

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 2

January 9, 2015

For

Request for Proposals

RFP No. HMS 501-15-01

**RFP Title: Community-Based Services
For Youth At-Risk**

Date Issued: January 9, 2015

January 9, 2015
ADDENDUM NO. 2

REQUEST FOR PROPOSALS
RFP Title: COMMUNITY-BASED SERVICES FOR YOUTH AT-RISK

RFP No. HMS 501-15-01

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-15-01, "Community-Based Services For Youth At-Risk" for the purposes of:

- Responding to questions that arose at the orientation meeting of December 22, and December 29, 2014 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 <new 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:

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RFP HMS 501-15-01

“Community-Based Services For Youth At-Risk”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by January 2, 2015, as specified in Section 1 of the RFP.

The following questions refer to Section 2, Outreach and Advocacy:

- Q1. On page 2-4, D., Description of the target population, ages 10 -18. Why the change from age 21 to 18? Many 18 – 21 year olds could use this service (gap group). Note: Page 2-10, 9. services can be provided up to age 21.
- A. **The target population age has been amended to include 21 year olds. See amendment for Section 2 below.**
- Q2. Multiple awards will be granted, does that mean one award per island (each island gets one award), or multiple awards per island, or both?
- A. **Multiple awards or a single award may be made for one island. The OYS will make awards based on the best configuration of services for the geographic area proposed.**
- Q3. What is the anticipated number of referrals to be expected?
- A. **Approximately 325 youth per year were served during the last biennium; Kauai – 28, Oahu – 178, Maui – 22, Hawaii – 97.**
- Q4. Is Attendant Care a part of the RFP?
- A. **“Attendant Care” was a service area that OYS procured in the past to meet the core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP A) of 1974, that ensure status offenders are not held in secure facilities. Since 2011, OYS has assured compliance with the “Deinstitutionalization of Status Offenders” core requirements of JJDP A through the required activities of the Case Advocacy Services listed on Page 2-10, c., including 1) receiving police referrals 24-hours a day, seven (7) days a week.**
- Q5. Are we required to provide residential services for Outreach and Advocacy?

- A. Residential services is not a required service activity, however, referrals to residential services in the community such as emergency shelter services could occur during the case advocacy process, if there is an assessed need, e.g., police refers a youth to the Outreach and Advocacy provider and the youth's parents are unable to be located immediately, necessitating a referral for emergency shelter services.**

The following questions refer to Section 2, Residential Services:

- Q6. Do we need to submit a separate proposal for each residential service, or can I do one that includes all services for which we want to apply, i.e., Emergency Shelter and Intensive/Independent Living Residential?
- A. A separate proposal is required to be submitted for each type of residential services. Refer to page 4-7.**
- Q7. It is my understanding that separate proposals are being requested for each residential service: Intensive, Independent Living, and Emergency Shelter?
- A. A separate proposal is required to be submitted for each type of residential services. Refer to page 4-7.**
- Q8. On page 2-32, OYS is suggesting the residential provider utilize programs such as FFT and MST for Family Intervention. These evidence-based programs are only available when the family is intact or within a month of reunification in certain circumstances for transition purposes. Does OYS have agreements with these programs for use in residential contracts as the family therapy component, and how does this work as an evidence-based service?
- A. The OYS has a Memorandum of Agreement with the Child and Adolescent Mental Health Division (CAMHD), Department of Health, to access mental health services such as FFT and MST, if a youth is not otherwise eligible for CAMHD services. If a youth and family are assessed to benefit from these services, coordination with the referral agency staff, e.g., probation officer and/or parole officer should occur to coordinate a referral for this family intervention service.**
- Q9. Is the daily rate/service unit amount the same for foster or group home (due to the costs of each service environment)?
- A. The unit rate is the same for both service modalities.**
- Q9. Why did the daily rate/service unit increase for Intensive Residential and Independent Living Program Services, but not for Emergency Shelter services?

- A. **The unit rate for Emergency Shelter services was not increased due to budget priorities.**

Q10. Are there any groups or resources in the community that can educate agencies on how to provide trauma informed care?

- A. **Project Kealahou, Child and Adolescent Mental Health Division, Department of Health, focuses on establishing a trauma-informed system of mental health care to help Hawai'i's ethnically diverse girls with significant trauma issues. They provide training and technical assistance for the community and youth serving providers. Contact information: website: projectkealahou.org and phone: 808-733-9396.**

The following questions refer to Section 3, Proposal Application Instructions and Section 4, Proposal Evaluation.

Q11. It is my understanding that all policies, procedures, and curricula are to be submitted to OYS. Is this correct?

- B. **An applicant should submit any information requested in the specific areas that would meet the requirements of the RFP. The applicant may submit additional information that could strengthen its proposal for evaluation. Policies, procedures, and curricula may be submitted as attachments, which are not subject to page limits. See question 12 below.**

Q12. What is the page limits for each section, it was not in the RFP?

- A. **Refer to Addendum 1, issued on December 24, 2014. Section 3, Proposal Application Instructions, was amended to read:**

- 3.1 Program Overview (Not to exceed 2 pages)**
- 3.2 Experience and Capability (Not to exceed 5 pages)**
- 3.3 Project Organization and Staffing (Not to exceed 3 pages)**
- 3.4 Service Delivery (Not to exceed 20 pages)**
- 3.5 Financial (No page limit for cost proposal, budget forms, and B.1. Accounting System; not to exceed 2 pages for B.2. Accounting Personnel)**

Additionally, there are no page limits for attachments that the applicant may submit as part of its proposal.

Q13. Does the proposal require one or two year budgets?

- A. **The proposal may include two budget periods if there are any changes between year one and two.**

Q14. Is there a requirement for single or double space for the proposal?

- A. **No. Applicants may select their preference.**

Q154. Who reviews proposals?

- A. **Refer to page 4-1, Evaluation Process. The proposals will be evaluated by a committee of staff from OYS and/or other State agencies with experience, knowledge, and program responsibility of the requested service and finance.**

RFP No. HMS 501-15-01, "Community-Based Services for Youth At-Risk" is amended as follows:

Subsection Page

Section 1, Administrative Overview

No changes.

Section 2, Service Specifications

Outreach and Advocacy

p. 2-2 This section is amended to read:

D. Description of the target population to be served

The target population for the service includes youth ages 10 to 21 years old who are disconnected from their families and/or communities, and are youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system. Many of these youth may also be involved with the juvenile justice system and other systems of care.

Residential Services

p. 2-23 This section is amended to read:

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

- 2. Approximate Total Amount of General and/or Federal Funds:**
\$800,000 per year

Section 3, Proposal Application Instructions

No changes.

Section 4, Proposal Evaluation

No changes.

Section 5, Attachments

No changes.

