

State of Hawaii
Department of Education
Procurement and Contracts Branch
94-275 Mokuola Street, #200
Waipahu, HI 96797
T: (808) 675-0130 F: (808) 675-0133

Registration Form For Online Solicitations

- The Procurement and Contracts Branch (PCB) is not notified when a particular solicitation is viewed or downloaded. Therefore, Offerors interested in responding to this solicitation must first register their participation by completing and submitting this Registration Form.
- The completed Registration Form must be e-mailed or faxed to the PCB Solicitation Contact Person listed below as soon as possible after downloading this solicitation, but in any case, prior to the deadline for offers.
- Only Offerors who are registered will be forwarded addenda and/or other notices related to this solicitation when issued, if any. Failure to register may result in the Offeror not receiving addenda and/or other solicitation related notices, and such offers may therefore be rejected, and not considered for award.
- Failure of the Offeror to receive any such addenda shall not relieve the Offeror of any obligation under this solicitation. It remains the responsibility of the Offeror to complete and submit its offer in accordance with the instructions contained in this solicitation, as well as subsequent interpretations and addenda, if any.

Solicitation Information:

Number:	RFP D16-008
Title:	Provision for Mediation Services for the Hawaii Department of Education's (HIDOE's) Special Education Mediation Program (Statewide, Including Public Charter Schools)
Deadline:	2:00 p.m. Hawaii Standard Time, April 25, 2016
Contact Person:	Lono Beamer
Contact's e-mail Address:	lono_beamer@notes.k12.hi.us

Offeror Information:

Name of Company Registering:	
Mailing Address:	
Name of Contact Person:	
Contact's e-mail Address:	
Contact's Telephone/ Facsimile No.:	

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

March 24, 2016

REQUEST FOR PROPOSALS

RFP D16-008

SEALED PROPOSALS

FOR

PROVISION OF MEDIATION SERVICES

FOR THE HAWAII DEPARTMENT OF EDUCATION'S (HIDOE'S)
SPECIAL EDUCATION MEDIATION PROGRAM (STATEWIDE, INCLUDING PUBLIC
CHARTER SCHOOLS)

will be received up to 2:00 p.m. HST

on

April 25, 2016

at the HIDOE, Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola
Street, Room 200, Waipahu, Hawaii 96797.

Questions relating to this solicitation may be directed to Lono Beamer via telephone at
(808)675-0130, via facsimile at (808) 675-0133, or via email at lono_beamer@notes.k12.hi.us.

1. OVERVIEW OF PROCUREMENT PROCESS

1.1 RFP Organization

This RFP is organized as follows:

- Section 1. Overview of Procurement Process. Provides Offerors with a general overview of the RFP process.
- Section 2. Purpose and Overview. Provides Offerors with general information about the objectives of this project and RFP, and critical success factors.
- Section 3. Scope of Work and Requirements. Provides Offerors with a general description of the tasks to be performed, delineates HIDOE and Contractor's responsibilities, stipulates Offeror qualifications, and defines deliverables.
- Section 4. Proposal. Describes the required format and content for the Offeror's submittal, and establishes requirements for the Price Proposal.
- Section 5. Proposal Evaluation. Describes how proposals will be evaluated by the HIDOE.
- Appendix A. Proposal Identification and Information Form
- Appendix B. Offeror Reference Form
- Appendix C. Contract Minimum and Special Conditions
- Appendix D. State's General Conditions
- Attachment A. Mediation Rates, Fees, and Requirements

1.2 Procurement Authority

This procurement is being conducted as a competitive sealed proposals procurement in accordance with the procedures set forth in §103D-303 of the Hawaii Revised Statutes (hereinafter "HRS") and Title 3, Subtitle 11, Chapter 122, Subchapter 6 of the Hawaii Administrative Rules (hereinafter "HAR"). The relevant provisions of §103D, HRS, and their associated HAR, are incorporated by reference and made a part of this RFP.

1.3 Issuing Office and Contact Person

The following person from the issuing office listed below is the sole point of contact for this RFP. Communication with any other contact person from the date of release of this RFP until the selection of the successful Offeror(s) without approval, may result in disqualification.

RFP Point of Contact: Lono Beamer
email: lono_beamer@notes.k12.hi.us
Phone: (808) 675-0130
Fax: (808) 675-0133

Issuing Office:
State of Hawaii Department of Education (HIDOE)
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

1.4 Procurement Timetable

Except as noted, the following schedule represents the HIDOE's best estimate. All times indicated are Hawaii Standard Time (HST). If any component of this schedule is delayed, the rest of the schedule will likely be amended by the same number of days, however the HIDOE reserves the right to amend or revise the timetable without prior written notice when such revision or amendment is in the HIDOE's best interest.

Public Notice announcing Request for Proposals (RFP)	March 24, 2016
Pre-Proposal Conference	April 1, 2016 @ 9:00 a.m. HST
Deadline for submission of written questions	On or before 4:00 p.m., April 6, 2016
HIDOE's responses to written questions	On or about April 8, 2016
Proposals due at: HIDOE Procurement and Contracts Branch (PCB) Waipahu Civic Center 94-275 Mokuola Street, Room 200 Waipahu, Hawaii 96797 THERE ARE NO EXCEPTIONS TO THIS PROPOSAL DUE DATE UNLESS THE DATE IS AMENDED IN WRITING BY THE PROCUREMENT AND CONTRACTS BRANCH.	April 25, 2016
Evaluation of Proposals	April 25, 2016 to May 6, 2016
Determination of Priority-Listed Offerors (if necessary)	On or about May 9, 2016
Priority-listed Offerors notified to schedule presentation to HIDOE (if necessary)	N/A
Best and Final Offers (if necessary)	On or about May 16, 2016
Contractor(s) Selected	On or about May 27, 2016
Contract Award	On or about June 1, 2016
Contract Commencement Date/Notice to Proceed	July 1, 2016

1.5 Cancellation of RFP; Rejection of Proposals

This RFP may be cancelled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the HIDOE.

1.6 Required Review/Written Questions

It is the Offeror's responsibility to carefully review this solicitation for defects and questionable or objectionable matters. Solicitation documents include this RFP, any attachments, plans referred to herein, and any other relevant documentation.

Comments concerning defects, discrepancies, omissions, questionable or objectionable matters, or questions related to this RFP must be made in writing to allow issuance of any necessary amendments to the RFP. Timely communicated questions and related comments will also help prevent exposure of

Offeror's proposal prepared in response to a defective or inaccurate solicitation upon which award could not be made.

Comments related to this solicitation shall be communicated in writing to the RFP contact person identified via fax or e-mail by the date and time established for submission of written questions to ensure an official response. The HIDOE will not respond to verbal or informal questions.

Such comments shall contain pertinent information to identify the prospective Offeror, its telephone number, e-mail address, the RFP number, as well as reference to the specific page, section, and/or paragraph as applicable.

The response to the prospective Offerors' written questions received by the scheduled date shall be compiled, shall omit reference to the source(s) of the questions, shall be issued as an addendum to the RFP, and shall become a part of the RFP. The HIDOE will publish the questions as they are submitted including any background information provided with the question. The HIDOE at its sole discretion may omit questions which may be combined or paraphrase questions and background content for clarity.

The HIDOE's responses shall be communicated in writing via published addenda to this RFP. Offerors who have submitted an RFP Registration Form will receive notification of any addenda from the date the Registration Form is received. The HIDOE is not responsible for delays or non-receipt of such responses or any communications by the prospective Offerors.

If an Offeror submits a question after the scheduled date, the HIDOE may answer the question but does not guarantee that the answer will be provided in writing prior to the Proposal due date.

1.7 RFP Addenda

The HIDOE reserves the right to amend this RFP at any time prior to the closing date for best and final offers. All addenda issued shall be incorporated into the resulting contract. Failure of any Offeror to complete and submit an RFP Registration Form or receive any such addenda or interpretations shall not relieve the Offeror of any obligation under this solicitation.

1.8 Notice of Intent to Offer (Letter of Intent)

A notice of intent to submit a Proposal is NOT required.

1.9 Pre-Proposal Conference

Interested Offerors are invited to participate in the Pre-Proposal Telephone Conference. Attendance shall be voluntary but interested Offerors are encouraged to participate to gain an understanding of the breadth and scope of work involved under this RFP. It is the intent of the HIDOE to address questions concerning this RFP at this conference. Responses to any questions and those resulting in revisions to the original terms will be issued in writing as an addendum to this RFP.

Pre-Proposal Telephone Conference: April 1, 2016, at 9:00 a.m. HST

Offerors may participate in the pre-proposal conference with the following phone number and pass code:

Number: 808-587-4300 OR 866-254-4555

Pass code: 4120#

1.10 Deadline for Proposals

Proposals shall be received only until the hour and date set for the opening. Whether or not proposals are opened exactly at the established deadline, none will be received after that time. Proposals received

after the deadline shall be rejected and returned unopened. Timely receipt of offers shall be evidenced by the date and time registered by the Procurement and Contracts Branch's time stamp clock.

1.11 Proposal Opening

Proposals shall not be opened publicly, but shall be opened in the presence of two or more procurement officials. The register of proposals and Offerors' proposals shall be open to public inspection upon posting of the award.

1.12 Disqualification of Offers

The HIDOE reserves the right to consider as acceptable only those proposals submitted in compliance with all the requirements set forth in this RFP and which demonstrate an understanding of the issues involved and the scope of work.

An Offeror shall be disqualified, and the Offeror's Proposal shall be rejected for any one or more of the following non-exclusive reasons as solely determined by the HIDOE:

1.12.1 Proposal received after specified deadline.

1.12.2 Proposal not properly completed as required herein or containing any unauthorized additions or deletions, defects including but not limited to irregularities of any kind which may make the Proposal incomplete, indefinite, or ambiguous as to its meaning (e.g. un-initialed erasures, prices which are obviously unbalanced).

1.12.3 A Proposal which is incomplete or conditional proposals including but not limited to a Proposal which includes any other set of terms and conditions, or any terms or conditions contradictory to those included in this RFP.

1.12.4 A Proposal signed by other than an authorized individual, or a Proposal not containing an original signature in ink.

1.12.5 A faxed or electronically submitted proposal will not be accepted or acknowledged.

1.12.6 More than one Proposal from an individual, firm, corporation or joint venture under the same or different names (Offeror), whereby all proposals from the Offeror shall be rejected.

1.12.7 Evidence to the HIDOE's sole satisfaction of collusion among Offerors, lack of responsibility and cooperation to HIDOE requests during the RFP process or as shown by past work, being in arrears on existing contracts with the State of Hawaii, or defaulting on previous contract(s).

1.12.8 Failure to possess proper licenses, facilities, equipment or sufficient experience to provide the proposed solution or to perform the work contemplated.

1.12.9 Evidence of any noncompliance with any applicable law or rule.

1.13 Proposal Evaluation

The HIDOE will conduct a comprehensive, fair, and impartial evaluation of the proposals it receives in response to this RFP. Refer to Section 5 of this RFP for specific requirements and details of the process.

1.14 Proposal as Part of the Contract

This RFP and part or all of the successful proposal may be incorporated into the contract.

1.15 Additional Terms and Conditions

The HIDOE reserves the right to add terms and conditions during contract negotiations, if any. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

1.16 Offer Acceptance Period

The HIDOE's acceptance of a proposal, if any, will typically be made within ninety (90) calendar days after the opening of proposals. Prices quoted by the Offeror shall therefore remain firm for ninety (90) calendar days from the receipt of proposals.

1.17 Contract; Contract and Performance Period

Upon award, the HIDOE will issue a Price List. This Price List will be available to HIDOE schools and offices, to include public charter schools, for use throughout the contract period. The actual purchases will depend on the needs of HIDOE and public charter schools and availability of funds.

Use of the resultant Price List is not mandatory.

No work will be undertaken by the CONTRACTOR prior to the commencement date specified on the contract as the HIDOE is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the CONTRACTOR prior to official starting date.

1.17.1 Price List

The HIDOE will issue an indefinite quantity Contract.

During the contract period, CONTRACTOR(s) will be required to submit requests for changes to items, or their specifications to the HIDOE Contract Administrator (CA) for approval.

1.17.2 Contract Term

The Contract shall commence on July 1, 2016 and shall end on June 30, 2017.

1.17.3 Contract Renewal

The Contract may be extended for not more than four (4) additional twelve-month periods, i) upon mutual written agreement of the parties, ii) prior to expiration and iii) under the same terms and conditions of the original agreement or as negotiated between the HIDOE and the Contractor. Contract extension(s) shall be contingent upon i) the need for continued services and ii) funding availability beyond the current fiscal year. As each option(s) to extend is mutually agreed upon, the Contractor shall be required to execute a supplement to the Contract for each additional period.

1.17.4 Performance Period

The CONTRACTOR shall complete the work within the time limits specified herein. The time specified herein is the maximum time allowed.

1.18 Contract Award

Award, if any, shall be made to the responsive and responsible Offeror with the highest number of points and with a minimum score of three hundred (300) points (Refer to Section 5.2 Evaluation Criteria) and whose proposal the HIDOE deems most advantageous in accordance RFP D16-008

with the evaluation criteria specified.

Successful Offeror will receive a "Notice of Award by Price List Letter" to which will be attached the price list indicating items and associated unit prices. This method of award does not waive compliance with the Specifications, Special Conditions, and General Conditions.

Offeror must submit prices for all geographic areas (Oahu; Hawaii (except Kau Complex); Maui (except Hana Complex); Molokai and Lanai and Kau and Hana Complexes; and Kauai), to qualify for award.

1.19 Responsibility of Offerors; Hawaii Compliance Express

The Offeror is advised that if awarded a contract under this RFP, offeror shall, upon award of contract, furnish proof of compliance with the requirements of HRS §103D-310 and HAR § 3-122-112 including:

- Chapter 237, General Excise Tax Law;
- Chapter 383, Hawaii Employment Security Law;
- Chapter 386, Workers' Compensation Law;
- Chapter 392, Temporary Disability Insurance;
- Chapter 393, Prepaid Health Care Act; and One of the following:
 1. Be registered and incorporated or organized under the laws of the State of Hawaii (hereinafter referred to as a "Hawaii business"); or
 2. Be registered to do business in the State of Hawaii (hereinafter referred to as a "compliant non-Hawaii business").

Offeror may demonstrate proof of compliance with the above-referenced requirements by submitting a *Certificate of Vendor Compliance* issued by the Hawaii Compliance Express (HCE) online system to the HIDOEO, Procurement and Contracts Branch upon award of a contract. The HCE service allows vendors to register online through a simple wizard interface at <http://vendors.ehawaii.gov>. The *Certificate of Vendor Compliance* provides current compliance status as of the issuance date, satisfies requirements of Chapter 103D-310(c), HRS, and is therefore acceptable for contracting purposes. Contractors that elect to use HCE services are required to pay an estimated annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

Due to the time required to obtain the required HCE *Certificate of Vendor Compliance*, it is highly recommended that the interested Offeror begin the registration process immediately.

1.20 Failure to Execute Contract; Timely Submission of Certificates

At time of contract award, the above *Certificate of Vendor Compliance* and any other documentation and certification shall be submitted to the HIDOEO, Procurement and Contracts Branch as soon as possible or by the deadline established by HIDOEO. If a valid certificate or non-compliant documentation is not submitted on a timely basis for award of a contract, award made to an Offeror otherwise responsive and responsible may be annulled.

Failure to execute a contract as required within ten (10) calendar days or such further time as the HIDOEO may allow after the Awardee has received the contract for execution shall be just cause for the annulment of the award. HIDOEO may award the contract to the next responsible Offeror or may call for other offers, whichever is deemed to be in the best interest of the HIDOEO.

1.21 Notification of Award; Non-selected Offeror(s)

Upon award to the successful Offeror(s), the HIDOEO shall post publicly, a notice of award which may be viewed at the Issuing Office. Additionally, the HIDOEO will provide written notification of the award to any unsuccessful Offeror(s). The HIDOEO is not responsible for delays or non-receipt of such notification. Failure of any Offeror to receive any such notification shall not relieve the Offeror of any obligations or requirements herein.

1.22 Debriefing

The purpose of a debriefing is to inform unsuccessful Offerors of the basis for contract award. An Offeror(s) not selected for contract award shall submit a written request for a debriefing within three (3) working days after the posting of the contract award. The debriefing shall be held, to the maximum extent possible, within seven (7) working days after the posting of the award.

1.23 Protest

Pursuant to §103D-701, HRS and §3-126, HAR, a protest of the solicitation must be made prior to proposal opening, and a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract or within five (5) working days following a debriefing. The notice of award letter(s) resulting from this solicitation shall be posted in the HIDEOE Procurement and Contracts Branch at the Waipahu Civic Center, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797.

Any protest pursuant to §103D-701, HRS and §3-126, HAR shall be submitted in writing to the HIDEOE's Chief Procurement Officer, c/o Procurement and Contracts Branch at the above address.

2. RFP PURPOSE AND OVERVIEW

2.1 Purpose and Introduction

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) requires the Hawaii Department of Education (HIDOE) to have in place procedures for providing impartial mediators when such services are requested. The HIDOE must offer mediation services to parents of students eligible for special education services and to provide mediation services to parents and schools in dispute on any issue of special education. IDEA prohibits the mediators to be employees of the HIDOE, so the HIDOE is soliciting mediation services from the community.

The HIDOE is seeking proposals from Offerors able to administer and manage the Special Education Mediation Program ("Program") statewide, including public charter schools, whenever a parent or school requests mediation. The Program will provide mediation intake and coordination statewide, with public schools, including public charter schools. The mediation services must be provided by trained impartial mediators who can skillfully mediate sometimes contentious parties to resolution, avoiding a formal hearing. Some of the issues that may be in dispute are around the identification, evaluation, placement or the provision of a free appropriate public education (FAPE) of a special education student.

2.2 Background and Current Status

For decades, the HIDOE has had a mediation program offered to parents and schools to resolve disputes surrounding the programming of students in special education. Because the mediators are prohibited from also being HIDOE employees, the HIDOE has had a contract with an independent entity who manages the Program and provides mediation services statewide, including public charter schools, but must comply with the federal regulations and oversight. The HIDOE encourages parents and schools to resolve their disputes through mediation rather than litigation, thus the HIDOE is interested in expanding the mediation program by increasing the number of participants using the program. The HIDOE is seeking an enthusiastic Offeror who is passionate about alternative dispute resolution through mediation. Offerors who can provide immediate attention to a mediation request from any island without delaying the parents' or schools' need to resolve the dispute will be appreciated.

2.3 Program Goals and Objectives

The HIDOE desires to establish a HIDOE Price List for the provision of mediation services statewide, including public charter schools, to parents of students in special education and the respective school staff. The main goal is to resolve disputes relating to the education of a student with disabilities before the parties seek resolution through litigation. Additionally, HIDOE is seeking Offerors who show innovative ideas in increasing participation in the program.

2.4 State's Commitment

The following State purchasing jurisdictions (STATE) may choose to purchase all of their requirements from the resultant Price List:

Department of Education, Including Public Charter Schools

2.5 Service Requests

The STATE will place service requests with the CONTRACTOR as needed during the contract period. The CONTRACTOR shall honor all service requests received during the contract period and deliver services according to the contract terms.

2.6 Vendor Evaluation

- 2.6.1 **Evaluation: Vendor**, Evaluation Form (*DOE Form 12*), is made available to purchasers for the purpose of addressing their concerns on the vendor list contract resulting from this solicitation.
- 2.6.2 **Remedies**. If a mediation complaint is received by the HIDEO, the CONTRACTOR will investigate the complaint and submit a response to the HIDEO within 10 calendar days, which shall include a corrective action plan if noncompliance was found.

The CONTRACTOR shall complete corrective action, if required, within 30 days of the complaint, which may include refresher training, supervised mentoring or counseling. CONTRACTOR shall contact and inform HIDEO PCB as to the correct measures taken to resolve the complaint.

Should the CONTRACTOR consistently receive complaints of poor service or refuse to resolve the complaints, the Procurement Officer reserves the right to terminate the contract with the CONTRACTOR and/or initiate the debarment process pursuant to HAR Chapter 3-126, Legal and Contractual Remedies. The resolving of complaints pursuant to product and CONTRACTOR evaluation notifications shall be done at no additional charge to the STATE.

3. SCOPE OF WORK; PROJECT AND OFFEROR REQUIREMENTS

The Offeror shall submit a proposal with respect to the provision of mediation services to HIDOE as follows:

3.1 Overview.

3.1.1 The CONTRACTOR shall provide a mediator to provide mediation services upon request for special education conflicts that arise at any time, including prior to or after the filing of a request for due process hearing.

3.1.2 The CONTRACTOR shall provide a mediator to provide mediation services involving impartial guidance between the school, and the parent, to resolve special education conflicts resulting in a mediation agreement. Services shall be conducted at a mutually agreeable time and place.

3.1.3 The CONTRACTOR shall comply with all state and federal regulations including, but not limited to, the Individuals with Disabilities Education Improvement Act (IDEA), through Title 20 U.S.C. §1415 et al., Code of Federal Regulations 34 CFR §300 et seq., the Family Educational Rights & Privacy Act (FERPA), Hawai'i Revised Statutes §302A-443, and Hawai'i Administrative Rules Title 8, Chapter 60 provide mediation services for students with disabilities.

3.2 Geographic Scope. The CONTRACTOR shall provide mediation services statewide, including public charter schools. The CONTRACTOR may collaborate with other mediators or neighbor island community mediation centers, however the cost to collaborate shall be borne by the CONTRACTOR. The cost of travel shall be borne by the CONTRACTOR.

3.3 Intake/Case Management Services. HIDOE will contact CONTRACTOR through the phone number, facsimile number, or email address provided by CONTRACTOR. The CONTRACTOR shall respond, through the phone number, facsimile number, or email address provided by HIDOE, to HIDOE within 36 hours. After the CONTRACTOR receives a Dispute Resolution Referral Form, the CONTRACTOR shall be responsible for the following:

i. **Intake.** The CONTRACTOR shall complete the Intake Referral Form.

Form. The CONTRACTOR, shall revise and amend, at the direction of HIDOE, the Intake Referral form which includes, but is not limited to, the following:

Intake Referral Form:

- a. **Names.** Parties' first and last names, role (i.e. parent, school administrators, teachers);
- b. **Key contact.** The name of each party's key contact;
- c. **Phone numbers.** Each party's key contact's phone numbers;
- d. **Email address.** Each party's key contact's email address;
- e. **Student.** Student's first and last name, home school, birth date;
- f. **Due Process hearing request.** Whether there is a pending due process case;
- g. **Key issue categories:** Note which issues apply: Evaluation, Eligibility, IEP, Related Services, Private School, other;

- ii. **Confidentiality Agreement.** The CONTRACTOR shall have both parties sign the Confidentiality Agreement.

Form. CONTRACTOR shall develop, revise and amend, at the direction of HIDEOE, a Confidentiality Agreement that shall meet the requirements of IDEA, the Family Educational Rights and Privacy Act (FERPA) and HAR.
- iii. **Mediation Agreement.** If parties come to an agreement, the CONTRACTOR shall complete the Mediation Agreement at the conclusion of the mediation. The CONTRACTOR will execute durable mediation agreements without further complaints (i.e. confirmation with the parties, parties having authority to agree, resolving all issues completely).

Form. CONTRACTOR shall develop, revise and amend, at the direction of HIDEOE, a Mediation Agreement which shall include the student's name, student's birth date, student's home school, parties' name, parties' role, date of agreement, signatures of the parties, date of each signature, and agreements. The Mediation Agreement will include language specifying the duration of the agreement.
- iv. **Agreement to Mediate.** The CONTRACTOR shall have parties sign an agreement to mediate.

Form. CONTRACTOR shall develop, revise and amend, at the direction of HIDEOE, an Agreement to Mediate form which shall include, agreement to mediate language, parties' names, dates, and signatures.
- v. **Opening Procedure.** The CONTRACTOR shall contact the parties to explain the mediation process and gather additional information as follows to "open" a case within one business day of receipt of the Intake Referral Form. The CONTRACTOR shall:
 - a. **Translators/Interpreters.** Determine whether a translator/interpreter is necessary;
 - b. **Key issues.** Determine and identify key issues;
 - c. **Participants.** Identify the parties by first and last name in addition to their role in the mediation process; obtain agreement regarding required participants in the mediation; complete Intake Referral Form; and
 - d. **Packet Distribution.** Send packets of information to all participants including materials such as an Agreement to Mediate; Confidentiality Agreement; and an overview of how to prepare for mediation; where possible, the CONTRACTOR shall send documents electronically.
- vi. **Scheduling. CONTRACTOR shall schedule the mediation session within three (3) business days of receiving the Intake Referral Form.** The CONTRACTOR shall provide both parties with three (3) potential dates and times for the mediation session and encourage both parties shall make a good faith effort to reach a mutually agreeable time and day. The CONTRACTOR shall randomly assign an available trained qualified mediator to the case and determine a location agreeable to the parties. The CONTRACTOR shall provide mediation services within three 3 weeks of initial contact.
 - a. Once both parties agree upon the mediation date and time, CONTRACTOR shall confirm key issues with the parties.
 - b. Participants. CONTRACTOR shall confirm the parties by first and last name in addition to their role. CONTRACTOR shall confirm agreement regarding required participants in the mediation. CONTRACTOR shall confirm information on the Intake Referral Form.
 - c. Packet Distribution. CONTRACTOR shall confirm parties' receipt of packets of information including, but not limited to, materials such as an Agreement to Mediate;

Confidentiality Agreement; Notice of Mediation Session and an overview of how to prepare for mediation.

- d. **Translators/Interpreters.** Upon determination of need during the Opening Procedure, the CONTRACTOR shall notify the assigned District Educational Specialist that a language interpreter is necessary for the mediation. The CONTRACTOR shall furnish mediation the date, time and location to the District Educational Specialist. The District Educational Specialist will hire and fund the translators/interpreters.

In the case of mediation subsequent to the filing of a due process hearing, the mediator shall request the parties to contact the Hearings Officer to request a continuance of the due process proceedings, if necessary.

3.4 Mediation Services. The CONTRACTOR shall provide mediation services upon request for special education conflicts that arise at any time, including conflicts prior to or after the filing of a request for due process hearing. To ensure the provision of these services, the CONTRACTOR shall do the following:

- i. **Mediator List.** The CONTRACTOR shall create a Mediator List and randomly assign an available trained qualified mediator to the case.

The CONTRACTOR shall provide a current monthly updated list to the HIDEOE with the following information:

- a. Mediator's Legal Name. Address, Phone Numbers, Email address; and
 - b. Licenses and Certifications.
- ii. **Translators.** Upon determination of need during the Opening Procedure the CONTRACTOR shall notify the District Educational Specialist assigned to the school to secure a qualified interpreter/translator for the mediation sessions.
 - iii. **Evaluation.** The CONTRACTOR shall provide each participant an evaluation form before the end of the mediation and collect completed evaluation forms. The CONTRACTOR shall provide quarterly aggregated data, including evaluation forms, to the HIDEOE 30 days after the quarter ends (Due by dates: May 1, August 1, November 1, and February 1).

3.5 Administrative Rates and Cancellation Fees. Applicable rates and cancellation fees for Mediation Services shall be provided in Attachment A, entitled Rates and Fees.

3.6 Complaints. When a mediation complaint is received by the HIDEOE, the CONTRACTOR will investigate the complaint and submit a response to the HIDEOE within 10 calendar days, which shall include a corrective action plan if noncompliance was found. CONTRACTOR shall have an internal review process to measure the consistency of the mediation and the efficacy of the mediation and individual mediators; and shall specifically describe this process in the applicable submission section.

3.7 Corrective action. The CONTRACTOR shall complete corrective action, if required, within 30 days of the complaint, which may include refresher training, supervised mentoring or counseling. CONTRACTOR shall specifically describe this process in the applicable submission section.

3.8 HIDEOE Monitoring. The HIDEOE may monitor any mediator by coordinating in advance with the CONTRACTOR, to observe the mediator during a scheduled mediation.

3.9 Mediation Agreements

- a. All mediation agreements shall be in writing on the mediation agreement form as described above. Provisions shall be written in English.
- b. Provisions shall be written clearly in specific, neutral language without ambiguity.
- c. Provisions shall be written in active language as opposed to passive language.
- d. Provisions shall be written with specificity so a non-participant could implement the agreement without consulting the parties.
- e. Provisions shall be written objectively so the completion of the provision can be measured, if applicable.
- f. Provisions shall indicate which party is responsible for implementing the provision. (such as "School will provide hard copy progress reports to Parents through regular mail within 5 school days after the end of the quarter." "Parents will withdraw their due process hearing request dated ___ within 3 business days of the execution of this agreement through the hearings officers.")
- g. Proper names of HIDOE individuals shall not be used in the mediation agreement. Provisions shall include titles or roles of HIDOE staff in the agreement. Proper names of Student, Parents or private contractors may be used.
- h. Provisions shall not use feelings in a mediation agreement. (CONTRACTOR shall not use language that cannot be measured such as, "Parties will be happy with the results." "Student will improve." "Student will make friends.")

3.10 Data Collection. The CONTRACTOR shall comply with data requests, in the form of an MS Excel Data Log to be provided by HIDOE, by the 25th day of the following month. All cases opened for mediation shall be monitored and tracked by the CONTRACTOR on an electronic template provided by the HIDOE. Specific information and statistics maintained will be provided to the HIDOE for monitoring purposes, specifically including:

- a. Student's Name;
- b. School Name;
- c. Complex Area;
- d. Number of cases opened;
- e. Type of Case—Mediation;
- f. Number of cases with a pending due process hearing;
- g. Number of cases mediated;
- h. Number of cases ending in a mediation agreement;
- i. Status of all cases;
- j. Outcome of all cases;
- k. Duration of mediation sessions;

- l. Date mediation request received by the CONTRACTOR, Date of initial contact of the parties, Date first session held and date mediation completed;
- m. Description of concerns or complaints raised by another mediator, facilitator, conciliator, staff or a party to a mediation/facilitation/conciliation regarding a particular session and action taken;

United States Department of Education (USDOE) Data Requests. At least annually, the CONTRACTOR shall provide data for the USDOE, including the State Performance Plan/Annual Performance Report (SPP/APR) (Indicator 16) and any requests or audit by the USDOE in an electronic template provided by the HIDOE. In a timely manner, to be determined at the sole discretion of HIDOE, CONTRACTOR shall provide information to HIDOE or the United States Department of Education (USDOE), should it be required.

3.11 Invoicing. The CONTRACTOR will prepare itemized monthly invoices that include fees for all mediation services by the 30th of the following month.

- a. Each invoice will identify the case number and the disposition (Agreement/No agreement for mediations) of all cases during the billing period.
- b. Payments will be made within 30 days for accurate invoices received by the 30th of the following month.
- c. Invoices shall only include services from the previous month.
- d. All invoices shall reference the Price List number and RFP number. If a copy is submitted as the original, such invoice must bear an original signature certifying that the invoice is being submitted as the original.

3.12 Promotional Activities. The CONTRACTOR agrees to promote mediation to HIDOE (including public charter schools) schools, parents and staff throughout the year, at least on four occasions statewide and in person when requested. The CONTRACTOR shall provide a specific description of how they intend to promote mediation services in the applicable submission section.

3.13 Training Requirement. Each mediator on the Mediator List shall complete annual professional development of 3 hours (after the first 25 hours of training) which may include a conference, workshop, webinar, public due process hearing, or a presentation specifically entitled special education, IDEA, FERPA, HAR, managing challenging parties or mediation. Upon HIDOE request, CONTRACTOR agrees to provide documentation of professional development.

3.14 Offeror Qualifications. The purpose of the Offeror Qualifications section is to provide HIDOE the ability to verify the experience and knowledge claims made in the proposal by the Offeror and to assess the Offeror's prior record in providing services to other organizations.

Minimum Qualifications of the Offeror are as follows:

Failure on the Offeror's part to meet the requirements herein may result in a determination of non-responsiveness and subsequent disqualification of Proposal. These requirements shall remain in effect throughout the entire contact period. Failure to maintain these requirements may result in cancellation of award or early, partial or termination of a contract.

- 3.14.1 Offeror shall have sufficient staff to provide mediation intake during regular business hours so parties receive initial attention within four business hours of any inquiry/contact;

3.14.2 Offeror's staff assigned to work under this contract shall have a minimum of one (1) year average experience in working in an organization that provides mediation services;

3.14.3 Offeror shall have a minimum of five (5) years of business experience in Hawaii;

3.14.4 Offeror Reference Checks;

Offeror shall provide a minimum of three (3) references with evidence of mediation experience involving special education;

3.14.5 Mediator Experience

a. Mediators on Offeror's staff, who are to be assigned to the subject solicitation, shall have an average of three (3) years of experience providing mediation services in special education;

b. All mediators shall be knowledgeable in laws and regulations relating to the provision of special education and related services who have completed a minimum of twenty-five (25) hours of mediation training, including specialized training in special education including but not limited to, the Individuals with Disabilities Education Improvement Act (IDEA), through Title 20 U.S.C. §1415 et al., Code of Federal Regulations 34 CFR §300 et seq., the Family Educational Rights & Privacy Act (FERPA), Hawai'i Revised Statutes §302A-443, and Hawai'i Administrative Rules (HAR) Title 8, Chapter 60 provide mediation services for students with disabilities.

c. Mediators shall also have co-mediated at least two cases with an experienced special-education mediator;

d. The mediators shall possess a minimum of a bachelor's degree and a background in education, special education, social work, psychology, counseling, law or other education related background;

e. Mediators shall possess skills in writing mediation agreements and will be capable of mediating large groups that may be highly contentious; and

3.14.6 Offeror Financials; and

3.14.7 Permits, Certifications and Licenses.

The Offeror shall obtain and pay for all permits, certificates and licenses required and necessary for the performance of the work specified herein, shall post all notices as required by law, and comply with all laws, ordinances and regulations bearing on the conduct of the work specified.

The Offeror shall comply with all business registration requirements prior to commencing work under the resulting Contract, if awarded. Failure to comply with the requirements of this paragraph may be grounds for a Proposal to be rejected, an award of Contract to be cancelled, or the awarded Contract to be terminated.

4. PROPOSAL

4.1 General Requirements

4.1.1 Any and all costs incurred by an Offeror in preparing and submitting a Proposal and conducting discussions, if any, shall be at the Offeror's sole expense and are the Offeror's sole responsibility. This includes the cost of any visits to client references, and HIDEOE locations by an Offeror, but does not include any costs incurred by the HIDEOE or its representatives for Offeror demonstrations or site visits.

4.1.2 Before submitting a proposal, each Offeror must examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, and any other relevant documentation.

4.1.3 Offerors are charged with presumptive knowledge of all requirements of all cited authorities. Offeror must become familiar with state, local, and federal laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work before submitting a proposal. Submission of a valid executed proposal by any prospective Offeror shall constitute admission of knowledge on the part of such Offeror.

4.1.4 The Scope of Work, Minimum Contract Provisions, General Conditions and other documents referenced in or attached to the proposal shall be considered a part of the proposal submitted, whether or not attached to the proposal at the time of submission. Such documents shall not be altered in any way; any alterations so made by the Offeror may result in rejection of the proposal.

4.1.5 Submission of a proposal shall constitute an incontrovertible representation by the Offeror of understanding, acceptance, and compliance with every requirement of this RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

4.1.6 Any proposal may be withdrawn at any time prior to but not after the hour fixed by public notice as the deadline for receipt of offers, provided that a request in writing, executed by the Offeror or the duly authorized representative, and is filed with the Procurement and Contracts Branch. The withdrawal of a proposal shall not prejudice the right of an Offeror to submit a new proposal, but any such new proposal must still be received before the stated deadline.

4.1.7 A proposal that contains any omission, erasure, addition not called for, conditional offer or irregularity of any kind may be rejected. Corrections, if necessary, shall be made by lining out the materials to be corrected and by inserting the correction as close to the line-out as possible. Every such correction must be initialed by authorized individual signing the Proposal Identification and Information Form.

4.2 Confidential Information in Proposal

The contents of any proposal shall not be disclosed during the review, evaluation, or discussion process. Once the notice of the award is posted, all proposals (both successful and unsuccessful) become available for public inspection.

If an Offeror believes that any portion of the proposal contains information that should be withheld as confidential, then the Procurement and Contracts Branch should be so advised in writing. Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data to be confidential. Such data shall accompany the Proposal, be clearly marked, and shall be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal.

Whether those parts shall remain confidential will be determined under § 3-122-58(b), HAR and Chapter 92F, HRS. Pursuant to Section 3-122-58, HAR, if a person requests to inspect the portions of a proposal designated as confidential, the head of the purchasing agency or designee shall consult with the Attorney General and make a written determination in accordance with Chapter 92F, Hawaii Revised Statutes (HRS). If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with Section 92F-42(12), HRS.

4.3 Proposal Preparation

One of the objectives of this RFP is to make proposal preparation easy and efficient, giving offerors ample opportunity to highlight their proposals. The evaluation process must also be manageable and effective. When an offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the offeror has identified as necessary to successfully meet the obligations outlined in this RFP.

The proposal shall describe in detail the offeror's ability and availability of services to meet the primary project goal of this RFP as stated herein. Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate to the purpose of this RFP. Emphasis shall be on completeness and clarity of content. If any additional information is required by the HIDEOE regarding any aspect of an offeror's proposal, such information shall be provided within two (2) business days of the HIDEOE's request unless otherwise stated or directed by HIDEOE.

4.4 Proposal Security

A Bond is not required if submitting a Proposal.

4.5 Proposal Submission and Format

This section prescribes the standard format for a proposal submitted in response to this RFP.

Offeror shall submit a Proposal using the exact forms or reproductions of such forms as provided and as otherwise instructed by this RFP. Failure to comply may result in a determination that the proposal is non-responsive.

The standard format will facilitate the HIDEOE's review, comparison, evaluation of proposals, and verification as to whether the minimum requirements are met by each Offeror and the Offeror's Proposal. The format is not intended to limit the content of a proposal in any way. The offeror may include any additional data or information that is deemed pertinent to this RFP.

Unless otherwise noted, proposal shall be submitted as follows:

4.5.1 Copies. Offeror shall submit one (1) original and three (3) hard copies. In addition, Offeror shall submit one (1) flash drive or CD, containing the final proposal in both PDF and Microsoft Office formats.

4.5.2 Offeror shall submit the signed proposal in a sealed envelope, package or container, together with the required offer security, if any. The envelope, package or container shall be clearly identified with the RFP number and the name and address of the Offeror.

4.6 Proposal Organization and Content

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

Table of Contents:	The table of contents shall clearly identify the material by section and by page number.
Section 1:	Proposal Identification and Information Form (See Appendix)
Section 2:	Executive Summary
Section 3:	Offeror Qualifications (including subsections: Offeror History and Background, Customer References, Project Team Organization and Project Team Staffing)
Section 4:	Offeror Financials
Section 5:	Subcontractors (if any)
Section 6:	Proposed Solutions including Technical Proposal and Offeror Forms (including but not limited to: Intake Referral Form; Confidentiality Agreement Form; Mediation Agreement Boilerplate Sample; Packet Information Format; Mediator List; and Invoice Forms)
Section 7:	Price Proposal
Section 8:	Proof of Compliance Documents

Additional information about specific requirements of each section follow.

4.7 Proposal Identification and Information Form

Offeror shall submit the Proposal under the company's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, and shall indicate exact legal name in the appropriate space on the Proposal Identification and Information Form. Failure to do so may result in rejection of the proposal or delay proper execution of a resulting contract, if any.

The authorized signature on the Proposal Identification and Information Form shall be an original signature in ink. If unsigned or if the affixed signature is other than an original signature (such as a facsimile or a photocopy), the proposal shall be automatically rejected unless accompanied by other material containing an original authorized signature, indicating the Offeror's intent to be bound.

4.8 Executive Summary

The executive summary shall summarize the contents of the Proposal in a way that gives readers a broad understanding of the entire Proposal and must also contain the following:

Terms and Conditions - A statement that the Offeror understands and shall comply with all terms and conditions of the RFP (including the General Conditions). If an Offeror does not plan to comply with one or more of the terms or conditions of the RFP, this must be stated; All exceptions must be listed and fully described.

Assumptions or Constraints - A statement on whether the Proposal contains any assumptions or constraints and must also identify and describe each such assumption and constraint. If neither assumptions nor constraints are included in the Proposal, a statement to that effect must be made.

Deviations - If the Proposal deviates from the specifications or requirements of the RFP, a statement must be included identifying and describing each such deviation. If no deviations are included in Offeror's Proposal, a statement to that effect must be made.

Subcontracting - A statement that the products and services of the proposed solution shall be provided solely by the Offeror or whether a subcontractor(s) shall assist. The Offeror's use of subcontractor(s) requires the prior written approval of the HIDOE.

Taxable Transaction - Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they may be liable for payment of the Hawaii General Excise Tax (GET). If an Offeror is a person exempt by the HRS from paying the

GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

Pending Litigation - The Offeror shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain how litigation may materially impact the Offeror or the Offeror's ability to fully perform and complete the contract.

Other Notable Items - The Offeror shall disclose any other items of note that may have material impact the Offeror or the Offeror's ability to fully perform and complete the contract.

4.9 Offeror Qualifications

This section of the Proposal shall include the following:

Offeror History and Background. The Offeror shall describe its corporate background and experience including its size and resources, details of corporate experience relevant to the project and a list of other current or recent related projects by providing the following:

- General information about the Offeror's organization;
- Individual Mediator criminal background check;
- Current staff (paid and unpaid) list, full name, job title, permanent/full time/part time status, years with the Offeror;
- Ownership (e.g., public company, partnership, or subsidiary);
- Corporate office location; and
- Bank references.

Customer References. A description of projects previously performed by the Offeror that are relevant to this project and demonstrate the Offeror's qualifications and experience, including customer name, brief description of the project, time period of the project and the computer environment used.

Offeror's References. The Proposal shall include at least three (3) recent client references. (Appendix B: Offeror Reference Form). These are to include the name of the client organization; name, title, and telephone number of the contact person; date, duration and brief description of work performed for the client.

The Offeror grants the HIDEOE authorization to contact any of the Offeror's previous clients, including but not limited to these client references, to evaluate the Offeror and its work. HIDEOE site visits, if any, will be conducted at one or more of the client reference sites.

Credentialing. CONTRACTOR shall maintain records providing proof that staff is fully and currently qualified. Documentation of qualifications must include: licensure, certification, experience, and/or training; criminal background check, including state and federal (FBI) criminal history records search; fingerprinting; as required by this Contract, as well as by applicable laws, rules, regulations, and codes. The CONTRACTOR must maintain personnel files that include documentation of the training, licensure, supervision, appropriate credentialing or certification, and ongoing performance of all its employees, agents, and volunteers. The CONTRACTOR must make records available upon request by the HIDEOE within two (2) working days of the request.

Project Team Organization. The Offeror shall present an organizational chart of staff who will be assigned to work on the contract. This shall include the Offeror's and HIDEOE provided resources as defined to provide HIDEOE an understanding as to how the Offeror envisions utilizing its and HIDEOE's resources. Descriptive information for personnel, indicating their titles, major areas of responsibility and location during each phase of the contract, with proposed estimates of the staff-hours to be provided by each individual.

Project Team Staffing. The Offeror shall include specific information regarding the role and function of its assigned staff. The Offeror shall also provide resume/vita for all staff who will be specifically assigned to the contract and provide a narrative description of their roles. If the Offeror's solution involves use of subcontractors in an amount greater than 10% of the project's budget, resumes of any subcontractors shall also be included.

Included in section 4 of the Proposal shall be a resume of each individual who appears on the organization chart. Resumes shall highlight experiences on specific projects that may be relevant to this project. Resumes should contain information relating to each person's experience, education, and skills. This should include, but is not necessarily limited to, specific degrees, dates, names of employers, position titles, and educational institutions attended.

4.10 Offeror Financials

Included in Section 4, Offeror's Financials, of the Proposal shall be the financial statements of the Offeror, preferably audited, for the previous three (3) years. If this data is unaudited, copies of filed tax returns must be provided.

4.11 Offeror Sample Forms

For evaluation purposes, Offeror's proposal shall include, but not be limited to;

- Intake Referral Form/Sample (as described in Section 3.3 i.);
- Confidentiality Agreement Form/Sample (as described in Section 3.3 ii.);
- Agreement to Mediate Form/Sample (as described in Section 3.3 iv)
- Mediation Agreement Form/Sample (as described in Section 3.3 iii. and 3.9);
- Packet Information Format/Sample (as described in Section 3.3 v. d.);
- Mediator List (as described in Section 3.4 i.); and
- Invoice Form/Sample (as described in Section 3.11).

4.12 Subcontractors

The Offeror may propose to fulfill any of the responsibilities outlined herein by entering into a sub-contract with an individual, organization, or other entity that possesses the requisite expertise to fulfill the requirements of the RFP. The Offeror shall retain sole responsibility for the completion of all tasks. The use of sub-contractors shall not place additional burdens or demands on the HIDOE (e.g., coordinating with staff from multiple Contractors).

For any item listed herein to be fulfilled by a sub-contractor, the Offeror shall provide a description of the proposed partner and the sub-contractor's capability to meet the demands of the RFP. In the event the Offeror elects to engage the participation of a sub-contractor, the HIDOE retains the right to approve the selection of the sub-contractor and the proposed role that the Offeror shall fulfill under this contract.

If a proposal involves the use of any subcontractor, the subcontractor shall also comply with the Offeror qualifications requirements identified in the following sections:

Offeror History and Background
Customer References
Project Team Organization
Project Team Staffing
Offeror Financials

4.13 Price Proposal

Using Attachment A as a reference, the price proposal shall be inclusive of all costs, direct or

indirect, and all applicable taxes, as required for the fulfillment of the contract. The price proposal shall include all services, travel, materials, overhead, profit, all applicable taxes, any reimbursement costs, and any other incidental and operational expenses incurred by CONTRACTOR in the performance of its obligations hereunder. The contract price shall be the all-inclusive cost to the STATE and no other charges will be honored.

The price proposal shall reflect a single cost per mediation. Hourly, daily and/or monthly rates shall not be acceptable. Each mediation, regardless of time spent, shall be considered one mediation and price proposals shall offer a single cost per mediation.

The price proposal shall reflect a single cost per cancellation. Cancellation cost shall include all services, travel, materials, overhead, profit, all applicable taxes, any reimbursement costs, and any other incidental and operational expenses incurred by CONTRACTOR in the performance of its obligations hereunder.

The price proposal must address tasks described in the scope of work, and any other tasks necessary, and specify all costs to be incurred within the contract period. The costs in the proposal shall be based on equivalent market prices, and have been arrived at independently without consultation, communication, as to any matter related to such prices with any other Offeror for this RFP. In the event the Offeror intends to enter into a partnership with a sub-contractor or a technical assistance provider, Offeror shall provide all necessary cost information regarding the subcontracted task.

4.14 Proof of Compliance Documents

Offeror is advised that if awarded a Contract under this RFP, Offeror shall, upon award of Contract, furnish the required certificates and documentation (refer to RFP section regarding Responsibility of Offerors). In order to expedite contract execution, if any, it is highly recommended that the certificates be submitted with the Offeror's Proposal as follows, one (1) original only:

- a. Certificate of Compliance as issued by the Hawaii Compliance Express online system; and
- b. Certificate of Insurance.

4.15 Certification of Independent Cost Determination

By submitting a proposal in response to this solicitation, Offeror certifies as follows:

4.15.1 The costs in this RFP have been arrived at independently, without consultation, communication, or agreement with any other Offeror, as to any matter relating to such costs for the purpose of restricting competition.

4.15.2 Unless otherwise required by law, the costs which have been quoted in this RFP have not been knowingly disclosed by the Offeror prior to award, directly or indirectly, to any other Offeror or competitor prior to the award of the contract.

4.15.3 No other attempt has been made or will be made by the Offeror to indicate any other person or firm to submit or not to submit for the purpose of restricting competition.

5. PROPOSAL EVALUATION

The HIDOE reserves the right to reject any or all Proposals, and waive any defects if the HIDOE believes the rejection or waiver to be in the best interest of the HIDOE.

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

Evaluation criteria and the associated points are listed below. Quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

A contract may be awarded on the basis of initial Proposals received, without discussion. Therefore, each initial proposal shall contain the Offeror's best terms from a technical and cost/price standpoint.

Proposals may be classified initially as acceptable, potentially acceptable, or unacceptable. Discussions may be conducted with Offerors who submit proposals determined to be acceptable or potentially acceptable of being selected for award, but proposals may be accepted without such discussions.

The final selection of a Successful Offeror, if any, will be made in accordance with the evaluation criteria as specified herein.

5.1 Evaluation Process Overview

The Evaluation Committee will apply a numerical rubric to evaluate the proposals. The following sections describe the evaluation process in more detail.

- Phase 1: Preliminary Evaluation of Proposals
- Phase 2: Rating and Determination of Priority Listed Offerors
- Phase 3: Discussion with Priority-Listed Offerors (at HIDOE's option)
- Phase 4: Best and Final Offers (at HIDOE's option)
- Phase 5: Selection and Award

5.2 Evaluation Criteria

Criteria	Points	
Criteria	Point breakdown	Points
I Business Continuity		25
A. Minimum of five (5) years in business in Hawaii	5	
B. Greater than eight (8) years of business in Hawaii	5	
C. Offeror's staff assigned to work under this contract shall have a minimum of one (1) year average experience in working in an organization that provides mediation services	5	
D. Offeror's staff assigned to work under this contract shall have a minimum of five (5) years average experience in working in an organization that provides mediation services	10	
II Services Provided		25
A. Mediators have an average of three (3) years of experience providing mediation services in special education	5	
B. Offers all services requested by RFP	5	

	C. Evidence of experience working with HIDOE schools	5	
	D. Offeror shall have sufficient staff to provide mediation intake during regular business hours so parties receive initial attention within four business hours of any inquiry/contact	10	
III	Statewide services, all islands		70
	A. Hawaii (all schools including charter); how Offeror plans to provide services on this island	20	
	B. Kauai (all school including charter, Niihau); how Offeror plans to provide services on these islands	20	
	C. Maui (all schools including Hana, Molokai, Lanai); how Offeror plans to provide services on these islands	20	
	D. Oahu (all schools); how Offeror plans to provide services on this island	10	
IV	Intake/Case Management		75
	Forms		
	A. Sample Agreement to Mediate (sample aligns with Section 3.3 iv)	10	
	B. Sample Confidentiality Agreement (sample aligns with the requirements of IDEA)	10	
	C. Sample Mediation Agreement		
	1) Format (neat, clear, required information included)	5	
	2) Provisions	5	
	3) Active Language (predominately used in document)	5	
	4) Specific Language (predominately used in document)	5	
	5) Objective Language (predominately used in document)	10	
	6) Indicate which party is responsible for implementation	10	
	7) Measurable Agreement and Outcome (completed/not completed) (predominately used in document)	10	
	8) Titles of HIDOE personnel instead of proper names	5	
V	Opening Procedure		10
VI	Scheduling Procedures		20
	A. Schedule mediation session within 3 business days (Not to be confused with "conduct" mediation)	15	
	B. Packet Information Format	5	
VII	Mediator List		5
VIII	Translators/Interpreters procedures		10
IX	Self-Evaluation of Mediation/Mediator Process (peer review, employee evaluations)		10
X	Complaint Procedures (about the mediation/mediator)		25
	A. Response Procedures	10	
	B. Description of corrective action procedures	15	
XI	Describe how OFFEROR will work with HIDOE in the event that USDOE asks for information about mediation		5

XII	Data Collection		25
	A. Give an example of an Excel Log for mediation with at least 10 columns and 10 rows of created information	5	
	B. Describe how the OFFEROR will submit Monthly Data to the HIDEOE on the 25 th day of the following month.	5	
	C. Describe how OFFEROR will provide data for the USDOE State Performance Plan/Annual Performance Report (Indicator 16)	15	
XIII	Invoicing Forms		25
	A. Describe how OFFEROR will submit timely monthly invoices	5	
	B. Describe how OFFEROR will submit accurate invoices	10	
	C. Describe how OFFEROR will submit complete invoices	10	
XIV	<p>Total Price Proposal</p> <p>The Total Price Proposal, as referenced in Attachment A, shall be the total amount of fees per case per island plus the total amount of cancellation fees per island.</p> <p>A total of 100 points will be awarded to the lowest of the submitted cost proposals. Proposals with higher costs will receive a fraction of 100 points; the number of points assigned to higher cost proposals will be determined by the following formula: lowest proposal cost multiplied by the maximum points available for price, divided by the higher proposal cost. The fractional value of points to be assigned will be rounded to one decimal place.</p> <p>Example: Lowest cost proposal was \$50,000 and receives 100 points. The next lowest cost proposal was \$70,000 and receives 71.4 points $[(\text{Lowest Proposal Cost}) * (100)] / (\text{Higher Proposal Cost})$.</p>		100
XV	Describe how OFFEROR will execute durable mediation agreements without further complaints (i.e. confirmation with the parties, parties having authority to agree, resolving all issues completely)		10
XVI	Promotional Activities		60
	A. Description of how Proposer intends to build the special education mediation program:	30	
	i. User Friendly (promotional resources/ideas to all schools including public charter schools)	5	
	ii. Effective (promotional resources/ideas to generate more mediation requests)	5	
	iii. Efficient (promotional resources/ideas to use the least amount of resources for the biggest results)	5	
	iv. Non-threatening (promotional resources/ideas to ensure a non-threatening mediation atmosphere)	5	
	v. Durable resolutions (promotional resources/ideas that will result in more mediation sessions with durable results)	5	
	vi. Convenient (promotional resources/ideas to make mediation more accessible to schools and parents)	5	

	B. Description of how OFFEROR intends to build the reputation of the mediation program to increase utilization	30	
	TOTAL		500

Scoring under this RFP shall be based on a total of 500 points. Proposers must score a minimum of 300 points to be considered for award. Proposals that score less than 300 points will be rejected and shall not be considered for award.

For evaluation purposes, pursuant to §103D-1008, HRS, a tax-exempt proposal submitted in response to a solicitation shall be increased by the applicable retail rate of general excise tax and the applicable use tax. Under no circumstance shall the dollar amount of the award include the aforementioned adjustment.

5.3 Preliminary Evaluation

A preliminary evaluation shall determine whether each proposal is considered responsive, thus justifying further evaluation. In its preliminary evaluation, the HIDOE will examine the completeness of each proposal, and its compliance with the instructions, terms and conditions in this RFP. Subsequent review and evaluation will be based on the criteria stated in the following sections. Any proposals that are incomplete or that do not comply with the instructions or terms and conditions shall be rejected by the HIDOE and excluded from further consideration.

Responsive proposals must meet all submittal requirements and the minimum eligibility requirements described in the RFP.

5.4 Priority-List of Offerors

Before conducting discussions, a priority list shall be generated by the Evaluation Committee. In order to generate a priority list, proposals shall be initially classified as acceptable, potentially acceptable or unacceptable.

All responsive Offerors who submit acceptable proposals or potentially acceptable proposals are eligible for the prioritized listing.

If numerous acceptable and potentially acceptable proposals are submitted, the Evaluation Committee may limit the priority list to at least three (3) responsible Offerors who submitted the highest-ranked proposals.

5.5 Discussions with Priority-Listed Offerors

Discussions may be conducted with Priority-Listed Offerors if deemed advantageous by the HIDOE. Discussions will be limited to only "priority-listed" offerors and are held 1) to promote understanding of the HIDOE requirements and the priority-listed offeror's proposals and 2) to facilitate arriving at a contract that will provide the best value to the HIDOE, taking into consideration the evaluation factors set forth in the RFP. Discussions may include Offeror presentation of its Proposal, interviews with Offeror's key personnel, demonstrations, site visits, or teleconferences. Any discussions shall be conducted in an organized and consistent manner established by the HIDOE, and in accordance with the following:

5.5.1 Priority-listed offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals.

5.5.2 Any substantial oral clarification of a proposal shall be reduced to writing by the

priority-listed Offeror.

5.5.3 If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate the clarification or change. Addenda to the RFP shall be distributed only to the priority-listed offerors.

5.5.4 Priority-listed offerors may be permitted to amend proposals already submitted, limited to the discussions conducted.

5.5.5 If in the opinion of the Evaluation Committee a contemplated amendment will significantly change the nature of the procurement, the RFP shall be canceled and a new RFP will be issued.

5.5.6 The contents of any proposal shall not be disclosed so as to be available to competing offerors during the discussion process.

5.6 Best and Final Offers (at HIDEOE's Option)

Following discussions between the Evaluation Committee and the Priority-listed Offerors, each Priority-listed Offeror may be asked to provide their best and final offer. In that event, the procedure as listed below shall apply.

5.6.1 The Evaluation Committee will establish a date and time for submission of best and final offers.

5.6.2 Offerors may be afforded the opportunity to revise their proposals, including price, during the best and final offer phase.

5.6.3 If an Offeror does not submit a notice of withdrawal or another best and final offer, the Offeror's immediate previous proposal will be construed as their best and final offer.

5.6.4 After best and final proposals are received, final evaluations will be conducted for an award.

5.6.5 Best and final offers shall be submitted only once, unless the Head of the Purchasing Agency determines that it is in the HIDEOE's best interest to conduct additional discussions or change the HIDEOE's requirements by addendum distributed only to priority-listed offerors and require another submission of best and final offers. Otherwise, no discussion of or change in the best and final offers shall be allowed prior to award.

APPENDICES:

Appendix A: Proposal Identification and Information Form

Appendix B: Offeror Reference Form

Appendix C: Contract Minimum and Special Conditions

Appendix D: State's General Conditions

ATTACHMENT:

Attachment A: Rates and Fees (Mediation Rates, Fees, and Requirements)

MEDIATION SERVICES FOR THE HAWAII DEPARTMENT OF EDUCATION'S SPECIAL EDUCATION
MEDIATION PROGRAM (STATEWIDE, INCLUDING PUBLIC CHARTER SCHOOLS)
RFP D16-008

Appendix A

PROPOSAL IDENTIFICATION AND INFORMATION FORM

Exact Legal Name of Offeror, including "dba" or "division" of a corporation (furnish the exact legal name of the entity under which an awarded contract, if any, will be executed):	
Principal Place of Business (may not be a P.O. Box):	
Mailing Address (only if different):	
Offerors Primary Contact Person:	Name/Title: _____ Telephone/Fax No.s: _____ e-mail address: _____
Federal Tax Identification Number:	
State of Hawaii General Excise Tax License Number:	
Type of Business Entity (check one):	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other _____
If other than a Sole Proprietorship:	Offeror is either: <input type="checkbox"/> A Hawaii business incorporated or organized under the laws of the State of Hawaii; OR <input type="checkbox"/> A Compliant Non-Hawaii business incorporated or organized under the laws of the State of _____, and registered with the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii. Date of incorporation/organization: _____ All state(s) where Offeror is authorized to transact business: _____ Names of all Offeror's parent, affiliate and subsidiary organizations: _____ _____

The undersigned certifies that the information provided above is to the best of his/her knowledge true and correct, has carefully read and understands the terms and conditions specified herein and hereby submits the following proposal to perform the work specified herein, all in accordance with the true intent and meaning thereof, and further that the Offeror shall comply with all terms, conditions and requirements of the RFP. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Authorized (Original in ink) Signature

Name (printed)

Title

Date

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Appendix B

Offeror Reference Form

Directions:

- Please provide information regarding recent projects and the names of a minimum of three (3) clients who may be contacted for whom services were rendered.
- Any supplemental information related to this project although not required, should be attached to the respective Appendix B, Offeror Reference Form.

Name of Your Company:	
<i>Name of Client:</i>	
<i>Name of Client Contact Person:</i>	
<i>Client's Phone Number:</i>	
<i>Date or period of project/service:</i>	
<i>Description of project/services rendered:</i>	
<i>Other Information or comments:</i>	
<input type="checkbox"/> <i>check here if supplemental information related to this project is attached.</i>	

MEDIATION SERVICES FOR THE HAWAII DEPARTMENT OF EDUCATION'S SPECIAL EDUCATION
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Appendix C

Contract Minimum and Special Conditions

1.1 Contract Administrator

For purposes of this contract, the person named below or his/her duly authorized representative or successor in office is designated Contract Administrator (CA). The CA may be contacted as follows:

- Shari Dela Cuadra-Larsen, Acting Special Projects Director
- Telephone: 808-586-3428
- Facsimile: 808-586-5366
- E-mail: Shari_Dela Cuadra-Larsen@notes.k12.hi.us

The CA is responsible for:

- The terms, conditions, quantities, specifications, scope of services, other contract terms, and all decisions relating to the contract;
- Monitoring the Contractor's work, documenting that Contractor maintains the required insurance coverage (if applicable), resolving contract disputes and discrepancies, evaluating the work of the Contractor, assuring the services or goods are delivered as required in the contract, and processing payment for services rendered; and
- Notifying the Procurement and Contracts Branch in the event of change in scope of work, change in the performance period, increase or decrease in total compensation, and/or changes in any other contract terms.

Notwithstanding the responsibilities set forth hereinabove, any coordination of services falling outside those articulated above shall remain with the head of the purchasing agency, as set forth in the attached General Conditions (see General Conditions, paragraph 1, entitled "Coordination of Services by the STATE.").

1.2 HIDEO's Point of Contact

The CA has designated the following person as Point-of-Contact (POC) for this contract. As such, the POC should be the initial contact on all matters related to this contract. The POC can be contacted as follows:

- Taren Taguchi, Education Specialist
- Telephone: 808-586-5374
- Facsimile: 808-586-5366
- E-mail: Taren_Taguchi@notes.k12.hi.us

1.3 Verification of CONTRACTOR Employees

In accordance with State rules and regulations, CONTRACTOR shall conduct mandatory criminal background checks at no cost to the STATE, on any employee or sub-contractor working directly with students.

CONTRACTOR shall notify the STATE, verbally within twenty-four (24) hours, upon learning of the occurrence of any of the events indicated below:

- 1.3.1 Any employee, agent or volunteer's license required to perform services under this Contract is or has been suspended, conditioned, revoked, expired, or terminated;
- 1.3.2 Any employee, agent or volunteer becomes or has been the subject of any disciplinary proceeding or action before any federal or state agency or Board;
- 1.3.3 Any employee, agent or volunteer is or has been convicted of a fraud or felony;
- 1.3.4 Any claim, judgment or settlement in which the CONTRACTOR or any of its employees, agents or volunteers is or has been named a defendant;
- 1.3.5 CONTRACTOR shall maintain the background check records, and shall make the records available for review upon request. Upon review of these records, the STATE reserves the right to request additional background information.

1.4 Liability Insurance and Certificates

The CONTRACTOR shall maintain in full force and effect, during the life of this contract, liability and property damage insurance. This insurance shall protect the CONTRACTOR and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the CONTRACTOR providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, CONTRACTOR may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy(ies) are in addition to the CONTRACTOR's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the CONTRACTOR, including its subcontractor(s) where appropriate:

<u>Coverage</u>	<u>Limits</u>
General Liability , Commercial (Occurrence Form)	\$2,000,000 aggregate \$1,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile Liability Combined Single Limit	\$1,000,000 per accident
Errors and Omissions Liability:	\$1,000,000 per claim and \$2,000,000 per annual aggregate

Each insurance policy required by this contract, including a subcontractor's policy, shall contain the following clauses:

- 1) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
- 2) "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements. Each insurance policy shall be written by 1) an insurance company licensed to do business in the State of Hawaii, or 2) if not licensed by the State of Hawaii, an insurance company which meets §431:8-301, Hawaii Revised Statutes.

Upon execution of the contract, the CONTRACTOR agrees to deposit with the HIDEO certificate(s) of insurance necessary to satisfy the HIDEO that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the HIDEO during the entire term of this contract, including those of its subcontractor(s), where appropriate. Upon request by the HIDEO, CONTRACTOR shall be responsible for furnishing a copy of the policy(ies).

Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the HIDEO to exercise any or all of the remedies provided herein.

The procuring of such required insurance shall not be construed to limit CONTRACTOR's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy(ies) of insurance, CONTRACTOR shall be obligated for the full and total amount of any damage, injury, or loss caused by the CONTRACTOR, its employees, officers, or agents, in connection with this Contract.

CONTRACTOR shall notify the STATE, via written notice within twenty-four (24) hours should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

1.5 Invoicing

The Offeror shall submit an invoice with each request for payment. Original and one (1) copy of the invoice shall be submitted to:

Hawaii Department of Education
Deputy Superintendent/Special Project/Complaint Management Program
Attn: Taren Taguchi
PO Box 2360
Honolulu, Hawaii 96804

All invoices shall reference the Price List number and RFP number. If a copy is submitted as the original, such invoice must bear an original signature certifying that the invoice is being submitted as the original.

1.6 Payment

Section 103-10, HRS, provides that the HIDEO shall have thirty (30) calendar days after receipt of an accepted invoice and satisfactory delivery of goods or performance of the services, to make payment. For this reason, the HIDEO shall reject any Proposal submitted with a condition requiring payment within a shorter period. Further, the HIDEO shall reject any Proposal submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS. The HIDEO will not recognize any requirements established by the Offeror and communicated to the HIDEO after award of the contract, which requires payment within a shorter period or interest payment not in conformance with section 103-10, HRS.

1.7 Final Payment

The **final payment** on the contract shall be for services rendered during the billing period just prior to the contract expiration date. In addition to the requirements in the General Conditions, the following shall accompany the final payment invoice:

A tax clearance certificate, not over two months old and with an original green "certified copy" stamp, must accompany the invoice for final payment. In addition to the tax clearance certificate, the "Certification of Compliance for Final Payment" (DOE Form-22) with an original signature will be required for final payment.

In lieu of the above, CONTRACTOR may also submit an original CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via an online system, also referred to as "Hawaii Compliance Express". Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>.

All required certificate(s) for the Contractor and all subcontractors, must accompany the invoice for final payment on the Contract.

1.8 Availability of Funds

This contract is subject to the availability of funds. Pursuant to Section 103D-309, HRS, except in certain instances, no contract entered into between the STATE and the CONTRACTOR shall be binding or of any force unless the Chief Financial Officer (CFO) certifies that there is an available unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the amount required by the contract.

If the contract calls for performance or payment in more than one fiscal year (July 1 to June 30), the CFO may certify only that portion of the total funds allocated to satisfy the STATE's obligations for payments in the current fiscal year. In that event, the STATE will not be liable for the unpaid balance beyond the end of the current fiscal year, and availability of funds in excess of the amount certified shall be contingent upon future appropriations or special fund revenues. All partially-funded contracts shall be enforceable only to the extent that funds are certified as available. The STATE agrees to notify the CONTRACTOR of such non-allocation at the earliest possible time. The STATE shall not be penalized in the event this provision is exercised. This provision is not meant to permit the STATE to terminate the contract in order to acquire similar equipment or services from a third party.

1.9 Subcontracting

Prior to award of the contract, no work or services shall be subcontracted or assigned without the prior written approval of the CA. After award of the contract, no work or services shall be subcontracted or assigned without the prior written approval of the CA. No subcontract shall under any circumstances relieve the CONTRACTOR of its obligations and liability under its Contract with the HIDOE. All persons engaged in performing the work covered by the Contract shall be considered employees of the CONTRACTOR.

1.10 Contract Staffing Requirements

Personnel, whose names and resumes are submitted in the Proposal, shall not be removed from the project without prior approval of the CA. Substitute or additional personnel shall not be used for the project until a resume is received and approved by the CA. The HIDOE shall have the right, and the CONTRACTOR shall comply with any request, to remove and replace any personnel from all work on the project effective immediately upon notification by the HIDOE. Personnel changes that are not approved by the CA may be grounds for Contract termination.

1.11 Exclusion of Specific Workers

The STATE reserves the right to require the CONTRACTOR to remove an employee, agent, subcontractor or volunteer (Worker) from performing work under this contract. The Contract Administrator shall notify the CONTRACTOR in writing and this exclusion of a specific Worker(s) shall take effect as indicated on the notice. The CONTRACTOR may appeal this decision to the Contract Administrator, in writing within ten (10) working days of receipt of the notice. Removal of the employee, agent, subcontractor or volunteer shall remain in effect pending the outcome of the appeal. This provision shall not infringe upon the right of the CONTRACTOR to employ the removed individual, but shall apply to any work requiring interaction with the HIDOE, its employees or students.

1.12 Inspection and Procedural Changes; Relief Available to State

All work is subject to inspection, evaluation, and approval by the CA. The HIDEOE may employ all reasonable means to ensure that the work is being performed in compliance with the contract. Should the CA determine that corrections or changes are necessary in order to accomplish the intent or purpose of the contract, the CA may direct the CONTRACTOR to make such changes.

Failure of the CONTRACTOR to perform any provisions of the Contract (based on the identified portion of unacceptable work received) the HIDEOE may determine CONTRACTOR is in non-compliance with Contract requirements and may:

- Suspend Payments – Temporarily withhold or disallow all or part of the billing cost/payments pending correction of a deficiency or a non-submission of a required deliverable by the Contractor;
- Seek Reimbursement – Seek reimbursement from the Contractor or withhold future payments for any funds paid to the Contractor subsequent to a determination that such was unauthorized, fraudulently obtained, or inappropriately billed.
- Suspend Referrals – Suspend referrals to the CONTRACTOR should the CONTRACTOR fail to comply with any of the requirements or other term(s) or condition(s) of this Contract and, further, the STATE may maintain the suspension of referrals until such time as the deficiency or non-compliance is corrected and the CONTRACTOR's corrective actions are determined to be acceptable by the STATE; and
- Seek Market Value – In the event the Contractor fails, refuses or neglects to perform the services in accordance with the requirements of these Special Conditions, the Scope of Services or the General Conditions, the State reserves the right to purchase, in the open market, a corresponding quantity of the services specified herein and to deduct from any monies due or that may thereafter become due to the Contractor, the difference between the price named in the Contract and the actual cost to the State. In case any money due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand from the State. The State may also utilize all other remedies provided by law.

1.13 Confidentiality

The following serves to supplement provision 24 of the General Condition, entitled "Confidentiality of Material" and provision 42, entitled "Confidentiality of Personal Information":

1.13.1 General Confidentiality Obligations. While performing under this Agreement, the Contractor may receive, be exposed to or acquire confidential information. Such information may include names, addresses, telephone numbers, birthdates, social security numbers, medical information, and other educational, student, or personal employment information. The information may be in written or oral form, fixed in hard copy or contained in a computer data base or computer readable form. Hereinafter, such language shall be collectively referred to as "Confidential Information."

The Contractor, including its employees, agents, representatives, and assigns shall abide by the following with regards to Confidential Information:

- (i) They shall not disclose to any unauthorized party any Confidential Information, except as specifically permitted by the HIDEOE and subject to the State's limitations on confidentiality of information and relevant legal requirements of the State to include, but not limited to the Family Educational Rights and Privacy Act ("FERPA"). Permission will be granted through a formal written agreement concerning the disclosure of personally identifiable information (PII) from student education records,

- signed by HIDEO and the CONTRACTOR, and must be provided as an attachment to this contract;
- (ii) They shall only permit access to Confidential Information to employees, agents, representatives, and assigns having a specific need to know in connection with performance under this Agreement; and
 - (iii) They shall advise each of their employees, agents, representatives, and assigns of their obligations to keep such Confidential Information confidential.

Contractor, its employees, agents, representatives, or assigns shall ensure the security of the Confidential Information. The Contractor shall provide the HIDEO with a list of individuals (by name and position) who are authorized to handle the Confidential Information (hereinafter referred to as "Authorized Handlers"). Authorized Handlers shall ensure the security of the Confidential Information. Only Authorized Handlers shall have access to the Confidential Information, which will be kept on password protected computers with the hard copy documents kept in a locked file cabinet. Contractor shall ensure that procedures exist to prohibit access to the Confidential Information by anyone other than an Authorized Handler.

Contractor will be responsible for safeguarding the confidentiality of all Confidential Information it receives from the HIDEO and shall safeguard and protect such documents from unauthorized use, handling, or viewing. Contractor shall be liable to the HIDEO and to any person whose records the Contractor receives custody of under this Contract for records protection for any unpermitted release, viewing, or loss of such records. The Contractor shall assume liability responsibility for records protection and for the inappropriate or unlawful release of Confidential Information. The Contractor shall return all documents containing Confidential Information upon completion of the services Contractor is contracted to provide under this Agreement.

1. Prior Written Approval. The Contractor may not i) share Confidential Information or any other data received under this Contract, ii) publish, or iii) distribute such information without the prior written approval of the State.
2. In the event of termination of this Contract, Contractor shall return to the State all student information received under this Contract and further agrees to destroy any and all copies of, or references to, any student information shared by State as a result of this Contract.

1.14 Approvals

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

MEDIATION SERVICES FOR THE HAWAII DEPARTMENT OF EDUCATION'S SPECIAL EDUCATION
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ATTACHMENT A

RATES AND FEES
Mediation Rates, Fees, and Requirements

All compensation requests must be submitted on an invoice form before the 30th day of the subsequent month. No compensation for overdue invoicing/documentation.

Mediations will be paid as a flat per session fee, regardless of the length of the session. All fees are included in the "per case" fee, including pre-mediation preparation, post mediation time, transportation (ground and air), meals, lodging, tax, etc. The mediation fee is not to include the cost for translation services, which will be provided by the district office (District Educational Specialist) in which the school is located. The Total Price Proposal shall be calculated as follows:

Item	Island	Fee per case (A)	Estimated Number of Cases (B)	Cancellation fee (C)	Estimated Number of Cancellations	Total Price (A)*(B)+(C)*(D)
1	Oahu	\$	15	\$	5	\$
2	Hawaii except Kau complex	\$	15	\$	5	\$
3	Maui except Hana complex	\$	15	\$	5	\$
4	Kau, Hana, Molokai, & Lanai complexes	\$	15	\$	5	\$
5	Kauai	\$	15	\$	5	\$

TOTAL PRICE PROPOSAL (ITEMS 1-5) _____

**APPENDIX D
STATE'S GENERAL CONDITIONS**

The General Conditions are contained in "AG-008 103D GENERAL CONDITIONS" and is attached.

GENERAL CONDITIONS

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GENERAL CONDITIONS

1. Coordination of Services by the STATE. The head of the purchasing agency ("HOPA") (which term includes the designee of the HOPA) shall coordinate the services to be provided by the CONTRACTOR in order to complete the performance required in the Contract. The CONTRACTOR shall maintain communications with HOPA at all stages of the CONTRACTOR'S work, and submit to HOPA for resolution any questions which may arise as to the performance of this Contract. "Purchasing agency" as used in these General Conditions means and includes any governmental body which is authorized under chapter 103D, HRS, or its implementing rules and procedures, or by way of delegation, to enter into contracts for the procurement of goods or services or both.
2. Relationship of Parties: Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
 - a. In the performance of services required under this Contract, the CONTRACTOR is an "independent contractor," with the authority and responsibility to control and direct the performance and details of the work and services required under this Contract; however, the STATE shall have a general right to inspect work in progress to determine whether, in the STATE'S opinion, the services are being performed by the CONTRACTOR in compliance with this Contract. Unless otherwise provided by special condition, it is understood that the STATE does not agree to use the CONTRACTOR exclusively, and that the CONTRACTOR is free to contract to provide services to other individuals or entities while under contract with the STATE.
 - b. The CONTRACTOR and the CONTRACTOR'S employees and agents are not by reason of this Contract, agents or employees of the State for any purpose, and the CONTRACTOR and the CONTRACTOR'S employees and agents shall not be entitled to claim or receive from the State any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to state employees.
 - c. The CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of the CONTRACTOR'S performance under this Contract. Furthermore, the CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability to the CONTRACTOR'S employees and agents, and to any individual not a party to this Contract, for all loss, damage, or injury caused by the CONTRACTOR, or the CONTRACTOR'S employees or agents in the course of their employment.
 - d. The CONTRACTOR shall be responsible for payment of all applicable federal, state, and county taxes and fees which may become due and owing by the CONTRACTOR by reason of this Contract, including but not limited to (i) income taxes, (ii) employment related fees, assessments, and taxes, and (iii) general excise taxes. The CONTRACTOR also is responsible for obtaining all licenses, permits, and certificates that may be required in order to perform this Contract.
 - e. The CONTRACTOR shall obtain a general excise tax license from the Department of Taxation, State of Hawaii, in accordance with section 237-9, HRS, and shall comply with all requirements thereof. The CONTRACTOR shall obtain a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of the Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid and submit the same to the STATE prior to commencing any performance under this Contract. The CONTRACTOR shall also be solely responsible for meeting all requirements necessary to obtain the tax clearance certificate required for final payment under sections 103-53 and 103D-328, HRS, and paragraph 17 of these General Conditions.
 - f. The CONTRACTOR is responsible for securing all employee-related insurance coverage for the CONTRACTOR and the CONTRACTOR'S employees and agents that is or may be required by law, and for payment of all premiums, costs, and other liabilities associated with securing the insurance coverage.

- g. The CONTRACTOR shall obtain a certificate of compliance issued by the Department of Labor and Industrial Relations, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
- h. The CONTRACTOR shall obtain a certificate of good standing issued by the Department of Commerce and Consumer Affairs, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
- i. In lieu of the above certificates from the Department of Taxation, Labor and Industrial Relations, and Commerce and Consumer Affairs, the CONTRACTOR may submit proof of compliance through the State Procurement Office's designated certification process.

3. Personnel Requirements.

- a. The CONTRACTOR shall secure, at the CONTRACTOR'S own expense, all personnel required to perform this Contract.
- b. The CONTRACTOR shall ensure that the CONTRACTOR'S employees or agents are experienced and fully qualified to engage in the activities and perform the services required under this Contract, and that all applicable licensing and operating requirements imposed or required under federal, state, or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.

4. Nondiscrimination. No person performing work under this Contract, including any subcontractor, employee, or agent of the CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state, or county law.

5. Conflicts of Interest. The CONTRACTOR represents that neither the CONTRACTOR, nor any employee or agent of the CONTRACTOR, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the CONTRACTOR'S performance under this Contract.

6. Subcontracts and Assignments. The CONTRACTOR shall not assign or subcontract any of the CONTRACTOR'S duties, obligations, or interests under this Contract and no such assignment or subcontract shall be effective unless (i) the CONTRACTOR obtains the prior written consent of the STATE, and (ii) the CONTRACTOR'S assignee or subcontractor submits to the STATE a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR'S assignee or subcontractor have been paid. Additionally, no assignment by the CONTRACTOR of the CONTRACTOR'S right to compensation under this Contract shall be effective unless and until the assignment is approved by the Comptroller of the State of Hawaii, as provided in section 40-58, HRS.

a. Recognition of a successor in interest. When in the best interest of the State, a successor in interest may be recognized in an assignment contract in which the STATE, the CONTRACTOR and the assignee or transferee (hereinafter referred to as the "Assignee") agree that:

- (1) The Assignee assumes all of the CONTRACTOR'S obligations;
- (2) The CONTRACTOR remains liable for all obligations under this Contract but waives all rights under this Contract as against the STATE; and
- (3) The CONTRACTOR shall continue to furnish, and the Assignee shall also furnish, all required bonds.

b. Change of name. When the CONTRACTOR asks to change the name in which it holds this Contract with the STATE, the procurement officer of the purchasing agency (hereinafter referred to as the "Agency procurement officer") shall, upon receipt of a document acceptable or satisfactory to the

Agency procurement officer indicating such change of name (for example, an amendment to the CONTRACTOR'S articles of incorporation), enter into an amendment to this Contract with the CONTRACTOR to effect such a change of name. The amendment to this Contract changing the CONTRACTOR'S name shall specifically indicate that no other terms and conditions of this Contract are thereby changed.

- c. Reports. All assignment contracts and amendments to this Contract effecting changes of the CONTRACTOR'S name or novations hereunder shall be reported to the chief procurement officer (CPO) as defined in section 103D-203(a), HRS, within thirty days of the date that the assignment contract or amendment becomes effective.
 - d. Actions affecting more than one purchasing agency. Notwithstanding the provisions of subparagraphs 6a through 6c herein, when the CONTRACTOR holds contracts with more than one purchasing agency of the State, the assignment contracts and the novation and change of name amendments herein authorized shall be processed only through the CPO's office.
7. Indemnification and Defense. The CONTRACTOR shall defend, indemnify, and hold harmless the State of Hawaii, the contracting agency, and their officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of the CONTRACTOR or the CONTRACTOR'S employees, officers, agents, or subcontractors under this Contract. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Contract.
 8. Cost of Litigation. In case the STATE shall, without any fault on its part, be made a party to any litigation commenced by or against the CONTRACTOR in connection with this Contract, the CONTRACTOR shall pay all costs and expenses incurred by or imposed on the STATE, including attorneys' fees.
 9. Liquidated Damages. When the CONTRACTOR is given notice of delay or nonperformance as specified in paragraph 13 (Termination for Default) and fails to cure in the time specified, it is agreed the CONTRACTOR shall pay to the STATE the amount, if any, set forth in this Contract per calendar day from the date set for cure until either (i) the STATE reasonably obtains similar goods or services, or both, if the CONTRACTOR is terminated for default, or (ii) until the CONTRACTOR provides the goods or services, or both, if the CONTRACTOR is not terminated for default. To the extent that the CONTRACTOR'S delay or nonperformance is excused under paragraph 13d (Excuse for Nonperformance or Delay Performance), liquidated damages shall not be assessable against the CONTRACTOR. The CONTRACTOR remains liable for damages caused other than by delay.
 10. STATE'S Right of Offset. The STATE may offset against any monies or other obligations the STATE owes to the CONTRACTOR under this Contract, any amounts owed to the State of Hawaii by the CONTRACTOR under this Contract or any other contracts, or pursuant to any law or other obligation owed to the State of Hawaii by the CONTRACTOR, including, without limitation, the payment of any taxes or levies of any kind or nature. The STATE will notify the CONTRACTOR in writing of any offset and the nature of such offset. For purposes of this paragraph, amounts owed to the State of Hawaii shall not include debts or obligations which have been liquidated, agreed to by the CONTRACTOR, and are covered by an installment payment or other settlement plan approved by the State of Hawaii, provided, however, that the CONTRACTOR shall be entitled to such exclusion only to the extent that the CONTRACTOR is current with, and not delinquent on, any payments or obligations owed to the State of Hawaii under such payment or other settlement plan.
 11. Disputes. Disputes shall be resolved in accordance with section 103D-703, HRS, and chapter 3-126, Hawaii Administrative Rules ("HAR"), as the same may be amended from time to time.
 12. Suspension of Contract. The STATE reserves the right at any time and for any reason to suspend this Contract for any reasonable period, upon written notice to the CONTRACTOR in accordance with the provisions herein.
 - a. Order to stop performance. The Agency procurement officer may, by written order to the CONTRACTOR, at any time, and without notice to any surety, require the CONTRACTOR to stop all or any part of the performance called for by this Contract. This order shall be for a specified

period not exceeding sixty (60) days after the order is delivered to the CONTRACTOR, unless the parties agree to any further period. Any such order shall be identified specifically as a stop performance order issued pursuant to this section. Stop performance orders shall include, as appropriate: (1) A clear description of the work to be suspended; (2) Instructions as to the issuance of further orders by the CONTRACTOR for material or services; (3) Guidance as to action to be taken on subcontracts; and (4) Other instructions and suggestions to the CONTRACTOR for minimizing costs. Upon receipt of such an order, the CONTRACTOR shall forthwith comply with its terms and suspend all performance under this Contract at the time stated, provided, however, the CONTRACTOR shall take all reasonable steps to minimize the occurrence of costs allocable to the performance covered by the order during the period of performance stoppage. Before the stop performance order expires, or within any further period to which the parties shall have agreed, the Agency procurement officer shall either:

- (1) Cancel the stop performance order; or
- (2) Terminate the performance covered by such order as provided in the termination for default provision or the termination for convenience provision of this Contract.

b. Cancellation or expiration of the order. If a stop performance order issued under this section is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the CONTRACTOR shall have the right to resume performance. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the Contract shall be modified in writing accordingly, if:

- (1) The stop performance order results in an increase in the time required for, or in the CONTRACTOR'S cost properly allocable to, the performance of any part of this Contract; and
- (2) The CONTRACTOR asserts a claim for such an adjustment within thirty (30) days after the end of the period of performance stoppage; provided that, if the Agency procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this Contract.

c. Termination of stopped performance. If a stop performance order is not cancelled and the performance covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop performance order shall be allowable by adjustment or otherwise.

d. Adjustment of price. Any adjustment in contract price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

13. Termination for Default.

a. Default. If the CONTRACTOR refuses or fails to perform any of the provisions of this Contract with such diligence as will ensure its completion within the time specified in this Contract, or any extension thereof, otherwise fails to timely satisfy the Contract provisions, or commits any other substantial breach of this Contract, the Agency procurement officer may notify the CONTRACTOR in writing of the delay or non-performance and if not cured in ten (10) days or any longer time specified in writing by the Agency procurement officer, such officer may terminate the CONTRACTOR'S right to proceed with the Contract or such part of the Contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency procurement officer may procure similar goods or services in a manner and upon the terms deemed appropriate by the Agency procurement officer. The CONTRACTOR shall continue performance of the Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

b. CONTRACTOR'S duties. Notwithstanding termination of the Contract and subject to any directions from the Agency procurement officer, the CONTRACTOR shall take timely, reasonable, and

necessary action to protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest.

- c. Compensation. Payment for completed goods and services delivered and accepted by the STATE shall be at the price set forth in the Contract. Payment for the protection and preservation of property shall be in an amount agreed upon by the CONTRACTOR and the Agency procurement officer. If the parties fail to agree, the Agency procurement officer shall set an amount subject to the CONTRACTOR'S rights under chapter 3-126, HAR. The STATE may withhold from amounts due the CONTRACTOR such sums as the Agency procurement officer deems to be necessary to protect the STATE against loss because of outstanding liens or claims and to reimburse the STATE for the excess costs expected to be incurred by the STATE in procuring similar goods and services.
- d. Excuse for nonperformance or delayed performance. The CONTRACTOR shall not be in default by reason of any failure in performance of this Contract in accordance with its terms, including any failure by the CONTRACTOR to make progress in the prosecution of the performance hereunder which endangers such performance, if the CONTRACTOR has notified the Agency procurement officer within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of a public enemy; acts of the State and any other governmental body in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the CONTRACTOR shall not be deemed to be in default, unless the goods and services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the requirements of the Contract. Upon request of the CONTRACTOR, the Agency procurement officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the CONTRACTOR'S progress and performance would have met the terms of the Contract, the delivery schedule shall be revised accordingly, subject to the rights of the STATE under this Contract. As used in this paragraph, the term "subcontractor" means subcontractor at any tier.
- e. Erroneous termination for default. If, after notice of termination of the CONTRACTOR'S right to proceed under this paragraph, it is determined for any reason that the CONTRACTOR was not in default under this paragraph, or that the delay was excusable under the provisions of subparagraph 13d, "Excuse for nonperformance or delayed performance," the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to paragraph 14.
- f. Additional rights and remedies. The rights and remedies provided in this paragraph are in addition to any other rights and remedies provided by law or under this Contract.

14. Termination for Convenience.

- a. Termination. The Agency procurement officer may, when the interests of the STATE so require, terminate this Contract in whole or in part, for the convenience of the STATE. The Agency procurement officer shall give written notice of the termination to the CONTRACTOR specifying the part of the Contract terminated and when termination becomes effective.
- b. CONTRACTOR'S obligations. The CONTRACTOR shall incur no further obligations in connection with the terminated performance and on the date(s) set in the notice of termination the CONTRACTOR will stop performance to the extent specified. The CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. The CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance subject to the STATE'S approval. The Agency procurement officer may direct the CONTRACTOR to assign the CONTRACTOR'S right, title, and interest under terminated orders or subcontracts to the STATE. The CONTRACTOR must still complete the performance not terminated by the notice of termination and may incur obligations as necessary to do so.

- c. Right to goods and work product. The Agency procurement officer may require the CONTRACTOR to transfer title and deliver to the STATE in the manner and to the extent directed by the Agency procurement officer:

- (1) Any completed goods or work product; and
- (2) The partially completed goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the CONTRACTOR has specifically produced or specially acquired for the performance of the terminated part of this Contract.

The CONTRACTOR shall, upon direction of the Agency procurement officer, protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest. If the Agency procurement officer does not exercise this right, the CONTRACTOR shall use best efforts to sell such goods and manufacturing materials. Use of this paragraph in no way implies that the STATE has breached the Contract by exercise of the termination for convenience provision.

- d. Compensation.

- (1) The CONTRACTOR shall submit a termination claim specifying the amounts due because of the termination for convenience together with the cost or pricing data, submitted to the extent required by chapter 3-122, HAR, bearing on such claim. If the CONTRACTOR fails to file a termination claim within one year from the effective date of termination, the Agency procurement officer may pay the CONTRACTOR, if at all, an amount set in accordance with subparagraph 14d(3) below.
- (2) The Agency procurement officer and the CONTRACTOR may agree to a settlement provided the CONTRACTOR has filed a termination claim supported by cost or pricing data submitted as required and that the settlement does not exceed the total Contract price plus settlement costs reduced by payments previously made by the STATE, the proceeds of any sales of goods and manufacturing materials under subparagraph 14c, and the Contract price of the performance not terminated.
- (3) Absent complete agreement under subparagraph 14d(2) the Agency procurement officer shall pay the CONTRACTOR the following amounts, provided payments agreed to under subparagraph 14d(2) shall not duplicate payments under this subparagraph for the following:
 - (A) Contract prices for goods or services accepted under the Contract;
 - (B) Costs incurred in preparing to perform and performing the terminated portion of the performance plus a fair and reasonable profit on such portion of the performance, such profit shall not include anticipatory profit or consequential damages, less amounts paid or to be paid for accepted goods or services; provided, however, that if it appears that the CONTRACTOR would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;
 - (C) Costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to subparagraph 14b. These costs must not include costs paid in accordance with subparagraph 14d(3)(B);
 - (D) The reasonable settlement costs of the CONTRACTOR, including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the Contract and for the termination of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this Contract. The total sum to be paid the CONTRACTOR under this subparagraph shall not exceed the

total Contract price plus the reasonable settlement costs of the CONTRACTOR reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph 14d(2), and the contract price of performance not terminated.

- (4) Costs claimed, agreed to, or established under subparagraphs 14d(2) and 14d(3) shall be in accordance with Chapter 3-123 (Cost Principles) of the Procurement Rules.

15. Claims Based on the Agency Procurement Officer's Actions or Omissions.

a. Changes in scope. If any action or omission on the part of the Agency procurement officer (which term includes the designee of such officer for purposes of this paragraph 15) requiring performance changes within the scope of the Contract constitutes the basis for a claim by the CONTRACTOR for additional compensation, damages, or an extension of time for completion, the CONTRACTOR shall continue with performance of the Contract in compliance with the directions or orders of such officials, but by so doing, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- (1) Written notice required. The CONTRACTOR shall give written notice to the Agency procurement officer:

- (A) Prior to the commencement of the performance involved, if at that time the CONTRACTOR knows of the occurrence of such action or omission;

- (B) Within thirty (30) days after the CONTRACTOR knows of the occurrence of such action or omission, if the CONTRACTOR did not have such knowledge prior to the commencement of the performance; or

- (C) Within such further time as may be allowed by the Agency procurement officer in writing.

- (2) Notice content. This notice shall state that the CONTRACTOR regards the act or omission as a reason which may entitle the CONTRACTOR to additional compensation, damages, or an extension of time. The Agency procurement officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Agency procurement officer;

- (3) Basis must be explained. The notice required by subparagraph 15a(1) describes as clearly as practicable at the time the reasons why the CONTRACTOR believes that additional compensation, damages, or an extension of time may be remedies to which the CONTRACTOR is entitled; and

- (4) Claim must be justified. The CONTRACTOR must maintain and, upon request, make available to the Agency procurement officer within a reasonable time, detailed records to the extent practicable, and other documentation and evidence satisfactory to the STATE, justifying the claimed additional costs or an extension of time in connection with such changes.

b. CONTRACTOR not excused. Nothing herein contained, however, shall excuse the CONTRACTOR from compliance with any rules or laws precluding any state officers and CONTRACTOR from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the Contract.

c. Price adjustment. Any adjustment in the price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

16. Costs and Expenses. Any reimbursement due the CONTRACTOR for per diem and transportation expenses under this Contract shall be subject to chapter 3-123 (Cost Principles), HAR, and the following guidelines:

- a. Reimbursement for air transportation shall be for actual cost or coach class air fare, whichever is less.
- b. Reimbursement for ground transportation costs shall not exceed the actual cost of renting an intermediate-sized vehicle.
- c. Unless prior written approval of the HOPA is obtained, reimbursement for subsistence allowance (i.e., hotel and meals, etc.) shall not exceed the applicable daily authorized rates for inter-island or out-of-state travel that are set forth in the current Governor's Executive Order authorizing adjustments in salaries and benefits for state officers and employees in the executive branch who are excluded from collective bargaining coverage.

17. Payment Procedures; Final Payment; Tax Clearance.

- a. Original invoices required. All payments under this Contract shall be made only upon submission by the CONTRACTOR of original invoices specifying the amount due and certifying that services requested under the Contract have been performed by the CONTRACTOR according to the Contract.
- b. Subject to available funds. Such payments are subject to availability of funds and allotment by the Director of Finance in accordance with chapter 37, HRS. Further, all payments shall be made in accordance with and subject to chapter 40, HRS.
- c. Prompt payment.
 - (1) Any money, other than retainage, paid to the CONTRACTOR shall be disbursed to subcontractors within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes; and
 - (2) Upon final payment to the CONTRACTOR, full payment to the subcontractor, including retainage, shall be made within ten (10) days after receipt of the money; provided that there are no bona fide disputes over the subcontractor's performance under the subcontract.
- d. Final payment. Final payment under this Contract shall be subject to sections 103-53 and 103D-328, HRS, which require a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid. Further, in accordance with section 3-122-112, HAR, CONTRACTOR shall provide a certificate affirming that the CONTRACTOR has remained in compliance with all applicable laws as required by this section.

18. Federal Funds. If this Contract is payable in whole or in part from federal funds, CONTRACTOR agrees that, as to the portion of the compensation under this Contract to be payable from federal funds, the CONTRACTOR shall be paid only from such funds received from the federal government, and shall not be paid from any other funds. Failure of the STATE to receive anticipated federal funds shall not be considered a breach by the STATE or an excuse for nonperformance by the CONTRACTOR.

19. Modifications of Contract.

- a. In writing. Any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract permitted by this Contract shall be made by written amendment to this Contract, signed by the CONTRACTOR and the STATE, provided that change orders shall be made in accordance with paragraph 20 herein.
- b. No oral modification. No oral modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract shall be permitted.

- c. Agency procurement officer. By written order, at any time, and without notice to any surety, the Agency procurement officer may unilaterally order of the CONTRACTOR:
 - (A) Changes in the work within the scope of the Contract; and
 - (B) Changes in the time of performance of the Contract that do not alter the scope of the Contract work.
 - d. Adjustments of price or time for performance. If any modification increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, an adjustment shall be made and this Contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined, where applicable, in accordance with the price adjustment clause of this Contract or as negotiated.
 - e. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if written modification of the Contract is not made prior to final payment under this Contract.
 - f. Claims not barred. In the absence of a written contract modification, nothing in this clause shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under this Contract or for a breach of contract.
 - g. Head of the purchasing agency approval. If this is a professional services contract awarded pursuant to section 103D-303 or 103D-304, HRS, any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract which increases the amount payable to the CONTRACTOR by at least \$25,000.00 and ten per cent (10%) or more of the initial contract price, must receive the prior approval of the head of the purchasing agency.
 - h. Tax clearance. The STATE may, at its discretion, require the CONTRACTOR to submit to the STATE, prior to the STATE'S approval of any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract, a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid.
 - i. Sole source contracts. Amendments to sole source contracts that would change the original scope of the Contract may only be made with the approval of the CPO. Annual renewal of a sole source contract for services should not be submitted as an amendment.
20. Change Order. The Agency procurement officer may, by a written order signed only by the STATE, at any time, and without notice to any surety, and subject to all appropriate adjustments, make changes within the general scope of this Contract in any one or more of the following:
- (1) Drawings, designs, or specifications, if the goods or services to be furnished are to be specially provided to the STATE in accordance therewith;
 - (2) Method of delivery; or
 - (3) Place of delivery.
- a. Adjustments of price or time for performance. If any change order increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, an adjustment shall be made and the Contract modified in writing accordingly. Any adjustment in the Contract price made pursuant to this provision shall be determined in accordance with the price adjustment provision of this Contract. Failure of the parties to agree to an adjustment shall not excuse the CONTRACTOR from proceeding with the Contract as changed, provided that the Agency procurement officer promptly and duly makes the provisional adjustments in payment or time for performance as may be reasonable. By

proceeding with the work, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, or any extension of time for completion.

- b. Time period for claim. Within ten (10) days after receipt of a written change order under subparagraph 20a, unless the period is extended by the Agency procurement officer in writing, the CONTRACTOR shall respond with a claim for an adjustment. The requirement for a timely written response by CONTRACTOR cannot be waived and shall be a condition precedent to the assertion of a claim.
- c. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if a written response is not given prior to final payment under this Contract.
- d. Other claims not barred. In the absence of a change order, nothing in this paragraph 20 shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under the Contract or for breach of contract.

21. Price Adjustment.

- a. Price adjustment. Any adjustment in the contract price pursuant to a provision in this Contract shall be made in one or more of the following ways:
 - (1) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (2) By unit prices specified in the Contract or subsequently agreed upon;
 - (3) By the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as specified in the Contract or subsequently agreed upon;
 - (4) In such other manner as the parties may mutually agree; or
 - (5) In the absence of agreement between the parties, by a unilateral determination by the Agency procurement officer of the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as computed by the Agency procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126, HAR.
- b. Submission of cost or pricing data. The CONTRACTOR shall provide cost or pricing data for any price adjustments subject to the provisions of chapter 3-122, HAR.

22. Variation in Quantity for Definite Quantity Contracts. Upon the agreement of the STATE and the CONTRACTOR, the quantity of goods or services, or both, if a definite quantity is specified in this Contract, may be increased by a maximum of ten per cent (10%); provided the unit prices will remain the same except for any price adjustments otherwise applicable; and the Agency procurement officer makes a written determination that such an increase will either be more economical than awarding another contract or that it would not be practical to award another contract.

23. Changes in Cost-Reimbursement Contract. If this Contract is a cost-reimbursement contract, the following provisions shall apply:

- a. The Agency procurement officer may at any time by written order, and without notice to the sureties, if any, make changes within the general scope of the Contract in any one or more of the following:
 - (1) Description of performance (Attachment 1);
 - (2) Time of performance (i.e., hours of the day, days of the week, etc.);
 - (3) Place of performance of services;

- (4) Drawings, designs, or specifications when the supplies to be furnished are to be specially manufactured for the STATE in accordance with the drawings, designs, or specifications;
 - (5) Method of shipment or packing of supplies; or
 - (6) Place of delivery.
- b. If any change causes an increase or decrease in the estimated cost of, or the time required for performance of, any part of the performance under this Contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this Contract, the Agency procurement officer shall make an equitable adjustment in the (1) estimated cost, delivery or completion schedule, or both; (2) amount of any fixed fee; and (3) other affected terms and shall modify the Contract accordingly.
 - c. The CONTRACTOR must assert the CONTRACTOR'S rights to an adjustment under this provision within thirty (30) days from the day of receipt of the written order. However, if the Agency procurement officer decides that the facts justify it, the Agency procurement officer may receive and act upon a proposal submitted before final payment under the Contract.
 - d. Failure to agree to any adjustment shall be a dispute under paragraph 11 of this Contract. However, nothing in this provision shall excuse the CONTRACTOR from proceeding with the Contract as changed.
 - e. Notwithstanding the terms and conditions of subparagraphs 23a and 23b, the estimated cost of this Contract and, if this Contract is incrementally funded, the funds allotted for the performance of this Contract, shall not be increased or considered to be increased except by specific written modification of the Contract indicating the new contract estimated cost and, if this contract is incrementally funded, the new amount allotted to the contract.
24. Confidentiality of Material.
- a. All material given to or made available to the CONTRACTOR by virtue of this Contract, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of the STATE.
 - b. All information, data, or other material provided by the CONTRACTOR to the STATE shall be subject to the Uniform Information Practices Act, chapter 92F, HRS.
25. Publicity. The CONTRACTOR shall not refer to the STATE, or any office, agency, or officer thereof, or any state employee, including the HOPA, the CPO, the Agency procurement officer, or to the services or goods, or both, provided under this Contract, in any of the CONTRACTOR'S brochures, advertisements, or other publicity of the CONTRACTOR. All media contacts with the CONTRACTOR about the subject matter of this Contract shall be referred to the Agency procurement officer.
26. Ownership Rights and Copyright. The STATE shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract, and all such material shall be considered "works made for hire." All such material shall be delivered to the STATE upon expiration or termination of this Contract. The STATE, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract.
27. Liens and Warranties. Goods provided under this Contract shall be provided free of all liens and provided together with all applicable warranties, or with the warranties described in the Contract documents, whichever are greater.

28. Audit of Books and Records of the CONTRACTOR. The STATE may, at reasonable times and places, audit the books and records of the CONTRACTOR, prospective contractor, subcontractor, or prospective subcontractor which are related to:
- a. The cost or pricing data, and
 - b. A state contract, including subcontracts, other than a firm fixed-price contract.

29. Cost or Pricing Data. Cost or pricing data must be submitted to the Agency procurement officer and timely certified as accurate for contracts over \$100,000 unless the contract is for a multiple-term or as otherwise specified by the Agency procurement officer. Unless otherwise required by the Agency procurement officer, cost or pricing data submission is not required for contracts awarded pursuant to competitive sealed bid procedures.

If certified cost or pricing data are subsequently found to have been inaccurate, incomplete, or noncurrent as of the date stated in the certificate, the STATE is entitled to an adjustment of the contract price, including profit or fee, to exclude any significant sum by which the price, including profit or fee, was increased because of the defective data. It is presumed that overstated cost or pricing data increased the contract price in the amount of the defect plus related overhead and profit or fee. Therefore, unless there is a clear indication that the defective data was not used or relied upon, the price will be reduced in such amount.

30. Audit of Cost or Pricing Data. When cost or pricing principles are applicable, the STATE may require an audit of cost or pricing data.

31. Records Retention.

- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
- (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.

32. Antitrust Claims. The STATE and the CONTRACTOR recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, the CONTRACTOR hereby assigns to STATE any and all claims for overcharges as to goods and materials purchased in connection with this Contract, except as to overcharges which result from violations commencing after the price is established under this Contract and which are not passed on to the STATE under an escalation clause.

33. Patented Articles. The CONTRACTOR shall defend, indemnify, and hold harmless the STATE, and its officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys fees, and all claims, suits, and demands arising out of or resulting from any claims, demands, or actions by the patent holder for infringement or other improper or unauthorized use of any patented article, patented process, or patented appliance in connection with this Contract. The CONTRACTOR shall be solely responsible for correcting or curing to the satisfaction of the STATE any such infringement or improper or unauthorized use, including, without limitation: (a) furnishing at no cost to the STATE a substitute article, process, or appliance acceptable to the STATE, (b) paying royalties or other required payments to the patent holder, (c) obtaining proper authorizations or releases from the patent holder, and (d) furnishing such security to or making such arrangements with the patent holder as may be necessary to correct or cure any such infringement or improper or unauthorized use.

34. Governing Law. The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Contract shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.
35. Compliance with Laws. The CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, that in any way affect the CONTRACTOR'S performance of this Contract.
36. Conflict Between General Conditions and Procurement Rules. In the event of a conflict between the General Conditions and the procurement rules, the procurement rules in effect on the date this Contract became effective shall control and are hereby incorporated by reference.
37. Entire Contract. This Contract sets forth all of the agreements, conditions, understandings, promises, warranties, and representations between the STATE and the CONTRACTOR relative to this Contract. This Contract supersedes all prior agreements, conditions, understandings, promises, warranties, and representations, which shall have no further force or effect. There are no agreements, conditions, understandings, promises, warranties, or representations, oral or written, express or implied, between the STATE and the CONTRACTOR other than as set forth or as referred to herein.
38. Severability. In the event that any provision of this Contract is declared invalid or unenforceable by a court, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Contract.
39. Waiver. The failure of the STATE to insist upon the strict compliance with any term, provision, or condition of this Contract shall not constitute or be deemed to constitute a waiver or relinquishment of the STATE'S right to enforce the same in accordance with this Contract. The fact that the STATE specifically refers to one provision of the procurement rules or one section of the Hawaii Revised Statutes, and does not include other provisions or statutory sections in this Contract shall not constitute a waiver or relinquishment of the STATE'S rights or the CONTRACTOR'S obligations under the procurement rules or statutes.
40. Pollution Control. If during the performance of this Contract, the CONTRACTOR encounters a "release" or a "threatened release" of a reportable quantity of a "hazardous substance," "pollutant," or "contaminant" as those terms are defined in section 128D-1, HRS, the CONTRACTOR shall immediately notify the STATE and all other appropriate state, county, or federal agencies as required by law. The Contractor shall take all necessary actions, including stopping work, to avoid causing, contributing to, or making worse a release of a hazardous substance, pollutant, or contaminant, and shall promptly obey any orders the Environmental Protection Agency or the state Department of Health issues in response to the release. In the event there is an ensuing cease-work period, and the STATE determines that this Contract requires an adjustment of the time for performance, the Contract shall be modified in writing accordingly.
41. Campaign Contributions. The CONTRACTOR is hereby notified of the applicability of 11-355, HRS, which states that campaign contributions are prohibited from specified state or county government contractors during the terms of their contracts if the contractors are paid with funds appropriated by a legislative body.
42. Confidentiality of Personal Information.
- a. Definitions.
- "Personal information" means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either name or data elements are not encrypted:
- (1) Social security number;
 - (2) Driver's license number or Hawaii identification card number; or

- (3) Account number, credit or debit card number, access code, or password that would permit access to an individual's financial information.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

"Technological safeguards" means the technology and the policy and procedures for use of the technology to protect and control access to personal information.

b. Confidentiality of Material.

- (1) All material given to or made available to the CONTRACTOR by the STATE by virtue of this Contract which is identified as personal information, shall be safeguarded by the CONTRACTOR and shall not be disclosed without the prior written approval of the STATE.
- (2) CONTRACTOR agrees not to retain, use, or disclose personal information for any purpose other than as permitted or required by this Contract.
- (3) CONTRACTOR agrees to implement appropriate "technological safeguards" that are acceptable to the STATE to reduce the risk of unauthorized access to personal information.
- (4) CONTRACTOR shall report to the STATE in a prompt and complete manner any security breaches involving personal information.
- (5) CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR because of a use or disclosure of personal information by CONTRACTOR in violation of the requirements of this paragraph.
- (6) CONTRACTOR shall complete and retain a log of all disclosures made of personal information received from the STATE, or personal information created or received by CONTRACTOR on behalf of the STATE.

c. Security Awareness Training and Confidentiality Agreements.

- (1) CONTRACTOR certifies that all of its employees who will have access to the personal information have completed training on security awareness topics relating to protecting personal information.
- (2) CONTRACTOR certifies that confidentiality agreements have been signed by all of its employees who will have access to the personal information acknowledging that:
 - (A) The personal information collected, used, or maintained by the CONTRACTOR will be treated as confidential;
 - (B) Access to the personal information will be allowed only as necessary to perform the Contract; and
 - (C) Use of the personal information will be restricted to uses consistent with the services subject to this Contract.

d. Termination for Cause. In addition to any other remedies provided by this Contract, if the STATE learns of a material breach by CONTRACTOR of this paragraph by CONTRACTOR, the STATE may at its sole discretion:

- (1) Provide an opportunity for the CONTRACTOR to cure the breach or end the violation; or
- (2) Immediately terminate this Contract.

In either instance, the CONTRACTOR and the STATE shall follow chapter 487N, HRS, with respect to notification of a security breach of personal information.

e. Records Retention.

- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
- (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.