principles   | <a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a><br>Search: Keywords "Cost Principles"   |
| 7 Protest Forms/Procedures  | <a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>   |
| 8 Hawaii Compliance Express (HCE)   | <a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>   |
| 9 Hawaii Revised Statutes   | <a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>   |
| 10 Department of Taxation   | <a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>   |
| 11 Department of Labor and Industrial Relations   | <a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>   |
| 12 Department of Commerce and Consumer Affairs, Business Registration   | <a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a><br>click "Business Registration"  |
| 13 Campaign Spending Commission   | <a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>   |
| 14 Internal Revenue Service   | <a href="http://www.irs.gov/">http://www.irs.gov/</a>   |
| <b>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a>)</b> |   |

## 1.3 Authority

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

## 1.4 RFP Organization

This RFP is organized into 5 sections:

*Section 1, Administrative Overview* - The procurement process; requirements for awardees.

*Section 2, Service Specifications* - Services to be delivered, applicant responsibilities, requirements for the proposal application.

*Section 3, Proposal Application* - General and specific instructions for proposal application submission.

*Section 4, Evaluation* - The method by which proposal applications will be evaluated.

*Section 5, Attachments* - Information and forms necessary to complete the application.

## 1.5 Contracting Office

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

Department of Health  
Family Health Services Division  
Children with Special Health Needs Branch  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Phone: (808) 594-0000  
Fax: (808) 594-0015

## 1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Mae Braceros  
Early Intervention Section  
1350 South King Street, Suite 200  
Honolulu, Hawaii 96814  
Phone: (808) 594-0014  
Fax: (808) 594-0015  
Email: mae.braceros@doh.hawaii.gov

## 1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** September 2, 2016      **Time:** 9 to 11 a.m.  
**Location:** 1350 South King Street, Suite 200, Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation 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 Section 1.8, Submission of Questions.

## 1.8 Submission of Questions

Applicants may submit written questions to the RFP point-of-contact identified in Section 1.6. Written question should be received by the date and time specified in the procurement schedule in Section 1.1. The purchasing agency will respond to written questions by way of an addendum to the RFP.

## 1.9 Discussions with Applicants

Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also 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 HAR §3-143-403.

## 1.10 Multiple or Alternate Proposals

Multiple/alternate proposals are not applicable to this RFP.

## 1.11 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.

## **1.12 Opening of Proposals**

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

## **1.13 Additional Materials and Documentation**

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

## **1.14 Public Inspection**

Procurement files shall be open to public inspection after contracts have been awarded and executed by all parties.

## **1.15 RFP Addenda**

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

## **1.16 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 best and final revised proposal.

## **1.17 Cancellation of Request for Proposals**

The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with HAR §3-143-613.

## **1.18 Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **1.19 Provider Participation in Planning**

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify applicants from submitting proposals if conducted in accordance with HAR §§3-142-202, 3-142-203.

## **1.20 Rejection of Proposals**

A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons:

- A. Failure to cooperate or deal in good faith (HAR §3-141-201);
- B. Inadequate accounting system (HAR §3-141-202);
- C. Late proposals (HAR§3-143-603);
- D. Inadequate response to request for proposals (HAR §3-143-609);
- E. Proposal not responsive (HAR §3-143-610(a)(1)); and
- F. Applicant not responsible (HAR §3-143-610(a)(2)).

## **1.21 Notice of Award**

A statement of findings and decision shall be provided to each responsive and responsible applicant 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 provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **1.22 Protests**

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (Refer to Section 1.2, Website Reference for website address.) Only the following matters may be protested:

- A. A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- B. A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- C. A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals 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 (5) 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.

| <b>Head of State Purchasing Agency</b>                             | <b>Procurement Officer</b>                                      |
|--|---|
| Name: Virginia Pressler, M.D.                                      | Name: Gordon Takaki   |
| Title: Director of Health  | Title: Public Health Administrative Officer                     |
| Mailing Address: P.O. Box 3378,<br>Honolulu, Hawaii 96801-3378     | Mailing Address: 3652 Kilauea<br>Avenue, Honolulu, Hawaii 96816 |
| Business Address: 1250 Punchbowl<br>Street, Honolulu, Hawaii 96813 | Business Address: (Same)  |

### 1.23 Availability of Funds

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

### 1.24 Provider Compliance

All applicants shall comply with all laws governing entities doing business in the State.

- A. Tax Clearance. Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, applicants are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
- B. Labor Law Compliance. Pursuant to HRS §103-55, applicants shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.

C. Business Registration. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall 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. Refer to Section 1.2, Website Reference for DCCA website address.

Applicants may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Applicants not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the applicant. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six (6) months from the date of issue. The DCCA certificate of good standing is valid for six (6) months from date of issue.

### **1.25 Wages Law Compliance**

If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.

### **1.26 Campaign Contributions by State and County Contractors**

HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.

### **1.27 General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. Special Conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## Section 2

### Service Specifications

#### 2.1 Overview, Purpose or Need, and Goals of Service

The State of Hawaii's, Department of Health, Family Health Services Division, Children with Special Health Needs Branch, Early Intervention Section (EIS) is soliciting applications for the purpose of providing family centered, community-based: services for infants and toddlers, birth to age three (3), with special needs, and their families. Services to be provided statewide include: audiology; deaf and hard of hearing; intensive behavioral support (IBS) (i.e. to address autism related behaviors and challenging behaviors unrelated to autism); interpretation (foreign language and sign language) and translation; nutritional; occupational therapy; physical therapy; psychological evaluation and consultation; social work; special instruction; speech language pathology; transportation; and vision.

#### 2.2 Planning Activities

Services to be provided are based on criteria outlined in P.L. 108-446, known as the Individuals with Disabilities Education Act (IDEA), Part C, and the Hawaii Early Intervention State Plan. These documents may be referenced at <http://health.hawaii.gov/eis>.

#### 2.3 Demographics and Funding

Target population to be served: Infants and toddlers under age three (3) with special needs, and their families.

Geographic coverage of service: Statewide. Applicants may apply to provide, on an as-needed basis, services authorized by the Early Intervention Section (EIS) to one or more of the area(s) listed below. The programs within each geographic area are also listed below.

The State-run Early Childhood Services Program (ECSPs) only serves the Island of Oahu, in the following geographic areas:

| Island | <i>Geographic Area</i> | Program(s)    |
|--------|------------------------|---------------|
| Oahu   | <i>Central Oahu</i>    | Leeward ECSP  |
|        | <i>Windward Oahu</i>   | Windward ECSP |
|        | <i>Honolulu</i>        | Lanakila ECSP |

Services which only the ECSPs are able to access through fee-for-service providers, on an as-needed basis, would be: interpretation (foreign and sign language); occupational therapy; physical therapy; speech-language pathology; and special instruction.

**Applicants shall indicate the specific island(s) and geographic area(s) for which they are applying to serve, on their Proposal Application Identification Form (SPO-H 200), under Proposal Information, Geographical area(s).**

Applicants shall also specify which of the following services they are applying to deliver which each geographic are: audiology; deaf and hard of hearing; IBS; nutrition; psychology; social work; transportation; and vision.

| <b>Island</b>                   | <b><i>Geographic Area</i></b> |
|---------------------------------|-------------------------------|
| <b>Oahu</b>                     | <i>Central Oahu</i>           |
|                                 | <i>Honolulu</i>               |
|                                 | <i>North Shore</i>            |
|                                 | <i>West Oahu</i>              |
|                                 | <i>Windward Oahu</i>          |
| <b>Hawaii Island</b>            | <i>Hilo</i>                   |
|                                 | <i>Kona / Ka'u</i>            |
|                                 | <i>North Hawaii</i>           |
| <b>Kauai</b>                    | <i>Kauai County</i>           |
| <b>Lanai, Maui, and Molokai</b> | <i>Maui County</i>            |

**Note: The purchasing agency shall determine authorized mileage, which shall be from the requesting program's location to the child's location. Refer to Attachment B, Fee-For-Service Policies and Procedures for more details.**

Probable funding amounts, source and period of availability: Approximately \$1,500,000 of State, Federal, and Special Funds may be available each year for the provision of services. The legislature and federal agency may also appropriate additional State, Special and Federal funds per year for these services.

## 2.4 Contract Award and Term

Single or multiple contracts to be awarded (HAR §3-143-206):

Single     Multiple     Single & Multiple

Criteria for multiple awards: Multiple awards may be made within geographical areas and types of services.

**Term of Contract(s)**

|                               |   |
|-------------------------------|---|
| Initial term:                 | <u>July 1, 2017 up to, and including June 30, 2018.</u> |
| Length of each extension:     | <u>One (1) year, or twelve (12) consecutive months.</u> |
| Number of possible extensions | <u>Three (3) possible extensions.</u>                   |
| Maximum length of contract:   | <u>Four (4) years.</u>                                  |

**Conditions for extension requests must be in writing and must be executed prior to the contract's expiration date.**

**2.5 Secondary Purchaser Participation**

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

**2.6 Service Activities**

- A. The provider shall provide the minimum and mandatory tasks and responsibilities as follows:
1. Provide services that are in accordance with EIS guidelines and are based on the individual needs of each child with special needs under age three (3) that have been authorized by the State's EIS to receive services. Services shall be evidenced-based, family-centered, community-based, discipline-specific evaluation; and direct and consultation services.
  2. Provide discipline-specific PSP and Coaching Model service, consultation, or information to the State's program staff and its contracted service providers as requested by the State.
  3. Participate in the IFSP meetings and other meetings concerning the child's progress as requested by the child's family, State program staff or its contracted service providers, at the provider's own cost.
  4. Provide consultation, training, and assistance to family members to increase their ability to support their child's development.

5. Collaborate with the child's Care Coordinator ("CC") on a regular basis, and with the EIS behavioral support service staff when applicable, regarding issues related to the provision of services, the child's progress, and family status.
6. Submit a written evaluation report to the State's or contracted service provider's CC, and the family, as required by the State, within forty-five (45) days of the consent for evaluation, allowing time for the IFSP. Reports shall include a summary of the findings and a description of the child's developmental issues and needs that shall be addressed through therapy sessions.
7. Submit written quarterly child progress reports relative to the IFSP outcomes and objectives and the need for further service provision. The quarterly reports shall be submitted to the child's CC two (2) weeks prior to the end of each authorized State Fiscal quarter as indicated on the Authorization for Services ("AFS") form; and shall follow the designated EIS format.
8. Submit the Fee-For-Service Provider Service/Attendance Log for each child served, including dates and times served and verified by parent/caregiver initial, to the child's CC within one (1) week after the end of each month. Refer to Exhibit "A," Fee-For-Service Policies and Procedures, for the form.
9. Submit a Personnel List. Refer to Exhibit "A," Fee-For-Service Policies and Procedures, in this Contract for the Personnel List form. The provider shall update and submit the Personnel List to the State for changes in personnel and shall include only individuals who meet the highest professional standards and competencies identified to provide Early Intervention Services.

**B. Services, service delivery methods, settings, and availability:**

The provider shall indicate the services, service delivery methods, settings, and availability in Section 3, Proposal Application.

Provider services are needed statewide. The provider shall indicate which island and geographic area they wish to provide services.

## **2.7 Qualifications**

### **A. Experience**

1. The provider shall demonstrate that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families as indicated in Section 3, Proposal Application.

2. For IBS Services, reference Attachment “C,” Credentialing and Supervision Guidelines for Providers of Intensive Behavioral Support Services.
3. Demonstrate capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family’s IFSP.
4. The applicant shall ensure that all experienced and newly hired direct service providers attend the IDEA, Part C Orientation provided by EIS, for Fee-For-Service providers. New providers shall attend the Orientation within six (6) months of hire, at their own cost. Refresher trainings are available and provided by the State on an as needed basis, and are to assure that services are appropriately provided to meet the developmental needs of the child and to support the family. This also includes training in the PSP and Coaching Model and how services should support the child and family’s daily routines. Exceptions must be approved by the EIS Contracts Unit Supervisor.
5. The applicant shall provide a narrative description of experience/projects/contracts pertinent to the proposed service(s). The applicant shall include points of contact, addresses, email, and phone numbers of references. The State reserves the right to contact references to verify experience in the following areas:
  - a. Provision of direct services to infants and toddlers under age three (3) with special needs;
  - b. Participation in IFSP meetings;
  - c. Collaboration with other providers on a child’s/family’s service team;
  - d. Evidence of knowledge of IDEA Part C (e.g., list of past Part C trainings attended, etc.);
  - e. Conducting family-centered interviews that identify the child’s strengths and needs and any other related family concerns;
  - f. Completion of timely evaluation reports and quarterly progress reports; and
  - g. Availability at various settings, days, and times.

***Total possible evaluation points for Experience are 45.***

## **B. Organization**

The applicant shall include the following documentation (see “Attachment D, Guidelines for Name, Certificate of Insurance, Tax Clearance Certificate, and Notary Public,” for details):

1. Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration. This does not apply to sole proprietors.
2. Current Tax Clearance Certificate (TCC) from the Department of Taxation.

3. Current Certificate of Liability (COI) and Auto Insurance. The provider shall obtain and keep in force, from a company authorized by law to issue insurance in the State of Hawaii, a minimum of \$1 million per occurrence, \$2 million in the aggregate of general liability insurance, and \$1 million per accident in automobile insurance. On a case by case basis, the State purchasing agency may require the per occurrence and aggregate amounts to be higher, depending on criteria set in the request for proposal or negotiation between the State purchasing agency and the applicant. The State purchasing agency may also allow for professional liability insurance or other types of insurance coverage, such as an umbrella policy which totals \$1 million per occurrence and \$2 million in the aggregate as acceptable.

*Note: If the applicant is registered with Hawaii Compliance Express and their current status is "Compliant," the applicant may submit a Certificate of Vendor Compliance (CVC), in lieu of a Current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration, and a Current Tax Clearance Application from the Department of Taxation. As the above documents are usually valid only for a certain time period, the applicant may be asked to submit updated documents prior to contract execution.*

*Total possible evaluation points for Organization are 30.*

### **C. Personnel**

The applicant shall submit evidence that, where applicable, the applicant possesses the appropriate licensing, certification and credentialing to legally provide services listed in this RFP.

#### ***Requirements for the Proposal Application.***

1. The applicant's RFP shall include the following, for all who will be providing EI Services:
  - a. Copies of resumes;
  - b. Copies of applicable professional license(s) to practice in Hawaii; and
  - c. Copies of profession-specific certification(s) for all staff that will be providing EI Services.
2. Additionally, if applying to provide IBS Services, the applicant shall submit a Statement of Attestation that all staff who will be providing IBS Services meets the State's credentialing requirements for providers. Attachment "C" provides guidelines for IBS Service providers.
3. The providers shall submit a Personnel List that identifies all staff who are authorized and credentialed to provide EI Services. Reference Attachment "B," Fee-For-Service Policies and Procedures, for the form and format.

*Total possible evaluation points for Personnel are 25.*

**D. Facilities** – Not applicable.

## 2.8 Pricing Structure

### *Requirements for the Proposal Application.*

Applicant's proposal shall include hourly direct service rate (rate per hour) for each service it proposes to deliver and a mileage rate (rate per mile). **Applicant shall include sufficient justification for the proposed rate(s).** Approved mileage shall be from the requesting program's location to the child's location (see Attachment "B," Fee-for-Service Policy and Procedures). The State shall not pay a travel rate.

*Note: The hourly service and mileage rates shall be subject to negotiation. The State shall not pay for neither "No Shows" or for "Documentation or Write-up Time". Fees for Audiology services are set per the Department of Health, Children with Special Health Needs Branch's fee schedule.*

*Total possible evaluation points for Pricing are 100.*

## 2.9 Other

### **Litigation**

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

*Note: Statements regarding litigation will not carry any point value but are required.*

## 2.10 Reporting Requirements for Program and Fiscal Data

The provider is required to utilize appropriate reports and records pertaining to the provision of service in accordance with standards developed by the State. Reports and records shall be maintained by the service provider and made available for monitoring and review by the State upon request. Records on each child are confidential and shall be maintained pursuant to the State's current HAR, Chapter 11-140, Early Intervention Services for Infants and Toddlers; and the Hawaii IDEA Part C Early Intervention Policies and Procedures.

Reporting requirements for Awardees in the format designated by the State shall include:

- A.** Submittal of the Fee-For-Service Provider Service/Attendance Log for each child served, including dates and times served (with parent initials for verification) to the child's CC within one (1) week after the end of each month. Refer to Exhibit "A,"

Fee-For-Service Policies and Procedures, of this Contract for the form.

- B. The provider shall submit monthly invoices, which include the: names of the children served; dates of service; type of service; units of service; mileage; and a copy of the approved AFS. Invoices shall be submitted within six (6) months of the service date.
- C. The provider shall submit written evaluation reports within ten (10) calendar days of completing the evaluation/assessment, to the child's CC.
- D. The provider shall submit written quarterly child progress reports relative to the IFSP outcomes and objectives, and the need for further service provision. The quarterly reports shall be submitted to the child's CC and the family, two (2) weeks prior to the end of each authorized State Fiscal quarter, as indicated on the AFS form; and shall follow the format prescribed by EIS. Refer to Exhibit "A," Fee-For-Service Policies and Procedures, of this Contract for the form.
- E. Submit a Personnel List. Refer to Exhibit "A," Fee-For-Service Policies and Procedures, in this Contract for the Personnel List form. The provider shall update and submit the Personnel List to the State for changes in personnel and shall include only individuals who meet the highest professional standards and competencies to provide Early Intervention Services.

## **2.11 Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated shall include, but is not limited to, the following:

- A. Review of the Service/Attendance Logs
- B. Review of the Quarterly Reports
- C. Comparison of invoices with Service/Attendance Logs
- D. Quality of Services Feedback (parents/program staff/EIS staff)
- E. Submission of Timely Reports
- F. Knowledge of IDEA Part C
- G. Administrative Requirements

## Section 3 Proposal Application

### 3.1 Instructions for Completing and Submitting Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this Section and Section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*
- *The proposal application documents **shall** be submitted in the following order:*
  - ***Proposal Application Identification Form (SPO-H-200).** Identifies the proposal application and geographic location of proposal.*
  - ***Table of Contents.** Include a listing of all documents included in the application.*
  - ***Proposal Application.** Short-Form 1*
    - 1.0 Qualification
      - A. Experience
      - B. Organization
      - C. Personnel
    - 2.0 Pricing *(Refer to Section 2.8 of this RFP for specifications.)*
    - 3.0 Other *(Refer to Section 2.9 of this RFP for specifications.)*
      - A. Litigation
    - 4.0 Attachments
      - A. Tax Clearance Certificate  
*(Refer to Section 1.24, A, of this RFP.)*
      - B. Labor Law Compliance  
*(Refer to Section 1.24, B of this RFP.)*
      - C. Certificate of Good Standing (DCCA)  
*(Refer to Section 1.24, C and 2.7, B, 1, of this RFP.)*
      - D. Tax Clearance Certificate  
*(Refer to Section 1.24 of this RFP.)*
      - E. Certificate of Liability Insurance (COI)  
*(Refer to Section 2.7, B, 3 of this RFP.)*
      - F. Automobile Insurance Policy – Declaration and Limits Page  
*(Refer to Section 2.7, B, 3 of this RFP.)*
      - G. Resumes and Copies of Required Licenses and Certificates  
*(Refer to Section 2.7, C, 1 – 3, of this RFP.)*
      - H. Personnel List (Current)  
*(Refer to Section 2.7, C, 1 – 3, of this RFP.)*

## **Section 4**

### **Proposal Evaluation**

#### **4.1 Evaluation Process**

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. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

#### **4.2 Evaluation Criteria**

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached upon completion of the evaluation process. A total of 200 points maximum.

##### **Qualifications - Evaluation Criteria (100 points)**

- Experience (45 points)
- Organization (30 points)
- Personnel (25 points)

##### **Pricing - Evaluation Criteria (100 points)**

**SAMPLE**

Evaluation of RFP No.: HTH 560-CG-FFS-17  
 Professional Services for Infant and Toddler Development

Applicant: \_\_\_\_\_

| Criterion   | Possible Score | Score |
|---|----------------|-------|
| <b>QUALIFICATIONS</b>   | <b>100</b>     |       |
| <b>Experience (2.7, A)</b>  | <b>45</b>      |       |
| * Demonstrated that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service(s) to young children with special needs and their families as indicated in Section 3, Proposal Application. | 15             |       |
| * Demonstrated capability to collaborate and coordinate services with other agencies and resources in the community identified in the child and family's IFSP.  | 15             |       |
| * Provided evidence of knowledge and understanding of IDEA, Part C requirements in the delivery of proposed service(s).   | 15             |       |
| <b>Comments:</b>  |                |       |
| <b>Organization (2.7, B)</b>  | <b>30</b>      |       |
| * Provided current Certificate of Good Standing from the Department of Commerce and Consumer Affairs, Business Registration   | 10             |       |
| * Provided current Tax Clearance Certificate (TCC) from the Department of Taxation  | 10             |       |
| * Provided current Certificate of Liability Insurance (COI) and Automobile Insurance  | 10             |       |
| <b>Comments:</b>  |                |       |
| <b>Personnel (2.7, C)</b>   | <b>25</b>      |       |
| * Submitted resumes and pertinent licensure and/or certification for all staff and subcontracted staff that will be providing Early Intervention Services. Statement of Attestation for IBS Credentialing.  | 15             |       |
| * Submitted the Personnel List  | 10             |       |
| <b>Comments:</b>  |                |       |
| <b>PRICING (2.8)</b>  | <b>100</b>     |       |
| * Direct service rate per hour  | 75             |       |
| * Mileage rate per mile   | 25             |       |
| <b>Comments:</b>  |                |       |
| <b>TOTAL:</b>   | <b>200</b>     |       |