

State of Hawaii  
Department of Human Services  
Office of Youth Services

**Addendum 2**

**January 13, 2023**

**To**

**Request for Proposals**

**RFP HMS-501-23-01**

**Cultural Programs for Youth and Families**

**November 10, 2022**

January 13, 2023

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS  
Cultural Programs for Youth and Families  
RFP HMS-501-23-01**

The Department of Human Services, Office of Youth Services, is issuing this addendum to RFP HMS-501-23-01, Cultural Programs for Youth and Families for the purposes of:

- ☒ Responding to a written question subsequently submitted in accordance with HAR §3-143-402.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to \_\_\_\_.
- ☒ is not amended.
- ☐ for Final Revised Proposals is \_\_\_\_.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Ana Mejia-Vasconcellos  
808-587-5738  
amejia-vasconcellos@dhs.hawaii.gov  
1010 Richards Street, Suite 314, Honolulu HI 96813

## **RFP HMS-501-23-01**

### **Cultural Programs for Youth and Families**

The following is a response to a written question submitted prior to proposal submittal deadline, due January 20, 2023, per HAR §3-143-402, Submission of questions before submittal deadline.

**QUESTION:** The sample Table of Content in Section 5 (Attachment B) of the RFP does not list attachments for letters of recommendation, MOA or MOUs, but the RFP states that they could be included, among other documents. Where should these documents be included in the proposal?

**ANSWER:** The sample Table of Content in Section 5 (Attachment B) of the RFP is a template that lists the required 7 sections of the RFP application/proposal. Section “VII Attachments” lists various required attachments that the applicant must include in the RFP proposal (Attachments A-E). The reference to “Attachment E. Program Specific Requirements” on the sample Table of Content shall be the “Performance Plan for RFP” (Attachment C), and as referenced in Attachment A “Proposal Application Checklist.”

The applicant may add attachments, such as letters of recommendation/support, MOA, MOU, staff positions, resumes, work plan, sample curriculum, etc. to further document and substantiate responses in the narrative portion of the proposal. Each attachment added shall be listed in the Table of Content and labeled/tabbed with consecutive letters (i.e., Attachment F, Attachment G, Attachment H, etc.). Please note Section 3 Proposal Application Instructions (page 3-1):

*“Attachments are supporting evidence and may be referenced in the application only when a response is provided in the application. Addressing an item by solely referencing an attachment will be scored as ‘not addressed’.”*

In other words, if an applicant’s response is solely “see attachment” with no clear description or detail in the narrative portion, the response will be scored as “not addressed.”