

Issued by: Hawai'i Ag & Culinary Alliance

Date: July 28, 2026

RFP: Workforce Development Training Program for HIDOE Regional Cooks and School Cafeteria Workers

Questions From Proposers

Hawai'i Ag & Culinary Alliance ("HACA") provides the following responses to questions submitted regarding the above-referenced Request for Proposals. These responses are intended to clarify the RFP and should be considered part of the solicitation record.

Question 1: HIDOE-Approved Recipes and Curriculum Review

Question:

The RFP requires training using HIDOE-approved recipes, current menus, future menus, or other recipes approved by HIDOE. To support curriculum development, staffing, and project scheduling, could HACA clarify the anticipated process and timeline for providing these recipes, menus, and related operational resources to the selected contractor?

Additionally, should proposers assume that curriculum and training materials developed from these resources will undergo a collaborative review, revision, and approval process with HACA and HIDOE prior to implementation?

Response:

HACA will coordinate with HIDOE to provide the selected contractor with available HIDOE-approved recipes, current menus, future menus, operational guidance, training priorities, and other relevant resources needed to develop and deliver the training program. These materials will be provided after award and during the initial planning and curriculum development phase of the project.

Proposers should assume that curriculum and training materials developed by the selected contractor will undergo review, revision, and approval by HACA and HIDOE prior to implementation. However, because this RFP seeks a qualified contractor with demonstrated expertise in culinary training, school food service, workforce development, and/or related fields, HACA anticipates that extensive revisions should not be necessary.

Any revisions are expected to focus primarily on alignment with HIDOE operational requirements and, where appropriate, tailoring the training to Hawai'i-based chefs, dietitians, cafeteria workers, regional cooks, local food systems, and school food service environments.

The selected contractor should include sufficient time in its proposed work plan for HACA and HIDOE review, feedback, limited revisions, and final approval prior to training delivery.

Question 2: New Recipe Development

Question:

Could HACA clarify whether the selected contractor is expected to develop new recipes as part of the project, or whether the scope is limited to adapting curriculum and training materials using recipes and menus provided or approved by HIDOE?

If new recipe development is anticipated, please provide additional guidance regarding the expected number or scope of recipes, testing requirements, nutritional analysis, review and approval process, and anticipated timeline.

Response:

No new recipes are required as part of this RFP.

For purposes of this RFP, proposers should assume that the selected contractor will develop and adapt curriculum and training materials using recipes, menus, procedures, and operational resources provided or approved by HIDOE.

However, the selected contractor may be asked to provide professional input on modifying or adapting certain existing recipes, preparation methods, or training approaches to better reflect Hawai'i's island culture, ethnic diversity, local agricultural landscape, and school food service environment. Any such input would be intended to support practical implementation, cultural relevance, ingredient familiarity, and alignment with Hawai'i's communities.

Any proposed recipe modifications, substitutions, preparation methods, or instructional adaptations must be reviewed and approved by HACA and HIDOE before being incorporated into the training program.

Question 3: Evaluation and Reporting Expectations

Question:

The RFP requires measurement of participant completion, learning outcomes, trainer readiness, program effectiveness, and implementation progress. Could HACA and HIDOE clarify whether preferred evaluation criteria, performance measures, or reporting formats have already been established for the following audiences:

- Chef and dietitian trainer teams
- Cafeteria worker participants
- Regional cook participants

If no established tools or measures currently exist, should proposers develop and recommend evaluation criteria and reporting tools as part of the proposed scope?

Response:

Proposers should establish and recommend evaluation metrics, performance measures, and reporting tools as part of their proposed scope.

The proposed evaluation and reporting framework should address, at minimum:

1. Attendance and completion tracking for each cohort.
2. Participant learning outcomes.
3. Trainer readiness for chef and dietitian trainer teams.
4. Practical skill development for cafeteria worker participants.
5. Practical skill development for regional cook participants.
6. Participant feedback and satisfaction.
7. Instructor observations.
8. Training effectiveness and implementation progress.
9. Cohort-level summary reporting.
10. Final program reporting, including lessons learned and recommendations.

Proposers should describe the evaluation tools, forms, rubrics, surveys, observation checklists, reporting templates, or other methods they recommend using to measure program outcomes.

Final evaluation criteria, performance measures, and reporting formats will be reviewed and approved by HACA and HIDOE before implementation.