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GOVERNOR

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DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P.O. Box 339
Honolulu, Hawaii 96809

February 17, 2004

MEMORANDUM

TO: All Interested Applicants

FROM: Lillian B. Koller, Esq., Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – EMPLOYMENT COUNSELING FOR THE FOOD STAMP, EMPLOYMENT AND TRAINING (FSE&T) PROGRAM – MAUI (HMS-237-04-01-M)**

The Department is seeking to purchase the service listed above and further described in the attached RFP.

The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

The RFP should be reviewed very closely as all parts of the RFP must be addressed. Informational meeting is scheduled for Maui on Friday, March 5, 2004, 10:00 A.M. to 12:00 P.M. at the DHS, BESSD Maui Section Administration Office, 1955 Main Street, Suite 325, Wailuku, Hawaii, 96793. For more information, please call 586-7050.

The Department's FSE&T Program staff will be present at the informational session to review the RFP requirements and address any questions you may have. In order for the proposals to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered or mailed to the Department of Human Services, Benefit, Employment and Support Service Division, Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813.
2. Proposals no later than 4:30 p.m., Tuesday, March 30, 2004.

Proposal and materials not requested by the department or submitted after the deadline will not be accepted for consideration.

Attachments

State of Hawai'i

Department of Human Services

Benefit, Employment and Support Services Division

RFP Title:

FOOD STAMP EMPLOYMENT AND TRAINING MAUI

RFP Number: HMS-237-04-01-M

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED.

ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT,

All Mail-ins

Department of Human Services
Benefit, Employment and Support Services Division
Employment/Child Care Program Office
Haseko Center
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP REPRESENTATIVE

Scott Nakasone
For further info. or inquiries

Phone: 586-7072
Fax: 586-5744

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., March 30, 2004.

Drop-off Sites

Department of Human Services
Benefit, Employment and Support Services Division
Employment/Child Care Program Office
Haseko Center
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813
Attn: Scott Nakasone, Program Specialist

BE ADVISED:

All mail-ins postmarked USPS after 12:00 midnight, March 30, 2004, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., March 30, 2004.

Deliveries by private mail services such as Fedex shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., March 30, 2004.

Procurement Timetable

Food Stamp Employment and Training Services (Maui)

(Effective 02/17/04)

Activity	Scheduled Date
Public Notice announcing Request for Proposals (RFP)	02/29/04
Distribution of RFP	03/01/04
RFP orientation session on Maui (10:00 am-12:00 pm)	03/05/04
Closing date for submission of written questions for written responses	03/11/04
State purchasing agency's response to applicants' written questions	03/15/04
Proposal submittal deadline	03/30/04
Proposal evaluation period ends	04/02/04
Provider selection and award	04/05/04
Notice of statement of findings and decisions	04/05/04
Date of contract execution	06/01/04
Contract start date	07/01/04

COMPETITIVE POS
RFP HMS 237-04-01-M

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Section 1
Administrative Overview

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.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, 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 by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. 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 Human Services, State of Hawai'i
Benefit, Employment & Support Services Division
Haseko Center, 820 Mililani Street, Suite 606
Phone: (808) 586-7050 Fax: (808) 586-5744

IV. Procurement Timetable

Activity	Scheduled Date
Public Notice announcing Request for Proposals (RFP)	02/29/04
Distribution of RFP	03/01/04
RFP orientation session on Maui (10:00 am-12:00 pm)	03/05/04
Closing date for submission of written questions for written responses	03/11/04
State purchasing agency's response to applicants' written questions	03/15/04
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Proposal evaluation period ends	04/02/04
Provider selection and award	04/05/04
Notice of statement of findings and decisions	04/05/04
Date of contract execution	06/01/04
Contract start date	07/01/04

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on Maui on Friday, March 5, 2004, 10:00 A.M. to 12:00 P.M. at the DHS, BESSD Maui Section Administration Office, 1955 Main Street, Suite 325, Wailuku, Hawaii, 96793. For more information, please call 586-7050. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal 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 4:30 p.m. H.S.T., on 03/11/04 in order to generate a written state purchasing agency response.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m. H.S.T., on 03/11/04. All written questions will receive a written response from the state purchasing agency by 03/15/04.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

(1) ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the POS Proposal Application, including a cost proposal/budget. (Refer to Section 3 of this RFP.)

(2) ***Competitive POS Application Check List*** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.

(3) ***Registration Form (SPO-H-100A)*** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may check the State Procurement Office website at:
http://www.state.hi.us/icsd/dags/spo.html
Click on *Health and Human Services*
Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*
or call the purchasing agency at 586-7050 or the State Procurement Office at 587-4706.

(4) ***Tax Clearance Certificate*** (Form A-6) - An original **or** certified copy of a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) **and** the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

(5) ***Certifications*** - Federal and/or State certifications, as applicable, to include: a tax clearance certificate from the Department of Taxation and the Internal Revenue Service, current within six months of issuance date, and a certificate of good standing from the Business Registration Division of the Department of Commerce and Consumer Affairs, current within six months of issuance date.

(6) ***Program Specific Requirements*** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and 3 copies of the proposal are required. Proposals must be postmarked or hand delivered by Tuesday, March 30, 2004, 4:30 P.M. to the Department of Human Services, Benefit, Employment and Support Services Division, Haseko Center, 820 Mililani Street, Suite 606, Honolulu, HI 96813. Any proposal post-marked or received after the designated date and time shall be rejected. Proposals should be sent in hard copy form only.

VIII. Discussions with Applicants Prior to, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

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

X. RFP Amendments

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

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

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

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

(1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201)

(2) Rejection for inadequate accounting system. (Section 3-141-202)

(3) Late proposals (Section 3-143-603)

(4) Inadequate response to request for proposals (Section 3-143-609)

(5) Proposal not responsive (Section 3-143-610 (1))

(6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

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

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office available on the State Procurement Office Website whose address is on the Competitive POS Application Checklist located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. A Notice of Protest regarding an award of contract and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five working days of the postmark of the notice of findings and decision sent to the protester. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the POS Proposal Checklist in Section 5 of this RFP. Only the following matters may be protested:

(1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

(2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

(3) 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.

Head of State Purchasing Agency	Chief Procurement Officer
Lillian B. Koller	Edwin Igarashi
Director	Procurement Office
P.O: Box 339	P.O. Box 339
Honolulu, HI 96813	Honolulu, HI 96813

XIX. Availability of Funds

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

XX. Criteria by Which the Performance of the Contract will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

(1) Performance/Outcome Measures

(2) Output Measures

(3) Quality of Care/Quality of Services

(4) Financial Management

(5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website (see the POS Proposal Application Checklist in Section 5 of this RFP for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see the POS Proposal Application Checklist in Section 5 of this RFP). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2
Service Specifications

Section 2
Service Specifications

I. Introduction

A. Background

The State of Hawaii, Department of Human Services, Benefit, Employment & Support Services Division (BESSD) is requesting proposals from qualified applicants to provide employment and training services for food stamp recipients on the island of Oahu. The clients must meet work performance requirements required under Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and progress towards self-sufficiency.

B. Purpose or Need

The purpose of the FSE&T program is to assist participants in obtaining employment. Services may include, but are not limited to assessment, employability plan development, employment counseling, job development, job placement, work experience and provision of supportive services, and monitoring and tracking of clients until they exit from the program. One (1) contract will be awarded under this request for proposals.

C. Description of the goals of the service

The goal of this project is to serve active clients and to place them into countable federally defined work activities. This will be further described in section III, scope of work.

D. Description of the target population to be served

The population to be served is the able-bodied adults without dependents (ABAWDs), non-exempt work registrants and volunteers who receive food stamps.

Definition of ABAWD: Any individual, aged 18-49, who is not responsible for a dependent child or spouse, is eligible to receive food stamps assistance for three months in a 36 month period.

E. Geographic coverage of service

The area to be served is described as Maui, census tracts 307, 309-313. The Department of Human Services reserves the right to change census tract designations after affording the contractor 30 days notice.

F. Probable funding amounts, source, and period of availability

This contract is expected to be State and Federally funded. The maximum amount of funding for this contract for FY 2005 is $110,000.00 and $110,000.00 for each twelve month extension.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

There are no planned secondary purchasers.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (≤ 2 yrs) ☐ Multi-term (> 2 yrs.)

Contract terms:

A single term contract (twelve months), with the option of four (4) twelve month extensions subject to availability of funds and contractor performance, shall be awarded.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Scott Nakasone, (808) 586-7072

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

The Department intends to procure employment and training services for Food Stamp recipients on Maui to facilitate program participation and achievement of personal and economic self-sufficiency.

The contractor is being requested to provide the following types of services to the clients:

1) General Operations

a. Act as the department designee as described in Chapter 17-684, Subchapter 4, Hawaii Administrative Rules (HAR), relating to the Food Stamp Program.

b. Provide a scheduled initial appointment time with an Employment Counselor for each referral received.

c. Provide case management services described herein to participants.

d. Supply written materials, as needed to fulfill FSE&T services. Written materials may include, but shall not be limited to appointment letters, attendance reports, and report forms.

e. Provide forms and other materials supplied by the Department for each FSE&T component to each participant assigned to that particular component, which shall clearly and in plain language explain the assignment(s), requirements, follow-up appointments and what constitutes failure to comply.

2) Intake and Registration

a. Mail a call-in-card to the FSE&T participant within ten (10) calendar days from the date an FSE&T referral form is received at the FSE&T unit, giving the FSE&T participant a specified initial interview appointment date and time.

b. Schedule the initial interview appointment to take place within thirty (30) calendar days from the date the FSE&T referral is received at the FSE&T unit.

c. Registration will include completion of a Workforce Development job application form, a personal interview and an orientation to FSE&T services.

d. Review the participant's rights and responsibilities in the FSE&T program.

3) Assessment/Employment Skills Assessment

a. Participants entering the Employment & Training program will receive an extended assessment. The format of the assessment would be in the form of a group setting. The following skills would be measured and assessed: Self Esteem/Self-Awareness, Needs Assessment, Values Inventory, Interest Assessment, Employment and Pre-Employment Skills Assessment, and Skills Assessment (to include perceived, needed, and transferable skills).

b. Assist the participant in evaluating the participant's work history, vocational skills, interests, educational competencies and other personal information to be used as an assessment tool in determining the participant's needs and labor goals.

c. Administer, as deemed appropriate, available interest tests and proficiency tests to assist in the assessment and placement process.

d. Participants will complete 16 hours in the Employment Skills Assessment activity.

4) Employability Development Plan

a. The employability plan (EP) shall be a written document that sets forth a planned series of actions leading toward employment.

b. The Employment Counselor and FSE&T participant shall jointly develop the employability plan and mutually agree upon a realistic vocational goal that is attainable under the constraints of the FSE&T program.

c. The employability plan shall consist of one or a series of approved FSE&T components that are designed to assist the participant in achieving his/her vocational goal(s). Some of these components may include, but are not limited to job search activity, job readiness and work experience.

d. The employability plan may be modified, as deemed appropriate by the Employment Counselor, when the FSE&T participant's circumstances change, or if needed to facilitate securing employment.

e. The employability plan shall also set forth a timetable of when the following services will be provided: Supportive services; referral to a particular FSE&T component or sequence of components; and job placement services.

f. Schedule periodic follow-up and exit appointments as required by a particular component or as deemed appropriate. The counselor shall also track their FSE&T participants progress to determine if they are progressing towards self-sufficiency.

g. The Employment Counselor shall explain to the FSE&T participant all FSE&T assignments and the employability plan component timetable, FSE&T component requirements, and the consequence of failure to comply. This information shall be provided in written format to be signed by the participant.

5) Employment Counseling and Referral for Supportive Services

a. Provide job-related counseling, as necessary, to assist participants in need of guidance with vocational choice, change, or adjustment.

b. Assist participants in making realistic vocational choices, exploring alternative fields of work, or in analyzing and understanding work-related problems which may have prevented the participant from getting or holding a job in the past.

c. Refer participants with any social, child care, or medical problems to the appropriate public or private community agency for assistance and resolution.

6) Referrals to Agencies Providing an E&T Component

a. Make referrals to the appropriate agency offering an FSE&T component which best meets the needs of the FSE&T participant.

b. Keep abreast of enrollment deadlines and openings available for each FSE&T component to avoid referrals which result in non-placement.

c. Communicate regularly with these agencies to assure that the FSE&T participant has been appropriately placed and is successfully fulfilling the FSE&T assignment.

d. Develop and maintain a close, positive working relationship with community FSE&T programs to strengthen linkages.

d. When a referral is made, provide the E&T participant with a fact sheet describing the component, the minimum level of participation required, and the consequence for failure to comply. This form shall be reviewed and signed by the participant to verify his/her understanding of the requirements and related responsibilities.

f. Based on the employability plan, referrals shall be made to one or, preferably, to a predetermined series of approved components offered by authorized community agencies.

g. When referrals are made, a fact sheet describing the component, the minimum level of participation required and the consequence for failure to comply shall be provided to each participant. This form must be reviewed and signed by the participant to verify his/her understanding of the component requirements.

h. Develop a system whereby each cooperating agency will regularly report enrollments, terminations and incidents of non-compliance.

i. Maintain a control log for each cooperating agency to identify the number of training slots available. Effort should be made to place the maximum number possible in available, free-of-charge community resources.

7) Provision of Minimum Services and Activities

At a minimum, the following services and activities are expected of the contractor in relationship to each component:

a. Job Search

i. Manage and administer the eight week individual job search component on Maui.

ii. Assign those participants that have been assessed as the most job ready or who have completed another FSE&T component and are now ready to job search.

iii. Assign the participant to no more than two, eight week job search periods in any period of twelve consecutive months of food stamp eligibility.

iv. Require a minimum of 24 contacts with prospective employers per eight week job search period.

v. Schedule follow-up interviews to monitor compliance with job search requirements and assist the participant in conducting his or her job search, providing job leads and referrals as appropriate.

vi. Participants shall be required to keep a written record of job contacts which the employment counselor shall validate, if questionable, by contacting a number of employers listed as job contacts on the report.

* ABAWD participants may utilize this activity as a supplement to another activity. Activity hours for ABAWDs in this component shall not exceed 20% of the total participation per week (4 hours per week or a total of 16 hours per month).

b. Basic Education

Assign the least employable ABAWD and non-ABAWD participants to this component who, based on educational information or testing scores, may benefit from the following types of instruction:

i. Remedial education for participants who lack basic literacy in reading and/or math;

ii. GED preparation for participants who possess basic literacy, but lack a high school diploma or equivalency;

iii. English as a second language for participants who lack sufficient English language skills needed to benefit from job search or training services; and

iv. Basic business skills training for those participants that need refresher training in business courses such as, but not limited to, typing, ten-key calculator, or accounting.

v. Participants will be required to attend a minimum of twelve (12) hours per month of classroom instruction for four (4) months.

vi. Depending on the course of study, classes may run from six to twelve weeks with both day and evening courses available.

* Schools and agencies that may be used as basic education component providers shall offer structured educational programs of at least twenty-four (24) hours duration in a two month period, with clearly defined curriculums in one or more of the content areas described above, including but not limited to, DOE Adult Education and the community colleges.

c. Vocational Training

This activity is designed to be a combined classroom education and on-the-job skills training program in selected vocational areas. Examples include carpentry, auto-mechanics, office technology, and baking. The classroom instruction will provide the individual with the basic principles of the vocation and the *practicum* portion of the training will provide the participant with the necessary "hands-on" experience.

i. Vocational training shall mean trade, vocational, or technical education courses taught by a school licensed by the department of education under HRS chapter 300 or courses to train or educate a participant to engage in a profession, occupation, or vocation which are provided by a school registered by a professional, occupational, or vocational regulatory board or a commission administratively under the Department of Commerce and Consumer affairs.

ii. The vocational training will entail 24 to 45 hour short courses of instruction or 20 to 30 hours per week full-time. The participation in this component shall not exceed seven month duration.

iii. The target population for referral to the vocational training component shall be those participants with little or no work experience or marketable skills and for whom the desired vocational training is either not offered by a community FSE&T agency or was turned down by the community FSE&T agency for services.

d. Work Experience

This is considered a work component as the training and *practicum* is provided by private non-profit agencies and/or public agencies. Participants are "matched" as closely as possible to their area of vocational interest. All activities/tasks are closely monitored and evaluated by the designated supervisor of the Work Experience site.

This is an unsalaried job training conducted at a clearly defined, well-supervised work site. Participants in WE will have the ability to develop basic work habits, acquire on-the-job experience, and demonstrate skills to a prospective employer.

i. The contractor shall manage and administer the work experience (WE) component, which is described as an unsalaried job training at a clearly defined, well-supervised work site. The FSE&T participant will be able to gain valuable work experience and become familiar with a working routine.

ii. Participants in WE shall have the opportunity to develop basic work habits, acquire on-the-job experience and demonstrate skills to a prospective employer.

iii. Participants assigned to WE shall usually possess job skills through training or experience, but need practice or reassurance before entering or reentering the labor market.

iv. The contractor shall develop acceptable work sites meeting the following criteria:

(a). The work sites must be located within either public agencies or private nonprofit organizations.

(b). The work sites must provide adequate supervision and instruction regarding duties and work activity.

(c) The duties to be performed must be at the training or entry level.

(d). The duties must be in addition to those performed by regular workers and participants can only be used to supplement, not supplant, regular workers.

(e). For assignments where regular employees are members of a bargaining unit, the assignment shall not prevent or delay the filling of vacant positions or the recall of laid-off workers.

(f). The duties performed must not be related to political, partisan or religious activities.

(g). The work sites must be willing to consider the participant for any job openings occurring at the site.

(h). Participants shall not be assigned to jobs that involve the operation of motor vehicles, This applies to any vehicle, including the participant's personal vehicle.

v. The WE participant shall be assigned for a period not to exceed thirteen (13) weeks, four (4) hours per day, Monday through Friday. The contractor may request an extension by submitting a written explanation to the ECCPO.

e. Employment

This is considered a work component, as participant would be earning a wage, either hourly pay or salary. If an ABAWD enters the E&T Program already employed, the E&T Unit will simply monitor the placement. However, the E&T Program will claim reimbursements for slots the E&T staff referred or assisted the participant in employment. Participants are "matched" as closely as possible to their area of vocational interest. All activities/tasks are closely monitored and evaluated by the E&T staff.

This is a salaried employment activity. Participants in employment would gain additional on the job training related to their position and valuable experience at their work site. The goal is that employment will eventually lead to self-sufficiency. If challenges occur while the participant is employed, the E&T staff would assist with problem solving and resolution to encourage continued employment.

f. Self-Employment

This is considered a work component, as the participant is the proprietor of the business. A participant may receive education and information by attending informational sessions via a referral by their Case Manager/Employment Counselor/Social Worker or by attending an informational session arranged and/or coordinated by the Employment & Training Unit staff.

The participant shall have a product or service to sell. The E&T staff will conduct interviews and assess whether the participant's business would be a viable one. The assessment would include the product/service, target population, projected expenditures and revenues, record keeping marketing skills and commitment level.

In addition, the participant will be required to provide verifiable documentation of business activity. Items such as, a General Excise Tax License, bookkeeping records, receipts and invoices for expenses and revenues. A minimum of 20 hours per week is required for all participants participating in this activity.

g. Job Placement/Job Development

i. Provide individualized job placement services.

ii. Make job development contacts with potential employers to secure interviews for selected participants.

iii. Develop a positive relationship with potential employers to promote and solicit employment opportunities for program participants.

h. Community FSE&T Programs

i. Establish a listing for Oahu, of other agencies that offer free-of-charge employment and training services that entail a minimum of twenty-four (24) hours of activity to be performed by the participant in a two (2) month period.

ii. Establish referral guidelines outlining agency requirements to enable employment counselors to make appropriate referrals to agencies that have specific recruitment of program requirements.

iii. Refer FSE&T participants who require vocational training to become employable to this component.

i. Participation in FSE&T

Participants served will be expected to participate 20 hours per week, for a total of 80 hours per month, in any of the components or combination thereof that are considered as work components. The following are considered work components:

i. Employment
ii. Self Employment
iii. Work Experience
iv. Vocational Training

Please note that certain component activities other than those enumerated above may be considered, in part, to satisfy the work requirement.

j. **Participant Reimbursement**

Verify the participant's attendance in training or performance of job search requirements prior to issuing a reimbursement.

i. **Child Care:** The maximum amount allowable is $160.00 per month, per child. This allowance shall only be authorized for non-ABAWDs.

ii. **Transportation and Other Costs:**

1) **Assessment, Employment Skills Assessment, Independent Job Search, and Job Search Skills Training:** The transportation and other costs shall not exceed $40.00 per month.

2) **Education:** The transportation and other costs shall not exceed $40.00 per month.

3) **Vocational Skills Training:** The transportation and other costs shall not exceed $40.00 per month. The Employment Counselor may authorize financial assistance up to $750.00 from the DHS in tuition and other costs (e.g. supplies, tools, books, manuals, etc.) of attending vocational training at Community Colleges and/or private institutions statewide. **Please note** that the participants *must* exhaust all the available loans, grants, and other financial assistance before seeking financial assistance from the DHS. The Employment Counselor may allow the following courses in accordance with the Employment Plan developed in consultation with the participant: computing, electronics, networking technology, television repair, auto body repair and painting, carpentry, diesel mechanics, welding, boat maintenance and repair, etc.

4) **Work Experience:** The transportation and other costs shall not exceed $50.00 per month.

5) **Employment:** The transportation and other costs shall not exceed $45.00 per month.

6) **Self-Employment:** The transportation and other costs shall not exceed $45.00 per month.

* Participant reimbursements are subject to availability of funds and are subject to change at any time.

k. Monitoring

i. Monitor the participant's progress in an FSE&T component to ensure that the participant is adhering to the minimum level of participation (satisfactory progress and attendance) established for that particular component.

ii. Contacts with participants shall be maintained at least once monthly, either by telephone or in person, whichever is deemed more appropriate for a particular assigned component.

iii. Conduct on-site follow-up contacts at training facilities, if necessary, to provide additional motivational support or to assist with resolving identified problems.

iv. Participate in case conferences with participants, instructors or other agency staff regarding a participant's progress or problems in training, as deemed appropriate.

v. Report to the IMW any changes in a participant's situation which may affect work registration or FSE&T status within five (5) working days of the date the change becomes known.

vi. Determine good cause, according to DHS guidelines, for participants who fail to comply with FSE&T requirements.

vii. Notify the IMW of participants who fail to comply with an E&T requirement within the thirty (30) day conciliation period.

viii. Notify the IMW to rescind a noncompliance report sent earlier when information becomes known to ES that noncompliance was for good cause.

ix. Notify the IMW within five (5) working days when a participant completes a prescribed remedial action for his/her act of noncompliance during the disqualification period.

x. Participate in fair hearings conducted by DHS by telephone or in person, as deemed necessary by the fair hearing officer.

l. Conciliation

i. Establish a conciliation process according to DHS requirements to resolve disputes that result when a FSE&T participant fails or refuses to comply with a FSE&T program requirement.

m. Termination

Participants will be terminated from the E&T program when:

i. Employed at least thirty (30) hours per week and earning not less than the hourly federal minimum wage rate or when working less than thirty (30) hours per week, but earning weekly income equal or greater than thirty (30) hours multiplied by the hourly federal minimum wage;

ii. Information is received from DHS that the participant is no longer receiving food stamps or is now exempt;

iii. A voluntary participant is no longer interested in FSE&T services;

iv. Thirty (30) calendar days after a report of noncompliance has been sent to DHS and no response has been received; or

v. The participant has completed his/her employability plan and further services are determined inappropriate.

n. Employment Counselors

i. Assist the participant in evaluating the participant's interests, skills and work history to be used as an

assessment tool in determining the participant's needs and labor goals.

ii. Develop an employability plan for the participant, utilizing E&T components that will lead promptly into unsubsidized employment.

iii. Explain to the participant FSE&T assignments, FSE&T component requirements and the consequence of failure to comply. Provide this information in written format to be signed by the participant.

iv. Schedule initial, follow-up and end appointments as required by a particular component or as deemed necessary.

v. Provide job search counseling.

vi. Refer participants for support services as needed.

vii. Refer participants to job openings as appropriate.

viii. Report to the IMW any changes in the participant's status which may affect work registration or FSE&T mandatory status within five (5) working days of the date the change becomes known.

ix. Determine good cause, according to DHS guidelines, for participants who fail to comply with FSE&T requirements.

x. Notify the IMW of participants who fail to comply with FSE&T requirements without good cause.

xi. Notify the IMW to rescind an earlier noncompliance report when information becomes known to the employment counselor that noncompliance was for good cause.

xii. Notify the IMW when a participant completes a prescribed remedial action for his/her act of noncompliance during a disqualification period.

xiii. Prepare fair hearing Branch Reports and participate, as requested, in fair hearings conducted by DHS.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

The contractor shall maintain as a minimum, the following staff: One (1) full-time unit supervisor/Employment Counselor, one (1) Employment Counselor, one (1) secretary/clerk.

The contractor may propose an alternative plan of hiring staff to suit their proposed model of service delivery.

2) Administrative

a. **Hours of Operation:** Normal hours of operation shall be 7:45 a.m. to 4:30 p.m., excluding State Holidays.

b. **Division Procedures:** The contractor shall follow Procedures established by the Division regarding (1) support services for child care, transportation, and work related expenses, (2) transitional health care and transitional child care, (3) case closures, and (4) monitoring and tracking of participation. (5) reporting of all data related to clients and client participation.

3) Quality assurance and evaluation specifications

The contract shall be evaluated based upon performance as described in section III listed above. The contract will also be reviewed for overall cost effectiveness based upon the overall cost compared to the performance outcome.

4) Output and performance/outcome measurements

a. Maintain a caseload of 95 FSE&T participants per worker.

b. At least ninety-five percent (95%) of all participants assessed will be assigned to a component, exclusive of these individuals placed in sanction.

c. At least eighty-five percent (85%) of all participants assigned to a component shall successfully complete a component activity.

d. At least sixty percent (60%) of all participants who have successfully completed a component activity will enter unsubsidized employment.

5) Reporting requirements for program and fiscal data

The offeror shall submit monthly expenditure reports for the operation of the program that serve as invoices for reimbursement. The form "Subgrantees Invoice and Expenditure Report" shall be the official forms used for the Subgrantee to request funds for the contract.

Use Hawaii Automated Network Assistance terminal (HANA) available at a designated location to enter client data and payment information. Monthly reports shall be prepared and submitted to the Employment Program Specialist, ECCPO, BESSD. While manual reports may be submitted, the computer entries shall be the official report. The contractor will not receive credit for client performance if the data are not entered into the computer system designated for use.

6) Pricing structure or pricing methodology to be used

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual. Cost principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and the requirements for verification and documentation. The budget amount for the operation of the project must not exceed the amount stated in the RFP. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered. The offeror shall abide by all the Federal regulations as legislated by Public Law 101-508, Omnibus Budget Reconciliation Act of 1990. Any expenditure made or authorized by the offeror which is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the offeror may be entitled.

7) Units of service and unit rate

Not applicable.

Section 3
POS Proposal Application

Section 3
POS Proposal Application Instructions

General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *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 encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO Website (for the website address see the Competitive POS Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

C. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

D. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial

A. Pricing Structure

Applicant's shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The purchasing agency shall consider cost proposals based on "cost type" or "pure reimbursement" pricing structure from the applicants' who are non-profit organizations licensed to do business in State of Hawaii. "Cost-

type" involves payment of all incurred costs within a predetermined total estimated cost.

The purchasing agency shall consider cost proposals based on "cost-plus-fixed-fee" from the applicants who are for-profit organizations licensed to do business in State of Hawaii. "Cost-plus-fixed-fee" allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. **We anticipate these fees to be limited to 10% or less of the contract award. Also, these fees need to be built within the contract ceiling.** *Please note*, however, that the Department reserves the right to negotiate the final amount of fixed fee within the limits discussed above.

The purchasing agency shall select the applicable cost proposals subject to the legal standing of the applicant organization, e.g., non-profit or for-profit and that are in the best interest of the state.

The following budget form(s), where applicable or as requested by the state purchasing agency, which are contained in the POS manual shall be submitted with the POS Proposal Application:

SPO-H-205
SPO-H-205A
SPO-H-205B
SPO-H-206A
SPO-H-206B
SPO-H-206C
SPO-H-206D
SPO-H-206E
SPO-H-206F
SPO-H-206G
SPO-H-206H
SPO-H-206I
SPO-H-206J

All budget forms, instructions and samples are located on the SPO website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application:

B. Other Financial Related Materials

1) Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

Audit Report (most recent).
Tax Clearance

VI. Other

A. Litigation

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

Section 4
Proposal Evaluation

Section 4
Proposal Evaluation

I. Introduction

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.

II. Evaluation Process

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.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

Evaluation Categories		Possible Points
Mandatory Requirements		**Pass or Rejected**
POS Proposal Application		**100 Points**
Background and Summary	10 points	
Experience and Capability	20 points	
Personnel: Project Organization and Staffing	10 points	
Service Delivery	50 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		**100 Points**

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Audit Report (latest)
- Tax Clearance Certificate

(2) POS Proposal Application Requirements

- POS Application Title Page (Form SPO-H-200)
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

(1) Background and Summary (10 Points)

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

(2) Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

(3) Personnel: Program Organization and Staffing (10 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(4) Service Delivery (50 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

- Describes the overall program content and design.
- Demonstrates an understanding of the various service activities and sequence of events.
- Presents evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures.
- Demonstrates an understanding of the target group.
- Demonstrates knowledge of case documentation and case record maintenance.

- Demonstrates knowledge of handling customer service and complaints.
- Provides for public relations and community collaboration.
- Describes staff/program management activities.

(5) Financial (10 Points)

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- To what extent does the budget support the scope of service and requirements of the Request for Proposal?
- Adequacy of accounting system.
- Tax Clearance Certificate (Form A-6)

IV. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5
Attachments

Section 5
Attachments

Attachment	Document
A	Competitive POS Application Checklist
B	POS Proposal Application - Sample Table of Contents
C	SPO-H-205A - Instructions for Organization-Wide Budget by Source of Funds
D	SPO-H-205B - Instructions for Organization-Wide Budget by Programs

Competitive POS Application Checklist

Applicant: _____ RFP No.: HMS 237-04-01-M

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application. *SPO-H Forms are located on the web at http://www.spo.hawaii.gov Click on *Procurement of Health and Human Services* and then on *Procurement Forms & Instruction for Private Agencies.**

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)	**Section 1, RFP**	**SPO Website***	**X**	
2. Competitive POS Application Checklist	**Section 1, RFP**	**Attachment A**	**X**	
3. Table of Contents	**Section 5, RFP**	**Section 5, RFP**	**X**	
4. POS Proposal Application (SPO-H-200A)	**Section 3, RFP**	**SPO Website***	**X**	
5. Registration Form (SPO-H-100A)	**Section 1, RFP**	**SPO Website***	**(Required if not Pre-Registered)**	
6. Tax Clearance Certificate (Form A-6)	**Section 1, RFP**	**SPO Website***	**X**	
7. Cost Proposal (Budget)				
SPO-H-205	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-205A	**Section 3, RFP**	**Section 5, RFP**	**X**	
SPO-H-205B	**Section 3, RFP**	**Section 5, RFP**	**X**	
SPO-H-206A	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206B	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206C	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206D	**Section 3, RFP**	**SPO Website***		
SPO-H-206E	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206F	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206G	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206H	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206I	**Section 3, RFP**	**SPO Website***	**X**	
SPO-H-206J	**Section 3, RFP**	**SPO Website***		
Certifications:				
8. Federal Certifications	**Section 1, RFP**	**Section 5, RFP**		
Debarment & Suspension		**Section 5, RFP**		
Drug Free Workplace Requirements		**Section 5, RFP**		
Lobbying		**Section 5, RFP**		
Program Fraud Civil Remedies Act		**Section 5, RFP**		
Environmental Tobacco Smoke		**Section 5, RFP**		
Program Specific Requirements:				
9. Organization Chart	**Section 3, RFP**		**X**	
10. Financial Statement/Policy	**Section 3, RFP**		**X**	

_____ Authorized Signature

_____ Date

Sample

Organization: _____
RFP No: _____

POS Proposal Application
Table of Contents

I. Background and Summary 1

II. Experience and Capability

A. Necessary Skills and Experience 2
B. Quality Assurance and Evaluation 3
C. Coordination of Services 4
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III. Personnel: Project Organization and Staffing

A. Proposed Staffing 6
B. Staff Qualifications 7
C. Supervision and Training 8
D. Organization Chart (Program & Organization-wide - attached)

IV. Service Delivery 9

V. Attachments

A. Cost Proposal

1. SPO-H-205 Proposal Budget
2. SPO-H-206A Budget Justification - Personnel: Salaries & Wages
3. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
4. SPO-H-206C Budget Justification - Travel: Interisland
5. SPO-H-206E Budget Justification - Contractual Services - Administrative

B. Other Financial Related Materials

1. Financial Audit for fiscal year ended June 30, 1991.

C. Performance and Output Measurement Tables

1.

D. Program Specific Requirements

1.

Instructions for Completing
FORM SPO-H-205A ORGANIZATION - WIDE BUDGET BY SOURCE OF FUNDS

Applicant/Provider:	Enter the Applicant's legal name.
RFP#:	Enter the Request For Proposal (RFP) identifying number of this service activity.
For all columns (a) thru (d)	Report your total organization-wide budget for this fiscal year by **source of funds**. Your organization's budget should reflect the total budget of the "organization" legally named. Report each source of fund in separate columns, by budget line item. For the first column on the first page of this form, use the column heading, "Organization Total". For the remaining columns you may use column headings such as: Federal, State, Funds Raised, Program Income, etc. If additional columns are needed, use additional copies of this form.
Columns (b), (c) & (d)	Identify sources of funding in space provided for column titles.
TOTAL (A+B+C+D)	Sum the subtotals for Budget Categories A, B, C and D, for columns (a) through (d).
SOURCE OF FUNDING: **(a)** **(b)** **(c)** **(d)**	Identify all sources of funding to be used by your organization.
TOTAL REVENUE	Enter the sum of all revenue sources cited above.
Budget Prepared by:	Type or print the name of the person who prepared the budget request and their telephone number. If there are any questions or comments, this person will be contacted for further information and clarification. Provide signature of Applicant's authorized representative, and date of approval.

Special Instructions by the State Purchasing Agency:

Not applicable.

Instructions for Completing
FORM SPO-H-205B ORGANIZATION - WIDE BUDGET BY PROGRAMS

Applicant/Provider:	Enter the Applicant's legal name.
Columns (a) thru (d) **Contract/RFP #**	Report your total organization-wide budget by **programs**. Enter the name of the program, and the contract number or RFP number if applicable, at the top of the column. Enter anticipated expenditures for each program by line item. Include expenditures from all sources of funding to be used by your organization for this program (including the contract amount). If additional columns are needed, use additional copies of this form. For the first column on the first page of this form, use the column heading, "Organization Total".
SOURCE OF FUNDING: **(a) Budget request** **(b)** **(c)** **(d)**	Identify all sources of funding to be used by your organization.
TOTAL REVENUE	Enter the sum of all revenue sources cited above.
Budget Prepared by:	Type or print the name of the person who prepared the budget request and their telephone number. If there are any questions or comments, this person will be contacted for further information and clarification. Provide signature of Applicant's authorized representative, and date of approval.

Special Instructions by State Purchasing Agency:

Not applicable.