

**State of Hawaii  
Department of Public Safety  
Corrections Division  
Maui Community Correctional Center**

**Request for Proposals**

**RFP No. 15-COR-05  
DOMESTIC VIOLENCE INTERVENTION SERVICES FOR INMATES ON  
THE ISLAND OF MAUI**

November 6, 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.*

November 6, 2014

REQUEST FOR PROPOSALS  
DOMESTIC VIOLENCE INTERVENTION SERVICE FOR INMATES  
ON THE ISLAND OF MAUI  
RFP No. PSD 15-COR-05

The Department of Public Safety (PSD), Corrections Division, is seeking a single provider of domestic violence intervention services for up to 50 adult male inmates who are referred to the provider by the Offender Services Section at the Maui Community Correctional Center (MCCC), on the island of Maui.

Domestic violence intervention services are sought to assist inmates with successfully transitioning back to their families and communities.

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals with \$70,000 for FY 2015, and \$70,000 for FY 2016, subject to availability of funds.

Responses may be mailed, postmarked by the United States Postal Service on or before December 3, 2014. Hand delivered responses shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on December 3, 2014.

PSD's Corrections Division will conduct an orientation on November 12, 2014 from 9:30 a.m. to 10:30 a.m., at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. A telephone call-in is also available at 1 (712) 432-1212, enter meeting ID 309 026 409# when prompted. All prospective Applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on November 14, 2014. All written questions will be responded to in the form of an addendum on or about November 19, 2014.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814, fax: (808) 587- 1244, [e-mail: marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov).

**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 December 3, 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 & Contracts  
919 Ala Moana Boulevard  
Room 413  
Honolulu, Hawaii 96814

**RFP COORDINATOR**

Marc S. Yamamoto, PSS IV  
Telephone: (808) 587-1215  
Facsimile: (808) 587-1244  
[Email: marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST)**, December 3, 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., December 3, 2014.

**Drop-off Sites**

Department of Public Safety  
Administrative Services Office-  
Purchasing & Contracts  
919 Ala Moana Boulevard, 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)	<u>November 6, 2014</u>
Distribution of RFP	<u>November 6, 2014</u>
RFP orientation session	<u>November 12, 2014</u>
Closing date for submission of written questions for written responses	<u>November 14, 2014</u>
State purchasing agency's response to applicants' written questions	<u>November 19, 2014</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Not Applicable</u>
Proposal submittal deadline	<u>December 3, 2014</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>December 8, 2014</u>
Final revised proposals (optional)	<u>December 10, 2014</u>
Proposal evaluation period	<u>December 1 – 12, 2014</u>
Provider selection	<u>December 15, 2014</u>
Notice of statement of findings and decision	<u>December 16, 2014</u>
Contract start date	<u>January 2, 2015</u>

## 1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a>
2 RFP website	<a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “References” tab.
4 General Conditions, AG-103F13	<a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>
5 Forms	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.
6 Cost Principles	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>
8 Hawaii Compliance Express (HCE)	<a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>
9 Hawaii Revised Statutes	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
10 Department of Taxation	<a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>
11 Department of Labor and Industrial Relations	<a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>
12 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a> click “Business Registration”
13 Campaign Spending Commission	<a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>
14 Internal Revenue Service	<a href="http://www.irs.gov/">http://www.irs.gov/</a>
<b>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a>)</b>	

## 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:

Department of Public Safety  
Joy Windham  
919 Ala Moana Boulevard, Room 401  
Honolulu, Hawaii 96814  
Phone: (808) 587-3479  
Facsimile: (808) 587-2568  
[E-mail: joy.m.windham@hawaii.gov](mailto:joy.m.windham@hawaii.gov)

## 1.6 RFP Point-of-Contact

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, PSS IV**  
**Telephone: (808) 587-1215**  
**Facsimile: (808) 587-1244**  
[Email: marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov)

## 1.7 Orientation

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

<b>Date:</b>	<u>November 12, 2014</u>	<b>Time:</b>	<u>9:30 a.m., H.S.T.</u>
<b>Location:</b>	<u>919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814</u>		

For prospective applicants not able to attend the orientation meeting in Honolulu a call-in number is available:

Call-in: 1(712) 432-1212  
Meeting ID: 309 026 409#

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 point-of-contact 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:** November 14, 2014      **Time:** 4:30 p.m., HST

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

**Date:** November 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 Section 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. Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **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 the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 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. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
  - **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 Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and 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 Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- 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 Section 1.2, Website Reference for statutes and 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 Section 1.2, Website Reference for statutes and 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.

Electronically submitted proposals are not 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. Refer to Section 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: Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814

Business Address: Same as above.	Business Address: Same as above.
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### **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. 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 as outlined on the SPO website. Refer to Section 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

#### A. Overview, purpose or need

The Department of Public Safety (PSD), Corrections Division, is seeking a single provider of domestic violence intervention services for up to 50 adult male inmates who are referred to the provider by the Offender Services Section at the Maui Community Correctional Center (MCCC), on the island of Maui.

Domestic violence intervention services are sought to assist inmates with successfully transitioning back to their families and communities.

PSD seeks evidence-based domestic violence intervention services with cognitive behavioral intervention for adult male inmates. Domestic violence intervention services should include, but are not limited to, providing inmates with the knowledge and skills needed to prevent domestic violence, and cognitive behavioral skills training that will strengthen the inmates' ability to take responsibility for their behavior and make different behavioral choices.

#### B. Planning activities conducted in preparation for this RFP

A Request for Information for PSD-14-COR-42, a similar RFP, was held on February 27, 2014. Questions and Responses were issued on Addendum A of the RFI on March 7, 2014 and included as Attachment C.

The Request for Proposal for PSD-14-COR-42 was posted on May 5, 2014. Questions and Responses were issued on Addendum A of the RFP on May 7, 2014 and Addendum B of the RFP on May 15, 2014.

A Pre-Bid Conference was held on May 13, 2014 at 9:00 a.m. Request for Proposals were due on June 5, 2014 at 4:30 p.m. No proposals were received.

#### C. Description of the service goals

The overarching goals of domestic violence intervention services are:

- 1) Getting inmates to become personally accountable for their past violent behavior;
- 2) Having inmates learn skills to prevent incidents of domestic violence;
- 3) Successful transitioning of inmates back to their families and communities; and

4) Decreasing recidivism.

**D. Description of the target population to be served**

Adult male inmates who are referred by Offender Services at the Maui Community Correctional Center (MCCC), on the island of Maui.

**E. Geographic coverage of service**

The domestic violence intervention services shall be provided on the island of Maui at the Maui Community Correctional Center.

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

The funding available for services under this RFP is approximately \$70,000 for the first year of the contract, and \$70,000 for the 2<sup>nd</sup> year of the contract. Two extensions of 12 months each are at the discretion of PSD and subject to the availability of funds.

**2.2 Contract Monitoring and Evaluation**

The performance of the contract will be monitored and evaluated for:

- (1) Performance Measures (Refer to Section 2, “4. Output and performance/outcome measurements.”)
- (2) Output Measures (Refer to Section 2, “4. Output and performance/outcome measurements.”)
- (3) Quality of Services (Refer to Section 2, “3. Quality assurance and evaluation specifications.”)
- (4) Financial Management (Refer to Section 2, “7. Reporting requirements for program and fiscal data.”)
- (5) Administrative Requirements (Refer to Section 2, “2. Administrative.”)

**2.3 General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

Provider shall:

1. Operate the program in accordance with the rules, regulations, policies and procedures of PSD;
2. Monitor inmates' behavior for compliance with all Federal, State, and County laws and rules, regulations, policies, and procedures of PSD and report any violations to PSD;
3. Meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

4. Comply with all applicable Federal, State and County rules, and laws.
5. Supervise, train, and provide administrative direction to employees/subcontractors for the appropriate delivery of services, including but not limited to informing employees of rules and laws particular to inmates and the provision of services to inmates committed to the custody of the Director of PSD.
6. Maintain and provide a copy of current liability insurance policy of at least two million dollars.
7. Assign employees/subcontractors to attend facility/program meetings as may be required by PSD.
8. Operate as 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. If a nonprofit corporation, the Applicant must have a governing board whose members have no material conflict of interest and serve without compensation.
9. Maintain by-laws or policies that describe the manner in which business is conducted and policies that appropriately addresses, as determined by PSD, nepotism and management of potential conflict of interest situations.
10. Accept inmates referred by PSD whom it has assessed as individuals who would benefit from domestic violence intervention services, unless the provider presents, to the satisfaction of PSD, justification that the inmate is not suited to placement or continued placement.
11. Withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations, unless instructed otherwise by PSD or court order.

Whenever the Provider is requested by the inmate, his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the inmate, his family, or his attorney, the Provider shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Provider shall notify the contracting officer, that such a request was made. The Provider shall not release such reports directly to the inmate or to any party representing the inmate.

- 12. Allow PSD to evaluate evidence-based practices using evaluation tools which may include, but are not limited to the Correctional Program Checklist (CPC). Applicant shall maintain at least an “Effective” score on the CPC, or its equivalent as determined by PSD;
- 13. Address areas identified by PSD as needing improvement and act on recommendations made by the assessment team to the satisfaction of PSD.
- 14. Schedule services, subject to the approval of MCCC’s Corrections Supervisor.

**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:

**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:

<p>Initial Contract Term:</p> <p>Length of each extension:</p> <p>Number of possible extensions:</p> <p>Maximum length of contract:</p> <p>Conditions for extension:</p>	<p>Commencement date stated on the Notice to Proceed for a twenty-four month period.</p> <p>Twelve months</p> <p>Two</p> <p>Forty-eight months</p> <p>Extensions to this contract shall be through a supplemental agreement, executed prior to the expiration date of the contract, and subject to the availability of funds.</p>
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## 2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

### A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Applicant shall provide only those services agreed to in advance by PSD. Applicant shall not extend the Domestic violence intervention service period or terminate an inmate without prior approval from PSD.

Domestic violence intervention services to be provided shall be described and shall include, but are not limited to the following:

1. Domestic violence intervention curriculum reflective of the use of evidence-based, best practices that is pre-approved by PSD.
2. Domestic violence intervention services that are tailored to the identified needs of inmates, and that follow the guidelines in the current "Hawaii Batterers Program Standards."
3. A written explanation detailing to the satisfaction of PSD how Provider intends to address risk needs and target criminogenic needs, as well as the inmate's level of risk.
4. Conduct assessments instruments that are pre-approved by PSD.
5. Evidence that the program staffs properly utilize proven strategies that enhance motivation to change and retention of inmates in services, such as motivational interviewing.
6. Use of best practices/evidence-based practices in Domestic violence intervention services. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence-based practices must reference the use of validated domestic violence risk assessments.
7. A detailed description of means and method of the delivery and the proposed average length of Domestic violence intervention services (e.g. two times per week for 2 hours for 10 weeks) for inmates.
8. Adequate personnel to conduct group sessions for groups that do not exceed 8-10 inmates per facilitator, unless specifically

excepted by PSD. *Note:* MCCC will NOT have one of their staff present during the delivery of services.

Applicant needs to CLEARLY present in writing their proposed staffing ratio in the written response to this solicitation.

9. Monitoring inmate behavior for compliance with Federal, State, and County laws and the rules and regulations of PSD.
9. Reporting of all negative behaviors (e.g. violations of Maui Community Correctional Center rules or policy and procedures, criminal activity) to PSD.
10. Maintenance of case records.
11. Periodic, and as requested, reports and evaluations to PSD.
12. **Open communication by the Applicant with the staff at Maui Community Correctional Center's Offender Services Division regarding updates on the status of an inmate's progress or lack of progress.**

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

### **1. Personnel**

**Proposed Staffing:** Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the services to be rendered.

Applicant needs to provide sufficient information in its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed DVI services.

**Staff Qualifications:** Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. Applicant shall state the education level of its staff that will provide services.

Applicant shall employ staff that is suitable for working with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be utilized by the Applicant or sub-contractor for the DVI services. All staff, including employees or subcontractors, providing DVI services shall first be pre-approved by PSD. If Applicant desires to include staff with a criminal history, the Applicant shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

Applicant and all staff providing DVI services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff (?). Applicant would need to coordinate the Volincor Training dates/times with the MCCC Corrections Supervisor.

Applicant shall train all staff in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable PSD Policies and Procedures, Federal, State and County rules and laws.

Included in this is 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. In relation to PREA Standards, PSD requires that the Applicant, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and Investigators. PSD shall monitor the Applicant, its staff, and subcontractors compliance with the PREA Standards.

If the Applicant meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Applicant must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at [www.prearesourcecenter.org](http://www.prearesourcecenter.org). The Applicant, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by PSD, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. PSD shall cover the costs associated with a PREA Standards Audit for the Applicant who meets the definition of a community confinement facility.

Supervision and Training: Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

Organization Chart: 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.

Applicant needs to provide enough information its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed DVI services.

**2. Administrative**

Applicant must operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, PSD's 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 supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

**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 PSD in regards to quality assurance and evaluation specifications. The PSD'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.

#### 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 inmates accepted into Domestic violence intervention services
- Number of sentenced inmates referred to each service component
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from the program due to misconducts (e.g. fighting, etc.).

PSD will specify to the Applicant on how often the reports shall be submitted.

#### 5. Experience

##### A. Necessary Skills

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 their staff's ability to work with adult male inmates.

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

##### B. Experience:

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 Domestic Violence Intervention services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public

sector in providing services in general for adult male inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

Applicant shall have a minimum of one year experience in providing Domestic violence intervention services for adult male inmates. 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**

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

PSD would like to see evidence of an established working relationship with various profit or non-profit agencies in the community (e.g. employment services, substance abuse treatment, HPA, etc.) and government agencies.

**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 MCCC Offender Services (referring agency) the monthly list of the following:

- 1) Case Management reports filed separately from billings and marked "confidential" and forwarded to the MCCC Offender Services.

- 2) Monthly reports to PSD detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:

- A roster of inmates who received Domestic Violence Intervention services
- 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 PSD, no later than the 10th of each month, unless otherwise specified by PSD.

Applicant would need to do its best to complete the monthly “activity” reports. Applicant will need to communicate with the MCCC Corrections Supervisor and PSD’s Contracting Office on the necessary monthly reports, and any issues or concerns related to the submittal of monthly reports.

- 4) Quarterly line item expenditure reports, in a format to be approved by PSD, no later than 30 days after the close of each fiscal quarter.

Applicant would need to complete a separate “quarterly” line item expenditure report. Applicant will need to communicate with the MCCC Corrections Supervisor and PSD’s Contracting Office on the necessary expenditure reports, and any issues or concerns related to the submittal of expenditure reports.

- 5) Report of any knowledge of criminal activity by inmates, whether potential or actual, to PSD, in accordance with agreed upon procedures.

- 6) Any information requested to be reported by PSD.

#### C. Facilities

The Domestic violence intervention services shall be conducted at the Maui Community Correctional Center.

Applicant would coordinate with the MCCC’s Corrections Supervisor, on a location for the classes. It is preferable to the MCCC Corrections Supervisor, that the classes be held in the education room or central visit area.

## 2.5 COMPENSATION AND METHOD OF PAYMENT

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 & Wages

SPO-H-206B, Budget Justification-Personnel-Payroll Taxes,  
Assessments & Fringe Benefits

SPO-H-206F, Budget Justification- Contractual Services-Subcontracts

- A. Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each segment (e.g. 30 minutes, 1 hour, 2 hours) per inmate, per day of Domestic violence intervention services provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.
- B. Applicant's unit of service and unit rate shall be based on price per unit, per inmate, per day for Domestic violence intervention services.

The day rate for Domestic violence intervention services will be contingent on availability of funds set forth by PSD. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

- C. Payment to 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.
- D. The means for which fiscal documents (e.g. invoices) are submitted to PSD shall be approved by PSD.
- E. Other Financial Related Materials

Accounting System: To determine the adequacy of the Applicant's accounting system, 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 (Refer to Section 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*

### 3.1 Program Overview

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

## 3.2 Experience and Capability

### A. Necessary Skills

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 their staff's ability to work with adult male inmates.

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

### B. Experience

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 Domestic Violence Intervention services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public sector in providing services in general for adult male inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

Applicant shall have a minimum of one year experience in providing Domestic violence intervention services for adult male inmates. 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 PSD in regards to quality assurance and evaluation specifications. The PSD'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.

**D. Coordination of Services**

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

PSD would like to see evidence of an established working relationship with various profit or non-profit agencies in the community (e.g. employment services, substance abuse treatment, HPA, etc.) and government agencies.

**E. Facilities**

The Domestic violence intervention services shall be conducted at the Maui Community Correctional Center.

Applicant would coordinate with the MCCC's Corrections Supervisor, on a location for the classes. It is preferable to the MCCC Corrections Supervisor, that the classes be held in the education room or central visit area.

**3.3 Project Organization and Staffing**

**A. Staffing**

1. Proposed Staffing

Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the services to be rendered.

Applicant needs to provide sufficient information in its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed DVI services.

2. Staff Qualifications

Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. Applicant shall state the education level of its staff that will provide services.

Applicant shall employ staff that is suitable for working with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be utilized by the Applicant or sub-contractor for the DVI services. All staff, including employees or subcontractors, providing DVI services shall first be pre-approved by PSD. If Applicant desires to include staff with a criminal history, the Applicant shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

Applicant and all staff providing DVI services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff (?). Applicant would need to coordinate the Volincor Training dates/times with the MCCC Corrections Supervisor.

Applicant shall train all staff in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable PSD Policies and Procedures, Federal, State and County rules and laws.

Included in this is 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. In relation to PREA Standards, PSD requires that the Applicant, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and Investigators. PSD shall monitor the Applicant, its staff, and subcontractors compliance with the PREA Standards.

If the Applicant meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Applicant must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at [www.prearesourcecenter.org](http://www.prearesourcecenter.org). The Applicant, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by PSD, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. PSD shall cover the costs associated with a PREA Standards Audit for the Applicant who meets the definition of a community confinement facility.

**B. Project Organization**

## 1. Supervision and Training

Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

## 2. Organization Chart

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.

Applicant needs to provide enough information its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed DVI services.

**3.4 Service Delivery**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall provide only those services agreed to in advance by PSD. Applicant shall not extend the Domestic violence intervention service period or terminate an inmate without prior approval from PSD.

Domestic violence intervention services to be provided shall be described and shall include, but are not limited to the following:

1. Domestic violence intervention curriculum reflective of the use of evidence-based, best practices that is pre-approved by PSD.
2. Domestic violence intervention services that are tailored to the identified needs of inmates, and that follow the guidelines in the current "Hawaii Batterers Program Standards."
3. A written explanation detailing to the satisfaction of PSD how Provider intends to address risk needs and target criminogenic needs, as well as the inmate's level of risk.
4. Conduct assessments instruments that are pre-approved by PSD.

5. Evidence that the program staffs properly utilize proven strategies that enhance motivation to change and retention of inmates in services, such as motivational interviewing.
6. Use of best practices/evidence-based practices in Domestic violence intervention services. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence-based practices must reference the use of validated domestic violence risk assessments.
7. A detailed description of means and method of the delivery and the proposed average length of Domestic violence intervention services (e.g. two times per week for 2 hours for 10 weeks) for inmates.
8. Adequate personnel to conduct group sessions for groups that do not exceed 8-10 inmates per facilitator, unless specifically excepted by PSD. *Note:* MCCC will NOT have one of their staff present during the delivery of services.

Applicant needs to CLEARLY present in writing their proposed staffing ratio in the written response to this solicitation.

9. Monitoring inmate behavior for compliance with Federal, State, and County laws and the rules and regulations of PSD.
9. Reporting of all negative behaviors (e.g. violations of Maui Community Correctional Center rules or policy and procedures, criminal activity) to PSD.
10. Maintenance of case records.
11. Periodic, and as requested, reports and evaluations to PSD.
12. Open communication by the Applicant with the staff at Maui Community Correctional Center's Offender Services Division regarding updates on the status of an inmate's progress or lack of progress.

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

Applicant must operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, PSD's 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 supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

### **3.5 Financial**

#### **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.

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 & Wages
- SPO-H-206B, Budget Justification-Personnel-Payroll Taxes, Assessments & Fringe Benefits
- SPO-H-206F, Budget Justification- Contractual Services-Subcontracts

1. Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each segment (e.g. 30 minutes, 1 hour, 2 hours) per inmate, per day of Domestic violence intervention services provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.
2. Applicant's unit of service and unit rate shall be based on price per unit, per inmate, per day for Domestic violence intervention services.

The day rate for Domestic violence intervention services will be contingent on availability of funds set forth by PSD. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

3. Payment to 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.
4. The means for which fiscal documents (e.g. invoices) are submitted to PSD shall be approved by PSD.

**B. Other Financial Related Materials**

Accounting System: To determine the adequacy of the Applicant's accounting system, 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

- Application checklist

##### 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 Applicant’s experience and capability relevant to the proposal contract, which shall include:

- |           |   |                    |
|-----------|---|--------------------|
| <b>A.</b> | <b>Necessary Skills</b>   | <b><u>7pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.</li> </ul>          | _____              |
| <b>B.</b> | <b>Experience</b>   | <b><u>7pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Points of contact, address, e-mail/phone numbers to verify experience.</li> <li>• One (1) year experience</li> </ul> | _____              |
| <b>C.</b> | <b>Quality Assurance and Evaluation</b>   | <b><u>4pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li> </ul>   | _____              |
| <b>D.</b> | <b>Coordination of Services</b>   | <b><u>1pt</u></b>  |
|           | <ul style="list-style-type: none"> <li>• Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>        | _____              |
| <b>E.</b> | <b>Facilities</b>   | <b><u>1pt</u></b>  |
|           | <ul style="list-style-type: none"> <li>• Ability to provide DVI services at MCCC</li> </ul>   | _____              |

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

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

<b>A. Staffing</b>	<b><u>8pts</u></b>
<ul style="list-style-type: none"> <li>• <b>Proposed Staffing:</b> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.</li> </ul>	<u>4pts</u>
<ul style="list-style-type: none"> <li>• <b>Staff Qualifications:</b> Minimum qualifications (including experience) for staff assigned to the program.</li> </ul>	<u>4pts</u>
<b>B. Project Organization</b>	<b><u>7pts</u></b>
<ul style="list-style-type: none"> <li>• <b>Supervision and Training:</b> Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul>	<u>4pts</u>
<ul style="list-style-type: none"> <li>• <b>Organization Chart:</b> Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.</li> </ul>	<u>3pts</u>
<b>3. Service Delivery (55 Points)</b>	<b><u>55pts</u></b>
<ul style="list-style-type: none"> <li>• DVI Curriculum (e.g. evidence-based), Assessment</li> </ul>	<u>15pts</u>
<ul style="list-style-type: none"> <li>• DVI services specific to inmates</li> </ul>	<u>15pts</u>
<ul style="list-style-type: none"> <li>• Describes how DVI services attend address risk needs and target criminogenic needs</li> </ul>	<u>15pts</u>
<ul style="list-style-type: none"> <li>• Delivery of DVI services; Length of DVI services</li> </ul>	<u>10pts</u>
<ul style="list-style-type: none"> <li>• See Section 2, Scope of Work</li> </ul>	<u>    </u>
<b>5. Financial (10 Points)</b>	
<ul style="list-style-type: none"> <li>• Unit cost for each segment (e.g. 30 minutes, 1 hour, 2 hours) per day of Domestic violence intervention services provided</li> </ul>	
<ul style="list-style-type: none"> <li>• Pricing structure based on cost reimbursement</li> </ul>	
<ul style="list-style-type: none"> <li>• Adequacy of accounting system.</li> </ul>	

**C. 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

*State agencies should insert any additional attachments they plan to include. If an attachment will be in a separate electronic document because it would make the size of the electronic version of the RFP too large for the website, the document should be listed here and a reference should be made as to where the document may be obtained.*

- C.

## Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

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
<b>General:</b>				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Provider Compliance	Section 1, RFP	SPO Website*		
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*		
<b>Certifications:</b>				
<i>Federal Certifications</i>		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		
<b>Program Specific Requirements:</b>				

\*Refer to Section 1.2, Website Reference for website address.

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**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

Organization: \_\_\_\_\_

RFP No: \_\_\_\_\_

*You may begin inserting any other attachments you may have here, such as:*

*Workplans*

*Performance and output tables*

*Certifications*

*Before inserting each document, insert a “section break/next page” to preserve formatting of each additional document. If you have having problems with formatting, it will be easier to convert all documents to PDF and then insert them into one document.*