

State of Hawaii
Department of Public Safety
Correction's Institutions Division
Oahu Community Correctional Center
and
Hawaii Paroling Authority

**Request for Proposals
No.: PSD 14-COR-34**

**REENTRY HOUSING & REFERRAL
SERVICES FOR ADULT MALE
SENTENCED FELONS AND
PAROLEES ON OAHU, HAWAII**

February 28, 2014

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

February 28, 2014

REQUEST FOR PROPOSALS

REENTRY HOUSING AND REFERRAL SERVICES FOR ADULT MALE SENTENCED FELONS AND PAROLEES ON OAHU, HAWAII RFP No. PSD 14-COR-34

The Department of Public Safety's, Correction's Institution Division is requesting proposals from qualified Applicants to provide Reentry Housing and Referral Services for up to 100 (per year) adult male sentenced felons housed in the Oahu Community Correctional Center (OCCC) who are progressing through the established work furlough program and adult male parolees at the Hawaii Paroling Authority (HPA), on the island of Oahu. The contract term will be for a twenty-four month period commencing on the start date stated on the Notice to Proceed, subject to availability of funds this contract may be extended for two additional twelve month periods. **Multiple contracts may be awarded under this request for proposals.**

The adult male sentenced felons housed in the OCCC who are progressing through the established Work Furlough Program and adult male parolees at the Hawaii Paroling Authority (HPA), on the island of Oahu, are those who will be referred. The Applicant shall provide case management services to include 24-hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of sentenced felons and parolees and reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

Applicant is to assist in the successful reintegration of these sentenced felons and parolees through Reentry Housing and Referral Services that will reduce the chances of re-offending while enhancing the sentenced felons' and parolees' ability to become a productive member of society.

The contract term will be for a twenty-four month period, with options to extend for two additional twelve month periods. Multiple contracts may be awarded under the resultant request for proposals with a total funding of \$200,000 for FY14 and \$200,000 for FY15, subject to the availability of funds.

A non-mandatory orientation on March 7, 2014 from 1:00 p.m. to 2:00 p.m. HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814 and a telephone conference call at the same time and date. Call-ins shall dial in at (712) 432-1212, and enter 766 946 203# when requested. All prospective Applicants are encouraged to attend the orientation or call-in.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **March 28, 2014** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES OFFICE-
PURCHASING AND CONTRACTS
919 ALA MOANA BLVD, ROOM 413
HONOLULU, HAWAII 96814

RFP COORDINATOR

Marc Yamamoto
Telephone 808-587-1215
E-mail:
marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), March 28, 2014.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **March 28, 2014.**

Drop-off Sites

DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES OFFICE-
PURCHASING AND CONTRACTS
919 ALA MOANA BLVD, ROOM 413
HONOLULU, HAWAII 96814

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Section 1

Administrative Overview

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	Feb. 28, 2014
Distribution of RFP	Feb. 28, 2014
RFP orientation session	March 7, 2014
Closing date for submission of written questions for written responses	March 14, 2014
State purchasing agency's response to Applicants’ written questions	March 19, 2014
Discussions with Applicant prior to proposal submittal deadline (optional)	March 21, 2014
Proposal submittal deadline	March 28, 2014
Discussions with Applicant after proposal submittal deadline (optional)	April 7, 2014 To April 11, 2014
Final revised proposals (optional)	April 18, 2014
Proposal evaluation period	March 31, 2014 to April 28, 2014
Provider selection	April 30, 2014
Notice of statement of findings and decision	May 1, 2014
Contract start date	June 2, 2014

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

	For	Click on "Doing Business with the State" tab or
1	Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2	RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4	Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5	Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6	Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7	Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9	Department of Taxation	http://hawaii.gov/tax/
10	Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
12	Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective Applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Applicant shall

constitute admission of such knowledge on the part of such prospective Applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides Applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides Applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides Applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Ms. Joy Windham, or her designee.
Department of Public Safety
919 Ala Moana Boulevard, Room 401
Honolulu, Hawaii 96814

Telephone: (808) 587-3479 / Facsimile: (808) 587-2568
e-mail: joy.m.windham@hawaii.gov

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Marc S. Yamamoto
Telephone: (808) 587-1215 / Facsimile: (808) 587-1244
e-mail: marc.s.yamamoto@hawaii.gov

1.7 Orientation

An orientation for Applicants in reference to the request for proposals will be held as follows:

Date: March 7, 2014 **Time:** 1:00 p.m. to 2:00 p.m., H.S.T.
Location: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

A telephone conference call will be available at the same time and date. Call-ins shall dial in at (712) 432-1212, and enter 766 946 203# when requested. All prospective Applicants are encouraged to attend the orientation or call-in.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: March 14, 2014 **Time:** 4:30 p.m. HST

State agency responses to Applicant written questions will be provided by:

Date: March 19, 2014

1.9 Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200)**. Provides Applicant proposal identification.

2. **Proposal Application Checklist.** The checklist provides Applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an Applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the Applicant.
- D. **Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers may register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR) , and Department of Commerce and Consumer Affairs (DCCA) . There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE's website address. Valid hard copies of the certificates listed below shall also be acceptable.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)

- **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the Applicant certifies that the Applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- G. **Confidential Information.** If an Applicant believes any portion of a proposal contains information that should be withheld as confidential, the Applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or
 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as

FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Facsimile or other electronic submittals of proposals shall **not** be acceptable.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential Applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline** - Discussions may be conducted with Applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each Applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the Applicant's final revised proposal. *The Applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application*

Identification Form (SPOH-200). After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled 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 State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the Applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible Applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

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

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an Applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency’s failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Ted Sakai	Name: Teresita V. Fernandez
Title: Director	Title: Acting Business Management Officer

Mailing Address: 919 Ala Moana Boulevard, Rm 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: same	Business Address: same

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

I. Overview, purpose or need

The Applicant shall provide Reentry Housing and Referral Services for up to 100 (per year) adult male sentenced felons housed in the Oahu Community Correctional Center (OCCC) who are progressing through the established work furlough program and adult male parolees at the Hawaii Paroling Authority (HPA), on the island of Oahu.

The Applicant shall provide case management services to include 24-hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of sentenced felons and parolees and reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

Applicant is to assist in the successful reintegration of these sentenced felons and parolees through a Reentry Housing and Referral that will reduce the chances of re-offending while enhancing the sentenced felons' and parolees' ability to become a productive member of society.

A. Planning activities conducted in preparation for this RFP

The Request for Information orientation meeting was held on December 13, 2013. Questions received were responded to in an Addendum, refer to Attachment C: Addendum B to RFI PSD 14-COR-42.

B. Description of the service goals

The Applicant's goals of the service for the Reentry Housing and Referral Services for adult male sentenced felons and parolees shall be the development of necessary skills for pro-social independent living and the promotion of a drug free lifestyle. The Applicant shall provide 24-hours/day, 7days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of sentenced felons and parolees and case

management, to include reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

C. Description of the target population to be served

The Applicant shall be required to accept sentenced felons and parolees who have been assessed and referred by OCCC's Offender Services or HPA as being appropriate for, or in need of, Reentry Housing and Referral Services unless the Applicant presents the Department with justifiable reason that a particular sentenced felon or parolee should not be accepted into the program. *The Department shall make the final determination.* The target population is adult male sentenced felons housed in the Oahu Community Correctional Center (OCCC) who are progressing through the established work furlough program and adult male parolees at the Hawaii Paroling Authority (HPA), on the island of Oahu.

D. Geographic coverage of service

The Reentry Housing and Referral Services shall be provided in Oahu, Hawaii.

F. Probable funding amounts, source, and period of availability

The funding available for services under this RFP is approximately \$200,000 for the first year of the contract, and \$200,000 for the 2nd year of the contract, subject to the availability of funds.

II. Specific Qualifications or Requirements, Including but Not Limited to Licensure or Accreditation

- A.** Applicant shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
- B.** If a non-profit corporation, Applicant must have a governing board whose members have no material conflict or interest and serve without compensation.

- C.** Applicant shall have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
- D.** Applicant shall monitor sentenced felons' and parolees' behavior to ensure compliance with all Federal, State, and County Laws and the rules and regulations of the Department.
- F.** Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

- A. Specific qualifications or requirements, including but not limited to licensure or accreditation**
 - 1. Applicant shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
 - 2. If a non-profit corporation Applicant must have a governing board whose members have no material conflict or interest and serve without compensation.
 - 3. Applicant shall have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
 - 4. Applicant shall monitor sentenced felons' and parolees' behavior to ensure compliance with all Federal, State, and County Laws and the rules and regulations of the Department.

5. Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None.

C. Multiple or alternate proposals

(Refer to HAR §3-143-605)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR §3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards:

Multiple awards may be awarded due to applicant’s availability of bed space and the location of the facility.

E. Single or multi-term contracts to be awarded

(Refer to HAR §3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial term of contract: Twenty-four (24) months from the commencement date stated on the Notice to Proceed.

Length of each extension: Twelve months

Number of possible extensions: Two (2).

Maximum length of contract: Forty-eight months.

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension:

Extensions, if any, must be in writing, executed prior to expiration, and subject to the availability of funds.

2.4 Scope of Work

Applicant shall include a complete description of services and activities proposed to provide a comprehensive concept for adult male sentenced felons and parolees.

- A. This section shall include the following:
1. Reentry Housing and Referral Services philosophy;
 2. Reentry Housing and Referral Services components;
 3. Description of case management services, including record-keeping and report writing methods;
 4. Description of how basic services will be provided;
 5. Description of how the range of services, including elements and methods of treatment, will be provided for services recommended by the Department;
 6. Description of how agency will provide basic and reintegration services to a fluctuating population with changing needs;
 7. Flexibility of reintegration programs;
 8. Description of on-site supervision of sentenced felons and parolees
- B. Service Activities: The scope of work encompasses the following tasks and responsibilities (Minimum and/or mandatory tasks and responsibilities):

The scope of work encompasses the following tasks and responsibilities:

1. Applicant shall have an appropriate Reentry Housing and Referral Services setting that is deemed appropriate by the Department.
2. Applicant shall have 24 hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of sentenced felons and parolees.
3. Applicant shall be required to accept sentenced felons or parolees who have been assessed by the Department (e.g. OCCC's Case Manager or HPA's Parole Officer) as being appropriate for services, unless the Applicant presents to the Department, justifiable reason that a sentenced felon or parolee should not be accepted into the program. The Department will have the final decision.
4. The Department shall have the opportunity to recommend reentry referral services to the Applicant for the sentenced felon or parolee referred. The Department will have the final decision as to whether a

sentenced felon or parolee will continue to receive referral services or be terminated from receiving those referral services.

5. Applicant shall have case management services and referrals for reentry referral services through group or individual case management to address sentenced felon or parolee needs in areas such as substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.
6. Applicant shall immediately report all negative behaviors (e.g. Reentry Housing and Referral Services violations, criminal activity, etc.) to the Department or Hawaii Paroling Authority (referring agency).
7. Applicant shall have a Reentry Housing and Referral Services where the sentenced felons and parolees may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.
8. Applicant shall enable the sentenced felons or parolees to engage in meaningful leisure, social and recreation activities.
9. Applicant shall have case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations to the Department.
10. Applicant shall have case management services that monitors the reintegration process of the sentenced felon or parolee from the Reentry Housing and Referral Services to independent living.
11. Applicant shall have case management services that assist sentenced felons or parolees with personal budgeting (e.g. opening bank accounts), to ensure that they have a viable plan (e.g. sliding scale) to meet their financial obligations (e.g. rent, court ordered restitution, fines/fees) and accumulate savings for use after release from incarceration.
12. Applicant shall allow sentenced felons or parolees with personal health insurance to secure personal medical services with the approval of the Department.

13. Applicant shall have timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
14. Applicant shall assist sentenced felons or parolees in developing skills necessary for successful reintegration into the community.
15. Applicant shall monitor the sentenced felons or parolees living to ensure their compliance with established conditions of the furlough agreement, treatment plans, and the terms and conditions of parole.
16. Applicant shall establish house rules (e.g. curfew, no alcohol, etc.) that are approved by the Department.
17. The Department shall pay the price per bed per day, the daily rate for a sentenced felon or parolee. The Department may pay up to six month's rent for the sentenced felon or parolee, upon a justification and request submitted by the Applicant, and the Department's approval.
18. Applicant shall specify (e.g. physical address, proximity to public transportation, etc.) the location of its proposed reentry housing related to this project.
19. Applicant shall allow the Department and the Hawaii Paroling Authority to conduct a site visit of its proposed reentry housing at the time of the RFP's evaluation process. Applicant shall allow the Department or the Hawaii Paroling Authority staff to conduct unscheduled home contact visits in order to ensure inmate and parolee compliance with the terms and conditions set forth by each respective agency.
20. Applicant shall specify its level of willingness and ability to provide Reentry Housing and Referral Services to sentenced felons or parolees transitioning from incarceration at OCCC who may be a sex offender.
21. Applicant shall provide a copy of its code of ethics that address such issues as 'boundaries' (e.g. no relationships between the Applicant staff and inmates, etc.).

A. **Management Requirements (Minimum and/or mandatory requirements)**

1. **Personnel**

- a. The resultant contract for reentry housing and referral services requires that the Applicant's staff understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, PSD requires that your staff attend a mandatory PREA training class and if applicable a specialized PREA training for Health Care and Investigators. PSD shall monitor and ensure your compliance with the PREA Standards.
- b. Due to the sentenced felons or parolees under this contract being under the jurisdiction of the Department and the Hawaii Paroling Authority, the Applicant shall employ staff that is suitable to deal with these sentenced felons or parolees. The Applicant or Applicant's Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on Federal or State probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of Applicant's staff and sub-providers in writing. The Department shall agree any changes to staff and/or sub-providers in writing.
- c. Applicant shall provide the Department of the staff to sentenced felons and parolees ratio (e.g. 1 staff to 20 sentenced felons and parolees). Applicant shall continue to provide the Department informed of the staff to sentenced felons and parolees ratio throughout the project.
- d. Applicant's staff shall have at minimum, a high school diploma or GED.

2. **Administrative**

- a. Applicant shall state its level of willingness and ability to operate their program in accordance with the rules, regulations, and policies of the Department.

- b. Applicant shall demonstrate experience in supervising, training, providing staff to work relative to the delivery of the proposed services to male sentenced felons or parolees.
- c. Applicant shall state its level of willingness and ability inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the sentenced felons or parolees committed to the custody of the Director of the Department.
- d. The Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3. Quality assurance and evaluation specifications

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Applicant shall state its level of willingness and ability to work with the Department in regards to quality assurance and evaluation specifications. The Department's Program Specialist or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The Program Specialist or designee, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Program Specialist or designee, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be give reasonable time to do so. The Program Specialist or designee shall determine reasonable time.

Applicant shall allow the Department or the Hawaii Paroling Authority staff to conduct unscheduled home contact visits in order to ensure inmate and parolee compliance with the terms and conditions set forth by each respective agency.

4. Output and performance/outcome measurements

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Number of sentenced felons or parolees accepted into the Reentry Housing and Referral Services
- Number of sentenced felons or parolees referred to each service component.
- Number of sentenced felons or parolees successfully completed each service component.
- Number of sentenced felons or parolees dropped out of each service component.
- Number of sentenced felons or parolees terminated from the program due to misconducts (e.g. curfew violations, fighting, etc).
- Number of sentenced felons or parolees terminated due to criminal offense.
- Number of sentenced felons or parolees who found permanent housing.
- Number of sentenced felons or parolees who found stable employment.
- Of the sentenced felons or parolees who leave the reentry house, what percentage of sentenced felons or parolees remained arrest-free, conviction-free for 3 years.

Long term measures of success include recidivism rates and adjustment in the community. However, Applicants will not be evaluated on measures that occur outside of the contract period. PSD will specify to the Applicant on how often the reports shall be submitted.

5. **Experience**

A. **Necessary Skills**

The Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

Applicant shall demonstrate experience in training staff to work with male sentenced felons or parolees.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

Applicant shall have experience in integrated case management with other employment services, educational institutions and social service agencies.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing Reentry Housing and Referral Services;
2. List of experience as an agency providing services to sentence felons or parolees and their families.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male sentenced felons or parolees specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;

B. Experience: Applicant shall have a minimum of one year experience in operating a Reentry Housing and Referral Services for adult male sentenced felons or parolees. For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

6. **Coordination of services**

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include any letters of agreement.

Applicant shall coordinate services with social service agencies for assisting sentenced felons or parolees with employment (e.g. Division of Vocational Rehabilitation, the Department of Labor Workforce

Development, Labor Union training programs, etc.), health (e.g. Department of Health, etc.), transportation (e.g. The Bus, etc.), housing (e.g. Housing and Urban Development), etc.

Applicant shall coordinate program activities, appointments and interviews with correctional case manager, security staff, parole officers, and community-based offender treatment programs.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Applicant shall be required to fax to the OCCC Offender Services or Hawaii Paroling Authority (referring agency) the monthly list of the following:

- 1) Case Management reports filed separately from billings and marked "confidential" and forwarded to the OCCC Offender Services or Hawaii Paroling Authority (referring agency).
- 2) Monthly reports to the Department and Hawaii Paroling Authority detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time a sentenced felons or parolees checked in for services and terminated services at the Reentry Housing and Referral Services setting.
 - A roster of sentenced felons or parolees who entered and exited the Reentry Housing and Referral Services setting.
 - A signed copy of the Attendance Sheet by Applicant as to accuracy and authenticity.
- 3) Monthly activity reports in a format to be approved by the Department, no later than the 10th of each month, unless otherwise specified by the Department.
- 4) Quarterly line item expenditure reports, in a format to be approved by the Department and Hawaii Paroling Authority, no later than 30 days after the close of each fiscal quarter.
- 5) Report of any knowledge of criminal activity by sentenced felons or parolees, whether potential or actual, to the Department and Hawaii Paroling Authority in accordance with agreed upon procedures.

6) Any information requested to be reported by the Department and Hawaii Paroling Authority

C. Facilities

The Reentry Housing and Referral Services shall be provided in Oahu, Hawaii. Applicant shall specify (e.g. physical address, proximity to public transportation, etc.) and the location of its proposed reentry housing related to this project. Applicant shall allow the Department and the Hawaii Paroling Authority to conduct a site visit of its proposed reentry housing at the time of the RFP’s evaluation process.

Applicant shall specify its ability to provide Reentry Housing and Referral Services to sentenced felons or parolees transitioning from incarceration at OCCC who may be a sex offender.

Applicant shall have an appropriate Reentry Housing and Referral Services setting that is deemed appropriate by the Department.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall have a Reentry Housing and Referral Services where the sentenced felons or parolee’s s may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.

The Applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

2.5 COMPENSATION AND METHOD OF PAYMENT

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address).

The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205, Budget
- SPO-H-205A, Organization-Wide Budget by Source of Funds
- SPO-H-206A, Budget Justification – Personnel – Salaries and Wages
- SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits
- SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

- B. Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.
- C. Applicant's unit of service and unit rate shall be based on price per bed per day for Reentry Housing and Referral Services.

The day rate for Reentry Housing and Referral Services beds will be contingent on availability of funds also from unused bed days from the over-all program budget set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

- D. Payment to the Applicant shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month
- E. The means for which fiscal documents (e.g. invoices) are submitted to the Department shall be approved by the Department.
- F. **Other Financial Related Materials**

Accounting System: To determine the adequacy of the Applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.2 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.3 Experience and Capability

A. Necessary Skills

The Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

Applicant shall have experience in integrated case management with other employment services, educational institutions and social service agencies.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing Reentry Housing and Referral Services;
2. List of experience as an agency providing services to sentence felons or parolees and their families.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male sentenced felons or parolees specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

B. Experience

Applicant shall have a minimum of one year experience in operating a Reentry Housing and Referral Services for adult male sentenced felons or parolees.

For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Applicant shall state its level of willingness and ability to work with the Department in regards to quality assurance and evaluation specifications. The Department's Program Specialist or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The Program Specialist or designee, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Program Specialist or designee, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be give reasonable time to do so. The Program Specialist or designee shall determine reasonable time.

Applicant shall allow the Department or the Hawaii Paroling Authority staff to conduct unscheduled home contact visits in order to ensure inmate and parolee compliance with the terms and conditions set forth by each respective agency.

D. Coordination of Services

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include any letters of agreement.

Applicant shall coordinate services with social service agencies for assisting sentenced felons or parolees with employment (e.g. Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, etc.), health (e.g. Department of Health, etc.),

transportation (e.g. The Bus, etc.), housing (e.g. Housing and Urban Development), etc.

Applicant shall coordinate program activities, appointments and interviews with correctional case manager, security staff, parole officers, and community-based offender treatment programs.

E. Facilities

The Reentry Housing and Referral Services shall be provided in Oahu, Hawaii. Applicant shall specify (e.g. physical address, proximity to public transportation, etc.) the location of its proposed reentry housing related to this project. Applicant shall allow the Department and the Hawaii Paroling Authority to conduct a site visit of its proposed reentry housing at the time of the RFP's evaluation process.

Applicant shall specify its ability to provide Reentry Housing and Referral Services to sentenced felons or parolees transitioning from incarceration at OCCC who may be a sex offender.

Applicant shall have an appropriate Reentry Housing and Referral Services setting that is deemed appropriate by the Department.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall have a Reentry Housing and Referral Services where the sentenced felons or parolees may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.

The Applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.4 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (e.g. 1 staff to 20 sentenced felons and parolees *Refer to the personnel requirements in the Service Specifications, as applicable.) Applicant shall keep the Department of the staff to sentenced felons and parolees ratio throughout the project.

2. Staff Qualifications

The Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

Applicant staff shall have at minimum, a high school diploma or GED.

B. Project Organization

1. Supervision and Training

The Applicant shall demonstrate experience in supervising, training, and providing staff to work relative to the delivery of the proposed services to male sentenced felons or parolees.

Applicant shall state its level of willingness and ability to operate their program in accordance with the rules, regulations, and policies of the Department.

Applicant shall state its level of willingness and ability inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the sentenced felons or parolees committed to the custody of the Director of the Department.

2. Organization Chart

The Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.5 Service Delivery

Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities

and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a complete description of services and activities proposed to provide a comprehensive concept for adult male sentenced felons and parolees.

A. This section shall include the following:

1. Reentry Housing and Referral Services philosophy;
2. Reentry Housing and Referral Services components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services, including elements and methods of treatment, will be provided for services recommended by the Department;
6. Description of how agency will provide basic and reintegration services to a fluctuating population with changing needs;
7. Flexibility of reintegration programs;
8. Description of on-site supervision of sentenced felons and parolees

B. Service Activities: The scope of work encompasses the following tasks and responsibilities (Minimum and/or mandatory tasks and responsibilities):

The scope of work encompasses the following tasks and responsibilities:

1. Applicant shall have an appropriate Reentry Housing and Referral Services setting that is deemed appropriate by the Department.
2. Applicant shall have 24 hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of sentenced felons and parolees.
3. Applicant shall be required to accept sentenced felons or parolees who have been assessed by the Department (e.g. OCCC's Case Manager or HPA's Parole Officer) as being appropriate for services, unless the Applicant presents to the Department, justifiable reason that an sentenced felon or parolee should not be accepted into the program. The Department will have the final decision.
4. The Department shall have the opportunity to recommend reentry referral services to the Applicant for the sentenced felon or parolee referred. The Department will have the final decision as to whether a

sentenced felon or parolee will continue to receive referral services or be terminated from receiving those referral services.

5. Applicant shall have case management services and referrals for reentry referral services through group or individual case management to address sentenced felon or parolee needs in areas such as substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.
6. Applicant shall immediately report all negative behaviors (e.g. Reentry Housing and Referral Services violations, criminal activity, etc.) to the Department or Hawaii Paroling Authority (referring agency).
7. Applicant shall have a Reentry Housing and Referral Services where the sentenced felons and parolees may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.
9. Applicant shall enable the sentenced felons or parolees to engage in meaningful leisure, social and recreation activities.
10. Applicant shall have case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations to the Department.
11. Applicant shall have case management services that monitors the reintegration process of the sentenced felon or parolee from the Reentry Housing and Referral Services to independent living.
12. Applicant shall have case management services that assist sentenced felons or parolees with personal budgeting (e.g. opening bank accounts), to ensure that they have a viable plan (e.g. sliding scale) to meet their financial obligations (e.g. rent, court ordered restitution, fines/fees) and accumulate savings for use after release from incarceration.
13. Applicant shall allow sentenced felons or parolees with personal health insurance to secure personal medical services with the approval of the Department.
14. Applicant shall have timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.

15. Applicant shall assist sentenced felons or parolees in developing skills necessary for successful reintegration into the community.
16. Applicant shall monitor the sentenced felons or parolees living to ensure their compliance with established conditions of the furlough agreement, treatment plans, and the terms and conditions of parole.
17. Applicant shall establish house rules (e.g. curfew, no alcohol, etc.) that are approved by the Department.
18. The Department shall pay the price per bed per day, the daily rate for a sentenced felon or parolee. The Department may pay up to six month's rent for the sentenced felon or parolee, upon a justification and request submitted by the Applicant, and the Department's approval.
19. Applicant shall specify (e.g. physical address, proximity to public transportation, etc.) the location of its proposed reentry housing related to this project.
20. Applicant shall allow the Department and the Hawaii Paroling Authority to conduct a site visit of its proposed reentry housing at the time of the RFP's evaluation process. Applicant shall allow the Department or the Hawaii Paroling Authority staff to conduct unscheduled home contact visits in order to ensure inmate and parolee compliance with the terms and conditions set forth by each respective agency.
21. Applicant shall specify its level of willingness and ability to provide Reentry Housing and Referral Services to sentenced felons or parolees transitioning from incarceration at OCCC who may be a sex offender.

3.6 Financial

B. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address).

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget
SPO-H-205A, Organization-Wide Budget by Source of Funds
SPO-H-206A, Budget Justification – Personnel – Salaries and Wages
SPO-H-206B, Budget Justification – Personnel – Payroll Taxes,
Assessments and Fringe Benefits
SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

- B. Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.
- C. Applicant's unit of service and unit rate shall be based on price per bed per day for Reentry Housing and Referral Services.

The day rate for Reentry Housing and Referral Services beds will be contingent on availability of funds also from unused bed days from the over-all program budget set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

- D. Payment to the Applicant shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month
- E. The means for which fiscal documents (e.g. invoices) are submitted to the Department shall be approved by the Department.

F. Other Financial Related Materials

Accounting System: To determine the adequacy of the Applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

3.6 Other

A. Litigation

The Applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Applicant Checklist
- Registration with Hawaii Compliance Express, is recommended (refer to Section One)
- Certificate of Liability Insurance (refer to Section One)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the Applicant an opportunity orient evaluators as to the service(s) being offered.

1. ***Experience and Capability (20 Points)***

The State will evaluate the Applicant's experience and capability relevant to the proposal contract, which shall include:

- | | | |
|----|---|---------------------|
| A. | Necessary Skills | <u>4pts</u> |
| | <ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. | Experience | <u>4 pts</u> |
| | <ul style="list-style-type: none"> • One (1) year of experience of providing services to criminal justice population. | |
| C. | Quality Assurance and Evaluation | <u>4 pts</u> |
| | <ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | |
| D. | Coordination of Services | <u>4 pts</u> |
| | <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. | |
| E. | Facilities | <u>4 pts</u> |
| | <ul style="list-style-type: none"> • Adequacy of facilities relative to the proposed services. | |

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the Applicant's overall staffing approach to the service that shall include:

- | | |
|--|--|
| <p>A. Staffing</p> <ul style="list-style-type: none"> • <u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. • <u>Staff Qualifications</u>: Minimum qualifications (including experience) for staff assigned to the program. <p>B. Project Organization</p> <ul style="list-style-type: none"> • <u>Supervision and Training</u>: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. • <u>Organization Chart</u>: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. <p>3. Service Delivery (55 Points)</p> <ul style="list-style-type: none"> • Program Philosophy • Program Component • Case Management Services • Description of Basic Services • Description of the Range of Services • Description of how the Applicant will provide services to the fluctuating population needs <p>5. Financial(10 Points)</p> <ul style="list-style-type: none"> • Adequacy of accounting system. • Competitiveness and reasonableness of unit of service, as applicable • Financial stability of Applicant | <p>8 pts</p> <p><u>4 pts</u></p> <p><u>4 pts</u></p> <p>7 pts</p> <p><u>4 pts</u></p> <p><u>3 pts</u></p> <p><u>5 pts</u></p> <p><u>20 pts</u></p> <p><u>10 pts</u></p> <p><u>10 pts</u></p> <p><u>5 pts</u></p> <p><u>5 pts</u></p> |
|--|--|
- B. **Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each Applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. RFI No. PSD 14-COR-34. Addendum C

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 14-COR-34

The Applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance			X	

*Refer to subsection 1.2, Website Reference for website address.

Proposal Application Table of Contents

1.0	Program Overview	1
2.0	Experience and Capability	1
	A. Necessary Skills.....	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation	5
	D. Coordination of Services	6
	E. Facilities	6
3.0	Project Organization and Staffing	7
	A. Staffing	7
	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII

JANUARY 15, 2014

ADDENDUM B
TO
REQUEST FOR INFORMATION
No. PSD 14-COR-34
RE-ENTRY HOUSING AND REFERRAL SERVICES
FOR MALE AND FEMALE SENTENCED FELONS ON OAHU.

1. The response date for this request for information is changed:

FROM: JANUARY 16, 2014, 4:30 p.m., H.S.T.

TO: **JANUARY 23, 2014**, 4:30 p.m., H.S.T.

Question No. 1: Will PROVIDER be able to ask that all potential clients be able to participate in mandatory meetings if it does not interfere with job schedules or state stipulated appointments?

Response No. 1: Yes, I think it will be beneficial for you to dictate that it is mandatory to attend house meetings. Just inform clients ahead of time in order for them to adjust their schedules. Also, make sure the reasons why they need to attend the meeting and possibly consequences if they don't attend.

Question No. 2: Are we required to provide all transportation needs? (Ex. Taking clients to work etc.)

Response No. 2: No, it will be their responsibility to catch the bus or find their own transportation. Except those with American Disability Act needs, you should make an effort to assist, then allow the sentenced felon to take responsibility once the initial contact has been made.

Question No. 3: Will all clients be employed before entry?

Response No. 3: Yes, they should be employed prior to leaving the facility. On a case by case situation when sentenced felons max out on their prison sentence or being paroled from other facilities like the Halawa Correctional Facility or Waiawa Correctional Facility.

Question No. 4: Will the state pay only if client is unable to pay there rent or is there a set amount of time that we are compensated before the client takes over?

Response No. 4: The state will only pay up until 6-months, after this time it will be the clients responsibility. This does not apply to sentenced felons that have maxed out on their prison sentence.

Question No. 5: Are we required to have a licensed medical staff person available at all times or is it acceptable if all staff is first aid certified?

Response No. 5: First aid is sufficient.

Question No. 6: Will you allow potential clients to be near a school if school is on same property as facility?

Response No. 6: Preferably, do not want to have vendor located near any schools.

Question No. 7: Will the PROVIDER be able to interview any potential clients or have any participation in the decisions of whom will be coming?

Response No. 7: No, because there should be no reason why any of the sentenced felons would not be able to participate if there are no safety concerns. Public safety staff will be able to determine those that qualify.

Question No. 8: Will we be preparing and providing all meals for clients or will they be able to at least prepare some of their own food if necessary?

Response No. 8: No, the clients should be self-sufficient and prepare their own food or purchase their own meals.

Question No. 9: Could you allow us an idea of how you want us to breakdown the monies as far as charging per person, per day etc.? So we can present our proposal in a correct manner?

Response No. 9: This will be up to each vendor to decide the amount of rent that is reasonable to occupy the bed space.

Question No. 10: What would be the minimum amount of clients the state would allow to participate with each provider?

Response No. 10: The amount stipulated would be 100 per provider

***** **END OF ADDENDUM** *****