

State of Hawaii  
Department of Public Safety  
Corrections Programs Services  
Substance Abuse Services Office

## **Request for Proposals**

# **RFP No.: PSD 15-CPS/SA-19 Correctional Work Furlough and Halfway House Program for Women Inmates on Oahu**

May 4, 2015

**Note:** *It is the Service Provider'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.*

May 4, 2015

**REQUEST FOR PROPOSALS**  
**Correctional Work Furlough and Halfway House Program for Women Inmates on Oahu**

RFP No. PSD 15-CPS/SA-19

The Department of Public Safety (PSD), Corrections Program Services Division, is requesting proposals from qualified applicants to provide a Correctional Work Furlough and Halfway House Program for Women Inmates on Oahu.

The women offenders who will be referred to this program will be those who are approaching release from incarceration and transitioning back into the community. The Service Provider shall provide case management services, job placement services and 24-hour supervision. Referral services in the area of cognitive skills training, substance abuse, domestic violence, physical and sexual abuse may be required for some of the participants in this community residential setting.

The initial contract term will be for the twenty-four month period from July 1, 2015 through June 30, 2017 with the option to extend for two additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. The funding available for services under this RFP is approximately \$900,090.00 for FY 2016, \$900,090.00 for FY 2017. The funding for FY 2016 may possibly be increased by \$100,000.00.

Proposals shall be mailed, postmarked by the United States Postal Service on or before Monday, June 1, 2015, 2015, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on June 1, 2015, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Public Safety, Corrections Program Services Division will conduct an orientation on May 8, 2015 from 10:00 a.m. to 11:00 a.m. HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. All prospective Service Providers are encouraged to attend the orientation. Interested Service Providers not able to attend the orientation meeting may call in via telephone conference at:

Conference Dial-In Number: 1 (605) 562-0020

Participant Access Code: 887-700-397#

The deadline for submission of written questions is 4:30 p.m., HST, on May 14, 2015. All written questions will receive a written response from the State on or about May 20, 2015.

All inquiries and responses regarding this RFP should be directed in writing to Mr. Marc Yamamoto or Shelley Kohashikawa at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, fax: (808)587-1244, or email: [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov) or [shelley.i.kohashikawa@hawaii.gov](mailto:shelley.i.kohashikawa@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 June 1, 2015, 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-  
Procurement & 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)**, June 1, 2015. 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., June 1, 2015.

Drop-off Sites

Department of Public Safety  
Administrative Services Office-  
Procurement & Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

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**Section 1**

**Administrative Overview**

## Section 1 Administrative Overview

**Service Providers 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 Service Provider 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)	May 4, 2015
Distribution of RFP	May 4, 2015
RFP orientation session	May 8, 2015
Closing date for submission of written questions for written responses	May 14, 2015
State purchasing agency's response to Service Providers' written questions	May 20, 2015
Discussions with Service Provider prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	June 1, 2015
Discussions with Service Provider after proposal submittal deadline (optional)	June 3, 2015
Final revised proposals (optional)	June 8, 2015
Proposal evaluation period	June 2, 2015 to June 14, 2015
Provider selection	June 15, 2015
Notice of statement of findings and decision	June 15, 2015
Contract start date	July 1, 2015

## 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 Service Providers are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Service Provider shall constitute admission of such knowledge on the part of such prospective Service Provider.

## 1.4 RFP Organization

This RFP is organized into five sections:

**Section 1, Administrative Overview:** Provides Service Providers with an overview of the procurement process.

**Section 2, Service Specifications:** Provides Service Providers 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 Service Providers 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:

Mr. Larry R. Hales, or his designee  
 Department of Public Safety  
 919 Ala Moana Boulevard, Room 405  
 Honolulu, Hawaii 96814

Telephone: (808) 587-1272 / Facsimile: (808) 587-1280  
[e-mail: larry.r.hales@hawaii.gov](mailto:larry.r.hales@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 Service Providers in reference to the request for proposals will be held as follows:

**Date:** May 8, 2015      **Time:** 10:00 a.m., H.S.T.  
**Location:** 919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

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

Call-in: 1(605) 562-0020

Meeting ID: 887-700-397#

Service Providers 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

Service Providers 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:** May 14, 2015 **Time:** 4:30 p.m., HST

State agency responses to Service Provider written questions will be provided by:

**Date:** May 20, 2015

## 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 Service Provider proposal identification.
  2. **Proposal Application Checklist**. The checklist provides Service Providers 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)**. Service Provider 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 a Service Provider 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 Service Provider.
- 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 Service Provider certifies that the Service Provider 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 Service Provider believes any portion of a proposal contains information that should be withheld as confidential, the Service Provider 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 Service Providers

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential Service Providers to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline.** Discussions may be conducted with Service Providers 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 Service Provider 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 Service Provider's final revised proposal. *The Service Provider 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 Service Providers in preparing or submitting a proposal are the Service Providers' 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) Service Provider 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 Service Provider 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, a Service Provider 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: Nolan P. Espinda	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**

This project is to provide up to 36 correctional work furlough community beds, with attending halfway house services, to women offenders transitioning from incarceration at the Women's Community Correctional Center to the community.

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

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

A Request for Information was held on March 23, 2015, from 10:00 a.m. to 11:00 a.m. Questions and Responses were received and included as Attachment C of this RFP.

#### **C. Description of the service goals**

The goal of the Correctional Work Furlough and Halfway House Program for Female Offenders is the development of necessary skills for pro-social independent living and to promote a drug free lifestyle. The halfway house program will provide referrals for gender responsive issues, cognitive restructuring, relapse prevention, vocation/employment services, family therapy, health care, domestic violence and sexual abuse services.

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

The target population consists of Adult female sentenced felon offenders who are transitioning from incarceration at the Women's Community Correctional Center to the community.

The service provider will be required to accept offenders who have been assessed as being appropriate for, or in need, of correctional work furlough and halfway house services unless the service provider presents the Department with justifiable reason that a particular offender should not be accepted into the program. The Department will make the final determination.

#### **E. Geographic coverage of service**

Correctional work furlough and halfway house services shall be provided on Oahu.

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

The funding available for services under this RFP is approximately \$900,090.00 for FY 2016, \$900,090.00 for FY 2017. The funding for FY 2016 may possibly be increased by \$100,000.00.

**2.2 Contract Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**2.3 General Requirements**

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

1. Service Provider shall operate the program in accordance with the rules, regulations and policies of PSD. Service Provider shall monitor inmates' behavior to ensure compliance with all State and Federal laws and rules and regulations of PSD.
2. Service Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. Service Provider shall be responsible for the coordination and the delivery of services to the inmates. PSD shall approve any deviation from the number of sessions held with each inmate in writing.
4. Service Provider shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules (HAR). Service Provider shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
5. Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.
6. Service Provider shall maintain and show proof of a liability insurance policy of at least two million dollars (\$2,000,000.00).

7. Service Provider 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.
7. Service Provider shall assign staff to attend facility/program meetings as scheduled by PSD.
8. Service Provider shall 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 Service Provider must have a governing board whose members have not material conflict of interest and serve without compensation.
9. Service Provider shall maintain by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
10. Service Provider shall be required to accept inmates referred by PSD who have been assessed as being appropriate for, or in need of, intervention services unless the Service Provider presents the PSD with justifiable reason that a particular inmate should not be accepted into the program. Services under this contract shall be provided to only those inmates referred by PSD. PSD shall make the final determination as to whether an inmate will continue to receive intervention services or to be terminated from receiving those services.
11. As ruled by the Office of Information Practices, PSD may withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Service Provider, unless instructed otherwise by the Department of the Attorney General. Whenever the Service 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 Service 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. Service Provider shall notify the contracting officer, that such a request was made. The Service Provider shall not release such reports directly to the inmate or to any party representing the inmate. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.
12. Service Provider shall submit to an assessment of evidence based practices such as the Correctional Program Checklist (CPC) that is the revised form of the Correctional Program Assessment Inventory (CPAI). Service Provider shall strive to attain at least an "Effective" score on the CPC by working on areas that need improvement and recommendations made by the assessment team.
13. Service Provider shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.

**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:

Initial term of contract: Twenty-four months from 7/1/2015 to 6/30/2017

Length of each extension: Twelve months

Number of possible extensions: Two

Maximum length of contract: Forty-eight months.

Extensions, if exercised, shall be subject to availability of funds, in writing and prior to the expiration of the contract.

## **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)

1. Provide a correctional halfway house setting appropriate for achievement of the program's purpose.
2. Provide for re-entry referral services through group or individual discussions to address offender needs in areas such as cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse as they relate to transitioning back to the community.
3. Provide 24 hours-a-day, correctional work furlough and halfway house living arrangements and on-site accountability supervision of offenders.
4. Report all violations promptly to the Department.

5. Provide food supplies so that offenders may prepare three nutritionally adequate meals per day, of which two will be a hot meal, unless specifically waived by the Department or unless a waiver of this provision by the offender is made through a written agreement with the Provider.
6. Enable the offenders to engage in meaningful leisure, social and recreation activities.
7. Provide case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations. Services shall include referral to public and private social services, vocational placement agencies, mental health services, and other similar agencies; and monitoring the reintegration process from community halfway house programming to independent living provided the Department approves the selection of participants.
8. Instruct each offender in seeking, obtaining and maintaining approved employment. Transportation to be the responsibility of the offender and agreed upon with Service Provider and Department.
9. Instruct offenders with personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after release from incarceration.
10. Arrange for transportation for Department approved medical and dental services. Department authorized services will be paid for by the Department. Allow offenders with personal health insurance to secure personal medical services with the approval of the Department.
11. Provide classes for offenders, provide timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
12. Provide offenders with assistance in developing skills necessary for successful reintegration into the community.
13. Provide access to re-entry services in the areas of cognitive skills, substance abuse, domestic violence, physical and sexual abuse through Department approved sub-providers.
14. Monitor offenders living independently in the community to ensure their compliance with established conditions of the furlough agreement and reentry plans.
15. Collect urine samples to be tested at the Women's Community Correctional Center for the use of drugs and alcohol in accordance with Department policy and procedure COR.08.10, describing the method and tools to be used.

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

**1. Personnel**

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the

custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is are suitable to deal with these offenders. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing

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 Service Provider, 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 Service Provider, its staff, and subcontractors compliance with the PREA Standards.

If the Service Provider meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Service Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at [www.prearesourcecenter.org](http://www.prearesourcecenter.org). The Service Provider, 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 Service Provider who meets the definition of a community confinement facility.

## **2. Administrative**

- a. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.

- c. The Service Provider 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 offenders committed to the custody of the Director of Public Safety (PSD).

### **3. Quality assurance and evaluation specifications**

The Department's Corrections Program Service Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Corrections Program Service Division Administrator, 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 Administrator, the service provider shall be allowed to make every effort to correct any perceived discrepancies and shall be give reasonable time to do so. The Corrections Program Service Division Administrator 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:

- Total number of offenders referred for correctional work furlough and halfway house services.
- Number of offenders accepted into the program.
- Number of offenders referred to each service component.
- Number of offenders successfully completed each service component.
- Number of offenders rejected for admission and reasons.
- Number of offenders dropped out of each service component.
- Number of offenders terminated from the program due to misconducts (positive urinalysis, assault, etc).
- Number of offenders terminated due to criminal offense.
- Total number of drug tests (positive and negative.)
- Number of offenders completing the program and placed on extended furlough.
- Of the offenders who have completed the program, what number of offenders remained drug-free.
- Of the offenders who have completed the program, what number of offenders remained arrest-free. Conviction-free.
- Number of offenders paroled upon completing the program.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

## 5. Experience

The applicant must demonstrate a minimum of three years experience in job development, employment counseling, employer relations and coordination of services for female offender population.

The applicant must demonstrate experience in training staff to work with female offenders.

The applicant must demonstrate that all current staff meet all licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

## 6. Coordination of services

The applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system and Department of Health.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, parole officers, and community based offender treatment programs.

## 7. Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Services Officer the monthly list of offenders they are providing services for by facility for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
  - The date and time of each service, whether completed or interrupted.
  - A roster of offenders who attended each session.
  - For absent offenders, whether they were excused or unexcused.
  - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.

- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an offender, whether potential or actual, to the Department in accordance with agreed upon procedures. Describe the types of provider reports required to be submitted, including the types of data and frequency of reports. If report forms/formats are available referred to it here and placed in Section 5.

### C. Facilities

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the correctional work furlough and halfway house needs of the offenders.

## 2.5 COMPENSATION AND METHOD OF PAYMENT

### A. Pricing structure or pricing methodology to be used

- 1. Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

### B. Units of service and unit rate

The Unit of Service and Unit rate shall be based on price per bed per day for halfway house and referral services, and price per day in the community for community placement services

The day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of \$900,090 set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

### C. Method of compensation and payment

Payment to the provider 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.

Service Provider shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

If the Service Provider is registered on the Hawaii Compliance Express (HCE), a valid "Certificate of Vendor Compliance," or if they chose not to register on HCE, a tax clearance certificate not over two (2) months old with an original green certified stamp, must accompany the invoice for final payment on the contract.

**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 Service Provider 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).*
- *Service Providers 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 a Service Provider's score.*
- *Service Providers 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 Service Provider 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**

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

#### **3.2 Experience and Capability**

##### **A. Necessary Skills**

Service Provider shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

**B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

1. List of experience as an agency providing services to offenders and their families.
2. List of contracts performed for the Department of Public Safety;
3. List of other prior contracts with the public sector in providing services in general for female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
4. Success applicant has had in recruiting and retaining quality staff; and
5. Applicant's current financial statement and any financial audits completed in the last three (3) years.

For those agencies that do not meet the three 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 Service Provider shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Service Provider shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program.

Service Provider shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

Service Provider shall allow PSD to monitor the Service Provider's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Service Provider will develop in concert with the contracting agency, an action plan to address deficiencies.

The Contract Manager shall evaluate unacceptable professional practice or deviations from the curriculum. The Contract Manager may at any time, recommend suspension of the services under the provisions of this agreement.

Prior to the suspension of the agreement by PSD, the Service Provider shall be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and shall be given reasonable time to do so. PSD shall determine reasonable time, but thirty (30) days is typical.

**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**F. *Project Organization and Staffing***

**1. Proposed Staffing**

The Service Provider shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications**

The Service Provider shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

The resultant contract for this Request for Proposal, requires that the Service Provider's staff understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, PSD requires that your staff attend a mandatory PREA training class and if applicable a specialized PREA training for Health Care and Investigators. PSD shall monitor and ensure your compliance with the PREA Standards.

Service Provider and all staff providing services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff. Service Provider would need to coordinate the Volincor Training dates/times with the Contracting Office.

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

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

**B. Project Organization**

1. Supervision and Training

The Service Provider shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

Service Provider 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.

**3.3 Service Delivery**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a complete description of services and activities proposed to provide a comprehensive program for sentenced felons. This section shall include, at a minimum, the following:

1. Program philosophy;
2. Program components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services, including elements and methods of treatment, will be provided for all the required services;
6. Description of how agency will provide basic and reintegration services to a fluctuating population with changing needs;
7. Flexibility of reintegration programs;
8. Description of on-site supervision of offenders

**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.

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is are suitable to deal with these offenders. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

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 Service Provider, 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 Service Provider, its staff, and subcontractors compliance with the PREA Standards.

If the Service Provider meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Service Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at [www.prearesourcecenter.org](http://www.prearesourcecenter.org). The Service Provider, 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 Service Provider who meets the definition of a community confinement facility.

### **3.4 Financial**

#### **A. Pricing Structure**

The Unit of Service and Unit rate shall be based on price per bed per day for halfway house and referral services, and price per day in the community for community placement services. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

The day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of \$900,090 set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

Service Provider shall not receive separate compensation for time spent in consultation with Department staff regarding curriculum development, staff meetings and case conferences.

Service Provider shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

If the Service Provider is registered on the Hawaii Compliance Express (HCE), a valid “Certificate of Vendor Compliance,” or if they chose not to register on HCE, a tax clearance certificate not over two (2) months old with an original green certified stamp, must accompany the invoice for final payment on the contract.

**B. Other Financial Related Materials**

1. Accounting System

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Service Provider’s current financial statement and any financial audits completed in the last three (3) years.

**3.6 Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

**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

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### 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 Service Provider an opportunity orient evaluators as to the service(s) being offered.

**1. Experience and Capability (20 Points)**

The State will evaluate Service Provider’s experience and capability relevant to the proposal contract, which shall include:

- |           |   |                    |
|-----------|---|--------------------|
| <b>A.</b> | <b>Necessary Skills</b>   | <b><u>4pts</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>4pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Points of contact, address, e-mail/phone numbers to verify experience.</li> <li>• Three (3) years of experience of providing services to the criminal justice offenders.</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> <li>• Provides supervision that ensures fidelity of the model being used.</li> <li>• Provides clinical supervision that includes rating and feedback on how staff role model, assist inmates in role play and assist inmates in skill building activities.</li> </ul> |                    |
| <b>D.</b> | <b>Coordination of Services</b>   | <b><u>4pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>  |                    |

**E. Facilities**

- Adequacy of facilities relative to the proposed services. 4pts

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

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

**A. Staffing** 8pts

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 4pts
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4pts

**B. Project Organization** 7pts

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4pts
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 3pts

**3. Service Delivery (55 Points)**

Evaluation criteria for this section will assess the Service Provider's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities and the realism of the timelines and schedules, as applicable.

- Program Philosophy 5pts
- Program Components 20pts
- Case Management Services 10pts
- Description of Basic Services 10pts
- Description of the Range of Services 5pts
- Description of how the Service Provider population needs will provide services to the fluctuating 5pts

**4. Financial (10 Points)**

- Adequacy of accounting system. 3pts
- Competitiveness and reasonableness of unit of service cost, as applicable 3pts
- Financial stability of Service Provider 4pts

**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 Service Provider.

**Section 5**  
**Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. RFP PSD 15-CPS/SA-19 - Questions and Answers from RFI

## Proposal Application Checklist

Service  
Provider: \_\_\_\_\_

RFP No.: PSD 15-CPS/SA-19

The Service Provider’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	Service Provider 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>	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	<b>X</b>	
Cost Proposal (Budget)			<b>X</b>	
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
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*	<b>X</b>	
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		
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<b>Program Specific Requirements:</b>				
Certificate of Insurance	Section 1, RFP		<b>X</b>	

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

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STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII

**RFP NO. PSD 15-CPS/SA-19**

**Correctional Work Furlough and Halfway House Program for Women Inmates on Oahu**

1. The following questions were received in response to the Request for Information orientation meeting held on March 23, 2015 at 919 Ala Moana Boulevard.

Question (1): 2.1 Introduction...”This project is to provide up to 36 correctional work furlough community beds,...” Is there a minimum number of beds?

*Response (1): The vendor will need to determine the number of beds that can be provided based on the total dollar amount of the contract, their expenses to provide all of the necessary services, and other cost factors that they need to consider.*

Question (2): 2.1 B “ The funding available for services under this RFP is approximately \$900,090 for FY 2016 and \$900,090 for FY 2017” For how long a period of time has this RFP been at this amount? Is there a possibility for additional funding?

*Response (2): The original dollar amount was set by the legislature many years ago. I (Larry Hales, CPS/Substance Abuse Manager) have been here 10 years and it was in effect possibly five years before that. We have requested increased funding for this contract numerous times and have not received an increase from the legislators to date. There occasionally are other funds we can tap into to supplement the dollar amount but these funds are not permanent or consistent.*

Question (3): 2.4 #5 “Provide food supplies so that offenders may prepare three nutritionally adequate meals per day, of which two will be a hot meal, unless specifically waived by the Department or unless a waiver for this provision by the offender is made through a written agreement with the Provider.” Can we serve the resident meals? Regarding “two hot meals,” would it be acceptable to have a cold breakfast buffet (ie. cereal, fruit, pastry, coffee,) provide food for the residents to make their own lunch, and serve them a hot dinner?

*Response (3): Since this is a reentry program, the more that the women can do for themselves the better. Some of the women don’t know how to plan a nutritionally balanced meal and they need education and practice in order to gain that ability. Some of the meals could be served to the inmates but it would not be preferable. It could be agreed upon that one meal per day would be a hot meal as opposed to two.*

Question (3): Questions regarding terminology used in the RFI document noted below:

- Section 2, Service Specifications; 2.2 (3) states “Quality of Care/ Quality of Services”. Is the word ‘care’ appropriate?

*Response: The Service Specifications have been changed and updated to remove “Quality of Care.”*

- Section 2.4, Scope of Work, A. Service Activities, #14 states “...furlough agreement and treatment...” Is the term ‘treatment’ appropriate?

*Response: The Service Specifications have been changed and updated to remove the term treatment.*

- Section 2.4, Scope of Work, A. Service Activities, #15 states “provide urinalysis testing...” Is the term ‘testing’ appropriate?

*Response: The Service Specifications have been changed and updated to remove “urinalysis testing,” and replaced with “Collect urine samples to be tested at the Women’s Community Correctional Center...”*