

**State of Hawaii
Department of Public Safety
Corrections Program Services Division
Substance Abuse Services Branch**

Request for Proposals

**RFP No. 16-CPS/SA-30
RESIDENTIAL SUBSTANCE ABUSE TREATMENT AND CONTINUING CARE
(RECOVERY SUPPORT) SERVICE
FOR
FEMALE OFFENDERS ON THE ISLAND OF OAHU**

February 23, 2016

Note: *It is the applicant'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.*

Issue Date: February 23, 2016

REQUEST FOR PROPOSALS
RESIDENTIAL SUBSTANCE ABUSE TREATMENT AND CONTINUING CARE
(RECOVERY SUPPORT) SERVICE
FOR FEMALE OFFENDERS
ON THE ISLAND OF OAHU
RFP No. PSD 16-CPS/SA-30

The Department of Public Safety (PSD), Corrections Program Services Division's Substance Abuse Services Branch, is requesting proposals from qualified Applicants to provide Residential Substance Abuse Treatment to the entire Therapeutic Community of about 50 female offenders housed in the Special Housing Unit designated by the Women's Community Correctional Center (WCCC) on the island of Oahu, and to also provide Continuing Care (recovery support) service.

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals with \$422,000.00 for FY 2016, and \$422,000.00 for FY 2017, subject to availability of funds. Refer to Section 2.1.F Probable Funding.

Proposals must be postmarked by USPS mail before midnight on March 14, 2016 or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on March 14, 2016, or hand delivered after 4:30 p.m. HST on March 14, 2016, will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

PSD's Corrections Division will conduct a **Request for Proposal Orientation on February 29, 2016**, from 11:00 a.m. to 12:00 p.m., at 919 Ala Moana Blvd, Room 413, Honolulu, HI 96814. A telephone call-in is also available at 1 (712) 432-1212, enter meeting ID 271-724-223# when prompted. All prospective Applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on March 2, 2016. All written questions will be responded to in the form of an addendum on or about March 7, 2016.

Any inquiries and requests 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, e-mail: marc.s.yamamoto@hawaii.gov or 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 March 14, 2016 **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)**, March 14, 2016. 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., March 14, 2016.

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

Applicants 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 applicant 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)	February 23, 2016
Distribution of RFP	February 23, 2016
RFP orientation session	February 29, 2016
Closing date for submission of written questions for written responses	March 2, 2016
State purchasing agency's response to applicants' written questions	March 7, 2016
Discussions with applicant prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	March 14, 2016
Discussions with applicant after proposal submittal deadline (optional)	Not Applicable
Final revised proposals (optional)	Not Applicable
Proposal evaluation period	March 15, 2016 to March 17, 2016
Provider selection	March 18, 2016
Notice of statement of findings and decision	March 21, 2016
Contract start date	April 1, 2016

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	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/
2 RFP website	http://hawaii.gov/spo2/health/rfp103f/
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4 General Conditions, AG-103F13	http://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf
5 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)	

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants 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 applicants 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:

Department of Public Safety
 Corrections Program Services
 Attn: Dwayne Kojima
 919 Ala Moana Boulevard, Room 405
 Honolulu, Hawaii 96814
 Phone: (808) 587-1272
 Facsimile: (808) 587-1280
[E-mail: dwayne.t.kojima@hawaii.gov](mailto:dwayne.t.kojima@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 applicants in reference to the request for proposals will be held as follows:

Date:	<u>February 29, 2016</u>	Time:	<u>11:00 a.m., H.S.T.</u>
Location:	<u>919 Ala Moana Boulevard, Room 413</u>		
	<u>Honolulu, Hawaii 96814</u>		

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

Call-in: 1(712) 432-1212

Meeting ID: 271 724 223#

Applicants 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

Applicants 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: March 2, 2016 **Time:** 4:30 p.m., HST

State agency responses to applicant written questions will be provided by:

Date: March 7, 2016

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 applicant proposal identification.
2. **Proposal Application Checklist.** The checklist provides applicants 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).** Applicant 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 an applicant 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 applicant.
- 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 applicant certifies that the applicant 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 applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant 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 Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline.** Discussions may be conducted with applicants 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 applicant 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 applicant's final revised proposal. *The applicant 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 applicants in preparing or submitting a proposal are the applicants' 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) Applicant 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 applicant 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, an applicant 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 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.

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.

1.24 Liability Insurance

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

Coverage	Limits
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile, if applicable	Bodily injury \$1,000,000/person \$1,000,000/occurrence Property damage \$1,000,000/accident
Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. "The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Service Provider agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this

contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Provider.

The procuring of such required policy or policies of insurance shall not be construed to limit Provider's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, the Service Provider shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract. If the Service Provider is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Service Provider agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

1.25 Campaign Contributions by State and County Providers

Providers are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government providers during the term of the contract if the providers are paid with funds appropriated by a legislative body.

Section 2

Service Specifications

Section 2 Service Specifications

2.1 Introduction

A. Overview, purpose or need

According to the Council of State Governments Justice Center, (<https://whatworks.csgjusticecenter.org/intervention/therapeutic-communities>), "...Prison-based therapeutic communities (TCs) offer a therapeutic culture and environment in which participants receive treatment and other services in a housing area separated from the rest of the incarcerated population. TC participants receive several hours of structured programming per day, involving progressive stages of treatment designed to guide participants through recovery absent the challenges often associated with the typical incarceration culture. Participants commonly earn greater responsibilities or incentives as they progress through treatment. TC-style programs, which often last six to twelve months, are typically reserved for individuals in their final months of incarceration..."

Furthermore, according to the Council of State Governments Justice Center, (<https://whatworks.csgjusticecenter.org/program/residential-drug-abuse-program-rdap-males>), "...The Residential Drug Abuse Program (RDAP), a voluntary in-prison residential program based on the therapeutic community model, was provided by the Federal Bureau of Prisons (BOP) to address the needs of federal inmates with documented histories of moderate to severe substance abuse problems. The core components of the program included screening and assessment, treatment orientation, criminal thinking confrontation, cognitive skill building, relapse prevention, interpersonal skill building, wellness, and transitional programming. During Phase One of the treatment...clients were separated from members of the general population and received services five days a week in two daily sessions, each of which lasted two hours. During Phase Two, participants returned to the general population, where they continued to receive substance abuse treatment...Finally, during Phase Three, the clients were transferred from their correctional institution to a Community Corrections Center. Substance abuse treatment providers continued to provide group, individual, and/or family counseling during Phase Three..."

"...The growing body of research on the differences between male and female substance-involved offenders strongly suggests the need for gender-specific services. This research has identified different antecedents and consequences to abuse, different patterns of drug use, different barriers to treatment, and different relapse triggers. In addition, the types of crime and motives for criminal activity differ by gender...According to Bureau of Justice Statistics data, 40% of incarcerated women compared to only 9% of incarcerated men report a lifetime history of abuse. These figures are based on prison intake records that may underestimate abuse experiences. Other studies report much higher figures for women. For example, some studies have found rates of childhood abuse as high as 70–80% ...There is a considerable literature that links early trauma and abuse histories to adult substance abuse as women learn to self-medicate the emotional distress created by abuse ...More women than men in the criminal justice system report substance abuse and dependency, with 80% of women compared to 50% of men reporting recent substance abuse...The vast majority of women committed crimes after their initiation to substance abuse and dependency, and their crimes appear to be much more likely to be motivated by economic need than men...Drug use is the major pathway to crime for women...Women in the criminal justice system have different patterns of relationships than women in the general population ...While women frequently report educational levels similar to incarcerated men, they

often show large differences in employment status and income levels. According to BJS data [10], 40% of women compared to 60% of men were employed full time prior to arrest...Coupled with their greater responsibilities for children, more women live in poverty than men. However, vocational training opportunities for incarcerated women are less available than for men ... Women differ from men in several ways, many of which may influence their motivation to engage in treatment and their response to treatment. On the one hand, women may be more motivated to engage in a TC type of treatment because women are socialized to communicate about emotions and to seek help and support from others. Sharing emotional intimacy may be somewhat easier for women than for men. In addition, the majority of women in prison are mothers...and the desire to become better parents and re-unite with their children may be a strong motivator for treatment. On the other hand, women enter prison with fewer job skills and opportunities than men and commit more crimes for economic survival reasons than men...it is increasingly clear that the significant differences between substance abusing women and men warrant consideration of gender-specific treatments. Men often benefit from co-ed treatments because of women's socialization as the caretakers of the culture – women in treatment will often sacrifice their own recovery to take care of others. In addition, treatments that have been developed for men often do not address the major treatment issues of women, such as parenting, relationships, trauma and abuse, developing a sense of self, and sexuality...there is a growing support that women could benefit from gender-specific treatment..." (<http://substanceabusepolicy.biomedcentral.com/articles/10.1186/1747-597X-1-3>)

The Department of Public Safety (PSD), Corrections Program Services (CPS) Division's Substance Abuse (SA) Services Branch believes that people have the power and ability to change, grow, and overcome past negative experiences and behavior. The Department of Public Safety (PSD), Corrections Program Services (CPS) Division's Substance Abuse (SA) Services Branch believes that this can be accomplished by creating a healing environment that incorporates evidence based practices to address substance abuse, criminality, and trauma, and is gender-responsive to meet the unique needs of the female offenders. A non-threatening program environment will provide the opportunity for the female offenders to make choices in order to change their lives and become productive individuals in the community.

PSD, CPS Division's SA Services Branch, needs a Provider to provide Residential Substance Abuse Treatment for the entire Therapeutic Community of about 50 female offenders housed in the Special Housing Unit designated by the Women's Community Correctional Center (WCCC) on the island of Oahu, and also provide Continuing Care (recovery support) service to the female offenders transitioning from WCCC back into society. WCCC's Therapeutic Community is a 9 – 12 months program, and the average length of participation is 10 months.

The Department of Public Safety manages eight correctional facilities statewide. There are 5 community correctional centers, 2 on the island of Oahu and 3 on the neighbor islands. The Women's Community Correctional Center (WCCC) is the only state operated correctional facility on the island of Oahu for sentenced female offenders. There are about 300 female offenders housed at the WCCC.

Upon completion of the Therapeutic Community program, the female offenders may transition into the Bridge Program, clean and sober housing type program, etc. for reentry services to transition back into society.

B. Planning activities conducted in preparation for this RFP

Pursuant to HAR, Chapter 3-142-202(e), the requirement for a request for information has been waived by the Head of Purchasing Agency on the on the basis that:

1. The scope of services has not changed.
2. The target population has not changed.

C. Description of the service goals

The goals of Residential Substance Abuse Treatment in a Therapeutic Community and Continuing Care (recovery support) service to the female offenders transitioning from WCCC back into society are the following:

- To provide a substance abuse free lifestyle
- To promote self-sufficiency,
- To develop and identify the necessary skills for prosocial relationships; and
- To reduce the rate of recidivism

D. - Description of the target population to be served

The target population is about 50 female offenders in the Therapeutic Community in WCCC's Special Housing Unit, and the female offenders transitioning from WCCC back into society. The population may fluctuate, and each female offender is different. It is possible that 50% or more of the population may be dual diagnosed at any given time. The percentage may fluctuate with the change in population.

E. Geographic coverage of service

Residential Substance Abuse Treatment shall be provided at the Women's Community Correctional Center on the island of Oahu and Continuing Care (reentry support) services shall be provided to female offenders transitioning from WCCC back into society, either at WCCC or at the Provider's office.

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

The funding amount for this service is estimated at \$422,000.00 for the first year of the contract, and \$422,000.00 for the second year of the contract for the twenty-four (24) month period commencing on the date indicated on the Notice to Proceed. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

2.2 Contract Monitoring and Evaluation

The performance of the contract will be monitored and evaluated for:

- (1) Performance Measures (Refer to Section 2, “4. Output and performance/outcome measurements.”)
- (2) Output Measures (Refer to Section 2, “4. Output and performance/outcome measurements.”)
- (3) Quality of Services (Refer to Section 2, “3. Quality assurance and evaluation specifications.”)
- (4) Financial Management (Refer to Section 2, “7. Reporting requirements for Program and fiscal data.”)
- (5) Administrative Requirements (Refer to Section 2, “2. Administrative.”)

2.3 General Requirements

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

1. The Service Provider must be 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 non-profit corporation, the Service Provider must have a governing board whose members have no material conflict or interest and serve without compensation.
2. The Service Provider must have 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.
3. The Service Provider must have a minimum of one year of successful experience in dealing with offenders and their families. To those Providers that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - 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 services, etc.)
 - The qualifications and experience of the organization in providing services for other related state programs in the past.
 - Description of the activities performed to date and accompanying statistical data.
4. The Service Provider shall demonstrate a working knowledge of Therapeutic Communities, and how they differ from Treatment Programs.
5. The following table indicates PSD’s preferred staffing, education (e.g. professional certificates and/or licensing), and related work experience for the Provider’s staff members who will provide Residential Substance Abuse Treatment onsite at WCCC:

PSD's Preferred Requirement for Staffing *Provider may propose more/less staffing	PSD's Preferred Requirement for Education	PSD's Preferred Requirement for Related Work Experience	Estimated Amount of Time Spent per Female Offender per Month	Service to be provided (e.g. Clinical Supervision, Group Facilitator for Skills Group, Individual Counseling, etc.)	P/T or F/T Status	\$ Amount Per 15 Minute and 1 Hour Increment Per Female Offender
Supervisor	Master's Level (e.g. LCSW, MA/MFT, LSW), Certified SAC	5 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Senior Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
				To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Family Therapist	LCSW, MA/MFT, LSW	3 years of Family Therapy	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider

*To those Providers that do not meet PSD's preferred requirements in the above table, the Service Provider shall clearly state the reason why it does not meet the preferred requirements, and advise what plans the Providers has to meet the preferred requirements.

*The Service Provider shall acknowledge their understanding that the cheapest paid position shall provide the Residential Substance Abuse Treatment at WCCC whenever possible.

PSD shall approve the Service Provider's staff who will be providing Residential Substance Abuse Treatment and Continuing Care (Recovery Support) service. The Service Provider's staff shall immediately notify PSD if there is a change in Provider's staffing.

6. The Service Provider shall comply with Hawaii Administrative Rule Title 11, Chapter 175, Mental Health and Substance Abuse System.
7. The Service Provider shall provide copies of any applicable accreditations (i.e. Commission on Accreditation of Rehabilitation Facilities, etc.), licensures, (i.e. Office of Health Care Assurance, etc.), or certificates, related to the contracted services.
8. The 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.
9. The Service Provider shall have adequate amount of staff certified in First Aid and CPR.
10. The Service Provider's facilities shall meet ADA requirements as applicable, and provide special equipment that may be required for the services.

B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases:

There are no planned secondary purchasers; however, after-the-fact secondary purchases will be allowed.

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 Contract Term:	Commencement date stated on the Notice to Proceed for a twenty-four month period.
Length of each extension:	Twelve months
Number of possible extensions:	Two
Maximum length of contract:	Forty-eight months
Conditions for extension:	Extensions to this contract shall be through a supplemental agreement, executed prior to the expiration date of the contract, and subject to the availability of funds.

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)

The Service Provider shall provide Residential Substance Abuse Treatment for the entire Therapeutic Community of about 50 female offenders housed in the Special Housing Unit designated by the Women’s Community Correctional Center (WCCC) on the island of Oahu, and shall also provide Continuing Care (recovery support) service to the female offenders transitioning from WCCC back into society, unless the Provider presents to PSD,

justifiable reason that an offender should not be accepted into the program. The Department of Public Safety (PSD) shall have the final decision as to whether a female offender shall continue to receive treatment services or be terminated from receiving treatment services.

The Therapeutic Community is a 9 – 12 months program, and the average length of participation is 10 months. Provider shall provide an environment that is safe, healing that incorporates evidence based practices to address substance abuse, criminality, and trauma, and is gender-responsive to meet the unique needs of the female offenders.

The Service Provider shall incorporate evidence-based practices for all Residential Substance Abuse Treatment and Continuing Care (recovery support) service provided to the female offenders. *Evidence-based practice (EBP) is defined as “...the objective, balanced, and responsible use of current research and the best available data to guide policy and practice decisions, such that outcomes for consumers are improved. Used originally in the health care and social science fields, evidence-based practice focuses on approaches demonstrated to be effective through empirical research rather than through anecdote or professional experience alone...” (Source: <http://nicic.gov/library/package/ebppackage>) Provider may consult the Substance Abuse and Mental Health Services Administration’s (SAMHSA’s) Treatment Improvement Protocol Series (TIPS), National Institute of Corrections, etc.

The Service Provider shall identify if it will utilize a Contingency Management system of rewards and punishers.

Curriculum: The Service Provider shall utilize cognitive-behavioral therapy curriculum. The curriculum shall offer a method that allows female offenders to explore and correct their thinking errors, learn new coping behaviors, and rehearse and practice these new behaviors and attitudes for optimal skill development. Provider may refer to the National Institute of Corrections (i.e. <http://static.nicic.gov/Library/021657.pdf>) for related information. **Provider shall list and provide copies of all curriculum that will be utilized in providing substance abuse treatment or continuing care (recovery support) service. PSD shall approve all curriculum.**

Provider shall utilize curriculum and group schedules with treatment phases (e.g. Phase 1, Phase 2, Phase 3, etc.). Provider shall clearly specify the length of treatment (e.g. 3 months, etc.) and dosage of treatment (e.g. 3 times per week for 2 hours, etc.) for each treatment phase. Provider shall clearly specify what is necessary for the female offender to successfully complete each treatment phase in order to transition to the next treatment phase. Female offenders assigned to a certain treatment phase, shall remain in that treatment phase for Skill and Educational groups.

Provider shall provide its Residential Substance Abuse Treatment daily schedule for female offenders (e.g. Week 1/Day 1: group topic to be discussed, length of group, material or handouts used for the group, etc. Week 1/Day 2: group topic to be discussed, length of group, material or handouts used for the group, assigned homework, etc.). PSD shall approve the Residential Substance Abuse Treatment schedules.

This RFP contains the specific components of Residential Substance Abuse Treatment and Continuing Care (recovery support) service requested by PSD. Residential Substance Abuse Treatment and Continuing Care (recovery support) service for the

female offenders shall be comprehensive and include a continuum of substance abuse treatment and recovery support service such (but not limited to) as the following as identified and defined in the section below:

1. Intake, Screening, and Assessment:

The Service Provider shall ensure that all intake documents (e.g. Consents to Treatment, Consents to Release Confidential Information, etc.) are completed, signed, and filed in each female offender's record/file/chart.

Department of Public Safety staff shall complete the initial substance abuse screening to determine level of treatment required. WCCC's Case Managers shall provide the Provider a copy of the initial Level of Service Inventory-Revised (LSI-R) risk assessment and Adult Substance Use Survey (ASUS) scores.

The Service Provider shall provide a bio-psycho-social assessment to new admissions into the Therapeutic Community. Provider shall use risk and substance abuse screening instruments completed by the Department of Public Safety and other appropriate instruments/tools to assess substance abuse, responsivity, and other needs of the individual. The Service Provider shall list and clearly explain how it will utilize intake documents, screening and assessment instruments/tools. PSD shall approve all intake documents, screening and assessment instruments/tools to be utilized by Provider.

2. Treatment Planning:

WCCC's Case Managers shall provide the Service Provider a copy of the initial Level of Service Inventory-Revised (LSI-R) risk assessment and Adult Substance Use Survey (ASUS). The Service Provider may discuss the offender's correctional facility file with the female offender's assigned Case Manager, for any additional information that may contribute to the assessment or formation of the offender's treatment plan. Information gathered in the assessment shall be used to develop a treatment plan. The Service Provider shall *openly communicate* with the female offender's assigned WCCC's Case Manager.

Individualized treatment plans shall be developed for all female offenders. The Service Provider shall prepare treatment plans **within fourteen (14) working days of the completion of the Screening and Assessment process**. The offender shall be included in the development of their treatment plan, which becomes part of their treatment record/file/chart.

Treatment plans shall include, but not be limited to the following:

- Top 3 criminogenic needs to be addressed.
- Specified treatment services and dosage of treatment (e.g., group counseling, individual counseling, family/couples counseling,
- Specify treatment of services that need to be referred and provided by WCCC, such as medical/mental health, etc.
- Projected length of time in treatment
- Short term goals to address criminogenic needs, etc.
- Long term goals for treatment, criminogenic needs, transition needs, etc.
- Measurement of an offender's progress in treatment.
- Strengths possessed that will assist in achieving the set goals
- Objectives for each problem listed on treatment plan
- Specific strategies to be used to achieve the objectives
- Target and completion dates for achievement of each strategy

The Service Provider shall develop treatment phases that document measurable and observable changes in the offender's attitudes and behaviors, and document this in the female offender's progress notes. The Service Provider shall complete behavioral contract(s) and record/file it for female offenders as needed.

At a minimum, the Service Provider shall monthly (**or as needed**) review and update the female offender's treatment plan as the offender progresses through the substance abuse treatment programming.

3. Case Management:

The Service Provider shall assist and support offenders in developing their skills to gain access to needed medical, social educational and other services essential to meeting basic human services; linkages and training for the offender served in the use of basic community resources; and the monitoring of overall service delivery. The Service Provider shall complete progress notes documenting all activities with the female offender.

The Service Provider shall provide monthly (or as requested by WCCC's Case Manager) written progress reports to the female offender's assigned WCCC's Case Manager.

4. Treatment:

Individual Counseling shall provide the utilization of special skills by a clinician to assist offenders and/or their families/significant others in achieving treatment objectives through the exploration of alcohol and other substance abuse issues (e.g. addiction, etc.) and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, or discussing didactic materials with regard to substance abuse related issues. The Provider shall conduct individual counseling session for each participating offenders at each phase increment or when necessary as dictated by the counselor or when requested by the offenders. The recommended session length should be about fifteen (15) minutes, and no more than one (1) hour. Individual Counseling shall occur at least once a month. Some offenders may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. Individual counseling sessions may be provided to deal with issues not appropriate for the group setting.

Group: Skill, Cultural, Recreational Therapy, Educational

Group Counseling shall provide the utilization of special skills by the Service Provider's staff to assist two or more individuals and/or their families/significant others in achieving treatment objectives through the exploration of substance abuse issues (e.g. addiction, etc.) and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, and/or discussing didactic materials with regard to substance abuse related problems.

- a. **Skills Development Group** shall provide activities to develop a range of skills to help maximize an offender's community integration and independent living. The essential aspect of these groups is that the offender is taught via demonstrations, role playing, modeling, and practice, how to do something that requires a skill.

The skills taught can be divided into daily living skills (e.g. managing money, exercise plan, food preparation, dietary concerns, improving hygiene, health care, accessing information directories, looking for a place to live, etc.), inter-personal skills (e.g. appropriate assertiveness, stress management, ability to give positive reinforcement) or job-related skills (e.g. managing work, etc.). **Female offenders shall not facilitate Skill groups.**

- b. **Cultural Group** shall involve the offender in learning cultural knowledge. In order to be reimbursable as a treatment activity:
1. The goals for the activity must be specified in the female offender's substance abuse treatment plan.
 2. A cultural specialist must be actively involved in facilitating the activity.
 3. **Cultural group must not be used to replace the substance abuse curriculum.**
 4. Activities may include the following: Ho'oponopono-family meetings in which relationships are set right mutual restitution, forgiveness, etc. (Pukui and Elbert, 1986)
 5. Cultural programming shall conform to standards as described in SAMHSA's "Guiding Principles on Cultural Competence Standards in Managed Care Mental Health Services," January, 2001.
- c. **Recreational Therapy Group** shall involve the offender in learning leisure-time activities. In order to be considered a treatment session:
1. The goals for the activity must be specified in the offender's substance abuse treatment plan.
 2. Recreational group must not be used to replace the substance abuse curriculum.
 3. A counselor must be actively involved in facilitating the group, and
 4. The offenders must have an opportunity to discuss their participation in the activity.
- d. **Educational Group** shall have as their primary objective the provision of information by the counselor concerning alcohol and other drugs and available services and resources. These groups tend to be didactic with a specified curriculum as the foundation for the session. Education involves a two-way communication with the group for purpose of affecting attitude, behavior, social skills, life skills, decision-making, refusal skills, and judgment.

Educational groups may include such topics as trauma informed care, domestic violence, anger/stress management groups.

Educational group time shall be structured as below:

- 25% of time shall be spent in teaching the lessons.
- 25% of time shall be spent in review of the lessons.

50% of time shall be spent in practice and rehearsal of new skills learned from the lessons.

e. **Family/Couple Counseling:**

Delivery of family/couple counseling shall be conducted at the WCCC or at the Service Provider's office.

The Service Provider shall assist families/couples in achieving objectives through the exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions, and decision-making.

The family or couple may involve parents, children, partners or other significant others (e.g. aunts, uncles, foster parents, etc.).

These services will include but not be limited to:

- Family therapy and educational services (family systems dynamics, healthy marriages, parenting skills, etc.)
- Helping family members address issues difficulties around the recovery process, inappropriate or ineffective communications (e.g. setting healthy boundaries, letting go of unhealthy loyalties, etc.)

5. **Continuing Care (Recovery Support):**

The Service Provider shall provide continuing care services for the purpose of maintaining gains established in substance abuse treatment and in support of the recovery process.

Continuing Care (recovery support) services consist of individual counseling, group counseling, or case management for the purpose of relapse prevention. Up to **two (2) hours (in any combination) of individual or group activities may be scheduled with each offender weekly.**

Maximum length of stay in Continuing Care shall be 6 months.

6. **Referral and Discharge Planning**

The Service Provider shall assist the female offender with Discharge Planning that will include identification of Continuing Care (recovery support) service, 12 Step or other community sources of support, counseling resources for ongoing family or other therapy, and referrals as appropriate. Each Discharge Plan will include a minimum amount of time in Aftercare or Continuing Care after which the female offender will receive her Clinical Discharge.

B. **Management Requirements**

1. **Personnel**

- a. The Service Provider and/or Sub-Contractor shall notify each of its employees as well as employees of any Sub-Contractors, 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 Provider and any Sub-Contractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any Sub-Contractors' 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 Provider shall employ staff that is suitable to deal with these offenders. 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 of Public Safety. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

- b. The Service Provider and all staff providing services shall successfully complete PSD's Volincor Training. If a Volincor Training date is not available before the contract is in place, Volincor Training shall complete the training as soon as possible. Provider shall coordinate the Volincor Training dates/times with PSD.
- c. The Service Provider shall train all staff in inmate confidentiality issues and program quality assurance requirements.
- d. The Service Provider shall comply with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD.
- e. The Service Provider shall understand and comply with 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 Provider, its staff, and Sub-Contractor 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 Provider, its staff, and Sub-Contractor's 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 Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Applicant, its staff, and Sub-Contractors 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.

- f. The Service Provider shall allow the appropriate agency's (i.e. PSD, HPA, Office of Youth Services, Attorney General, and Judiciary) staff to use the Correctional Program Checklist (CPC). Service Provider shall be willing to cooperate with the staff and findings from the CPC.

2. Administrative

- a. The Service Provider shall operate their program in accordance with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD
- b. The Service Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
- c. The Service Provider 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.).
- d. The Service Provider shall maintain and show proof of a liability insurance policy of at least two million dollars.
- e. The Service Provider and/or Sub-Contractor 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.
- f. The Service Provider shall coordinate program activities, appointments and interviews with correctional case managers, security staff, other correctional staff, and parole officers, etc.
- g. The Service Provider shall supervise, train, and provide administrative direction relative to the delivery of substance abuse treatment and recovery support service.
- h. The Service Provider shall immediately report of any knowledge of criminal activity by a female offender, whether potential or actual, to the PSD.
- i. The Service Provider shall submit a copy of its operating policies and procedures to PSD when requested. The copy is to be provided at the Service Provider's expense.
- j. As ruled by the Office of Information Practices, PSD may withhold from inspection by the offenders 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 Provider is requested by the offenders or his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the offenders, his/her 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. The Service Provider shall notify the contracting officer, that such a request was made. The Provider shall not release such reports directly to the offenders or to any party representing the offenders. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.

- k. The Service Provider shall allow the appropriate agency's (i.e. PSD, HPA, Office of Youth Services, Attorney General, and Judiciary) staff to use the Correctional Program Checklist (CPC). The Service Provider shall be willing to cooperate with the staff and findings from the CPC.
- l. The Service Provider shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.
- m. The Service Provider shall *openly communicate* with all PSD staff.
- n. The Service Provider shall participate in regular meetings with PSD staff in order to ensure appropriate treatment is being provided, and services are being coordinated properly. PSD shall determine the frequency of these meetings.

3. Quality assurance and evaluation specifications

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

The Service Provider shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The Service Provider shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

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

The Substance Abuse Manager or PSD Designee will evaluate unacceptable professional practice or deviations from the curriculum, and monitor the Contractor's compliance with the service specification mandates and evaluate the services performed. The Substance Abuse Manager or PSD Designee 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 Provider will be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and will be given reasonable time to do so. PSD will determine reasonable time, but thirty (30) days is typical.

The Service Provider shall allow the appropriate agency's (i.e. PSD, HPA, Office of Youth Services, Attorney General, and Judiciary) staff to use the Correctional Program Checklist (CPC). Service Provider shall be willing to cooperate with the staff and findings from the CPC.

4. Output and performance/outcome measurements

- a. Percent of participants who have completed all goals set forth in their individualized treatment plans.
- b. Percent of participants who remain substance abuse free during their entire length of participation in the program.
- c. Percent of participants who successfully transition to the Bridge Program, clean and sober housing type program, etc.

5. Experience

- a. The Service Provider shall provide a description of projects/contracts pertinent to the proposed services. Contractor shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.
 - List of experience as an agency providing substance abuse treatment
 - List of experience as an agency providing services to offenders and their families.
 - List of contracts performed for PSD;
 - List of other prior contracts with the public sector in providing services in general for offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Provider shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Provider's past service performance and personnel;
 - Success Provider has had in recruiting and retaining quality staff;
- b. The Service Provider must have a minimum of one year of successful experience in dealing with offenders and their families. To those Providers that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - The reasons why the exception is being requested (i.e., the reasons why the Provider does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - The qualifications and experience of the Provider in providing services for other related state programs in the past.
 - Description of the activities performed to date and accompanying statistical data.
- c. The Service Provider shall demonstrate a working knowledge of Therapeutic Communities, and how they differ from Treatment Programs.
- d. The following table indicates PSD's preferred staffing, education (e.g. professional certificates and/or licensing), and related work experience for the Provider's staff members who will provide Residential Substance Abuse Treatment onsite at WCCC:

PSD's Preferred Requirement for Staffing* Provider may propose more/less staffing	PSD's Preferred Requirement for Education	PSD's Preferred Requirement for Related Work Experience	Estimated Amount of Time Spent per Female Offender per Month	Service to be provided (e.g. Clinical Supervision, Group Facilitator for Skills Group, Individual Counseling, etc.)	P/T or F/T Status	\$ Amount Per 15 Minute and 1 Hour Increment Per Female Offender
Supervisor	Master's Level (e.g. LCSW, MA/MFT, LSW), Certified SAC	5 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Senior Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Family Therapist	LCSW, MA/MFT, LSW	3 years of Family Therapy	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider

*To those Providers that do not meet PSD's preferred requirements in the above table, the Provider shall clearly state the reason why it does not meet the preferred requirements, and advise what plans the Providers has to meet the preferred requirements.

*Provider shall acknowledge their understanding that the cheapest paid position shall provide the Residential Substance Abuse Treatment at WCCC whenever possible.

PSD shall approve the Service Provider's staff who will be providing Residential Substance Abuse Treatment and Continuing Care (Recovery Support) service. The Service Provider's staff shall immediately notify PSD if there is a change in Provider's staffing.

6. Coordination of services

The Service Provider shall demonstrate experience in coordinating services with social service agencies for assisting inmates with employment (e.g. Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, etc.), health (e.g. Department of Health, etc.), transportation (e.g. Hele-On Bus, etc.), housing (e.g. Housing and Urban Development), etc.

The Service Provider shall demonstrate the ability to coordinate program activities, appointments and interviews with correctional case manager, security staff, parole officers, and community-based offender treatment programs. Provider shall state its willingness to openly communicate with the PSD.

7. Reporting requirements for program and fiscal data

Monthly reports shall be submitted, in a format to be approved by the Department of Public Safety, on the first working day of each month, the

The Service Provider shall fax or email to the Substance Abuse Program Manager the reports with the following information (but not limited to):

- a. Monthly list of female offenders the Service Provider are treating for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.
- b. Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Program Manager, monthly reports to PSD Substance abuse Manager detailing its operational activities, progress and problems. Attached to each report shall be a Group Attendance Sheet that shall include:
 - The date of each treatment group, whether completed or interrupted for each offender
 - The time each offender arrived and departed from the group (offender shall write the times)
 - A roster and signature of offenders who attended each session.
 - A signature sheet signed by offenders that 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.

The Service Provider shall state its ability to keep these group attendance sheets in a file, and shall state its ability to attach progress notes related to the group for each female offender who attended that particular group for WCCC staff to review any time.

The Service Provider shall be required to submit the following:

- Total number of offenders admitted into the program.
 - Number of offenders admitted to each service component.
 - Number of offenders completing each service component.
 - Number of offenders dropping out of each service component.
 - Number of offenders terminated from each service component due to positive urinalysis test, misconducts, etc.
 - Number of offenders completing the program.
- c. The Service Provider shall complete progress notes documenting all activities with the female offender. Provider shall provide monthly (or as requested by WCCC's Case Manager) written progress reports to the female offender's assigned WCCC's Case Manager.
 - d. Quarterly line item expenditure reports, in a format to be approved by PSD, no later than 30 days after the close of each fiscal quarter.
 - e. Immediately report of any knowledge of criminal activity by an inmate, whether potential or actual, to PSD, in accordance with agreed upon procedures.

C. 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.

2.5 COMPENSATION AND METHOD OF PAYMENT

The Service Provider shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The funding amount for this service is estimated at \$422,000.00 for the first year of the contract, and \$422,000.00 for the second year of the contract for the twenty-four (24) month period commencing on the date indicated on the Notice to Proceed. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

The Service Provider shall submit a cost based on the Provider’s PROPOSED STAFFING, ESTIMATED AMOUNT OF TIME SPENT PER FEMALE OFFENDER PER MONTH, and \$AMOUNT PER 15 MINUTE and 1 HOUR INCREMENT PER FEMALE OFFENDER that is necessary to perform the Service Activities for Residential Substance Abuse Treatment. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges shall be honored.

PSD’s Preferred Requirement for Staffing *Provider may propose more/less staffing	[REDACTED]	[REDACTED]	Estimated Amount of Time Spent per Female Offender per Month	[REDACTED]	[REDACTED]	\$ Amount Per 15 Minute and 1 Hour Increment Per Female Offender
Supervisor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Senior Counselor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Counselor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Counselor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Family Therapist	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider

*To those Service Providers that do not meet PSD’s preferred requirements in the above table, the Provider shall clearly state the reason why it does not meet the preferred requirements, and advise what plans the Providers has to meet the preferred requirements.

* The Service Provider shall acknowledge their understanding that the cheapest paid position shall provide the Residential Substance Abuse Treatment at WCCC whenever possible.

PSD shall approve the Service Provider’s staff who will be providing Residential Substance Abuse Treatment and Continuing Care (Recovery Support) service. The Service Provider’s staff shall immediately notify PSD if there is a change in Provider’s staffing.

Family/Couple Counseling and Continuing Care (Recovery Support) services (NOT at WCCC, but at the Provider's Office) 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.

Reimbursable activities shall consist of face-to-face individual sessions and group sessions for Continuing Care and family/couple counseling that is NOT provided onsite at WCCC, but at the Service Provider's Office.

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 shall be honored.

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

Family/Couple Counseling and Continuing Care (Recovery Support) Services that is NOT provided onsite at WCCC, but at the Provider's Office:

- 1-2 hours/week/per offender 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
- Maximum allotted time in Continuing Care modality is 6 months
- Case management is 15-minute increment billing

Units of Service and Unit Rate

Unit cost for continuing care group

Unit cost for individual counseling

Unit cost for case management

Invoices shall be itemized by the name of each offenders, date of each session (by treatment modality) attended during the month. Invoices shall reference the contract number. Invoices shall be signed by the Service Provider's designee to verify the accuracy and authenticity. Along with the invoice, the Service Provider shall attach an attendance sheet that shall include the following:

- Date and time of each treatment service, whether completed or interrupted
- Roster of offenders or parolees who attend each session
- For absent offenders or parolees, whether they were excused or unexcused
- Signed copy of the attendance sheet by the Service Provider as to the accuracy and authenticity of the offender's or parolee's presence and participation
- If a Sub-Contractor performed the services indicate full business name of Sub-Contractor.

Copies of handouts and offender materials and supplies, administrative costs and case management are included in the service components and shall not be billed separately.

The service fee includes all taxes and shall be the all-inclusive cost to the State.

The Service Provider shall submit to PSD’s ID, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last session for the month. The address is:

Department of Public Safety
Corrections Program Services
Attn: Mr. Dwayne Kojima, Substance Abuse Manager
919 Ala Moana Blvd., #405
Honolulu, Hawaii 96814

The monthly invoice shall include where the Service Provider's representative shall certify the request for payment and PSD's representative shall approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract: Certified Correct and Approved for Payment:

_____ Agency Representative Date Department Representative

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

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.

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References for website address. The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205
- SPO-H-205A
- SPO-H-206A
- SPO-H-206B
- SPO-H-206F

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 applicant 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).*
- *Applicants 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 an applicant's score.*
- *Applicants 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 applicant 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

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

3.2 Experience and Capability

A. Necessary Skills

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

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

B. Experience

The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse programs;
2. List of experience as an agency providing services to offenders and their families;
3. List of contracts performed for the Department of Public Safety, if applicable;
4. List of other prior contracts with the public sector in providing services in general for male and 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;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.
7. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
8. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. 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 services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
9. The Service Provider shall demonstrate a working knowledge of Therapeutic Communities, and how they differ from Treatment Programs.

10. The following table indicates PSD's preferred staffing, education (e.g. professional certificates and/or licensing), and related work experience for the Service Provider's staff members who will provide Residential Substance Abuse Treatment in WCCC:

PSD's Preferred Requirement for Staffing *Provider may propose more/less staffing	PSD's Preferred Requirement for Education	PSD's Preferred Requirement for Related Work Experience	Estimated Amount of Time Spent per Female Offender per Month	Service to be provided (e.g. Clinical Supervision, Group Facilitator for Skills Group, Individual Counseling, etc.)	P/T or F/T Status	\$ Amount Per 15 Minute and 1 Hour Increment Per Female Offender
Supervisor	Master's Level (e.g. LCSW, MA/MFT, LSW), Certified SAC	5 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Senior Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Counselor	Bachelor's Degree, Certified SAC	2 years	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider
Family Therapist	LCSW, MA/MFT, LSW	3 years of Family Therapy	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider

*To those Providers that do not meet PSD's preferred requirements in the above table, the Service Provider shall clearly state the reason why it does not meet the preferred requirements, and advise what plans the Providers has to meet the preferred requirements.

* The Service Provider shall acknowledge their understanding that the cheapest paid position shall provide the Residential Substance Abuse Treatment at WCCC whenever possible.

PSD shall approve the Service Provider's staff who will be providing Residential Substance Abuse Treatment and Continuing Care (Recovery Support) service. The Service Provider's staff shall immediately notify PSD if there is a change in Provider's staffing.

C. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Applicant shall state its level of willingness and ability to work with PSD in regards to quality assurance and evaluation specifications. The contracting office or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The contracting office or designee, 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 contracting office or designee, the Applicant shall be allowed to make every effort to correct any

perceived discrepancies and shall be give reasonable time to do so. The contracting office or designee shall determine reasonable time.

D. Coordination of Services

Applicant shall demonstrate the capability to coordinate services with the PSD and 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.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

For example:

Proposed Staffing Pattern:

1 Full Time Supervisor, 2 Full Time Counselors, etc.

Caseload:

- 1 Supervisor to 5 Female Offenders (1:5)
- 1 Senior Counselor to 10-16 Female Offenders (1:10-16)
- 1 Counselor to 10-16 Female Offenders (1:10-16)
- 1 Counselor to 10-16 Female Offenders (1:10-16)

Education Group:

1 Counselor/Group Facilitator to 20 Female Offenders (1:20)

Skill Group:

1 Counselor/Group Facilitator to 10 Female Offenders (1:10)

2. Staff Qualifications

Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

- a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.
- b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired for the Residential Substance Abuse Treatment at WCCC and Continuing Care (Recovery Support) Service that is NOT be provided onsite at WCCC, but at the Provider's Office

B. Project Organization

1. Supervision and Training

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

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

2. Organization Chart

Applicant 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. **Applicant's "program" organization chart should match the proposed staffing and any resumes provided.**

3. Sub-Contractors

If Sub-Contractors are to be used, a statement from each Sub-Contractor must be included, signed by an individual authorized to legally bind the Sub-Contractor and stating:

- 1) Sub-Contractor's name, mailing address, telephone number, fax number, and contact person
- 2) General scope of work to be performed by the Sub-Contractor and
- 3) Sub-Contractor's willingness to perform the work indicated
- 4) Sub-Contractor's qualifications and past experience

3.4 Service Delivery

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item 4. - 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 completed description of services and activities proposed to provide a comprehensive

program for female offenders transitioning from incarceration to the community. 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 of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

B. Management Requirements

1. Personnel

- a. The Service Provider and/or Sub-Contractor shall notify each of its employees as well as employees of any Sub-Contractors, 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 Sub-Contractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any Sub-Contractors' 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 suitable to deal with these offenders. The Service 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 of Public Safety. The Department of Public Safety will review and agree to the employment of the Service Provider's staff and sub-providers, in writing. Any changes to staff and sub-contractors shall be agreed in writing, by the Department of Public Safety.

- b. The Service Provider and all staff providing services shall successfully complete PSD's Volincor Training. If a Volincor Training date is not available before the contract is in place, Volincor Training shall complete the training as soon as possible. The Service Provider shall coordinate the Volincor Training dates/times with PSD.

- c. The Service Provider shall train all staff in inmate confidentiality issues and program quality assurance requirements.
- d. The Service Provider shall comply with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD.
- e. The Service Provider shall understand and comply with 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 Provider, its staff, and Sub-Contractor 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 Sub-Contractor's 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. The Applicant, its staff, and Sub-Contractors 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.

C. Administrative

1. The Service Provider shall operate their program in accordance with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD
2. The Service Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. The Service Provider 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.).
4. The Service Provider shall maintain and show proof of a liability insurance policy of at least two million dollars.
5. The Service Provider and/or Sub-Contractor 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.
6. The Service Provider shall coordinate program activities, appointments and interviews with correctional case managers, security staff, other correctional staff, and parole officers, etc.
7. The Service Provider shall supervise, train, and provide administrative direction relative to the delivery of substance abuse treatment and recovery support service.
8. The Service Provider shall immediately report of any knowledge of criminal activity by a female offender, whether potential or actual, to the PSD.
9. The Service Provider shall submit a copy of its operating policies and procedures to PSD when requested. The copy is to be provided at the Provider's expense.
10. As ruled by the Office of Information Practices, PSD may withhold from inspection by the offenders 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 Provider is requested by the offenders or his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the offenders, his/her 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. The Service Provider shall notify the contracting officer, that such a request was made. The Service Provider shall not release such reports directly to the offenders or to any party representing the offenders. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.
11. The Service Provider shall allow the appropriate agency's (i.e. PSD, HPA, Office of Youth Services, Attorney General, and Judiciary) staff to use the Correctional Program Checklist (CPC). Provider shall be willing to cooperate with the staff and findings from the CPC.
12. The Service Provider shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.
13. The Service Provider shall *openly communicate* with all PSD staff.

14. The Service Provider shall participate in regular meetings with PSD staff in order to ensure appropriate treatment is being provided, and services are being coordinated properly. PSD shall determine the frequency of these meetings.

3.5 Financial

A. Pricing Structure

The Service Provider shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The funding amount for this service is estimated at \$422,000.00 for the first year of the contract, and \$422,000.00 for the second year of the contract for the twenty-four (24) month period commencing on the date indicated on the Notice to Proceed. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

The Service Provider shall submit a cost based on the Service Provider’s PROPOSED STAFFING, ESTIMATED AMOUNT OF TIME SPENT PER FEMALE OFFENDER PER MONTH, and \$AMOUNT PER 15 MINUTE and 1 HOUR INCREMENT PER FEMALE OFFENDER that is necessary to perform the Service Activities for Residential Substance Abuse Treatment. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges shall be honored.

PSD’s Preferred Requirement for Staffing *Provider may propose more/less staffing	[REDACTED]	[REDACTED]	Estimated Amount of Time Spent per Female Offender per Month	[REDACTED]	[REDACTED]	\$ Amount Per 15 Minute and 1 Hour Increment Per Female Offender
Supervisor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Senior Counselor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Counselor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Counselor	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider
Family Therapist	[REDACTED]	[REDACTED]	To be proposed by Provider	[REDACTED]	[REDACTED]	To be proposed by Provider

*To those Providers that do not meet PSD’s preferred requirements in the above table, the Provider shall clearly state the reason why it does not meet the preferred requirements, and advise what plans the Providers has to meet the preferred requirements.

* The Service Provider shall acknowledge their understanding that the cheapest paid position shall provide the Residential Substance Abuse Treatment at WCCC whenever possible.

PSD shall approve the Service Provider's staff who will be providing Residential Substance Abuse Treatment and Continuing Care (Recovery Support) service. Provider's staff shall immediately notify PSD if there is a change in Provider's staffing.

Family/Couple Counseling and Continuing Care (Recovery Support) services (NOT at WCCC, but at the Service Provider's Office) 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.

Reimbursable activities shall consist of face-to-face individual sessions and group sessions for Continuing Care and family/couple counseling that is NOT provided onsite at WCCC, but at the Provider's Office.

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 shall be honored.

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

Family/Couple Counseling and Continuing Care (Recovery Support) Services that is NOT provided onsite at WCCC, but at the Provider's Office:

- 1-2 hours/week/per offender 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
- Maximum allotted time in Continuing Care modality is 6 months
- Case management is 15-minute increment billing

Units of Service and Unit Rate

Unit cost for continuing care group

Unit cost for individual counseling

Unit cost for case management

Invoices shall be itemized by the name of each offenders, date of each session (by treatment modality) attended during the month. Invoices shall reference the contract number. Invoices shall be signed by the Service Provider's designee to verify the accuracy and authenticity. Along with the invoice, the Provider shall attach an attendance sheet that shall include the following:

- Date and time of each treatment service, whether completed or interrupted
- Roster of offenders or parolees who attend each session
- For absent offenders or parolees, whether they were excused or unexcused
- Signed copy of the attendance sheet by the Provider as to the accuracy and authenticity of the offender's or parolee's presence and participation
- If a Sub-Contractor performed the services indicate full business name of Sub-Contractor.

Copies of handouts and offender materials and supplies, administrative costs and case management are included in the service components and shall not be billed separately.

The service fee includes all taxes and shall be the all-inclusive cost to the State.

Provider shall submit to PSD's ID, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last session for the month. The address is:

Department of Public Safety
Corrections Program Services
Attn: Mr. Dwayne Kojima, Substance Abuse Manager
919 Ala Moana Blvd., #405
Honolulu, Hawaii 96814

The monthly invoice shall include where the Provider's representative shall certify the request for payment and PSD's representative shall approve for payment:

I certify that all expenditures reported
or payments requested are to the best
of my knowledge in full compliance with
the terms and conditions of the contract:

Certified Correct and
Approved for Payment:

Agency Representative Date Department Representative

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

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.

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References for website address. The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205
- SPO-H-205A
- SPO-H-206A
- SPO-H-206B
- SPO-H-206F

B. Other Financial Related Materials

Accounting System: To determine the adequacy of the Applicant's accounting system, the following documents are requested as part of the Proposal Application:

1. Applicant'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
TOTAL POSSIBLE POINTS	100 Points

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 applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

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

- | | | |
|-----------|--|--------------------|
| A. | Necessary Skills | <u>7pts</u> |
| | <ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. | Experience | <u>7pts</u> |
| | <ul style="list-style-type: none"> • Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application. • Provider has one (1) year experience | |
| C. | Quality Assurance and Evaluation | <u>2pts</u> |
| | <ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | |
| D. | Coordination of Services | <u>2pts</u> |
| | <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. | |
| E. | Facilities | <u>2pts</u> |
| | <ul style="list-style-type: none"> • Adequacy of facilities relative to the proposed services. | |

2. Project Organization and Staffing (15 Points)

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

A. Staffing (9 points maximum)

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 5pts
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4pts

B. Project Organization (6 points maximum)

- 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. 2pts

3. Service Delivery (55 Points maximum)

- Curriculum 5pts
- Treatment phases, group schedules, length of treatment, dosage of treatment, etc. 15pts
- Intake, Screening, and Assessment 2pts
- Treatment Planning 5pts
- Case Management 4pts
- Treatment: Individual Counseling, Group Counseling, Skill Groups, Education Groups 15 pts

- Continuing Care 5pts
- Referral and Discharge Planning 2pts
- Management Requirements 2pts

3. Financial (10 Points) 10pts

Pricing Structure & Other Financial Related Materials (10 Points maximum)

- Adequacy of accounting system 2pts
- Competitiveness and reasonableness of unit of service, as applicable 6pts
- Financial stability of the applicant. 2pts

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 applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 16-CPS/SA-12 _____

The applicant’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 at <http://spo.hawaii.gov/all-forms/>.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place “X” for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Provider Compliance (HCE)	Section 1.9, RFP	SPO Website*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
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*	X	
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*		
Certifications:				
<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		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance	Section 2.3.A.6		X	

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

(SAMPLE)

**Proposal Application
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 2. Organization Chart (Program & Organization-wide)
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 See Attachments for Cost Proposal

6.0 Litigation..... 20

7.0 Attachments

 A. Cost Proposal

 SPO-H-205 Proposal Budget

 SPO-H-206A Budget Justification - Personnel: Salaries & Wages

 SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and
 Fringe Benefits

 SPO-H-206C Budget Justification - Travel: Interisland

 SPO-H-206E Budget Justification - Contractual Services – Administrative

 B. Other Financial Related Materials

 Financial Audit for fiscal year ended June 30, 1996

 C. Organization Chart

 Program

 Organization-wide

 D. Performance and Output Measurement Tables

 Table A

 Table B

 Table C

 E. Program Specific Requirements