

State of Hawai‘i
Department of Health
Family Health Services Division
Children with Special Health Needs Branch
Early Intervention Section

Request for Proposals (RFP)

**RFP No. HTH 560-CG-POS-26-01 to
HTH 560-CG-POS-26-15**

**RFP Title: Early Intervention Program for
Infants and Toddlers**

Date Issued: August 23, 2024

RFP Orientation Meeting: September 13, 2024;
10:00 a.m.- 11:30 a.m. HST
Zoom ID #: 934 9899 4140

Proposal Submittal Deadline: October 25, 2024;
Close of Business 4:30 p.m. HST

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

August 23, 2024

RFP NOTICE

RFP Title: Early Intervention Program for Infants and Toddlers
RFP No.: HTH 560-CG-POS-26-01 to HTH 560-CG-POS-26-15

The State of Hawai‘i, Department of Health (“HDOH”), Family Health Services Division (“FHSD”), Children with Special Health Needs Branch (“CSHNB”), Early Intervention Section (“EIS”) hereinafter referred to as the STATE’s EIS, is responsible for providing family-centered, community-based, early intervention (“EI”) services for infants and toddlers birth to age three (3) years, with developmental delays and/or a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay, hereinafter referred to as “child” or “children” as well as their parent(s) or legal guardian(s), hereinafter referred to as “parents”, “family”, or “families”; and/or “other caregivers” (e.g., family members, foster parents, childcare provider). EI services are provided in conformity with the child’s Individualized Family Support Plan (“IFSP”).

The STATE’s EIS is in need of the following contracted Purchase of Service (“POS”) EI Programs in various geographic service areas who are responsible for providing the following contracted EI services: care coordination; family training, counseling, and home visits (“FTCHV”); occupational therapy; physical therapy; social work; special instruction; and speech language pathology.

The contract term will be from July 1, 2025, through June 30, 2026, with an option to extend.

Applicants are encouraged to attend the RFP Orientation Meeting. NOTE: Attending the RFP Orientation Meeting is not requirement. **Refer to the RFP Section 1.7, RFP Orientation, for more information.** Applicants may also submit written questions to the RFP point-of-contact identified in the **RFP Section 1.6**. Written question should be received by the date and time specified in the procurement timetable. **Refer to the RFP Section 1.1, Procurement Timetable and Section 1.8, Submission of Questions, for more information.**

Proposal applications shall be submitted to the State Purchasing Agency on or before the submission deadline using the proposal application template provided by the State Purchasing Agency. **Refer to the RFP Section 1.1, Procurement Timetable for the proposal application submission deadline and Section 3, Proposal Application, for more information.**

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- Attachment 2 Time of Performance
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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.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public Notice Announcing RFP	<u>August 30, 2024</u>
RFP Orientation Meeting	<u>September 13, 2024 10:00am-11:30am HST</u>
Due Date for Written Questions	<u>September 20, 2024, 4:30pm HST</u>
State Purchasing agency's response to written questions	<u>September 27, 2024</u>
Proposal submittal deadline	<u>October 25, 2024, 4:30pm HST</u>
Proposal evaluation period	<u>November – December 2024</u>
Provider selection	<u>December 13, 2024</u>
Notice of statement of findings and decision	<u>December 20, 2024</u>
Contract start date	<u>July 1, 2025</u>

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2 RFP website	http://hawaii.gov/spo2/health/rfp103f/
3 Hawai'i Revised Statutes (HRS) and Hawai'i Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the "References" tab.
4 General Conditions, AG-103F13	http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
5 Forms	http://spo.hawaii.gov Click on the "Forms" tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords "Cost Principles"
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawai'i Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawai'i Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click "Business Registration"
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
(Note: website addresses may change from time to time. If a State link is not active, try the State of Hawai'i website at http://hawaii.gov)	

1.3 Authority

This RFP is issued under the provisions of the Hawai'i Revised Statutes (HRS), 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 application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into 5 sections:

Section 1, Administrative Overview - The procurement process; requirements for contractors.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Proposal Application – General and specific instructions for proposal application submission.

Section 4, Evaluation - The method by which proposal applications will be evaluated.

Section 5, Attachments - Information and forms necessary to complete the application.

1.5 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 Health
Family Health Services Division
Children with Special Health Needs Branch
Early Intervention Section
Kamamalu Building
1010 Richards Street, Suite 811
Honolulu, Hawai'i 96813
Fax: (808) 594-0015

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Brianne Sarmiento, Contract Specialist
Phone: (808) 594-0014
Email: Brianne.Sarmeinto@doh.hawaii.gov

Attn: Brianne Sarmiento, Contract Specialist
Early Intervention Section
Kamamalu Building
1010 Richards Street, Suite 811
Honolulu, Hawai'i 96813

1.7 RFP Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	September 13, 2024	Time:	10:00 a.m. to 11:30 a.m. HST
Location:	Zoom ID #: 934 9899 4140		

Applicants are encouraged to submit written questions prior to the orientation prior to the written question deadline specified in the procurement schedule in Section 1.1. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, 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 the submittal deadline for written questions indicated in the Section 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit written questions to the RFP point-of-contact identified in Section 1.6. Written question should be received by the date and time specified in the procurement schedule in Section 1.1. The purchasing agency will respond to written questions by way of an addendum to the RFP. **Refer to Attachment 9 RFP Written Questions Template.**

The State Purchasing Agency will respond in writing and will post the responses via addendum to the RFP, within five (5) business days from the written question due date. No additional written questions will be accepted after deadline.

1.9 Discussions with Applicants

Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR §3-143-403.

1.10 Multiple or Alternate Proposals

Multiple/alternate proposals are not applicable to this RFP.

1.11 Confidential Information

If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

1.12 Opening of Proposals

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

1.13 Additional Materials and Documentation

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

1.14 Public Inspection

Procurement files shall be open to public inspection after contracts have been awarded and executed by all parties.

1.15 RFP Addenda

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

1.16 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final revised proposal.

1.17 Cancellation of Request for Proposals

The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with HAR §3143-613.

1.18 Costs for Proposal Preparation

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

1.19 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐ are required

☒ are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify applicants from submitting proposals if conducted in accordance with HAR §§3-142-202, 3-142-203.

1.20 Rejection of Proposals

A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons:

- A. Failure to cooperate or deal in good faith (HAR §3-141-201);
- B. Inadequate accounting system (HAR §3-141-202);
- C. Late proposals (HAR§3-143-603);
- D. Inadequate response to request for proposals (HAR §3-143-609);
- E. Proposal not responsive (HAR §3-143-610(a)(1)); and
- F. Applicant not responsible (HAR §3-143-610(a)(2)).

1.21 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawai‘i is not liable for any costs incurred prior to the official starting date.

1.22 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. **Refer to Section 1.2, Website Reference for website address.**

Only the following matters may be protested:

- A. A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawai‘i Revised Statutes;
- B. A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawai‘i Revised Statutes; and
- C. 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.

The Notice of Protest shall be postmarked by USPS or hand delivered to: 1) the head of the state purchasing agency conducting the protested procurement; and 2) the procurement officer who is conducting the procurement (as indicated below) within five (5) working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Kenneth S. Fink, MD, MGA, MPH	Name: William Aakhus
Title: Director of Health	Title: Administrative Officer
Mailing Address: P.O. Box 3378 Honolulu, Hawai‘i 96801-3378	Mailing Address: 1250 Punchbowl Street, Suite 258 Honolulu, Hawai‘i 96813
Business Address: 1250 Punchbowl Street Honolulu, Hawai‘i 96813	Business Address: (Same)

1.23 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawai‘i, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

1.24 Provider Compliance

All applicants shall comply with all laws governing entities doing business in the State.

- A. Tax Clearance. Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, applicants are required to have a tax clearance from the Hawai‘i State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). **Refer to Section 1.2, Website Reference for DOTAX and IRS website address.**
- B. Labor Law Compliance. Pursuant to HRS §103-55, applicants shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. **Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.**
- C. Business Registration. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations, and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. **Refer to Section 1.2, Website Reference for DCCA website address.**

Applicants may register with Hawai‘i Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE’s online Certificate of Vendor Compliance (CVC) provides the registered provider’s current compliance status as of the issuance date and is accepted for both contracting and final payment purposes. **Refer to Section 1.2, Website Reference, for HCE’s website address.**

Applicants not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the applicant. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate from the Hawai‘i State DOTAX and the IRS shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six (6) months from the date of issue. The DCCA certificate of good standing is valid for six (6) months from date of issue.

1.25 Wages Law Compliance

If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. **Refer to Section 1.2, Website Reference for statutes and DLIR website address.**

1.26 Campaign Contributions by State and County Contractors

HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. **Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.**

1.27 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. **Refer to Section 1.2, Website Reference OR Attachment 4, General Conditions for 103F Contracts, for more information.** Special Conditions may also be imposed contractually by the state purchasing agency, as deemed necessary. **Refer to Attachment 5, Special Conditions, for more information.**

1.28 Non-Discrimination Statement

The Hawai'i Department of Health does not discriminate on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under applicable federal or state law, in administration of its programs, or activities, and, the Department of Health does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you have any questions about this notice or any of the Department's non-discrimination programs, policies, or procedures, you may contact:

Valerie Kato
Acting Non-Discrimination Coordinator
Hawai'i Department of Health
1250 Punchbowl Street, HI 96813,
(808) 586-4400
doh.nondiscrimination@doh.hawaii.gov

If you believe that you have been discriminated against with respect to a Department of Health program or activity, you may contact the Non-Discrimination Coordinator identified above.

To request language or accessibility for this document, please contact: the HDOH Non-Discrimination Coordinator, located at 1250 Punchbowl Street, Honolulu, HI 96813 (Phone: (808) 586-4400 or email: doh.nondiscrimination@doh.hawaii.gov).

Please allow sufficient time for HDOH to meet accommodation requests.

Section 2

Service Specifications

2.1 Introduction

The State of Hawai‘i, Department of Health (“HDOH”), Family Health Services Division (“FHSD”), Children with Special Health Needs Branch (“CSHNB”), Early Intervention Section (“EIS”) hereinafter referred to as the STATE’s EIS, is responsible for providing family-centered, community-based, early intervention (“EI”) services for infants and toddlers birth to age three (3) years, with developmental delays and/or a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay, hereinafter referred to as “child” or “children” as well as their parent(s) or legal guardian(s), hereinafter referred to as “parents”, “family”, or “families”; and/or “other caregivers” (e.g., family members, foster parents, childcare provider). EI services are provided in conformity with the child’s Individualized Family Support Plan (“IFSP”).

The STATE’s EIS is in need of the following contracted Purchase of Service (“POS”) EI Programs in various geographic service areas who are responsible for providing the following contracted EI services: care coordination; family training, counseling, and home visits (“FTCHV”); occupational therapy; physical therapy; social work; special instruction; and speech language pathology.

As the lead agency, the STATE’s EIS is mandated to ensure that eligible children receive EI services based on criteria outlined in Public Law (“P.L.”) 108-446, known as the Individuals with Disabilities Education Act (“IDEA”), Part C, 34 CFR Part 303; Hawai‘i Revised Statutes (“HRS”) §321-351 to 321-357; Hawai‘i Administrative Rules (“HAR”), Chapter 11-140, EI services for Infants and Toddlers; and Hawai‘i IDEA Part C EI Policies and Procedures. The goals of EI services are to enhance the development of children with special needs; enhance the capacity of family and other caregivers to support the development and meet the special needs of their children; expand opportunities for children that encourage participation in community settings in which children without disabilities participate; and decrease the future need for special education services.

2.2 Planning Activities

All EI services provided shall be provided based on criteria outlined in P.L. 108-446, IDEA, Part C, which is specified in the IDEA, Part C Hawai'i EI Policies and Procedures. The IDEA, Part C Hawai'i EI Policies and Procedures may be referenced at <https://health.hawaii.gov/eis/files/2013/05/HawaiiIDEAPartCEIPoliciesandProcedures3-28-16FINAL.pdf>

2.3 Demographics and Funding

I. Target population to be served:

Infants and toddlers, ages birth to three (3) with special needs who are eligible to receive EI services as well as their family and other caregivers.

Refer to Attachment 1, Scope of Service, Section II., Description of The Target Population, for more information.

II. Geographic service area:

Various EI Program Geographic Service Areas within the State of Hawai'i.

Refer to Attachment 1, Scope of Service, Section III., Geographic Service Area, for more information.

NOTE: Applicants must submit a separate proposal for each EI Program geographic service area for which they wish to provide the contracted EI services for.

III. Probable funding amounts, source, and period of availability:

Refer to Attachment 1, Scope of Service, Section III., Geographic Service Area, for more information regarding the estimated funding amount for each EI Program geographic service area.

State, Federal, and Special Funds may be available each Contract year for the provision of providing the contracted EI services - EI Program for children who meet the Medically Fragile and/or Complex Medical Needs criteria within the Honolulu County geographic service area and supporting all EI Programs statewide with Medical Consultation services.

The legislature and federal agency may also appropriate additional State, Special and Federal funds per year for these services.

NOTE: Applicants must submit a separate proposal for each EI Program geographic service area for which they wish to provide the contracted EI services for. The proposed POS EI Program Contract Budget shall be subject to negotiation.

2.4 Contract Award and Term

Single or multiple contracts to be awarded (HAR §3-143-206):

☒ **Single** ☐ **Multiple** ☐ **Single & Multiple**

Criteria for single award: For each EI Program geographic service area, only one applicant shall be awarded a Contract to provide the contracted EI services.

Term of Contract(s)

Initial term:	July 1, 2025, up to, and including June 30, 2026.
Length of each extension:	One (1) year, or twelve (12) consecutive months.
Number of possible extensions	Four (4) possible extensions.
Maximum length of contract:	Five (5) years (July 1, 2025 to June 30, 2029).

The initial period shall commence on the Contract Effective Date or the Contract Execution Date, whichever is later.

Conditions for extension requests must be in writing and must be executed prior to the contract's expiration date.

2.5 Secondary Purchaser Participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

2.6 Scope of Service

Applicant shall refer to Attachment 1, Scope of Services, for more information.

- I. Overview, Page 1
- II. Description of Target Population, Page 1-2
- III. Geographic Service Area, Page 2-5
 1. Refer to Attachment 1A EI Programs' Geographic Service Area Map, for more information.
- IV. Service Provision, Page 5-16

The Service Provision section includes guidance regarding the following information but not limited to:

 1. Primary Service Provider Approach to Teaming and Coaching Model
 2. Service Activities
 3. Service Delivery Requirements

V. Administrative Requirements, Page 16-27

The Administrative Requirements section includes guidance regarding the following information but not limited to:

1. Federal, State, and Program Requirements
2. Confidentiality
3. Record Retention
4. Hawaii Early Intervention Database (HEIDS)
5. Family Rights and Complaints
6. Behavioral Management
7. Mandated Reporter
8. System of Payments
9. Financial Disclosure
10. Marketing Materials and Other Service-Related Documents
11. Child Find Outreach and EI Program Referrals
12. Facilities
13. EI Program's Office Hours of Operation
14. Inventory of Purchased Equipment and Supplies

VI. Experience and Personnel Qualifications, Page 27-38

The Experience and Personnel Qualifications section includes guidance regarding the following information but not limited to:

1. EI Program Staffing Guidance
2. Personnel Qualifications
 - a. Refer to Attachment 1D, EI Program - Administrative Staff Position Description and Personnel Qualifications, for more information.
 - b. Refer to Attachment 1E, EI Program - EI Service Descriptions and Personnel Qualifications, for more information.
3. Leveraging EI Program Staff
4. Subcontracting
5. Program Manager Functioning as a Service Provider
6. Student Interns/Residence
7. Other Personnel Requirements

VII. Reporting Requirements for Program and Fiscal Data, Page 38-41

VIII. Quality Assurance Monitoring and Evaluation, Page 41-42

IX. Pricing Methodologies, Page 42-53

1. POS EI Program Budget Guidance
 - a. Refer to Attachment 1B, EI Program Contract Budget templates (i.e., "POS210", "POS210A", "POS Rate Schedule", and "POS Budget Narrative") and Attachment 1C EIS Billing Reference Guide

2.7 Time of Performance

Applicant shall refer to Attachment 2, Time of Performance and Attachment 5.5., for more information.

2.8 Compensation and Payment Schedule

Applicant shall refer to Attachment 3, Compensation and Payment Schedule, for more information.

2.9 General Conditions

Applicant shall refer to Attachment 4, General Conditions for 103F Contracts, for more information.

2.10 Special Conditions

Applicant shall refer to Attachment 5, Special Conditions, for more information.

Section 3

Proposal Application

3.1 Instructions for Completing and Submitting Proposal Application

1. Applicants are strongly encouraged to review evaluation criteria when completing the proposal. **Refer to RFP Section 4, Proposal Evaluation.**
2. Proposal applications shall be submitted to the State Purchasing Agency on or before the submission deadline using the proposal application template provided by the State Purchasing Agency which is outlined in this Section. **Refer to the RFP Section 1.1 Administrative Overview, Procurement Timetable for the proposal application submission deadline**
3. The applicant shall mail-in or hand deliver two (2) copies of their proposal applicant to the drop-off site indicated below on or before the submission deadline. The applicant shall not staple the proposal application together. Applicant may use a binder clip or other binding methods such a 3-ring binder.
 - a. All proposal applications mailed by the United States Postal Service (“USPS”) shall be postmarked on or before submission deadline and received no later than ten (10) calendar days from the submittal deadline.
 - b. All proposal applications hand delivered (Note: Deliveries by private mail services such as FEDEX shall be considered as hand delivered) shall be received no later than the submission deadline at the drop-off site indicated below.
 - c. If hand delivering proposal applications, please check in with security (in the lobby near the elevators) upon arrival and let security know that you are dropping something off to the STATE’s EIS (drop-off site indicated below). Security will ensure that you checked in before heading up. The STATE’s EIS front office staff will accept your proposal application and provide you with a sheet indicating receipt of the proposal application received.
4. The applicant shall also submit a scanned copy of the proposal application to the STATE’s EIS via email to RFP Point of Contact indicated below by the submission deadline.
5. Proposal applications received (postmarked, if applicable) after the designated submission deadline shall be considered late and rejected. There are no exceptions to this requirement.

Proposal Application Drop-off Site (Mail-ins/Hand Delivered)

Department of Health
Early Intervention Section
1010 Richards Street, Suite 811
Honolulu, Hawai‘i 96813
Attention: POS EI Program RFP Application - RFP #

RFP Point of Contact:

Any inquiries regarding the RFP should be directed to:

Brianne Sarmiento, Contracts Specialist

Email: Brianne.Sarmiento@doh.hawaii.gov

Phone: (808) 594-0014

6. The proposal application shall include the following requirements indicated in the table below using the proposal application template provided by the State Purchasing Agency. A written response is required for each requirement. Failure to answer any of the items will impact an applicant's evaluation score.

Proposal Application Requirements		Evaluation Criteria Possible Score
<i>Service Provision</i>		
1	The applicant's proposal shall state the EI Program geographic service area for which they are applying to serve.	5
2	The applicant's proposal shall include a detailed plan on how the Primary Service Provider ("PSP") Approach to Teaming and Coaching Model in natural learning environments will be implemented to deliver the contracted EI services. The applicant shall also provide an example of which circumstances, if any, this Model is not appropriate and how it would be addressed.	25
3	The applicant's proposal shall describe in detail an implementation plan for how the contracted EI services will be provided by the EI Program service providers. The applicant's implementation plan shall include but not limited to the purpose of all contracted EI service activities (i.e., referral, intake, eligibility, evaluations/assessments, service-related meetings, ongoing services, transition/transfer), the requirements to complete the service activity within applicable timelines required, and the roles and responsibility of the services provider(s). Additionally, the implementation plan shall also include any indirect work-related assignments, tasks, and responsibilities (i.e., documentation notes, assessment/evaluation reports).	25
4	The applicant's proposal shall describe how the EI Program will ensure that that the contracted EI services are provided in accordance with the family's availability and service delivery method preferences within the child and family's natural environment during daily routines and activities.	10
5	The applicant's proposal shall describe how the EI Program will ensure timely services will be provided.	10
6	The applicant's proposal shall describe how the EI Program will ensure that service providers (including adjunct service providers) submit documentation notes and reports that are complete and accurate in a timely manner after services have been delivered in	10

Proposal Application Requirements		Evaluation Criteria Possible Score
	accordance with the STATE's EIS documentation requirements. Applicant shall also include whether or not the EI Program plans on using electronic signatures to sign services related EI forms.	
7	The applicant's proposal shall describe how the EI Program will collaborate and communicate with adjunct service providers and other community services/resources to address issues related to the provision of EI services, the child's progress, and family status. This shall also include any other services needed outside of EI.	10
8	The applicant's proposal shall describe how the EI Program will ensure that families have access to interpreter services, including sign language interpretation, if needed. The applicant shall include the organization or individual's name, description of the interpretation service, and interpretation rate(s).	5
<i>Administrative Requirements</i>		
9	The applicant's proposal shall describe how the EI program will ensure that confidential data and records on each child are maintained and data sharing pursuant to: HAR Chapter 11-140, EI services for Infants and Toddlers; Hawai'i IDEA Part C EI Policies and Procedures; FERPA; HIPAA; HAR Chapters 487J, 487N and 487R; and Act 10, Special Session Laws of Hawai'i, 2008, any and all EIS guidance and guidelines that may be issued, and other requirements, as applicable.	10
10	The applicant's proposal shall describe the EI Program's policies and/or procedures including sanctions, relating to EI record retention requirements.	10
11	The applicant's proposal shall describe how the EI Program will ensure that families are informed about their Family Rights. The applicant shall also include how the families will be informed of how to report Concern/Complaints and the process and procedures the EI Program will take if a Concern/Complaint is received.	10
12	The applicant's proposal shall describe the EI Program's policies and/or procedures concerning behavioral management and how these policies/procedures will be monitored and/or reviewed by the EI Program staff.	10
13	The applicant's proposal shall describe the EI Program's policies and/or procedures concerning incidents of child abuse and neglect and how these policies/procedures will be monitored and/or reviewed by the EI Program staff.	10
14	The applicant's proposal shall describe a plan on how the EI Program will ensure that monthly invoices are completed accurately and submitted in a timely manner.	10

Proposal Application Requirements		Evaluation Criteria Possible Score
15	The applicant's proposal shall describe a plan on how the EI Program will ensure Child Find and Outreach efforts will be conducted and describe the EI Program referral process. Additionally, the applicant shall include copies of all proposed printed and digital materials that the EI Program plans on disseminating to families for outreach and marketing purposes.	10
16	<p>The applicant's proposal shall describe a plan on how an EI Program office space will be secured throughout the Contract period by the effective date of the Contract (July 1, 2025) in order for the EI Program to be fully operational. The applicant shall also describe how that EI Program office meets the STATE's EIS Facilities requirements.</p> <p>If applicant has an existing office space that the applicant plans to use for the EI Program operations, the lease/rent agreement shall be included in the applicant's proposal apart of the proposed POS Budget documents.</p> <p><u>Lease/Rent Agreement Attachment, if applicable</u></p>	10
17	The applicant's proposal shall include an EI Program's office hours of operation schedule (including when services are available and being provided). The applicant shall include a detailed plan for how the applicant will ensure that EI Program staff are available during the EI Program's office hours of operation in order to answer the EI Program main office phone, receive faxes, and process any referrals. If staff are allowed to telework, applicant shall also explain how the applicant will ensure that there is at least one (1) EI Program staff in office during the EI Program's office hours of operation. The applicant shall include a detailed plan for how the applicant will ensure service providers are available and providing services on days and times necessary to support families' schedules (e.g., evenings or weekends) which could be outside of the EI Program's office hours of operation and/or teleworking schedule, if applicable.	10
18	<p>The applicant's proposal shall describe how equipment leased or purchased with contract funds will be maintained and identified as State HDOH owned equipment. The applicant shall also include an "EI Program Inventory Record" of any and all existing inventory that the applicant plans to use for the EI Program operations.</p> <p><u>EI Program Inventory Record Attachment</u></p>	10
Experience & Personnel Requirements		
19	The applicant's proposal shall provide a narrative description of experience, projects, and/or contracts pertinent to the contracted service(s) (i.e., CC, OT, PT, SLP, SPIN, FTCHV, SW) (and providing other alternative services, if applicable) in order to demonstrate that they possess the necessary skills, abilities, knowledge of, and experience relating to the delivery of service(s) to young children with special needs and their	25

Proposal Application Requirements		Evaluation Criteria Possible Score
	families. The applicant shall describe the types of services provided, the age range of children to whom the services were provided to, when, where, and for what period of time the applicant provided the services to children with special needs and their families. If the applicant has current and/or previous contracts with the State of Hawaii, the applicant shall submit all pertinent information for those contracts: ASO Log Number for the contract, the date(s) of the contract, and the department that issued the contract.	
20	The applicant's proposal shall include at least three (3) references contact information (i.e., name, title, addresses, email, and phone numbers) who can attest to the Applicant's knowledge and skills, including names, addresses, emails, and phone numbers. The STATE's EIS reserves the right to contact the references to verify experience. NOTE: The applicant shall not include the STATE's EIS staff as a reference.	10
21	The applicant's proposal shall describe in detail its proposed POS EI Program staffing structure.	25
22	The applicant's proposal shall describe a plan how the applicant will ensure that the EI Program will be fully staffed and operationally by the effective date of the Contract (July 1, 2025) to be able to provide services to 50% of the contracted number of children within three (3) months of the Contract effective date and 100% within six (6) months of the Contract effective date.	10
23	The applicant's proposal shall include a "EI Program Staffing List" that identifies the proposed EI Program Staffing Structure with all EI Program positions such as Program Administrative Staff (PM & OA) and Service Providers (CC, OT, PT, SLP, DS, SW, and if applicable GI) who will be providing EI Services, that are currently filled with staff who meet the personnel requirements and those positions that are currently vacant but pending recruitment, if awarded and authorized the position(s). The applicant's staffing structure shall also include a placeholder for the HDOH CC assigned, if applicable. The applicant's proposal shall also include copies of each person's (except for the HDOH CC) resume, applicable professional State of Hawai'i licenses and/or applicable professional certification/credentials. The applicant's proposed EI Program staffing list shall align with the applicant's proposed POS EI Program staffing proposal. <u>EI Program Staffing List Attachment</u>	10
24	The applicant's proposal shall describe the circumstances when a subcontractor can be utilized and for which services. If applicable, the applicant shall also identify if the applicant plans to utilize subcontract if positions are not permanently filled by the start of the Contract. If applicant plans to use subcontractors, applicant's proposal shall include a proposed "POS Subcontract Rate Schedule" which includes the list of the subcontractors, the type of	5

Proposal Application Requirements		Evaluation Criteria Possible Score
	services the subcontractor will provide, total number of hours being subcontracted, and proposed subcontract rates. The applicant shall also submit the subcontractor's compliant CVC, and subcontractor's COI for Professional Liability that meet the minimum requirements in accordance with the Special Conditions. <u>POS Subcontract Rate Schedule and Subcontractor Compliance Document Attachment, if applicable</u>	
25	The applicant's proposal shall include a sample of the EI Program staff identification (ID) badge that meet the STATE's EIS requirements. <u>EI Program staff identification (ID) Attachment</u>	5
26	The applicant's proposal shall describe a plan on how they will ensure the STATE's EIS is notified in a timely manner regarding personnel changes and/or any change to Agency contact information (i.e., email, phone, mailing address).	5
27	The applicant's proposal shall describe how the applicant's EI Program Manager will be providing training, supervision, and support to all service provider(s) throughout the Contract period.	5
Quality Assurance		
28	The applicant's proposal shall describe its quality assurance plans for the proposed services, which shall include including methodology on how the quality of services provided to eligible children and their families will be assessed or evaluated; and how the applicant will ensure that Federal, State, and program requirements are met.	50
Pricing Methodologies		
29	The applicant's proposal shall include a proposed POS EI Program Budget (i.e., POS210, POS210A, Rate Schedule, Budget Narrative) using the STATE's EIS POS EI Program Budget templates and include any supporting document as applicable. <u>POS210 Attachment</u>	25
30	The applicant's proposal shall include a proposed POS EI Program Budget (i.e., POS210, POS210A, Rate Schedule, Budget Narrative) using the STATE's EIS POS EI Program Budget templates and include any supporting document as applicable. <u>POS210A Attachment</u>	25

Proposal Application Requirements		Evaluation Criteria Possible Score
31	The applicant's proposal shall include a proposed POS EI Program Budget (i.e., POS210, POS210A, Rate Schedule, Budget Narrative) using the STATE's EIS POS EI Program Budget templates and include any supporting document as applicable. <u>POS Rate Schedule Attachment</u>	25
32	The applicant's proposal shall include a proposed POS EI Program Budget (i.e., POS210, POS210A, Rate Schedule, Budget Narrative) using the STATE's EIS POS EI Program Budget templates and include any supporting document as applicable. <u>POS Budget Narrative Attachment</u>	25
Organization		
33	The applicant's proposal shall identify the primary point of contact's information (e.g., name, title, email, phone number) for the person who would be the authorized signer to sign contract related documents and the person who is responsible for the oversight of the contract, if this is a different person.	5
34	The applicant's proposal shall include a completed "Proposal Application Identification Form (SPO-H-200)". <u>Proposal Application Identification Form (SPO-H-200) Attachment</u>	10
35	The applicant's proposal shall include a copy of the following documents listed below as attachments: <ul style="list-style-type: none"> • <u>Certificate of Vendor Compliance (CVC)</u> from the Hawaii Compliance Express (HCE) website https://vendors.ehawaii.gov/hce/ to show proof of compliance for the following items listed below. Applicant may also submit paper certificate, if needed. <ul style="list-style-type: none"> ○ Current Certificate of Good Standing (COGS) from the Department of Commerce and Consumer Affairs, Business Registration. (Paper copy of certificate is only valid for six (6) months from date of issue.) <ul style="list-style-type: none"> ▪ NOTE: If CVC states that COGS is exempt, applicant must submit a COGS paper copy with CVC. ○ Current Tax Clearance Certificates (TCC) from the Hawai'i State DOTAX and the IRS. (Paper copy of certificates are only valid for six (6) months from the most recent approval stamp date on the certificate.) ○ Current Labor Law Compliance Certificate from Department of Labor and Industrial Relations (DLIR). (Paper copy of certificate is only valid for six (6) months from the date of issue.) • <u>DCCA State of Hawaii Business Information</u> print out from the DCCA website - 	25

Proposal Application Requirements		Evaluation Criteria Possible Score
	https://hbe.ehawaii.gov/documents/search.html?mobile=N&site_preference=normal <ul style="list-style-type: none"> • <u>General Excises (GE) Licenses #</u> print out from the DOT website - https://hitax.hawaii.gov// • <u>W9</u> (current signature date) • <u>Vendor Table Maintenance (VTM) Letter</u> (current signature date) 	
36	<p>The applicant's proposal shall include an Organization Chart which shall outline the position of each staff and line of responsibility/supervision (include position title, name, and full-time equivalency). The Organization Chart shall clearly outline positions with administrative versus programmatic responsibilities.</p> <p><u>Organization Chart Attachment</u></p>	10
37	<p>Litigation: If applicable, applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment.</p> <p><i>NOTE: Statements regarding litigation will not carry any point value but are required.</i></p>	N/A
TOTAL POSSIBLE POINTS		500

Section 4

Proposal Evaluation

4.1 Evaluation Process

The evaluation of proposal applications received in response to this RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. 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.

Upon completion of the evaluation process, each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award and a consolidate evaluation report of their proposal application.

The table below includes the total possible points per section of the proposal application. **Refer to the RFP Section 3, Proposal Application** for the detailed proposal application requirements for each section and the breakdown of the possible evaluation's points per requirement.

Evaluation of Proposal Application		
A.	Service Provision	100
B.	Administrative Requirements	100
C.	Experience & Personnel Requirements	100
D.	Quality Assurance	50
E.	Pricing Methodologies	100
F.	Organization	50
TOTAL POSSIBLE POINTS		500

4.2 Evaluation Criteria

<p>A 5-point rating scale method will be used to rate the applicant's proposal application for each requirement. Only whole numbers will be assigned (e.g., 1, 2, 3, 4, or 5), <u>half numbers are not utilized to rate the proposal application.</u></p> <p>If the total possible points are more than 5 points, the following rating scales will be used:</p> <ul style="list-style-type: none"> 10 Possible Points: 5 = 10, 4 = 8, 3 = 6, 2 = 4, and 1 = 2 25 Possible Points: 5 = 25, 4 = 20, 3 = 15, 2 = 10, and 1 = 5 	
<p>5 (Outstanding)</p>	<ul style="list-style-type: none"> Response addressed <u>all</u> (100%) required elements/question by clearly responding to the question. Details and/or specific examples/strategies for implementation were provided.

4 (Above Average)	<ul style="list-style-type: none"> ▪ <i>Response addressed 80% of required elements/question. Details and/or specific examples/strategies for implementation were provided.</i>
3 (Satisfactory)	<ul style="list-style-type: none"> ▪ <i>Response addressed 60% of required elements/question. Details and/or general examples/strategies for implementation were provided.</i>
2 (Marginally Adequate)	<ul style="list-style-type: none"> ▪ <i>Response addressed 40% of required elements/question. Response lacks details and examples/strategies for implementation.</i>
1 (Unsatisfactory)	<ul style="list-style-type: none"> ▪ <i>Response addressed 20% of required elements/question.</i> ▪ <i>Proposal application reiterated word for word directly from RFP or other attached materials</i> ▪
0 (Incomplete)	<ul style="list-style-type: none"> ▪ <i>Response did not meet criteria.</i>

Section 5

Attachments

- Attachment 1 Scope of Service
 - Attachment 1A EI Programs' Geographic Service Area Map
 - Attachment 1B EI Program Budget templates (i.e., "POS210", "POS210A", "POS Rate Schedule", and "POS Budget Narrative").
 - Attachment 1C EIS Billing Reference Guide
 - Attachment 1D EI Program - Administrative Staff Position Description and Personnel Qualifications
 - Attachment 1E EI Program - EI Service Descriptions and Personnel Qualifications
- Attachment 2 Time of Performance
- Attachment 3 Compensation and Payment Schedule
- Attachment 4 General Conditions for 103F Contracts
- Attachment 5 Special Conditions
 - Attachment 5A Checklist for COI Requirements and COI Sample
 - Attachment 5B Guidelines for Organization-Wide Audits
 - Attachment 5C Certification Regarding Environmental Tobacco Smoke form
 - Attachment 5D Intra-Department Directive 18-02
 - Attachment 5E Federal Funds Certifications
 - Attachment 5F CVC Sample
 - Attachment 5G VTM Letter Sample
- Attachment 6 Proposal Application Template
- Attachment 7 Proposal Application Identification Form (SPO-H-200)
- Attachment 8 RFP Written Questions Template