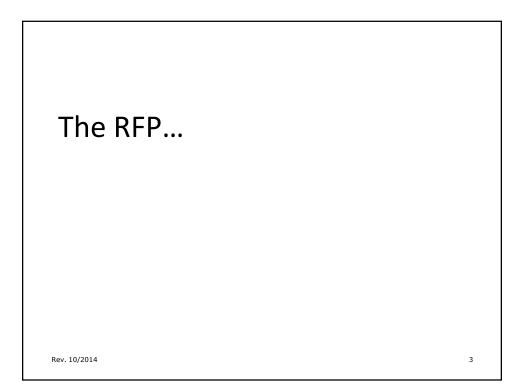
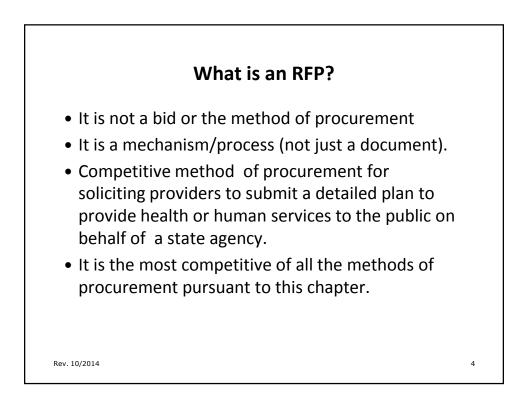
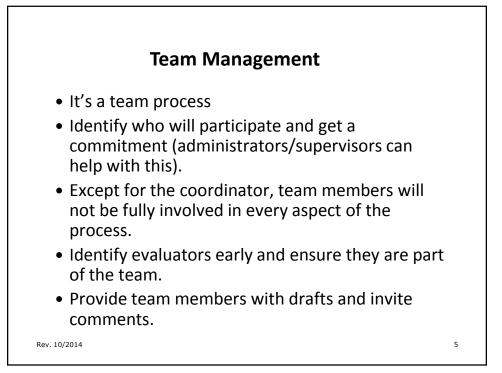
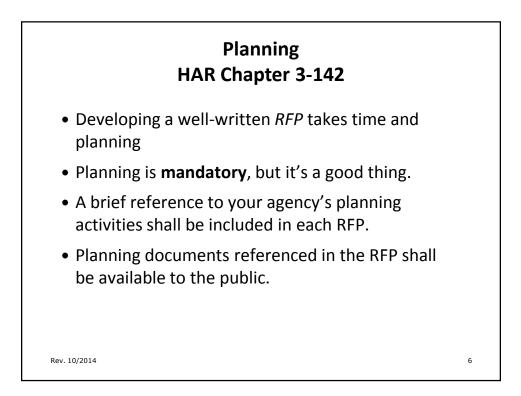


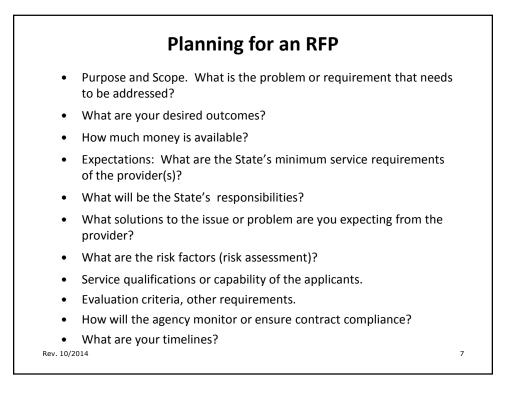
Method	HAR Chapter
Competitive (RFP) *	3-143
Restrictive (Sole Source)*	3-144
Treatment	3-145
Small Purchase	3-146
Crisis	3-147

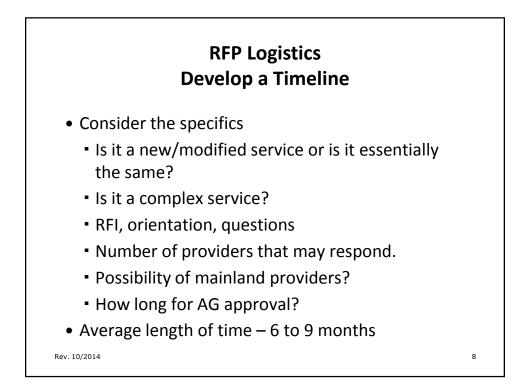


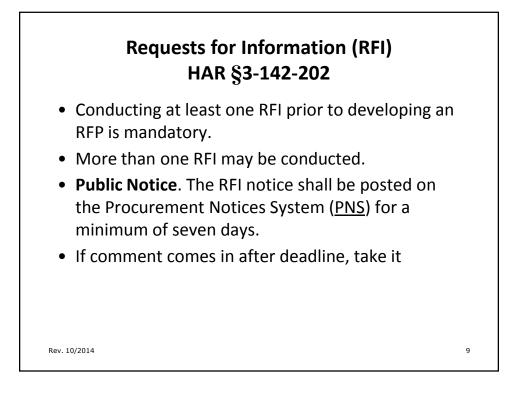


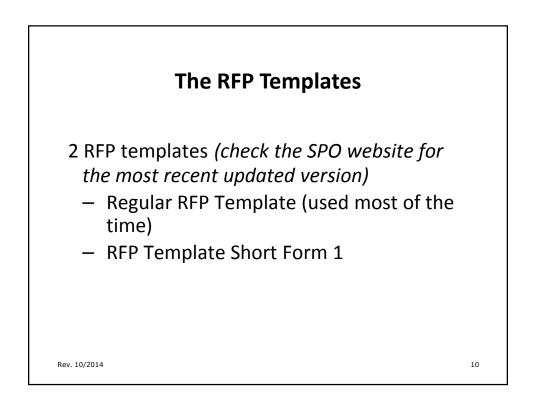








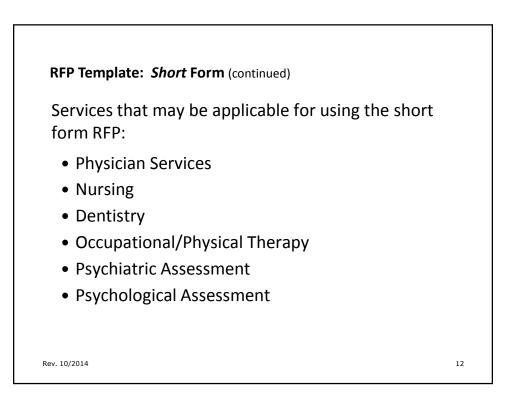




RFP Template Short Form

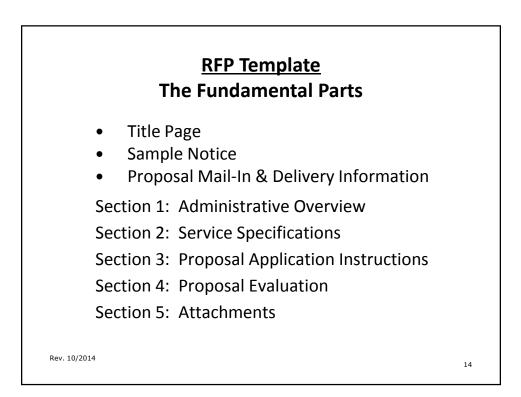
- Service activities and method of delivery are clearly set or are industry standards;
- Leaves little for the applicant to 'propose' other than offering documentation of meeting minimum qualifications and offering a competitive price.
- Evaluation is based on meeting qualifications and price.

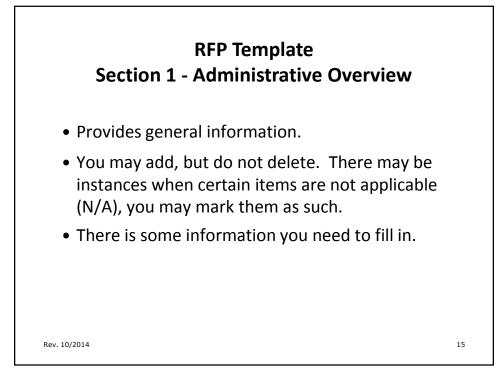
11



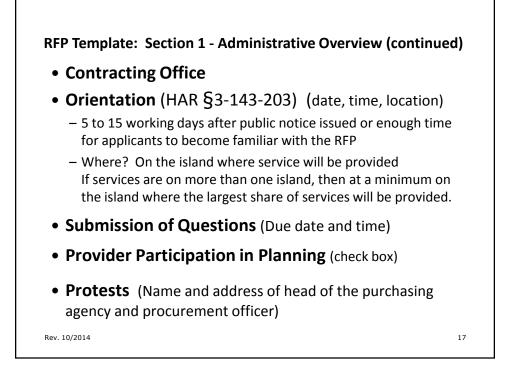


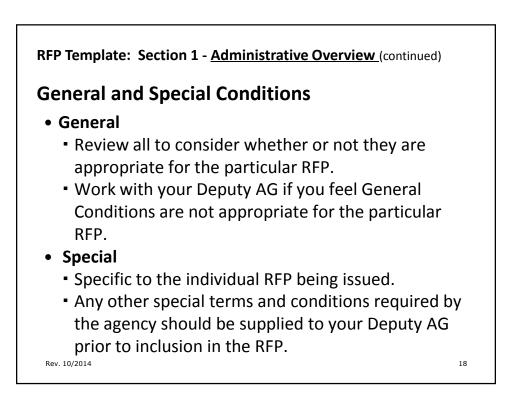
- Used most often.
- Service activities may be a range of services or must meet certain criteria/have certain characteristics.
- Used when applicants need to propose activities/services to attain the user agency's specified outcomes/goals.
- Remember, evaluation criteria in the RFP is essential to properly evaluate proposals submitted.

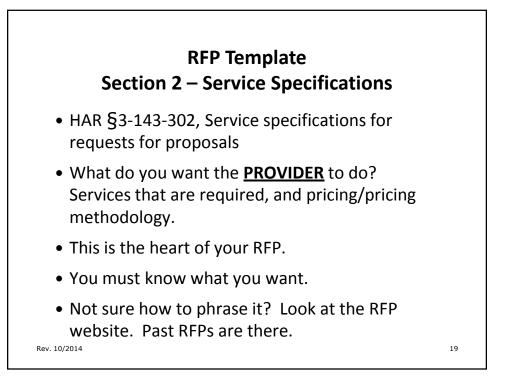


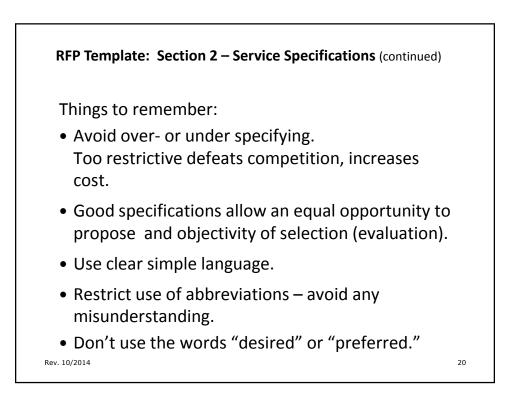


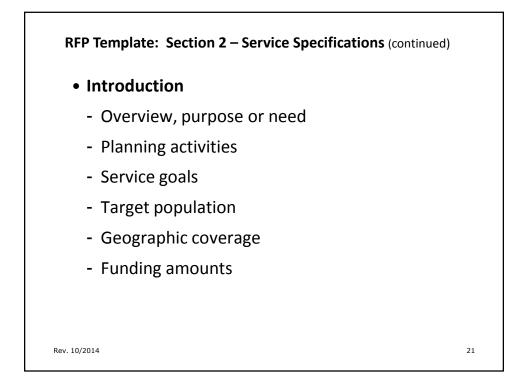
Public notice announcing RFP	11/10/10
Distribution of RFP	11/10/10 - 1/25/10
RFP orientation session	11/23/10
Closing date for submission of written questions for written responses	11/30/10
State purchasing agency's response to applicants' written questions	12/16/10
Discussion with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	1/25/11
Discussions with applicant after proposal submittal deadline (optional)	To be determined
Final revised proposals (optional)	2/2011-3/2011
Proposal evaluation period	4/2011
Provider selection	4/2011
Notice of statement of findings and decision	5/2011
Contract start date	7/1/11

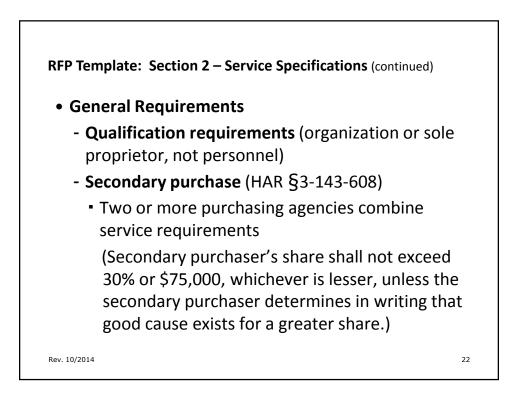


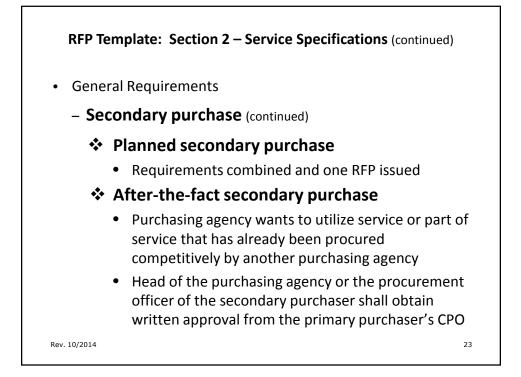


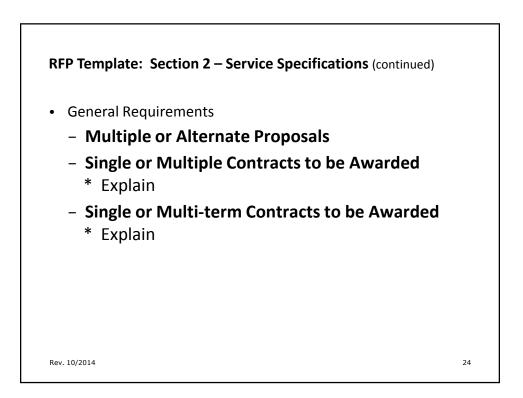


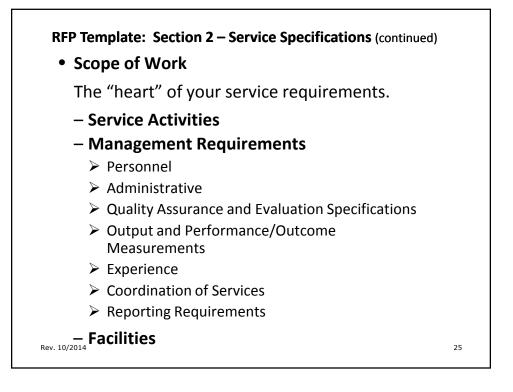


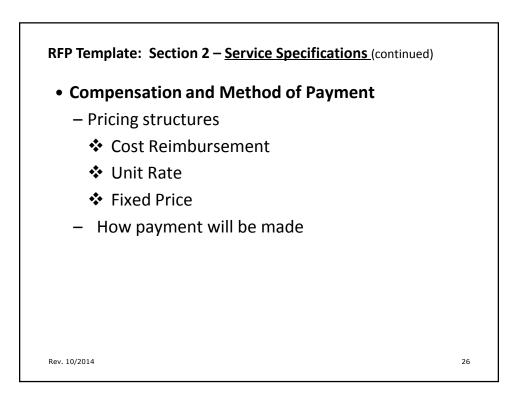


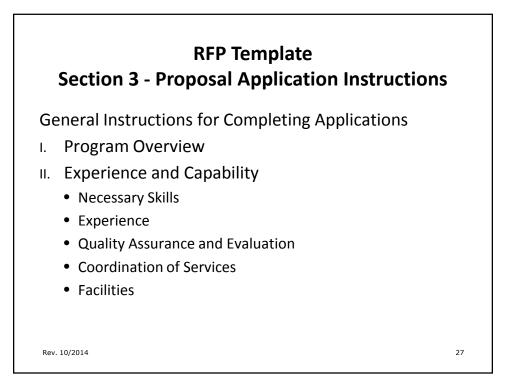


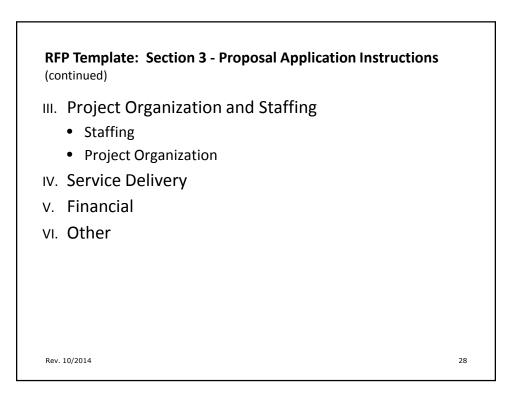


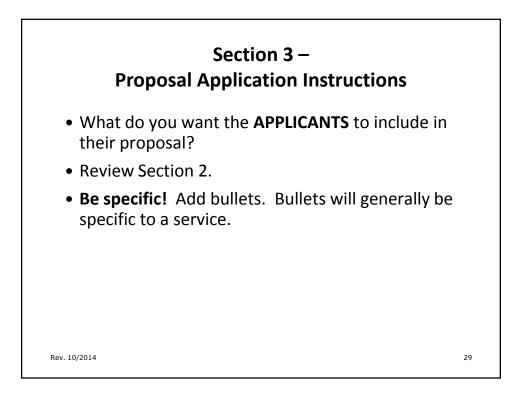


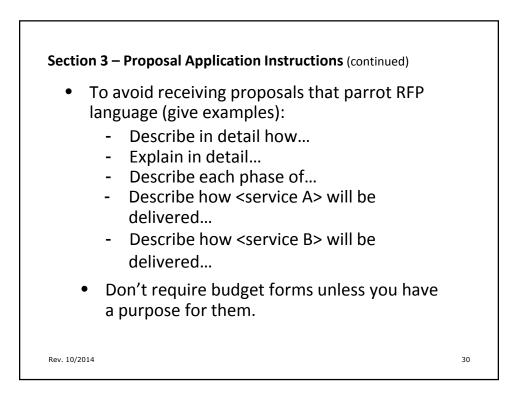


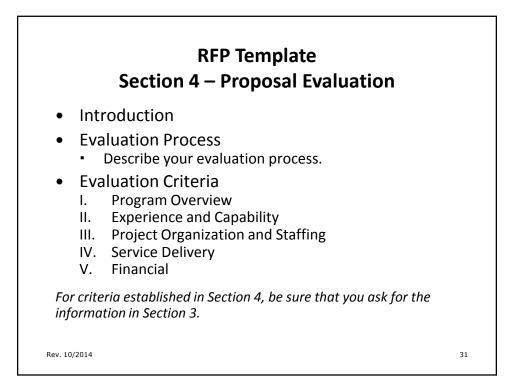


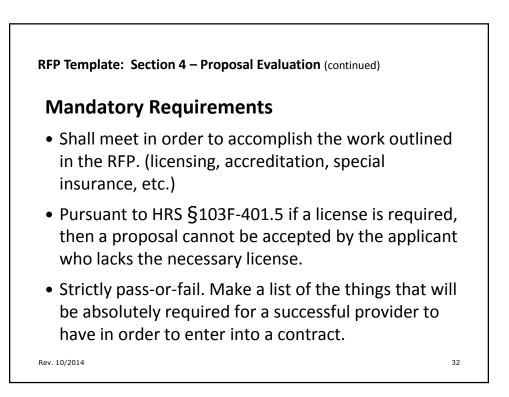


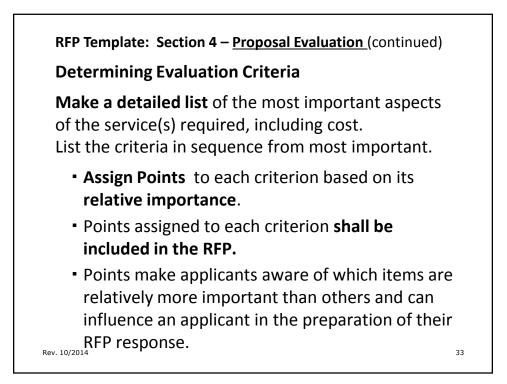


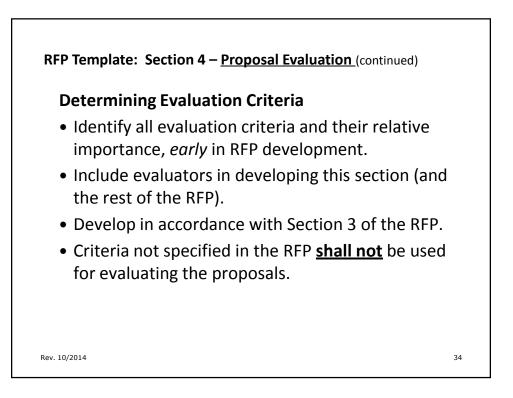




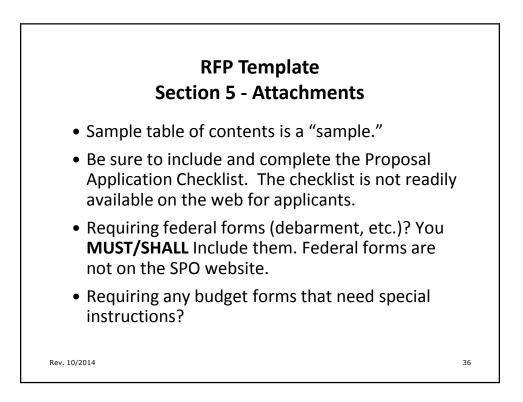


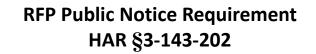






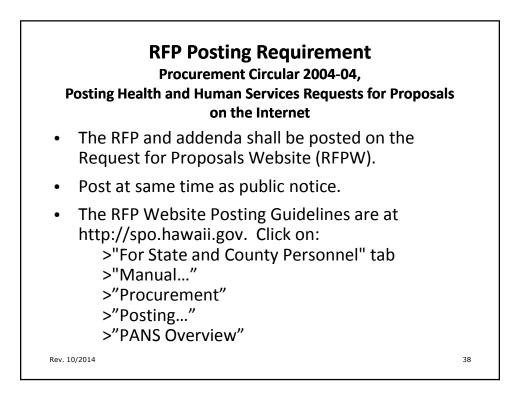
Sections 2, 3 and 4				
Section 2 Service Specs	Section 3 Proposal Instructions	Section 4 Proposal Evaluation		
Provide outreach services to at-risk youth, both in and out of school in order to get those in need into substance abuse treatment.	Describe in detail outreach activities that will be conducted in the community. Indicate in detail how outreach workers will be able to connect with youth. Describe examples of locations, times of day, etc. (Be specific. For example, if services will be conducted in parks, name the parks. Will it occur mornings, weekends?)	Described in detail outreach activities that will be conducted in the community, indicating in detail how outreach workers will connect with youth. (10 points)		
At- risk youth are youth who Outreach services may include but are not limited to Outreach services should minimize the missed class time.	Describe in detail the types of outreach services that will be conducted in schools. Include a description of how missing class time be kept to a minimum. On an average, how much class time will a client miss per week due to outreach? Describe how other outreach activities will be conducted on campus during the school day that will not involve missing valuable class time.	Described in detail the types of outreach services that will be conducted in schools. Description of services minimizes missed class time. (5 points)		

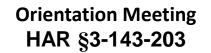




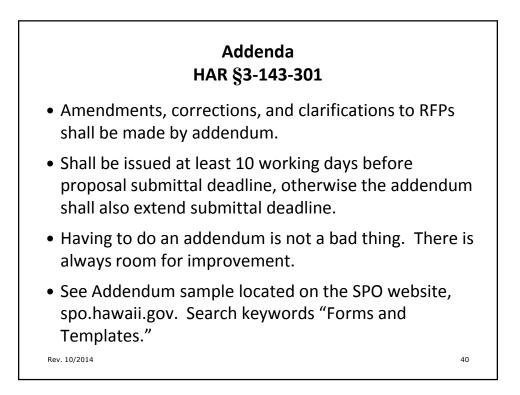
- Notice of the RFP shall be placed on the Procurement Notices Website (PNS). Proposal submittal deadline shall be at least 28 days from the date RFP is first available.
- Public notice of the RFP in newspapers is optional (If you choose to do so, follow pricelist requirements.)

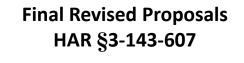
Note: Be sure to print the public notice and complete the attestation (Form SPO-20) on the release date.



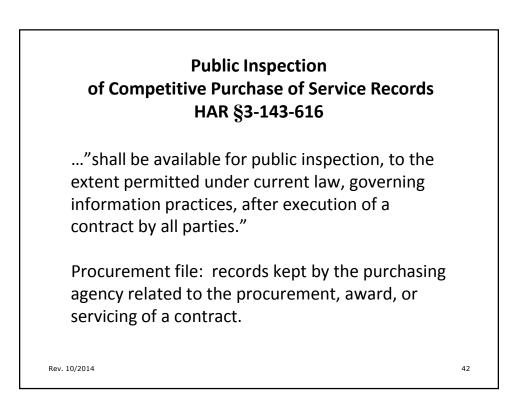


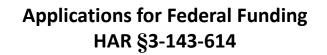
- Be prepared
- Bring someone to take notes.
- Have an Agenda (see sample)
- Orientation and responses to questions.
 Substantive matters raised at orientation and responses to questions shall be issued by addendum.





- Final Revised Proposals shall be issued via an addendum rather than just a notice.
- Include in addendum:
 - The addendum is a request for final revised proposals;
 - Deadline for submission;
 - Procedure for submitting final revised proposals if different from submitting the original proposals;
 - Instructions that only the section or sections of the applicant's proposal that are being amended should be submitted; and
 - Statement that if an applicant does not submit a final revised proposal, then the last proposal shall be considered to be the applicant's final revised proposal.





- Applying for federal funds does not exempt a purchasing agency from HRS Chapter 103F.
- If provider is not specified by federal law or in the federal grant award to the state, service shall be competitively procured.
- Special circumstance. If application for federal funds requires identification of specific provider(s), purchasing agency may utilize the RFI process (HAR §3-142-202) to select provider(s).

Rev. 10/2014

HRS §103F-401.5 Proposals and Awards ACT 69, SLH 2010 (HB1642, CD1) • If the RFP requires an applicant to be licensed, then the proposal "shall not be accepted from any applicant who lacks any license necessary to conduct the business being sought by the request for proposals." • Requires proposals to include all costs, fees, and taxes, including any insurance premium taxes or general excise taxes. Prohibits awards or contracts to include any other payment, rebate, or direct or indirect consideration not included in the proposal.

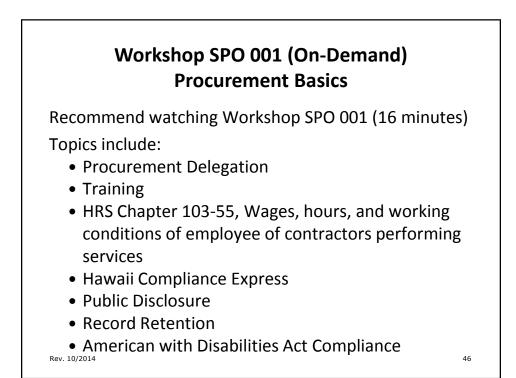
Amended HRS §103F-203 Participation of Providers

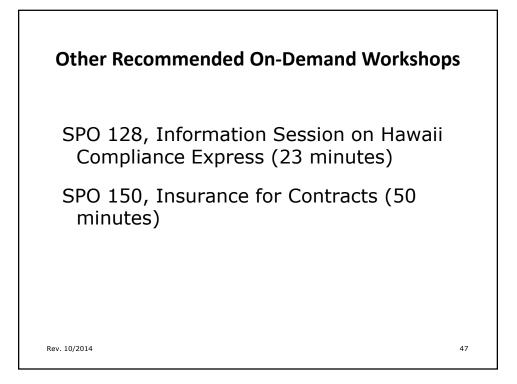
Act 004, SLH 2012 amended HRS §103F-203, Participation of providers.

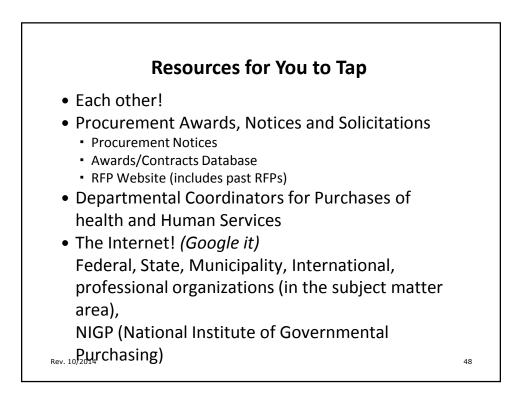
Allows the purchasing agency to require providers to participate in planning, provided that the requirement is in the RFP and the contract.

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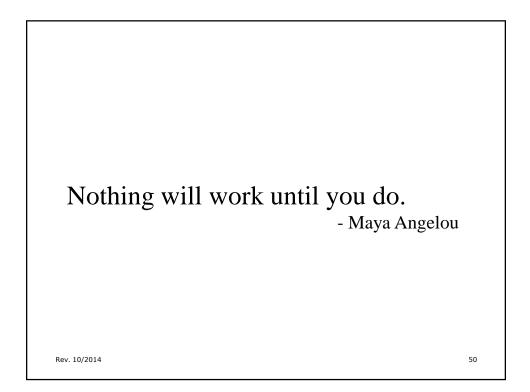
Procurement Circular No. 2012-06







for Purchases of Health & Human Services		
AG	Shaleigh Tice	
DHHL	Kamanao Mills	
DHS	Susy Kawamoto	
DHS, HPHA	Rick Sogawa	
DLIR	Yvonne Chong	
DOD	Tom Moriyasu	
DOE	Lois Mow	
DOH	Sharon Abe	
PSD	Marc Yamamoto	
JUD	Jonathan Wong	
ROHA14	Ernie Kimoto	



The RFP Process for Health and Human Services Pursuant to Chapter 103F, HRS

> State Procurement Office http://spo.hawaii.gov Manual for State & County Personnel > Procurement > Solicitation > Health & Human Services

The Request for Proposals Process For Health and Human Services SPO 215

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