

State of Hawaii
Department of Public Safety
Corrections Division

Addendum B

May 15, 2014

to

**Request for Proposals
RFP No.: PSD 14-COR-40
Mentoring Coordination Services
for Adult Male and Female
Sentenced Felon Inmates on the
Island of Hawaii**

May 15, 2014
ADDENDUM NO. B
To

REQUEST FOR PROPOSALS
RFP No. PSD 14-COR-40

**Mentoring Coordination Services for Adult Male and
Female Sentenced Felon Inmates on the Island of Hawaii**

The Department of Public Safety, Corrections Division is issuing this addendum to RFP No. PSD 14-COR-40, Mentoring Coordination Services for Adult Male and Female Sentenced Felon Inmates on the Island of Hawaii for the purposes of:

- Responding to questions that arose at the orientation meeting of <date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Contact person's name: Marc S. Yamamoto
Contact phone: (808) 587-1215
Contact e-mail address: marc.s.yamamoto@hawaii.gov
Contact address: Department of Public Safety
ASO-PC
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

RFP No. PSD 14-COR-40, MENTORING COORDINATION SERVICES FOR ADULT MALE AND FEMALE SENTENCE FELON INMATES ON THE ISLAND OF HAWAII is amended as follows:

Subsection Page

Section 1, Administrative Overview

No changes

Section 2, Service Specifications

2.3 A.

2-5

Delete #12:

“12. Applicant shall submit to an assessment of evidence-based practices such as the Correctional Program Checklist (CPC) that is the revised form of the Correctional Program Assessment Inventory (CPAI). Applicant shall strive to attain at least an “Effective” score on the CPC by working on areas that need improvement and recommendations made by the assessment team.”

Section 3, Proposal Application Instructions

No changes

Section 4, Proposal Evaluation

4.3.B.5

4-4

Delete 2nd criteria:

“Lists an all-inclusive amount of work hours worked, fringe benefits, and other related costs for the month for the Mentoring Coordinator (Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and will not be billed separately.)”

Section 5, Attachments

No changes

RFP No. PSD 14-COR-40, MENTORING COORDINATION SERVICES FOR ADULT MALE AND FEMALE SENTENCE FELON INMATES ON THE ISLAND OF HAWAII
Questions and Response are as follows:

Question No. 1: Section 2 Service Specifications 2.1, D. Description of the target population to be served (page 2-3) "HCCC receive between 50-100 furlough inmates on average annually, though not all request reentry services or seek mentoring assistance."

- Who will be responsible for providing inmates information on available mentoring services?
- Can HCCC commit to a minimum of 40 referrals for mentoring, for the contract year, from HCCC Case Manager?

Response No. 1: The HCCC Corrections Supervisor will be responsible for providing inmates information on available mentoring services. HCCC cannot commit to a minimum of 40 referrals for mentoring, but will refer as many inmates who request the mentoring services and qualify. As stated, HCCC receives between 50-100 furlough inmates on average annually, though not all request reentry services or seek mentoring assistance."

Question No. 2: Section 2 Service Specifications, 2.3 General Requirements (#1, page 2-4). "Applicant shall operate the program in accordance with the rules, regulations, policies and procedures of PSD."

- Will PSD provide the applicant with information and training relating to rules, regulations policies and procedures of DPS?

Response No. 2: The Department of Public Safety (PSD) will provide the Provider (contract awardee) with Volincor training if the contracted staff (non-community confinement) enters the facility to provide services "more often that one time per month. " If the contracted staff provides services outside of the facility, PSD will provide prove Prison Rape Elimination Act (PREA) training.

The HCCC Corrections Supervisor will provide the Provider (contract awardee) with its expectations as it relates to the rules, regulations, policies and procedures of PSD.

Question No. 3: Section 2 Service Specifications, 2.3 General Requirements (#6, page 2-4)

- Will PSD provide the applicant with information and training relating to Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD?

Response No. 3: PSD does not provide the Provider (contract awardee) with training on the Hawaii Revised Statutes (HRS) that has references to the delivery of services for the inmates committed to the custody of the Director of PSD. The HRS can information can be found at the following: <http://www.capitol.hawaii.gov/hrscurrent/>

**It is the responsibility of the Provider (contract awardee) to be informed on the HRS.*

Question No. 4: Section 2 Service Specifications, 2.3 General Requirements (#12, page 2-5)

- Will PSD provide the applicant with information and training relating to the Correctional Program Checklist (CPC) that is a revised form of the Correctional Program Assessment Inventory (CPAI)?

Response No. 4: Delete #12 in Section 2.3 General Requirements, A. Specific qualifications or requirements, including but not limited to licensure or accreditation:

"12. Applicant shall submit to an assessment of evidence-based practices such as the Correctional Program Checklist (CPC) that is the revised form of the Correctional Program Assessment Inventory (CPAI). Applicant shall strive to attain at least an "Effective" score on the CPC by working on areas that need

improvement and recommendations made by the assessment team."

Question No. 5: Section 2 Service Specifications, 2.3 General Requirements (#13, page 2-5)

- Will PSD provide the applicant with information and training relating to specific fiscal, statistical and administrative records pertaining to PSD specified services?

Response No. 5: Yes, PSD can provide the Provider (contract awardee) with information and training relating to specific fiscal, statistical and administrative records pertaining to PSD specified services.

Question No. 6: Section 2.4 Scope of Work, Service Activities 1 Mentoring Management Requirements (a. page 2-7) "Applicant shall take the lead on all aspects of mentoring including recruiting, screening, training, matching and supervising mentors." It was our experience that limited Volincor training opportunities stunted the provider's ability to recruit and match mentors/mentees from Kau, Kohala and Kona. Will PSD provide the applicant with an opportunity to train a trainer for the purposes of delivering Volincor Training to volunteers and mentors living in remote island communities? If not, will DPS provide training in the community in which the inmate will be transitioned too and not just restricted to the Hale Nani facility. It is critical to the success of the program that required DPS training (PREA & Volincor) are offered in the communities in which the inmate will be transitioning too. We must be cognizant that in order to get quality mentors to volunteer their time and commitment, we must offer the unpaid volunteers convenience. Volunteers from Waimea, Kohala and Kona will have to travel about 4 hours roundtrip to the Hale Nani facility whereas, the applicant can assist with the coordination of training in Waimea and Kona area.

Response No. 6: PSD will NOT provide the Provider (contract awardee) with "train the trainer" for Volincor Training. PSD will do its best to increase its PREA & Volincor trainings per year on the Big Island, dependent on staffing availability. PSD will do its

best to provide training that is more convenient to the volunteers from Waimea, Kohala, and Kona, dependent on staffing availability. PSD asks that the Provider (contract awardee) communicate with PSD (e.g. Contract Manager) in regards to any issues related to the need for more availability and more convenient locations for PREA & Volincor Training.

Question No. 7: Section 2.4 Scope of Work, Service Activities, 1. Mentoring Management Requirements (f. page 2-8) "Applicant shall implement feedback surveys on a quarterly basis to each mentor."

- Is there specific requirements of PSD that applicant must include in the feedback surveys?

Response No. 7: In response to this RFP, PSD would like the Applicant to submit a feedback survey for this proposal. Ultimately, the Provider (contract awardee) will need to submit a feedback survey for PSD's staff's (e.g. HCCC Corrections Supervisor and Contract Manager) approval, in order to implement on a quarterly basis to each mentor.

Question No. 8: Section 2.4 Scope of Work, Service Activities 1. Mentoring Management Requirements (g. page 2-8) "Applicant shall have an intake process"

- Is there specific PSD requirements relating to the intake process?

Response No. 8: The HCCC Corrections Supervisor will provide the Provider (contract awardee) with PSD requirements as it relates to the intake process.

Question No. 9: Section 2.4 Scope of Work, Service Activities, 2. Mentoring Program Management (b. page2-9)

- Will PSD provide the applicant with information and training relating to the Departments policies and as it relates to mentoring?

Response No. 9: The HCCC Corrections Supervisor will provide the Provider (contract awardee) with information and training as it relates to PSD's Policies & Procedure on Mentoring.

Question No. 10: Section 2.4 Scope of Work, Management Requirements, Personnel (page 2-9)

- Will PSD provide the applicant with information and training relating to the Departments procedures and practices, intake, admission and referral of inmates processes?
- Are there specific requirements of PSD that applicant must include relating to the Departments procedures and practices, intake, admission and referral of inmates processes?

Response No. 10: The HCCC Corrections Supervisor will provide the Provider (contract awardee), with information and training relating to the PSD's procedures and practices, intake, admission, and referral of inmates process (e.g. referral forms).

Question No. 11: Section 2.4 Scope of Work, Management Requirements, Quality assurance and evaluation specifications (page 2-10)
"Applicant shall have a mechanism for receiving, documenting and responding to consumer grievances, including an appeals process."

- Is there specific requirements of PSD that applicant must include in receiving, documenting and responding to consumer grievances, including the appeals process?

Response No. 11: In response to this RFP, PSD would like Applicant to state its proposed process for receiving, documenting and responding to consumer grievances, including the appeals process. Ultimately, the Provider (contract awardee) will communicate its proposed process for receiving, documenting and responding to consumer grievances, including the appeals process, for PSD's staff's (e.g. HCCC Corrections Supervisor and Contract Manager) approval.

Question No. 12: Section 2. Compensation and Method of Payment (page 2-13)
"Applicant shall attach a signed copy of a time sheet of Mentoring Coordinator's work dates/hours, as to the accuracy and authenticity."

- Is there a specific format or form that is required by PSD?

Response No. 12: In response to this RFP, PSD would like the Applicant to submit a sample time sheet of the Mentoring Coordinator's work dates/hours for this proposal. Ultimately the Provider (contract awardee) will need to submit a sample time sheet of the Mentoring Coordinator's work dates/hours for PSD's staff's (e.g. HCCC Corrections Supervisor and Contract Manager) approval.

Question No. 13: Will the Applicant discharge the inmate from mentoring coordination services once he/she is paroled? Does that Department consider that to be a successful completion of mentoring coordination services?

Response No. 13: Yes, the Applicant will discharge the inmate from mentoring coordination services once he/she is paroled. Yes, PSD will consider that to be a successful completion of the mentoring coordination services.

Question No. 14: If there are not sufficient referrals from HCCC will the Department consider referring individuals that have been paroled?

Response No. 14: No.

Question No. 15: Will inmates be allowed to participate in the Mentoring Program while participating in either the Cognitive Behavioral Intervention or Relapse Intervention Program?

Response No. 15: This will need to be addressed by HCCC's Correction Supervisor and the Provider (contract awardee) on a case-to-case basis.

Question No. 16: Will inmates be allowed to participate in the Mentoring Program while participating in the Kona Re-entry Housing Program?

Response No. 16: This will need to be addressed by HCCC's Correction Supervisor and the Provider (contract awardee) on a case-to-case basis.