

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
Honolulu, Hawaii**

April 22, 2015

Addendum A

to

RFP No. 15-COR-07
DOMESTIC VIOLENCE INTERVENTION SERVICES FOR INMATES
ON THE ISLAND OF MAUI

The following are responses to questions received in response to the orientation meeting held on April 15, 2015.

Question No. 1: Will MCCC provide space for the service provider's staff to use a portable computer to conduct a one-to-one assessment with each inmate referred for services and/or to conduct individual counseling with the inmate? Will the service providing staff be able to access the Internet from MCCC?

Response No. 1: This is subject to the Warden's approval as there is a ban on electronic devices coming into the facility. You would need to justify why you need to bring in a laptop for the assessments. Approval is not guaranteed.

Question No. 2: Will the service provider's staff conducting the assessments be informed of the inmates' convictions and summary of offense? Part of working with the clients is having them admit their behaviors that brought them to the group, so it is important to be able to verify information from their assessments.

Response No. 2: We can inform their staff of the inmates current and prior charges. We can't discuss the details of the case(s).

Question No. 3: For Proof of Experience (Section 2-10), does either two or four years of previous experience need to be documented?

Response No. 3: Yes, it should be documented / verifiable.

Question No. 4: Page 2-2: Are the services for both male and female inmates? The current RFP does not specify male only.

Response No. 4: The vendor will need to service ALL genders.

Question No. 5: Page 2-4, item 10: States "... individuals who would benefit from domestic violence intervention services." Do these services refer to both domestic violence intervention services and anger control?

Response No. 5: Yes, the services include domestic violence intervention and anger control / management.

Question No. 6: The announcement page lists \$75,000 for FY 15 and 16, but you probably intended to write "FY 16 and FY 17."

Response No. 6: This is PSD's FY15 and 16 funds.

Question No. 7: Does DPS require the applicant to provide a work plan that details key service delivery activities, identifies the staff responsible, and the time period and deadline to complete the activity? I did not see it mentioned in the RFP, but know that other agencies like the Judiciary and Department of Human Services do require a work plan of some kind.

Response No. 7: On page 2-5, it says, "...2.4 Scope of Work," the 2nd paragraph states, "Domestic violence intervention services to be provided shall be described and shall include, but are not limited to the following...2. Domestic violence intervention services that are tailored to the identified needs of inmates..."

On page 2-7, it says, "...B. Management Requirements 1. Personnel Proposed Staffing: Applicant shall describe the proposed staffing pattern...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..."

Provide enough information for the Department of Public Safety to have a CLEAR understanding of the proposed services, staff, etc.

The proposal due date is not changed.

Nolan P. Espinda
Director