

State of Hawaii
Department of Human Services
Social Services Division

Addendum No. 2

May 12, 2015

to

Request for Proposals (RFP)

SSD-15-POS-2050

**DOMESTIC VIOLENCE SERVICES FOR
FAMILIES**

STATEWIDE

RFP Posting Date: April 19, 2015

PLEASE NOTE:

**RFP Proposal Submission Deadline has been
changed from May 18, 2015 to**

May 21, 2015, 4:30 p.m.

Hawaii Standard Time

ADDENDUM NO. 2

May 12, 2015

to

REQUEST FOR PROPOSALS (RFP)

SSD-15-POS-2050

DOMESTIC VIOLENCE SERVICES FOR FAMILIES

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this Addendum to add additional information and correct/revise the RFP as detailed below.

If you have any questions please contact:

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RFP Written Questions and Responses

Note: In this section of Addendum #1 references were made to an attached revised 2.5 Compensation and Method of Payment section/pages, however, the revised section was not attached to Addendum #1. The revised section is attached to this Addendum #2. The DHS apologizes for this oversight.

RFP Corrections, Revisions, and Comments

1. (Revised) 2.4, B., 3. Support services (Pages 2-14 – 2-15)

This section was mislabeled as 3., 1) through 7) and has been corrected to 3., a. through g..

2. (Revised) 2.4, B., 4. Therapeutic/Clinical counseling services (Page 2-15)

This section was mislabeled as 4., 1) through 4) and has been corrected to 4., a. through d..

3. 2.4, C., 3., e., f., and g. Personnel (Page 2-16)

These three sections have been revised to read as follows:

...and two (2) years of experience providing domestic violence services.

4. 3.4, A. Direct Service Plan Provision (Pages 3-5 – 3-6)

This section has been revised as follows:

The Applicant shall provide a detailed, comprehensive, and practical plan for the delivery of services in the areas specified below:

1. Individual services, including:
 - a. Intakes
 - b. Assessments
 - c. Crisis/emergency intervention services
 - d. Case management, including referrals and linkages
 - e. Safety planning
 - f. Service planning
 - g. Discharge planning
 - h. Individual sessions
 - i. Documentation and case file maintenance
2. Group services, including:
 - a. Survivors
 - b. Children
 - c. Batterers
 - d. Documentation and case file maintenance
3. Support services, including:
 - a. Program and/or public transportation
 - b. Individual and/or group child care
 - c. Supervised child/ren exchanges/visitation
 - d. Advocacy
 - e. TRO assistance
 - f. Outreach
 - g. Documentation and case file maintenance
4. Therapeutic/Clinical counseling services, including:
 - a. Individual counseling
 - b. Family counseling
 - c. Therapeutic visitation
 - d. Documentation and case file maintenance

5. Dispute/conflict resolution
6. Service transitions
7. Community education and training

5. 3.4, E. Dispute/Conflict Resolution Procedures (Page 3-7)

This section was revised, including the title, as follows:

The Applicant shall provide dispute/conflict resolution procedures to address potential disagreements between survivors/children/batterers and the Applicant as well as community resources and the Applicant, including consulting with referring workers, as needed.

6. 3.5, A., 1. Financial (Page 3-7)

Paragraphs were added to this section between the existing first and second paragraphs as follows:

The Applicant shall be compensated per the established unit rates for the delivery of service activities described in 2.4, B., Section 2 of this RFP. The Applicant shall propose the following rates, specifically:

- a. Hourly rates for services requiring, at minimum, a Masters or Bachelors degree in social work, psychology, or a related field from an accredited institution, or a high school degree or GED, and two (2) years of experience in providing domestic violence services:
 - 1) Masters degree: \$ /hour
Therapeutic/Clinical counseling services, including:
 - a) Individual counseling
 - b) Family counseling
 - c) Therapeutic visitation
 - 2) Bachelors degree: \$ /hour
Individual services, including:
 - a) Intakes
 - b) Assessments
 - c) Crisis/emergency intervention
 - d) Case management
 - e) Safety planning
 - f) Service planning
 - g) Discharge planning
 - h) Individual sessions
 - 3) High school degree or GED: \$ /hour
Support services, including:
 - a) Program transportation

- b) Individual childcare (per child)
- c) Supervised child/ren exchanges/visitation (per child)
- d) Advocacy
- e) Assistance with completing a TRO application
- f) Outreach services, including, but not limited to:
 - i. Regular home visits
 - ii. Hands-on parenting instruction
 - iii. Practical life skills education
- b. Rates for the following services per individual/per activity:
 - 1) Group services requiring, at minimum, a Bachelors degree in social work, psychology, or a related field from an accredited institution and two (2) years of experience providing domestic violence services, including:
 - a) Survivors groups
 - b) Children's groups
 - c) Batterer Intervention Programs (BIPs) groups
 - 2) Support services requiring, at minimum, a High school degree or GED and two (2) years of experience providing domestic violence services, including:
 - a) Group child care
 - b) Public transportation (specify mode)

2.5 Compensation and Method of Payment

The Provider shall comply with HRS Chapter 103F, Purchases of Health and Human Services Cost Principles (see the SPO website) in the development of its budget and its expending of contract funding.

Unless otherwise proposed and agreed between the Provider and the DHS, the pricing structure for these services is as checked below. The pricing structure may be revised by mutual agreement throughout the contract term.

- Cost reimbursement where the State pays the Provider up to a maximum annual contract amount for budgeted costs actually expended in the delivery of contracted services.
- Fixed rate cost where the State pays the Provider up to a maximum annual contract amount a service unit rate for the delivery of a set number of service units.
- Base cost/Fixed rate cost combination where the State pays the Provider a base cost (60% of the maximum annual contract amount) for operations plus a fixed rate cost for delivered units (up to 40% of the maximum annual contract amount).
- Negotiated rate where the State determines a set number of service units needed and negotiates with the Provider a delivery cost for the service units. The cost divided by the number of units needed determines a service unit rate.

The allocation of funding per contract (see 2.1, F., Section 2 of this RFP) is based on the total available service funding amount and the estimated costs of providing services to the goal numbers of survivors/children/batterers to be served (see Performance Measurement Form A, Section 2 of this RFP). This includes compensation for operating costs, including personnel. As this is a Base cost/Fixed rate cost combination pricing structure, 60% of the contract funding is compensated in the Base cost and 40% of the contract funding is compensated in the Fixed rate cost. The unit rates for delivered units of service activities pertaining to the Fixed rate cost shall also be based on these percentages.

For example, when the cost of a service activity is \$30, then 60% of that amount (\$18) shall be compensated in the Base cost and 40% of that amount (\$12) will be compensated in the unit rate.

A. Units of service

The units specified in Performance Measurement Forms A, B, and C are relevant to service delivery and capacity.

B. Method of compensation and payment

The Provider shall be compensated per the established unit rates for the delivery of service activities described in 2.4, B., Section 2 of this RFP, specifically:

1. Hourly rates for services requiring, at minimum, a Masters or Bachelors degree in social work, psychology, or a related field from an accredited institution, or a high school degree or GED, and two (2) years of experience in providing domestic violence services:
 - a. Masters degree: \$ /hour
Therapeutic/Clinical counseling services, including:
 - 1) Individual counseling
 - 2) Family counseling
 - 3) Therapeutic visitation
 - b. Bachelors degree: \$ /hour
Individual services, including:
 - 1) Intakes
 - 2) Assessments
 - 3) Crisis/emergency intervention
 - 4) Case management
 - 5) Safety planning
 - 6) Service planning
 - 7) Discharge planning
 - 8) Individual sessions
 - c. High school degree or GED: \$ /hour
Support services, including:
 - 1) Program transportation
 - 2) Individual childcare (per child)
 - 3) Supervised child/ren exchanges/visitation (per child)
 - 4) Advocacy
 - 5) Assistance with completing a TRO application
 - 6) Outreach services, including, but not limited to:
 - a) Regular home visits
 - b) Hands-on parenting instruction
 - c) Practical life skills education

2. Rates for the following services per individual/per activity:
 - a. Group services requiring, at minimum, a Bachelors degree in social work, psychology, or a related field from an accredited institution and two (2) years of experience providing domestic violence services, including:
 - 1) Survivors groups
 - 2) Children's groups
 - 3) Batterer Intervention Programs (BIPs) groups
 - b. Support services requiring, at minimum, a High school degree or GED and two (2) years of experience providing domestic violence services, including:
 - 1) Group child care
 - 2) Public transportation

A monthly invoice for a total of the unit rates for the service activities delivered in the invoice period (a portion of the fixed rate cost) shall be submitted in a format specified by the DHS. The invoice shall be submitted by the 15th of the month following the invoice period. See Section 5 of this RFP for a sample of the invoice.

A quarterly invoice for the base cost shall be submitted in a format specified by the DHS. The invoice shall be submitted within the applicable quarter of the invoice period. See Section 5 of this RFP for a sample of the invoice.

Payments shall be made after receipt and preliminary approval of invoices, reports, and any other documents required by the DHS. All client costs shall be supported by documentation indicating who services were provided to, when services were provided, and what services were provided.

- C. The Provider shall not require any additional fees for services provided through this contract without the prior approval of the State.
- D. The Provider shall not use funds received through this contract for:
 - a. Direct payments to any domestic violence survivors/children/batterers.
 - b. Services and costs for which it received compensation from other State, federal, or other sources.