

DEPARTMENT OF EDUCATION  
PROCUREMENT AND CONTRACTS BRANCH

January 31, 2018

ADDENDUM D

TO

REQUEST FOR PROPOSALS

RFP D18-084

SEALED PROPOSALS

TO PROVIDE

21st CENTURY COMMUNITY LEARNING CENTERS

FOR THE

HAWAII DEPARTMENT OF EDUCATION (STATEWIDE)

**PART I - WRITTEN QUESTIONS**

**Requirements pertaining to written questions were stated in the original RFP. Additional written questions received by the Department are listed below. The following responses are hereby provided and incorporated into the RFP:**

**GENERAL QUESTIONS:**

1. Is the email on the last slide correct?

**Response:** Yes. Please note that the email address reads "COE" and not "CEO".

2. Currently, we are planning to start the program in 4 Schools. Two High Schools and two elementary schools that meet the criteria of 40% or more of the students are in reduced lunch. Every year, we are planning to increase two schools per year. Should we still go ahead apply for the grant and worth our effort?

**Response:** Applying for this RFP is up to you but, if you do decide to apply, you must include your expansion plans in your Scope of Work. If awarded, you will not be able to change your Scope of Work for Phase II.

**ELIGIBLE OFFERORS, ENTITIES AND PARTICIPANTS (Sec. 2.4)**

1. Are schools/complex areas able to work with vendors NOT on the Approved Vendor List?

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**Response:** (Sec. 1.17.1 Vendor List) HIDOE Schools and offices are not required to purchase from the resultant vendor list issued by the HIDOE PCB. Schools and offices are allowed to purchase outside of the vendor list, utilizing the applicable procurement method and its procedures.

2. Regarding 2.4.6 An Offeror may currently be implementing out of school time activities. The 21<sup>st</sup> CCLC funds may be used to expand and/or enhance current activities provided in existing before and/or afterschool programs, whether supported by public or private funds. For example, an Offeror may use funds to align activities to help students meet state academic standards if those services are not part of the current afterschool program.

**Response:** If your current program/activities are NOT currently funded by 21CCLC funds, then you can expand your program/activities with new 21CCLC funding. If, however, your current program is funded by 21CCLC, your program/activity cannot expand or supplant your existing program/activities and must service new students/families in a different geographic area.

3. Can a program that currently receives 21CCLC funding expand activities to other schools?

**Response:** The intent of the 21CCLC grant program is to *increase student access* to high quality out-of-school-time programs. Serving the same students with the same services in the same area is not meeting the intent of the law. (ESSA Sec. 4104.b.3.a.i)

Proposals shall address new participants and cannot supplant (ESSA Sec. 4110) or expand services of existing 21CCLC programs. Programs proposed under this RFP will be required to service new students in different geographic areas where their services/activities are not currently accessible to eligible students and their families.

4. At least 40% of the students need to qualify for FRL?

**Response:** Two-thirds of your student participants must be from schools with at least 40% of their official student enrollment in a federally subsidized lunch program or Title I designated school.

### MEASURES OF EFFECTIVENESS (3.3)

1. Are these measures based on HIDOE assessments? If yes, how do we measure non-HIDOE students?

**Response:** Programs are expected to collect and report on the same data as those serving HIDOE students.

### GRANTS MANAGEMENT AND UNIFORM GUIDANCE (3.4)

1. What is the difference for those external organizations applying and qualifying for the Approved Vendors List vs subcontracted vendors?

**Response:** See Sec. 4.6.4 Subcontractors.

2. Can programs pay a college professor or lecturer to facilitate an early college program?

**Response:** Yes, instructor fees are allowed. Tuition, however, is considered “program income” and is not an allowable expense.

3. Must the fiscal agent for the grant also be the lead applicant?

**Response:** Yes. If a qualified external organization is the lead applicant and does not provide direct educational services, it should apply for Phase I to be placed on the Approved Vendors List. Please note that lead applicants are not identified in Phase I. That said, the lead applicant must be an eligible grant recipient as defined by Sec. 2.4 (Eligible Offerors) and must be an active member of the consortium. It, however, cannot act as a flow-through for grant funds to pass to other recipients. HIDOE has established a minimum level of direct service of 15% to be provided by the fiscal agent (see Sec. 3.5 and 3.5.1-3.5.8 for more detail).

4. Our program requires purchasing technology products. Who owns it after the grant period has ended? The program or the school?

**Response:** Technically, the federal government owns it. Subgrantees must inventory and track all approved purchased property and equipment. At the close of the grant, inventory is reviewed and a "disposal" process ensues. Typically, funders may allow subgrantees to hold on to the property IF said inventory will continue to be used for approved project activities (and ONLY approved project activities). Otherwise, it must be returned.

#### **SUMMER PROGRAMMING (Sec. 3.14.7.6)**

1. If programming does NOT include summer/weekend/holiday hours, does this mean we are unable to attain full points through the evaluation process?

**Response:** If you do not submit summer programs for Years 2 and 3 (required), you will not be able to attain full points. Please note that this pertains to a full 21CCLC program.

#### **COLLABORATIONS AND PARTNERSHIPS (Section 3.14.5)**

1. Do non-profit community partners need to respond to this RFP to provide services even though fees for services are NOT required? What if these services are exclusive to our area (island) and not available elsewhere?

**Response:** (Sec. 1.17.1 Vendor List) HIDOE Schools and offices are not required to purchase from the resultant vendor list issued by the HIDOE PCB. Schools and offices are allowed to purchase outside of the vendor list, utilizing the applicable procurement method and its procedures.

2. Are community partners who will not receive 21CCLC funds required to submit a Phase I application as an approved vendor?

**Response:** External organizations not requiring 21CCLC funding do not need to apply for this RFP.

3. Does the Complex Area Superintendent need to sign the Phase I application?

**Response:** No, not in Phase I.

4. If a teacher wishes to use our curriculum as either an afterschool or in-school class, would an organization need to be approved, even if we raise the external funds ourselves?

**Response:** If your organization is not facilitating the course or activity and is only providing free curriculum then you would not need to apply.

#### **PROGRAM DESIGN (Sec. 3.14.7)**

1. If proposal serves any schools and/or focus areas listed on pg. 25, are extra points given?

**Response:** Yes. Please see Evaluation Criteria on p. 52 under Program Design (5.1.2) Statewide Priorities.

#### **FACILITIES (Sec. 3.14.7.3)**

1. Do you have to provide services at the school or can they be provided in the community?

**Response:** External organizations can provide services/activities in another location off campus but proposals must demonstrate that facilities used are safe and easily accessible. See Facilities Sec. 3.14.7.3 for more details.

#### **BUDGET INFORMATION AND GUIDANCE (Sec. 3.14.8.1)**

1. Is there a limit to the number of pages on the Budget Narrative?

**Response:** Please limit your budget narrative to 3 pages.

2. Are we supposed to provide a one-year budget using Appendix E or multi-year?

**Response:** Please use Appendix E as a template but include budget line items and narrative per year for each of 3 years.

3. Do we include 1 budget sheet for each year?

**Response:** Yes, 1 sheet for each year.

4. Page 20, section 3.10, Required Meetings, last sentence states, "This must be budgeted for in the offeror's proposal." Does that mean offerors need to include the cost of sending their staff member to this meeting in their budget form for Phase I? Also, does HIDOE charge a fee to attend this statewide training?

**Response:** Yes, Offerors need to include expenses for this training in their Phase I budgets. No, HIDOE will not be charging a fee to attend this training.

#### **PART II – CHANGES TO THE RFP**

Changes are hereby made to Section 3.5 as follows (deletions in strikethrough text and additions in bold/underlined text):

### **3.5 Lead Applicant**

A community-based organization, faith-based organization, or other public or private entity may **must** be the lead applicant and the fiscal agent. Applications in which a community-based or faith-based organization serves as the fiscal agent will be carefully reviewed for the capacity to administer the program, capacity to manage effective fiscal accounting, documentation of a clear plan of communication with potential target school(s) and complex/complex area regarding data sharing, reporting, and other linkages with the school and complex/complex area.