

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

January 19, 2018

ADDENDUM B

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. The written questions received by the Department are listed below. The following responses are hereby provided and incorporated into the RFP:

GENERAL QUESTIONS:

1. Will the webinar slides be posted online?

Response: Yes, the webinar will be posted (both static slides and recordings) on the HIDEOE site in the 21CCLC section:

<http://www.hawaiipublicschools.org/ParentsAndStudents/SupportForStudents/21stCCLC>

2. Will the 21CCLC peer review process allow out-of-state reviewers?

Response: Not at this time.

3. Will existing 21CCLC programs (i.e., SY2017-18) be impacted in any way by this new RFP?

Response: No, but applicants will be required to disclose participation in previous/current 21CCLC programs during Phase II. Note: New RFP awards must NOT supplant current services or be commingled with current 21CCLC funding.

4. Is the narrative in the RFP the same for both phases?

Response: For the most part although Phase II will require more program details.

5. What do you mean by “geographic area”?

Response: CEO is not restricting services to any HIDOE district/complex/school boundaries. It will be up to the service providers and consortia to define their own target areas.

6. If Phase I sections are not completed and submitted, will applications be rejected?

Response: Refer to section 1.12, Disqualification of Offers and section 5, Proposal Evaluation.

7. Will vendors find out if they qualify for the Approved Vendors List before Phase II?

Response: Awardees will be notified on or about March 1, 2018 (reference section 1.4 Procurement Timetable).

8. What is required in Phase I?

Response: The Proposal Organization and Content (section 4.6 on page 46) shows all the sections that will be required for Phase I applications.

9. When/where will answers to RFP questions be posted?

Response: Written questions received by the scheduled deadline shall be communicated in writing via published addenda to the RFP on or about January 26, 2018. Offerors who have submitted a RFP Registration Form will receive notification of any addenda from the date the Registration Form is received.

10. Is there a maximum number of pages for Phase I submissions?

Response: No.

11. Will there be another RFP next year?

Response: It depends on the current administration.

12. Can school principals be considered as references? (Offeror Qualifications)

Response: Yes.

13. Can submittal to Procurement be electronic?

Response: No, electronic submittals shall not be accepted.

14. Do all submittals have to be hand delivered? What about Neighbor Islands?

Response: Delivery mode is at an offeror's discretion; however, Proposals shall be received only until the hour and date set for the opening. Proposals received after the deadline shall be rejected and returned unopened. Timely receipt of offers shall be evidenced by the date and time registered by the Procurement and Contracts Branch's time stamp clock (section 1.4 Procurement Timetable).

Proposals due at: HIDOE Procurement and Contracts Branch (PCB) Waipahu Civic Center 94-275 Mokuola Street, Room 200 Waipahu, Hawaii 96797 THERE ARE NO EXCEPTIONS TO THIS PROPOSAL DUE DATE UNLESS THE DATE IS AMENDED IN WRITING BY THE PROCUREMENT AND CONTRACTS BRANCH.	2:00 p.m., January 31, 2018
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15. Please clarify what is meant by "basic" vs "specific", "full detail" and "maximum coverage" on the Chart of Requirements.

Response: The primary purpose of Phase I is to vet external organizations as "highly qualified" to provide quality services/programs that benefit disadvantaged students. The Approved Vendors List is being generated to give all schools equitable access to these organizations to support student achievement and development. Certain sections in Phase I cannot be specific as external organizations have not yet identified and/or collaborated with schools, therefore, basic assumptions will need to be made to provide schools with enough information about their services and capacities. Once the Approved Vendors List is published, schools and external organizations may seek each other out, develop specific programs for targeted groups and provide full detail and specific information in their Phase II (or detailed program plan) application. External organizations applying in Phase I must thoughtfully consider their capacity and resources based on whatever ceiling or "maximum capacity" they can serve. This will allow for adjustments when preparing and developing detailed program plans when final partners and participants have been identified.

16. What is the cutoff for qualification for the Approved Vendors List?

Response: Applicant must score 48 points and above out of a total of 72 pts. (see Evaluation Criteria, page 51-55) to qualify for the Approved Vendors List for Phase I.

17. Can external organizations submit more than one proposal (Phase I)?

Response: No.

18. Please confirm the acceptable font size that is allowable in tables and figures in the proposal narrative.

Response: Narrative font should be 12 pt. (4.5.1 Format). Tables and figures should be no smaller than 10 pt. in standard typeface (i.e., Arial, Times New Roman).

19. As a youth-serving nonprofit organization, our “clients” are the youth (6-17 years old). For the section that requires 3 client references, who would be appropriate – the youth, their parents, a partnering agency, or someone else?

Response: Professional references are preferable - e.g., partnering agency, school staff/faculty.

20. When can we see the exact list of attachments and additional documents that will be required for Phase I? In the RFP it is unclear since the list on page 46 includes the private school participation form, which isn’t required until Phase II. I believe during the webinar it was indicated the list would be at the end of the presentation, but I didn’t see it.

Response: Reference section 4.6 Proposal Organization and Content. However, note that although submission is not required in Phase I, Applicants must complete and submit the Equitable Services for Private School Participation Form (attached as Appendix D) in Phase II.

21. Where exactly is information about the 21st CCLC grant found on the internet?

Response: RFP D18-084 (Procurement - Phase I only, Phase II yet to be released):
<https://hands.ehawaii.gov/hands/opportunities/opportunity-details/13739>

Information will also be available on the Hawaii Public Schools website in the 21st Century Community Learning Centers section:
<http://www.hawaiipublicschools.org/ParentsAndStudents/SupportForStudents/21stCCLC>

22. What does the deadline for “Contract Award” mean (i.e., on or about March 1, 2018 on RFP page 3)?

Response: This is a tentative date when awardees will be notified, however, services shall not begin prior to July 1, 2018 (start of funding period).

ELIGIBLE OFFERORS, ENTITIES AND PARTICIPANTS (Section 2.4)

1. We are a group working under the Vice Chancellor of Academic Affairs office at a university. We receive monies from tuition and fees through the university. Are we eligible to submit a proposal for this RFP?

Response: Yes.

2. Would 4-year, 2-year campuses and individual offices, programs, schools, colleges on each campus be part of a “university system” or would each campus, office, program need to be a separate vendor? For example, our online academy does online tutoring/mentoring statewide. Would they be considered a separate vendor or part of the “university system”?

Response: Services provided by subentities within the university system should apply to be included on the Approved Vendors List, like the online academy at the university.

3. Can homeschooled students be included as eligible participants?

Response: They would be considered a “subpopulation”.

4. Do we need to identify the schools we will ultimately work?

Response: Phase I applicants need not specify schools but should describe targeted geographic areas. Budgets need to align with potential targets and objectives.

5. If external organizations are currently contracted with existing 21CCLC programs, should they apply with current partner organizations or separately?

Response: External organizations should apply for Phase I separately.

6. If an external organization is partnering with a school already receiving 21CCLC funds, does this negate that organization’s ability to apply for this RFP?

Response: No.

7. Do schools submit applications for Phase I?

Response: No, Phase I is only for external organizations.

SCOPE OF WORK (Section 3)

1. Will everything in the Scope of Work need to be addressed in Phase I?

Response: Yes. Please read the RFP carefully as specific instructions are included in the narrative as to level of detail required for Phase I.

2. (Our program) provides a variety of programs on school campuses (e.g., early childhood education and kindergarten transition for elementary schools and outdoor garden/cultural classes in middle schools). Should we submit multiple proposals under one program or one for each program type?

Response: Submit ONE proposal and include any and all activities you are willing to provide. External organizations can only submit ONE proposal for Phase I.

3. In Phase I, do we need to name the specific schools we will be working with or can we identify a list of schools for which we are able to provide services for, or a particular complex area, etc.?

Response: The latter is acceptable for Phase I. Please be advised that external organizations should seriously consider area vs. maximum capacity and describe accordingly. Phase II will require

specific school partner information.

4. If we identify specific schools/areas in Phase I, does this preclude us from working with other schools that might request 21CCLC services later?

Response: Yes. External organizations should include all potential targets in Phase I.

5. If external organization has multiple programs/activities, how do we submit a proposal? As one proposal or one proposal each for every separate program/activity?

Response: External organizations shall submit ONE proposal and include any and all programs/services/activities that will be offered.

6. What happens when programs fade out or end before the grant period ends? Can we add other programs later?

Response: No. Your scope of services should not change from Phase I to Phase II. It is recommended that you target one of the priority areas instead (such as college and career readiness) rather than specify programs, if unsure.

7. I understand that we need to make assumptions for Phase I. If we qualify for the Approved Vendors List, can we change things for Phase II?

Response: You cannot change your Scope of Work from Phase I to Phase II. You may adjust operational components in Phase II as you identify primary partners and participants. Example: In Phase I, Organization Z submits programs A, B and C for implementation on Monday, Wednesday and Friday. After qualifying for the Approved Vendors List, Organization Z is approached by a school who requests D, E and F programs. Organization Z will not be allowed to add programs D, E and F in Phase II since that changes their Scope of Work. It can, however, modify the scheduling and resources to accommodate the school within programs A, B and C.

PROGRAMMING HOURS (Section 3.2)

1. I noticed that summer/weekend/holiday programming was accorded a total of 6 pts in the full evaluation. If programming does NOT include summer/weekend/holiday hours, does this mean we are unable to attain full points through the evaluation process?

Response: Summer programming is only optional in Year 1. Summer programs are required for Years 2 and 3. Weekend and holiday programming hours should be included in your school year totals.

2. Do full 21CCLC programs have to provide at least 300 hours over at least 30 days of operation overall (per year) with a minimum per week by grade band?

Response: (Section 3.2 Programming Hours and Requirements) Yes.

3. Do required hours apply to services provided to students only or can hours apply to parent/family activity hours as well?

Response: Hours servicing adults may be included but services must follow program requirements (i.e., servicing primarily parent/families of participating 21CCLC students in support of their academic and social-emotional development).

4. Are the required programming hours intended for only full 21CCLC programs or per activity?

Response: The required programming hours (section 3.2) is intended for full 21CCLC programs.

5. Are programming hours based on the number of students or activities?

Response: Programming hours are based on the length of the services or activities provided (excluding planning time).

6. Define regular school hours.

Response: When classes are in session for targeted student/school population. Out of school time can refer to before or after school, weekends, holidays, and summer.

GRANTS MANAGEMENT AND UNIFORM GUIDANCE (Section 3.4)

1. If awarded, how are funds drawn?

Response: If external organizations are qualified lead applicants, they will be contracted by the HIDOE. Grantees shall spend funds according to the HIDOE approved 21CCLC grant budget, with drawdowns occurring at least three times (semester 1, semester 2, and summer, if applicable). Grantees will be required to provide data, budget reconciliations for the funding period and a budget for the next period before receiving new allocations.

2. Can funding be advanced to cover costs?

Response: Yes.

3. Can HIDOE teachers be hired for afterschool programs? Are external organizations required to pay them based on current union rates?

Response: It is the lead applicant's responsibility to confer with HIDOE teachers to comply with union policies.

4. What are the teacher to student ratios?

Response: It is highly recommended that programs follow state rules regarding teacher to student ratios (based on grade levels/age requirements).

5. Current 21CCLC programs use contract instructors from local non-profits. Would the non-profit need to be an Approved Vendor?

Response: Yes

PRIVATE SCHOOL PARTICIPATION (Section 3.11)

1. Do we need to include a completed Appendix D with Phase I submissions?

Response: No, not for Phase I.

2. What constitutes the “area to be served by the proposed program”? Do we look at private schools within a complex area served or in some other measure?

Response: Programs can identify areas served or targeted based on their capacity and resources. CEO is not restricting service areas but programs must consider quality of service based on program capacity and management

3. What defines state recognition of private schools?

Response: Please refer to the Hawaii Association of Independent Schools’ website. There is a listing of HAIS members there.

4. If an independent school can apply for this grant, do we need to include their students and families in our budget proposal, if serviced?

Response: Qualifying private (or independent) schools listed on the HAIS website must partner with an eligible HIDOE complex or school in the development and implementation of the 21CCLC program in order to receive 21CCLC resources. They must also provide evidence to the HIDOE partner school of eligibility for each student individually. Concurrently, all HIDOE public/charter schools must invite any private school within a reasonable geographic area to participate in any full 21CCLC program. Evidence will be required in Phase II.

5. Do private schools also need the Complex Area Superintendent's signature?

Response: Yes

6. Do we need to fill out Appendix D (Private School Participation form) only for Phase II?

Response: Yes

SUMMER PROGRAM (Section 3.14.7.6)

1. Please clarify minimum points for Summer Programs

Response: Summer programs are not required for Year 1 but are required for Years 2 and 3. Full 21CCLC programs must meet programming hour requirements (see 3.14.7.6 Program Design).

COLLABORATIONS AND PARTNERSHIPS (Section 3.14.5)

1. Does the term “primary partners” refer to other service providers we plan to work with in developing the program or schools we will be serving?

Response: “Primary Partners” refers to all partners who will collaboratively help develop a full 21CCLC program include both external organization(s) and school(s).

2. What if we are not working with any other entities? What should we talk about here?

Response: Applicants are *required* to work with another entity to form a school-external organizational partnership. The exception is for school applicants in Phase II who do not have qualified external organizations in reasonable geographic proximity to service (section. 2.7 External Organizations).

3. Can an eligible vendor (i.e., qualified for the Approved Vendors List) be selected by different schools to provide different services? Is this one proposal or two?

Response: Please keep in mind that schools are not participating in Phase I. Phase I applicants are all external organizations who provide services for out-of-school-time (OST) hours. Hence, external organizations should articulate any and all services they intend to provide to schools they plan to serve in Phase I. In Phase II, schools and external organizations *must* collaborate and coordinate activities with the approval of the area Complex Superintendent and participating school principals. The philosophical intent is for *active collaboration*.

4. Can a PTA be considered an external organization?

Response: Yes, if it is a bonafide non-profit organization.

5. Do external organizations need to be receiving other funding streams to qualify?

Response: No

6. Is UPLINK allowed to work with 21CCLC grantees?

Response: Yes, it is allowable but the application should provide full program detail in Phase II.

COMMUNITY NOTICE (Section 3.14.5.1)

1. Community Notice: Can you provide an example of an acceptable community notice and how it was distributed so that we can be sure to meet requirements?

Response: Yes, an example will be posted on the HIDOE 21CCLC website. Other acceptable formats are postings on websites, social media, flyers posted at community accessible locations, etc. Please provide evidence of postings (i.e., actual notices, screenshots or photos) and descriptions of distribution method with Phase I applications.

2. Does the Community Notice need to be distributed prior to the January 31, 2018 deadline?

Response: Yes. Evidence must be included in your Phase I proposal.

3. Do we need to provide evidence that the notice has been distributed or evidence of *plans* to distribute?

Response: You are required to provide evidence of distribution with your Phase I application due January 31, 2018.

4. Does the DOE have a preferred method for issuing the community notification of the intent to apply as an offeror? For example, publishing a notice through the newspaper?

Response: No, the DOE does not have a preferred method for notification. This office only requires that you provide evidence of notification and distribution.

ADVISORY BOARD (Section 3.14.5.4)

1. Please clarify “role groups in lieu of names are sufficient”. Does this refer to the role groups such as parents, students, regular school day teacher, etc.?

Response: Yes.

2. What is the Advisory Board based on?

Response: Selection for Advisory Board members is based on the project or program being proposed and its goals and objectives. Members should demonstrate some level of expertise that contributes to the success and effectiveness of the program.

MEALS & NUTRITION (Sec. 3.14.7.5)

1. Please confirm that awardees do NOT have to supply proof of secured resources to pay for snacks.

Response: Offerors shall submit a plan of how program participants will be served.

BUDGET INFORMATION AND GUIDANCE (Section 3.14.8.1)

1. Appendix E (Budget Template): In Phase I, do we complete the budget template for costs associated with providing services at one school or at a pre-identified group of schools? If we do not yet know which schools or how many we will be serving, how do we accurately submit a budget for the work?

Response: Based on your program’s service capacity and target areas, you will need to submit your best estimation of costs that are necessary, reasonable, allowable and documentable for the services you are providing. We recognize that this will probably change in Phase II, based on your final targets.

2. Budget Narrative and Form: Is there a template for the narrative portion of the budget?

Response: No. Each line item on your budget should have specific justifications (section 3.14.8.1 Budget Information and Guidance)

3. What is the best way to present a budget for the appropriate numbers/type of staff if we do not yet know how many schools we will be servicing?

Response: Please consider your best estimation of staffing based on the maximum number of students based on the capacity of your program

4. Do we provide a one-year budget or longer?

Response: You will be required to provide a budget per grant year for a total of three years.

5. What is the range of funding for each year? If awarded, will it be for 5 years?

Response: Minimum level of funding PER YEAR is \$50,000. There is not maximum. This RFP covers a 3 year grant period. Two 12-month extensions will be contingent upon program performance and evaluation.

6. Do we submit an overall budget or does it need to be broken down per school in Phase I?

Response: Applicants can submit an overall budget in Phase I and can explain justification for multiple sites (per school) in the narrative.

7. What line item on the budget should “statewide training” be?

Response: Training (add as line item 20)

MEASURING OUTCOMES AND EVALUATION (Section 3.14.8.4)

1. Who is doing the evaluation?

Response: (Sec. 5, Proposal Evaluation) The evaluation will be based solely on the evaluation criteria detailed in this RFP, and shall be performed by the selected members of the Evaluation Committee consisting of at least three (3) governmental employees with sufficient qualifications and experience in this area.

2. Is the Evaluation Criteria (5.1, pages 51-55) just for Phase I?

Response: Yes. Evaluation Criteria for Phase II is yet to be released.

3. Will we be required to hire an external evaluator?

Response: No, as the LEA and SEA, HIDEOE will be providing both local and statewide evaluation in cooperation and collaboration with the State Monitoring and Compliance Department.

4. What key indicators of success does this evaluation criteria refer to: “How the key indicators of success will be monitored and evaluated (0.5 points)”?

Response: (Section 3.13 Monitoring and Compliance) HIDEOE Key Indicators of Success; and the Principles of Effectiveness as described below in ESSA Sec. 4205(b)(1):

(A) be based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in the schools and communities;

(B) be based upon an established set of performance measures aimed at ensuring the availability of high quality academic enrichment opportunities;

- (C) provide evidence that the program or activity will help students meet the State and local student academic achievement standards;
- (D) ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students; and
- (E) collect the data necessary for the measures of student success.

DATA COLLECTION AND REPORTING REQUIREMENTS (Section 3.14.8.5)

1. Can you please confirm that required percentages of the following refer ONLY to full 21CCLC programs and NOT to specific programs/activities/services:

3.14.6.1 Youth Participation and Engagement

- 3.14.6.1.1 Elementary School: 33-50% of students in school attending program; among those 50-67% are regular attendees
- 3.14.6.1.2 Middle school: More than 50% of students in school attending program; among those 33% are regular attendees
- 3.14.6.1.3 High School: At least 10% of students in school are regular attendees

Response: Yes, these percentages apply only to full service 21CCLC programs.

2. Re: 3.14.4.1 Poverty and Academic Attainment: In Phase I, do we need to name and provide data on specific schools we intend to work with or can we identify a list of schools for which we are able to provide services, or a particular complex area, etc.?

Response: The latter is acceptable provided you are cognizant of the eligibility of intended schools (i.e., at least 2/3 of your potential participants attend Title 1 or schools with at least 40% of students from low income households).

PART II – CHANGES TO THE RFP

Changes are hereby made to the following sections (deletions in strikethrough text and additions in bold/underlined text):

1. Section 2.4.3:

Private/non-public school students are eligible to participate in 21st CCLC activities carried out in public schools. Students, teachers, and other educational personnel are eligible to participate in 21st CCLC programs on an equitable basis. Organizations that are awarded must provide equitable services to private school students and their families if the students are part of the area to be served by the 21st CCLC award. In designing a program that meets this requirement, Offerors must provide comparable opportunities for the participation of both public and private school students in the area served. Successful offerors on the approved vendor list must consult with school officials during the design and development of the 21st CCLC program on issues such as how the children's needs will be identified and what services will be offered. Proof of this consultation (Appendix D - Equitable Services for Private School Participation Form) **is not required to be submitted with the proposal, but must be included in Phase II**~~with the proposal.~~

2. Section 3.11.2:

Although submission is not required in Phase I, Applicants must complete and submit the Equitable Services for Private School Participation Form (attached as Appendix D) in Phase II.

3. Section 4.6, Proposal Organization and Content:

Sections of the proposal shall be separated using index dividers. Proposals shall be organized in this order:

Table of Contents:	The table of contents shall clearly identify the material by section and by page number
Section 1:	Proposal Identification and Information Form (Appendix A)
Section 2:	Program/Executive Summary
Section 3:	Offeror Qualifications, including subsections: Offeror Background and Experience, Project Team Organization, Project Team Staffing, and Offeror References (Appendix B)
Section 4:	Subcontractors (if any)
Section 5:	Offer of Services (Proposal Narrative)
Section 6:	Supplemental Documents: <ul style="list-style-type: none">○ Assurances for Program Implementation (Appendix C)○ Equitable Services for Private School Participation Form (Appendix D)○ Budget Form (Appendix E)○ Summary of Services (Appendix F)○ Community Notice Documentation○ Childcare Licensing Documentation (if applicable)○ Evidence of Federal Negotiated Indirect Cost Rate (if applicable)
Section 7:	Optional Supplemental Documents: <ul style="list-style-type: none">○ Parent, Family, Community Surveys Used to Assess Need○ Documentation of Targeted School(s) designated as CSI○ Targeted Excerpts from Academic/Financial Plan(s)○ Recent Evaluation Summary
Attachment A:	Proof of Compliance Documents

4. Section 4.6.6, Supplemental Documents:

The following documents are required as part of the application. Please ensure the appropriate documents are labeled with the appropriate headings listed; use a new page for each heading.

- 4.6.1.1 Assurances for Program Implementation (Appendix C)
- 4.6.1.2 ~~Equitable Services for Private School Participation Form (Appendix D)~~
- 4.6.1.3 Budget Form (Appendix E)
- 4.6.1.4 Summary of Services (Appendix F)
- 4.6.1.5 Community Notice Documentation
- 4.6.1.6 Childcare Licensing Documentation (if applicable)
- 4.6.1.7 Evidence of Federally Negotiated Indirect Cost Rate (if applicable)