



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
**OFFICE OF YOUTH SERVICES**  
820 Millilani Street, Suite 817  
Honolulu, Hawaii 96813

January 26, 2004

Dear Prospective Applicant,

Subject: Addendum to Nursing Services Request for Proposal (RFP) HMS 503-04-3

Amendments are being made within the Nursing Services RFP that involves Section 1 – Administrative Overview, Section 2 – Service Specifications, and Section 3 – POS Proposal Application. The amendment in Section 1 revises instructions on accessing the State Purchasing Office (SPO) website. The amendment in Section 2 specifies instructions on accessing the SPO website on compliance with Chapter 103F, Hawaii Revised Statutes on Cost Principles for Purchases of Health and Human Services. The amendment in Section 3 specifies the use of the Tax Clearance Application Form A-6. Please note that the following sections have been modified (new statements are underscored and deleted statements are [bracketed] and reads as follows:

Section 1. Administrative Overview, VII. Submission of Proposals, (3) Registration Form (SPO-H-100A)

If applicants are unsure as to their pre-registration status, they may check the State Procurement Office website at:  
[<http://www.state.hi.us/icsd/dags/spo.html>]  
[Click on *Health and Human Services*]  
[Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*]

<http://www.spo.hawaii.gov>

Click on *Procurement of Health and Human Services*

Click on *Provider Lists*

Click on *The List of Registered Private Providers for Use with the Competitive Method of Procurement*

Click on *Who is Registered?*

Section 2. Service Specifications, II. General Requirements, A. Specific qualifications or requirements, including but not limited to licensure or accreditation

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

Section 3. POS Proposal Application, V. Financial/Pricing Structure, B. Pricing Structure Based on Unit of Service Rate, 3. Tax Clearance Certificate (Form A-6)

3. Tax Clearance Certificate (Form A-6)

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

Please call Calvin Sagara, Corrections Program Specialist, at (808) 587-5723 should you have any questions regarding the addendum.

Sincerely,

Keith Yamamoto  
Program Development Officer