

State of Hawaii  
Department of Human Services  
Social Services Division

**Addendum No. 1**

**October 19, 2016**

**to**

**Request for Proposals (RFP)**

**SSD-16-POS-3015**

**VOLUNTARY CASE MANAGEMENT  
SERVICES**

**HAWAII, KAUAI, MAUI, and OAHU**

**RFP Posting Date: October 5, 2016**

**RFP Proposal Submission Deadline:**

**November 7, 2016, 4:30 p.m.**

**Hawaii Standard Time**

**ADDENDUM NO. 1**

**October 19, 2016**

**to**

**REQUEST FOR PROPOSALS (RFP)**

**SSD-16-POS-3015**

**VOLUNTARY CASE MANAGEMENT SERVICES**

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this Addendum to add additional information and correct/revise the RFP as detailed below.

**If you have any questions please contact:**

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**RFP Written Questions and Responses**

- 1. 2.1, F. Period of availability, probable funding amounts, and sources** (Page 2-4 to 2-5)

Question: I can't find specific guidance as to the budget period for which we must include in the RFP. Please advise.

Response: The initial contract term is for January 1, 2017 – June 30, 2018. Two (2) budgets must be submitted with the proposal(s) to align with the State Fiscal Year:

- a. January 1, 2017 through June 30, 2017, and
- b. July 1, 2017 through June 30, 2018.

Question: Are the funding amounts for the full 18 month contracting period?

Answer: The funding amounts are annual amounts for 12 month periods. The funding amount would be half of what is posted for a 6 month period.

**2. 2.4, B, 3, b. Family assessment where the Provider shall: (Page 2-10)**

As discussed during the RFP Meeting held on October 13, 2016, the following are required assessments and can be found as a Word attachment on the SPO website as part of Addendum #1:

- a. Comprehensive Strengths and Risk Assessment Rating Tool
- b. Comprehensive Family-Centered Strengths and Risk Assessment Interview and Documentation Guide
- c. Child Safety Assessment
- d. Child Safety Factors Guidelines

**3. 2.4, B, 3, c., 2 Individualized Program Planning (IPP) (Page 2-10)**

Question: Is the Individualized Program Plan (IPP) a separate document from the Family Partnership Plan and Family Partnership Planning Activities?

Answer: The Family Partnership Plan and Family Partnership Planning Activities shall serve as the IPP.

As discussed during the RFP Meeting held on October 13, 2016, the required IPP is the Family Partnership Plan and can be found as a Word attachment on the SPO website as part of Addendum #1.

**4. 2.4, C. Administrative/Management requirements (Page 2-16)**

Question: Are LEPs due monthly or quarterly. The current contract asks for LEP reports to be submitted quarterly?

Response: LEP reports are due quarterly.

Question: Are we able to modify the ABC document to include a column to justify the outcomes presented?

Response: Yes.

**5. 2.5 Compensation and Method of Payment (Pages 2-18)**

Question: The State of Hawaii State Procurement Office Cost Principles HRS Chapter 103F Purchases of Human Services provides detailed descriptions of what is included in the various cost categories including Program Activities as “other cost items to deliver services.” An entire form (206H) is dedicated to detailing/justifying these ‘other cost items.’ To clarify, if items such as utilities, rent, supplies are specifically included on other SPO-H forms, we do NOT need

to include it on SPO-H-206H Program Activities form. (i.e. Insurance, Leases, Supplies, Utilities, etc. are on SPOH 205).

Response: Yes, that is correct.

Question: There is specific note that Personnel ‘must include all scheduled pay raises.’ Seeking guidance on how DHS would like to see this presented. Multiple year budget? Specific note in justification?

Response: Please note scheduled pay raises in the justification section.

### **RFP Corrections, Revisions, and Comments**

1. **2.1, D. Target population to be served (Page 2-3)**  
**2.1, F Period of availability, probable funding amounts, and sources (Pages 2-4)**

This is to clarify that the numbers of families to be served, as noted in 2.1, D., and the funding amounts, as noted in 2.1, F., are annual amounts and shall be projected accordingly for the periods of January 1, 2017 through June 30, 2017 and July 1, 2017 through June 30, 2018 for proposal activities such as completion of the Performance Measurement Forms A, B, and C and Budgets.

2. **2.1, F Period of availability, probable funding amounts, and sources (Pages 2-4)**

The third paragraph shall be revised as follows:

Total annual contract funding per geographic area is as follows:

1.	East Hawaii	\$475,000
2.	West Hawaii	\$270,000
3.	Kauai	\$325,000
4.	Maui	\$700,000
5.	Oahu	\$2,200,000

3. **2.4, B, 3, c., 2 Individualized Program Planning (IPP) (Page 2-10)**

This section shall be revised as follows:

- 1) The Family Partnership Planning and Family Partnership Plan Activities document shall serve as the IPP document, or another document if specified by the DHS.

**4. 2.4, D., 7., a., 3) Reporting requirements for program and fiscal data (Pages 2-18)**

The QAR shall be submitted to the DHS via email by the last day of the month following the reporting period.

**5. FORMS A, B, and C (Page 2-20 to 2-23)**

Forms A, B, and C have been revised. The revised Forms A, B, and C can be found as a Word attachment on the SPO website as part of Addendum #1.

**6. Outcomes FORMS A, B, and C (Page 2-20 to 2-23)**

Clarification: The forms reflect referrals, activities, and outcomes that will be measured during the contract period. Applicants shall propose the number and percent, where applicable, for each item. A narrative may be include to explain the numbers and percentages provided by the applicant.

**7. Outcomes FORM A – 1.b and FORM C - 3.b. and 4.b. (Page 2-23)**

Clarification: The language has been revised to reflect referrals from: “CWS Assessment/Permanency Units”. Referrals from CWS may be from CWS - Intake Units or CWS Assessment/Permanency Units.

**8. Section 3 (Page 3-1)**

*Other: Special Conditions, page 3 and Certification Regarding Lobbying*

This page in the Special Conditions was revised from page 3 to page 5.

**3.5, A. (p. 3-7) Pricing Structure: Proposed Budget (8 points)**

This is to clarify that the Budget as a whole as well as the Administrative Budget shall each be projected for two periods:

- a. January 1, 2017 through June 30, 2017, and
- b. July 1, 2017 through June 30, 2018.