

**STATE OF HAWAII
DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH**

**HIDOE Vendor List No. E22-06 (RFP D22-039)
Vendor List Change No. 2**

**TO PROVIDE OUT-OF-SCHOOL-TIME SERVICES
FOR THE HAWAII STATE DEPARTMENT OF EDUCATION, STATEWIDE**

DECEMBER 1, 2021 TO JUNE 30, 2022

Effective January 28, 2022, the following Contractor has been added to the Vendor List:

- [TransACT Communications LLC dba Cayen Systems](#)

The attached page includes the Contractor's information.

CONTRACTED PROVIDERS ARE LISTED ON THE ATTACHMENT.

GENERAL INFORMATION AND PURPOSE

The Community Engagement Branch (CEB) solicited proposals to obtain a Vendor List of Contracted Providers (CONTRACTORS) to provide services to schools, professional development, technical assistance, and specialized support during times when school is not in session - before school, after school, intersessions, and summer.

The purpose of this Vendor List is to support implementation of out-of-school-time (OST) programs statewide and provide opportunities for students to participate in safe, nurturing, and supportive environments when school is not in session. OST programs are designed to supplement the in-school program and include activities such as:

- Academic supports
- Career and college readiness
- Elementary enrichments
- Extracurricular activities
- Family engagement
- Health, social, and emotional supports

Services will be accessible to all Hawaii State Department of Education schools, complexes, complex areas, and state offices.

Schools and offices may utilize this Vendor List to obtain services from a specific CONTRACTOR whose program best fits their needs. The selected CONTRACTOR(s) shall work directly with the authorized representative of the requesting school/office to engage, collaborate, and coordinate specific program services.

CONTRACTOR shall be responsible for invoicing the appropriate school/office accordingly; payment for services will be made by the requesting school/office.

USE OF VENDOR LIST OPTIONAL

Schools and offices are not required to purchase from the Contracted Providers, and waivers (Request for Exception Form 5) from this Vendor List are not required. Schools and offices may determine purchases from this Vendor List are not suited to the school's/office's purpose and may purchase these services from other sources, however, the usual procurement rules and procedures apply to such purchases.

SUMMARY OFFER OF SERVICES AND PRICING

Schools and offices may obtain a CONTRACTORS' Summary Offer of Services and Pricing from this Vendor List saved to the "Mandatory Price List" icon on Lotus Notes and the HIDOE Intranet.

VENDOR LIST PROCEDURES

Requesting schools and offices will place orders with the CONTRACTOR(s) as services are needed during the Vendor List period utilizing the Vendor List Order Form (VLOF).

CONTRACTOR shall acknowledge quote request within two (2) business days, and schedule a meeting or call with requestor within five (5) business days of initial request if further clarification or coordination is required. CONTRACTORS not fulfilling this requirement may be reported to the HIDOE, PCB using the *DOE Form 12, Evaluation Form*.

Following an approved and confirmed VLOF, a corresponding purchase order will be issued. The CONTRACTOR shall honor all orders received during the vendor list period and deliver according to the contract terms and within the required delivery time.

INVOICING

The CONTRACTOR shall submit an invoice upon completion of services to the specified school/office specified on the Purchase Order. The invoice must be clearly legible and must be in a generally accepted invoice format. The invoice must contain the following information, at a minimum:

- Name of payee (CONTRACTOR);
- Remittance address;
- Invoice number;
- Invoice date;
- Description of the services provided including date(s) of service(s);
- Amount of payment requested;
- Bill to name and address (Name and address of purchasing school/office); and
- Vendor List number E22-06.

PAYMENT

Section 103-10, HRS, provides that the STATE 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.

VENDOR COMPLIANCE (TAX CLEARANCE)

Schools and offices are not required to obtain the compliance documents (including a tax clearance certificate) when issuing final payment.

INQUIRIES

Questions relating to this Vendor List may be directed to the following persons:

For Program inquiries, contact Program Manager Marissa Akui, Community Engagement Branch, at telephone (808) 305-0698 or via e-mail at community.engagement@k12.hi.us.

For Procurement inquiries, contact Nicole Agena, Procurement and Contracts Branch, at telephone (808) 675-0130, fax (808) 675-0133 or via e-mail at nicole.agena@k12.hi.us.



Department of Education
Procurement and Contracts Branch

CONTRACTED PROVIDERS

Vendor	HIDOE Vendor Code	Contact	Phone Number	e-mail	Address
After-School All-Stars Hawaii	140734	Paula Fitzell	(808) 734-1314	pfitzell@asashawaii.org	1523 Kalakaua Avenue, Suite 200-202 Honolulu, HI 96826
Ahead of the Class Educational Services, Inc.	147068	Algrenon T. Nelson	(281) 543-7255	atnelson@aheadoftheclass.net	17622 Quiet Shores Drive Richmond, TX 77407
American Institutes for Research in the Behavioral Sciences	129722	Femi Vance	(202) 403-5989	fvance@air.org	1400 Crystal Drive, 10 th Floor Arlington, VA 22202
Boys & Girls Club of Maui, Inc.	146867	Kelly Maluo-Pearson	(808) 242-4363 x222	kellyp@bgcmaui.org	100 Kanaloa Avenue Kahului, HI 96732
Boys and Girls Club of Hawaii	151876	Claudia Fernandez	(808) 949-4203	cfernandez@bgch.com	1000 Bishop Street, Suite 505 Honolulu, HI 96813
Digit-L Concepts LLC	151856	Leighton Heusinger	(808) 979-1075	leighton@digit-l.com	1724 Beckley Street, Apt 210 Honolulu, HI 96819
Inspired Education dba Sylvan Learning of Mililani	150306	Kai Lee Awaya	(808) 623-0808	kailee@sylvanmililani.com	95-1249 Meheula Parkway #198 Mililani, HI 96789
IsisHawaii dba HI FusionED	138938	Erin Horner	(808) 389-0077	erin@hifusioned.org	2751 Dow Street Honolulu, HI 96817
Kama`aina Care, Inc. dba Kama`aina Kids	024383	Randy Miyashiro	(808) 478-3243	randym@kamaainakids.com	156C Hamakua Drive Kailua, HI 96734
Moiliili Community Center	031225	Nadine Nishioka	(808) 955-1555	nadinen@moililicc.org	2535 South King Street Honolulu, HI 96826
Na Liko, LLC	1000583	Sherra Dugan	(808) 285-2028	NaLikoLLC@gmail.com	715 Umi Street #1H Honolulu, HI 96819
Parents And Children Together	034501	Norma Spierings	(808) 847-3285	nspierings@pacthawaii.org	1485 Linapuni Street, #105 Honolulu, HI 96819
Partners In Development Foundation	138600	Alison Masutani	(808) 595-2752	amasutani@pidfoundation.org	2040 Bachelot Street Honolulu, HI 96817
Purple Mai`a Foundation	1000570	Kelsey Amos	(808) 222-5247	kelsey@purplemaia.org	98-820 Moanalua Road 15-547 Aiea, HI 96701-5200

CONTRACTED PROVIDERS

Vendor	HIDOE Vendor Code	Contact	Phone Number	e-mail	Address
Thrive Academics, Inc.	1000579	Brandon Edwards, Ed.D.	(818) 927-2703	bedwards@thriveacademics.com	28220 Enderly Street Canyon Country, CA 91351
TransACT Communications LLC dba Cayen Systems	151092	Phillip Smith	(425) 977-2120	phillip@transact.com	5105 200th Street SW, Suite 200 Lynnwood, WA 98036
University of Hawaii on Behalf of Na Pua Noeau UH Manoa	144392	Kinohi Gomes	(808) 956-0939	kinohi@hawaii.edu	2600 Campus Road QLC 113 Honolulu, HI 96822
Wings for Kids	1000557	Julia Rugg	(843) 410-8009	julia@wingsforkids.org	476 Meeting Street, Suite E Charleston, SC 29403
YMCA of Honolulu	047771	Cassidy Inamasu	(808) 428-3099	cinamasu@ymcahonolulu.org	1441 Pali Highway Honolulu, HI 96813

VENDOR LIST ORDER FORM (VLOF)

TO PROVIDE OUT-OF-SCHOOL-TIME SERVICES
FOR THE HAWAII STATE DEPARTMENT OF EDUCATION, STATEWIDE
HIDOE Vendor List No. E22-06 (RFP D22-039)

Instructions

- Schools/Offices review the Vendor List for detailed instructions and to view approved Contractor's menu/offerings. Schools/Offices may request quotations to obtain information needed to complete this VLOF.
- School/Office completes this VLOF specifying details of order, payment schedule, etc.
- Principal or Responsible Administrator authorizes/approves order; services may commence upon approval. School transmits copy of approved VLOF to Contractor; Contractor acknowledges receipt.
- School/Payor issues Purchase Order (reference VL# in approval field of PO).
- Ensure changes, adjustments, corrections, and/or revisions are legible and clear on the approved original VLOF. Any changes must be initialed and dated by the HIDOE Principal/Administrator. (Use "Other" column) *
- Upon satisfactory delivery of ordered service, Contractor submits invoice per terms on the PO and approved VLOF. A copy of the approved VLOF must be attached to each ATP.

Section A - Contractor Information

Contractor:		Date VLOF transmitted:	
Name of Contact:		Via (enter email address or fax#):	

Section B - DOE Purchaser Identification

School/Office:		Requestor POC Name :	
Delivery Address: <small>(school address, city, zip)</small>		Contact's Phone Number:	
		Contact's email address:	
Bill to Name & Address (if different):		Billing Contact Name & Number (SASA or Acct Clerk):	

Section C - Order Details

	Description <small>(include service dates if available, if not stated on VLOF, service dates MUST be stated on PO)</small>	Rate/Price	Payment <small>(One time upon satisfactory delivery unless otherwise specified)</small>	Other <small>(For PO No., or date/admin. Initials)</small>
1				
2				
3				
4				
5				
6				
7				
8				
Total Price		\$ -		

Section D - Authorization/Approval (services may commence upon approval)

Administrator Name (type)	Signature	Admin. Contact Ph./Email	Date