



STATE PROCUREMENT OFFICE  
**NOTICE OF REQUEST FOR EXEMPTION**  
**FROM HRS CHAPTER 103D**

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STATE PROCUREMENT OFFICE  
 STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Public Safety / Inmate Classification  
*Name of Requesting Department*

Pursuant to HRS § 103D-102(h)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:  
 Implementation of an Offender Management Record System to assist case managers in the planning of inmates' management and programming from the beginning of their incarceration, through their confinement and their release into the community. Refer to attached.

2. Vendor/Contractor/Service Provider:	Criminal Justice Institute, Inc.	3. Amount of Request:	
		\$ 69,372	
4. Term of Contract From:	CPO Approval	To:	12 months
		5. Prior SPO-007, Procurement Exemption (PE):	PE 05-093-C/D/B

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
 The original project was initiated as a result of an assessment performed by Criminal Justice Institute (CJI) through a grant by the National Institute of Corrections. The assessment urged the Department (PSD) to reevaluate its inmate classification system recommending PSD develop a system that includes systemic automation, development of management reports that will be instrumental in determining what types of beds we need according to inmate custody levels (max, closed, medium, minimum, and community), comprehensive training on the redesigned classification instruments, monitoring and auditing of the system and how to use classification information to determine the types of programs the Department needs, and at what facilities these programs should be at. CJI has been involved with the assessment and design of the "new" classification system as well as planing projects for the dpartment. CJI possesses full and complete understanding of the new classification system and specialized knowledge necessary to conduct a system revalidation.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
 As previously stated, the vendor was selected through a grant from the National Institute of Corrections and possesses in depth knowlegde of the department's inmate classification system. No other vendor has the knowledge of the inmate classification system or the PSD Offendertrak database system.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any. (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Marc S. Yamamoto <i>Mary 7/24/12</i>	ASO-PC	808-587-1215	<a href="mailto:marc.s.yamamoto@hawaii.gov">marc.s.yamamoto@hawaii.gov</a>

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided above is, to the best of my knowledge, true and correct.*

*[Signature]*

Department Head Signature

*8/16/12*

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: *8/9/12*

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required

*[Signature]* *9/24/2012*  
 Chief Procurement Officer Signature Date

## **Offender Case Management Automation and Implementation**

### **Purpose of the Work**

PSD is seeking a means of implementing an Offender Management Record that will assist Case Managers in planning inmates' management and programming from the beginning of their incarceration, through their stay in PSD, and their release into the communities from which they come. The Offender Management System can become the basis for successful reentry and reintegration that leads to crime-free lives that contribute to better communities.

In preparation for progressive case management, PSD began by developing a viable objective automated classification system that was successfully implemented in 2010 with assistance of the Criminal Justice Institute, Inc. (CJI). The new classification system classifies inmates according to risk and allows administrators to house and manage its inmates appropriately to maintain safety and security within its walls.

Classification is an integral part of a larger case management system required to effectively and efficiently house, manage, and program inmates in preparation for their reentry into communities where they can be expected to be productive citizens.

### **Current Status of the Initiative**

At the request of PSD, CJI will develop an Offender Management record that includes adequate information for managing an inmate case. It includes the following assets:

1. Incarceration Information.
2. Security information,
3. Results of the LSI-R and ASUS process
4. Classification assessment results,
5. Institutional work lines information,
6. Correctional Industries work lines information.
7. Financial statuses during incarceration,
8. Education needs and programming,
9. Family and community issues that often have to be updated throughout the offender's incarceration (next of kin, marital status and children information, addresses, phone numbers, reentry logistics and checklist, such as drivers license renewal, SSI, employment, picture ID, referrals to treatment in the community, etc.), and
10. Progress notes concerning programs, work, and personal issues.

CJI shall develop the functional specifications required to automate a significant portion of PSD case management information tasks. Utilizing *dhtml* technology that enables adding and using data from Offendertrak's database. The new automation will:

- Organize offender data to facilitate and improve current case management work;
- Reduce the amount of searching through records for information needed for planning by auto filling from Offendertrak as much identification, criminal history/sentence, risk, and need information as possible;
- End redundant data entry every time something new occurs with the case, such as change in status, a new classification assessment, moving to a different facility, etc.;
- Reduce the time required for caseworkers to prepare transfer and parole packets;
- Make available offender case management information for Department staff to look up on Offendertrak;
- Allow PSD staff access to programmed administrative reports, such as program gap analysis, incarceration data, security information, etc.

The specified *dhtml* case management documents will include (but are not limited to):

1. Incarceration information
2. Security information
3. Results from the LSI-ASUS process
4. Classification results
5. Institutional and correctional industries work information
6. Financial status during incarceration
7. Education Needs
8. Comprehensive family and community ties information
9. Case planning information
10. Progress notes regarding an inmate's program and personal issues

### Scope of the Work by Task

#### A. *Dhtml* development and coding tasks for the work will include:

1. Contractor and its subcontractor, if applicable, will conduct work sessions via e-conferences (such as GoToMeeting) between the developer and PSD:
  - a. to parse the functional specifications;
  - b. to gather additional information about functional specifications;
  - c. to clarify and detail any specification issues;

- d. to work with database administrators i.e. Offendertrak, Education, Cyzap, Med/MH, ISC etc. to understand the methods that should be used for developing manual or electronic entry of their data;
2. Contractor will construct drafts of the *dhtml* document(s).
3. Contractor will conduct iterative review of the functionality by a series of remote GoToMeeting sessions.
4. Contractor will construct functions that will include:
  - a. To program for pulls from Offendertrack and pushes to Offendertrak by manual means e.g. Education, Sex Offender, Substance Abuse, Inmate Accounts etc.;
  - b. To program Drop Downs, tables and a variety of other functions;
  - c. To design workarounds for information not easy to import in the fashion to be used;
  - d. To program any "if then" functions between fields both between Offendertrak and the *dhtmls*, as well as between *dhtml* fields;
  - e. To program designations for Required fields that will constitute validation of completed *dhtmls*;

#### B. Development of Useful Reports

1. Contractor will assist PSD in developing capability to integrate information so that it can be used in decision-making to:
  - a. Design desired reports that will be useful in presentations to the legislature concerning gaps in programs that reduce recidivism but showing the demand versus the actual current programming ability of PSD.
  - b. Design desired reports that will be useful in enhancing current demographic reports and that can compare any of the fields in Offendertrack with all the fields in the *dhtmls*.
  - c. Automate reports designed by the Contractor and PSD staff; and
  - d. Automate reports that can enhance current demographic reports and that can compare any of the fields in Offendertrack with all the fields in the *dhtmls*.

#### C. Conduct testing of the Dhtml

1. Stakeholders/users will simulate use of the *dhtml* documents to detect any bugs;
2. Contractor will respond to bugs and issues with immediate fixes until they are solved; and
3. Contractor will troubleshoot technicalities and programming glitches.

#### D. Training Staff to Use the Instrument

1. Contractor will develop training sessions for the new *dhtml* document for case management.
2. Contractor will train staff in the application of case management (onsite) using the new functionality.

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- E. PSD will Implement ("go into production") with the documents with assistance of Contractor.
1. Hold remote meetings during the week of production:
    - a. to identify operational issues in real time use of the dhtml;
    - b. to parse through issues related to live records; and
    - c. to review fixes as they are completed.
  2. Contractor will be available throughout the implementation process to make changes until the documents are considered completely viable (troubleshoot bugs and emerging issues as necessary.)