



STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817

June 2, 2017

REQUEST FOR PROPOSALS (RFP) NO. TAP 2015-05

**ASSET INCENTIVES, FINANCIAL LITERACY AND
MULTI-SERVICE REFERRALS FOR NATIVE HAWAIIANS**

ADDENDUM 01

- 1. The proposal submittal date has been revised from June 8, 2017 to June 13, 2017 – 12 noon. See the revised proposal due date and time below

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET
NUMBER OF COPIES TO BE SUBMITTED: 3 copies and 1 flash drive or cd
ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN ~~June 8, 2017~~, **June 13, 2017 12 NOON** and received by the OHA no later than 10 days from the submittal deadline.

Page 1-1, Section 1 Administrative Overview:

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	May 17, 2017
Distribution of RFP	May 17, 2017
RFP orientation session	May 23, 2017
Closing date for submission of written questions for written responses	May 26, 2017
OHA’s response to Applicants’ written questions	May 31 2017
Discussions with Applicant prior to proposal submittal deadline (optional)	TBD
Proposal submittal deadline	June 8 – 20, 2017 June-13 – 23,2017
Discussions with Applicant after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	TBD
Proposal evaluation period	June 21 – 30 TBD June 23 - 30, 2017
Provider selection	July 10, 2017
Notice of statement of findings and decision	On or about July 12, 2017
Contract start date	August 1, 2017

2. **Q Due to the ability to submit county specific proposals, is there a breakout of funds for each county and each category of funding? If not, can you apply for the whole amount in all three categories for one county?**

A There is no breakout of funds for each county. There is no restriction on applying for the whole amount in all three categories for one county. However, because it is OHA's desire that services be provided in all service areas including the counties of Honolulu, Hawai'i, Maui, and Kaua'i, it is unlikely that a contract will be awarded to a Provider who proposes the whole amount of funds for service to one county.

3. **Q What happens to a statewide proposal if OHA decide to accept a county specific proposal? For example, what happens if an award is made to an organization for Maui County only? Does that automatically disqualify a statewide applications? or Does OHA eliminate the Maui County portion of the statewide proposal and only consider the three remaining counties?**

A On page 2-5, Section 2 Service Specifications 2.3 C multiple or alternative proposal of the RFP is defined as such:

Submit separate proposals if applying for more than one (1) county, but not the whole state. Each service agency is limited to one (1) proposal per county or up to a total of three (3) proposals. If applying for Statewide services, submit ONE (1) proposal but clearly delineate how services will be delivered, how funds will be allocated, and the amount and type of clients served in each and the amount and type of clients served in each county. Proposed outcomes will be compared one against the other for the same geographic areas. For example, Kaua'i county outcomes will be compared against all other proposed Kaua'i County outcomes.

4. **Q How many day of the week must service be provided and for how many hours each day? For example: Monday – Friday from 8:00 am – 4:30 pm, Monday, Wednesday and Fridays from noon – 4:00 pm, Tuesdays only from 7:00 am – 6:00 p.m., etc.**

A There are no requirements regarding the number of days per week, the number of hours per day, or the hours of operation per week in which the services must be provided. Applicants should provide a description of such information in the Service Delivery section of their Proposal Application.

5. **Q Would a centralized call center meet the service requirements?**

A There are no specific service requirements related to the centralization of a call center. An Applicant may propose services through a centralized call center.

6. **Q Would a web-based service model meet the service requirements?**

A There are no specific service requirements related to a web-based service model. An Applicant may propose services through a web-based service model. The model of services used must provide for the Service Activities

listed in the RFP.

7. **Q Is the one-time emergency fund rule applicable to only the current service year? If no, does previous assistance from prior contract periods prohibit assistance and if yes, will contractor be provided with previous service list?**

A No. The one-time per year emergency funding rule is applicable for any Provider awarded. An arrangement will be made between OHA and the Provider(s) at the time of contracting to assure for this provision.

8. **Q Is case management required for multi-service referrals?**

A There is no requirement that case management be provided for multi-service referrals.

9. **Q Is a database for the collection of service information required?**

A There is no requirement regarding the method of record-keeping.

10. **Q Are administrative cost allowed? If yes, at what rate?**

A On page 3-7, Section Proposal Application Instructions 3.5d Budget Justification of the RFP addresses administrative and staff costs. It is suggested that THREE HUNDRED EIGHTY THOUSAND AND NO/100 DOLLARS (\$380,000.00) or thirty-six point fourteen percent (36.14%) per year be made available for staffing and direct program administrative costs.

11. **Q Can you sub-contract services?**

A Sub-contracting of services is allowed.

12. **Q What are the formatting requirements for proposal?**

A Any and all formatting requirements are provided on page 3-1, Section 3 Proposal Application Instructions of the RFP TAP 2017-29.

13. **Q Are there page number or character limits?**

A There are no page number or character limits.

END OF RESPONSES