

State of Hawaii  
Department of Human Services  
Office of Youth Services

## **Addendum 1**

**August 14, 2015**

**For**

**Request for Proposals**

**RFP No. HMS 501-16-02**

**RFP Title: Risk and Assessment Tool for Youth in the  
Juvenile Justice System**

Date Issued: August 14, 2015

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**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS**  
**RFP Title: RISK AND ASSESMENT TOOL FOR YOUTH IN THE**  
**JUVENILE JUSTICE SYSTEM**

**RFP No. HMS 501-16-02**

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-16-02, "Risk and Assessment Tool for Youth in the Juvenile Justice System" for the purposes of:

- Responding to questions that arose at the orientation meeting 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:

Merton Chinen  
808-587-5712  
mchinen@dhs.hawaii.gov  
Office of Youth Services, 707 Richards Street, Ste. 525, Honolulu, HI 96813

RFP HMS 501-16-02

**“Risk and Assessment Tool for Youth in the Juvenile Justice System”**

**QUESTIONS AND ANSWERS**

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by August 5, 2015, as specified in Section 1 of the RFP.

Q1. Do we have to be compliant with Hawaii Compliance Express at the time of the award to be eligible? Or if we are not compliant at time of award is it ok that we are working on it until the contract is ready for execution?

**A. The offeror must be compliant with all laws governing entities doing business in the State at the time of award (see RFP Section 5, 5.4, RESPONSIBILITY OF OFFEROS). The State utilizes the Hawaii Compliance Express (HCE) to verify compliance. RFP Section 5, 5.4, states: “Timely Registration on HCE. Vendors/contractors/service providers are advised to register on HCE soon as possible. If a vendor/contract/service provider is not compliant on HCE at the time of award, an Offeror will not receive the award.”**

Q2. Have you looked at some assessment tools?

**A. Technical assistance provided through the Community Resources For Justice, Crime and Justice Institute (CRJ/CJI) have included preliminary information and reviews of assessment tools.**

Q3. Are you wedded to any particular system?

**A. No.**

Q4. Has the CRJ/CJI developed their own assessment tool?

**A. No.**

Q5. What spurred the RFP for assessment tool?

**A. Act 201 passed by the 2014 Hawaii State Legislature mandated comprehensive juvenile justice reform, including statewide adoption of a single risk/need assessment tool. The State has also participated with the Juvenile Detention Alternative Initiative that promotes**

**utilization of validated instruments and strategies to reduce inappropriate detention of youth.**

- Q6. If we are submitting confidential or proprietary material can we list in the appendix?
- A. **Yes.**
- Q7. Is there a standardized case plan format used by the State? listed on Page 10, 3.10.5c. "A list of sample projects and/or examples of written reports/plans."
- A. **No, each of the four Family Court Circuits utilizes a case plan format specific to their jurisdiction.**
- Q8. Regarding the formatting of the proposals, do we use the sub-titles listed on page 10, 3.10.5?
- A. **Yes, as listed on page 10, they are:**  
**a. Transmittal Letter**  
**b. Experience and Capabilities**  
**c. A list of same projects and/or examples of written reports/plans**  
**d. Project Proposal**  
**e. Pricing**
- Q9. Are you open to the train the trainer model? How many trainers would be trained?
- A. **The State would consider the train the trainer model and other proposed training methods. Approximately 20 trainers statewide would participate in the train the trainer model.**
- Q10. Regarding pricing, had a budget been allocated?
- A. **The Legislature has funded the juvenile justice reform initiative, however, the budget/cost amount for the assessment tool has not been finalized.**
- Q11. Do you have a formula for pricing?
- A. **The lowest bidder will receive the maximum highest rating for pricing. The next lowest bidder will be assigned the second highest score, based on a formula described below in the amendment.**
- Q12. What is the start date?

**A. The estimated contract start date is planned for December 1, 2015.**

Q13. What is the OYS role in the juvenile justice system?

**A. The OYS operates the Hawaii Youth Correctional Facility (HYCF), and is also the Designated State Agency responsible for the planning and administration of grant awards from the Office of Juvenile Justice and Delinquency Prevention. The OYS in its efforts to address and strengthen its mandates to address Hawaii's juvenile justice issues blends state and federal funding streams to rehabilitate and supervise youth offenders and to coordinate and implement a continuum of services for at risk and court-involved youth in the juvenile justice system. OYS funds and procures a wide range of services and programs ranging from life skills development, truancy prevention, project-based cultural, outreach and advocacy, parent partners, wraparound, intensive mentoring, residential services, and aftercare services.**

Q14. Will the juvenile justice system utilize the risk and assessment tool?

**A. The tool will be utilized by the Family Court and HYCF.**

Q15. Is motivational interviewing training of interest?

**A. No, the State has training resources for motivational interviewing.**

Q16. Will the State be hosting this solution or does the vendor need to include hosting as an option?

**A. The State would be interested in hosting options.**

Q17. Clarify that this Risk/Needs Assessment system will be a stand-alone system and no third party interfaces are required at this time? If an interface(s) is required please explain?

**A. The risk and assessment tool will be a stand-alone system.**

Q18. Will the State require an initial data migration of any kind into the new assessment software prior to Go Live e.g. offender data from some other MIS system? If so, please specify current data format, scrubbing policy and the approved file submission process that the State requires of its vendors.

**A. The State does not require initial data migration in the RFP. The State may consider such activities proposed by the Offeror and weigh factors such as cost/benefits, staff workload, etc., as part of the overall proposal evaluation.**

- Q19. Will remote, electronic delivery of training services be acceptable, or is the State requiring a separate online e-learning system for training delivery?
- A. **We are interested in learning about all training services options available through each offerer, which will be considered based on our available resources, to find the best possible solutions.**
- Q20. How many named assessment software users will there be? How many will be full access and how many read only?
- A. **Approximately 150-170 full access users.**
- Q21. Will other agencies have access to the assessment data besides the Office of Youth Services?
- A. **Yes, the Judiciary, Family Court.**
- Q22. What training format do you prefer - train the trainer or direct end user training by the vendor?
- A. **There is no training format preference. We would like to understand what the available options are as presented by each offeror.**
- Q23. Will the training occur in one location or multiple sites and where?
- A. **Training will need to take place in four separate judicial circuits within the State.**
- Q24. Can you provide the list of vendor's participating in the pre-bid conference?
- A. **RFP information, except confidential portions, will be made available upon posting of the award pursuant to HRS §103D-701.**
- Q25. Does the State of Hawai'i claim costs for case planning against Title-IV-E or otherwise utilize Title-IV-E case plans for youth?
- A. **Not currently, but may do so in the future.**
- Q26. The RFP requests information about validation studies. Does the State prefer the studies need to be directly included in the response, or in the interest of length and readability, would it be preferable to include a summary of the study and a reference or link to the study itself?

**A. A summary and reference/link to the study is acceptable, as long as the State will have the ability to review the entire report.**

Q27. Section 2.2 Scope of Work mentions a risk and needs assessment AND a case management tool. Is the State interested in a full case management tracking system that will allow end users to record and report activity of offenders involved in the Juvenile Justice System beyond the pre-screen and full assessment?

**A. Yes.**

Q28. RE: Pre-Screen tool: Is the State interested in a custom screening tool, whereby the questions could be tailored as desired/needed, resulting in a more accurate screening process?

**A. No, the State is not looking for a customized pre-screen tool.**

Q29. Section 3.4.2 Tax Liability requires us to include a Hawaii General Excise Tax License ID. How do we obtain that if we don't have one?

**A. Information and instructions can be found on the Hawaii Department of Taxation website: <http://tax.hawaii.gov/geninfo/get/>**

**RFP No. HMS 501-16-02, "Risk and Assessment Tool for Youth in the Juvenile Justice System" is amended as follows:**

**SECTION ONE, INTRODUCTION, TERMS AND ACRONYMS, KEY DATES**

No changes

**SECTION TWO, BACKGROUND AND SCOPE OF WORK**

No changes

**SECTION THREE, PROPOSAL FORMAT AND CONTENT**

Page 9, 3.9.2, line 4, is amended to read as follows:

“on Offer Form, OF-1 (SECTION SIX, Attachment 1). Failure to do so”

Page 12, 3.14.4, line 1 and 2 are deleted.

## **SECTION FOUR, EVALUATION CRITERIA**

Page 14, 4), is amended to read as follows:

Pricing. (15 points)

- a. Cost includes total costs per user; annual costs; adjustments for multi-year contracts; software licensing, installation and configuration, and customization; training, specific to the options offered by the contractor including on-site and e-training.
- b. **The proposal with the lowest cost factor shall receive the highest available rating. Each proposal that has a higher cost factor than the lowest shall have a lower rating for cost. The points allocated to the higher-priced proposals must be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price: [Lowest price x total points (maximum)] ÷ Offer's proposal = Points.**

**Example: Lowest priced offer -  $\$50,000 \times 15 \text{ points} \div \$50,000 = 15 \text{ points}$   
2<sup>nd</sup> lowest priced offer -  $\$50,000 \times 15 \text{ points} \div \$60,000 = 12.5 \text{ points}$   
3<sup>rd</sup> lowest priced offer -  $\$50,000 \times 15 \text{ points} \div \$63,000 = 11.9 \text{ points}$**

## **SECTION FIVE, CONTRACTOR SELECTION AND CONTRACTOR AWARD**

Page 18, 5.11.1, line 1, is amended to read as follows:

“The Offeror shall”

Page 18, 5.11.1, line 19, is amended to read as follows:

“liability insurance for automobiles owned or leased by the **CONTRACTOR** and”

## **SECTION SIX, ATTACHMENTS AND EXHIBITS**

No changes