

**State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment and Child Care Program Office
And
Office of Youth Services**

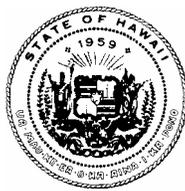
Request for Proposals

RFP No. HMS-903-07-03-S

**“Teen Pregnancy Prevention &
Family Strengthening Through
Positive Youth Development Programs”**

June 23, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
1390 Miller Street
Honolulu, Hawaii 96813

June 23, 2006

MEMORANDUM

TO: All Interested Parties

FROM: Lillian B. Koller, Esq., Director

SUBJECT: **REQUEST FOR PROPOSALS # HMS-903-07-03-S
TEEN PREGNANCY PREVENTION & FAMILY STRENGTHENING
THROUGH POSITIVE YOUTH DEVELOPMENT PROGRAMS**

The Department of Human Services (DHS), Benefit Employment and Support Services Division (BESSD) in collaboration with the Office of Youth Services (OYS), is requesting proposals from qualified applicants to provide the services listed above and further described in the attached Request for Proposals (RFP). The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of services sought;
2. Special requirements to be met by provider;
3. The criteria by which qualifying proposals shall be reviewed and rated; and
4. The criteria for monitoring and evaluation contracted services.

The original and three (3) copies of the proposal must be hand delivered by 4:30 p.m., Hawaii Standard Time (H.S.T.), or be postmarked by the United States Postal Service (USPS) before midnight H.S.T., on August 4, 2006 to the Office of Youth Services, 820 Mililani Street, Suite 817, Honolulu, Hawaii, 96813.

Proposals postmarked by the USPS after midnight, H.S.T., on August 4, 2006 or hand delivered after 4:30 p.m. H.S.T. on August 4, 2006 will not be considered and will be returned to the applicant. Deliveries by private mail services such as Federal Express (FedEx) and UPS shall be considered hand deliveries. There are no exceptions to this requirement.

An informational meeting is scheduled on Friday, July 7, 2006 from 9:30 a.m. to 11:30 a.m. at the Haseko Building, 820 Mililani Street, Suite 606, Conference Room 2. For information please call 587-5700.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:
ONE (1) ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN August 4, 2006 and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL MAIL-INS

State of Hawaii
Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

RFP COORDINATOR

Dixie Thompson
For further information or inquiries:
Phone: 808-587-5718
Fax: 808-587-5718
Email: dthompson@dhs.hawaii.gov

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE
UNTIL 4:30 P.M., Hawaii Standard Time (HST), August 4, 2006.**

**STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
OFFICE OF YOUTH SERVICES
820 MILILANI STREET, SUITE 817
HONOLULU, HAWAII 96813**

BE ADVISED:

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., August 4, 2006.

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable.....	1-1
II.	Website Reference.....	1-2
III.	Authority.....	1-2
IV.	RFP Organization.....	1-3
V.	Contracting Office.....	1-3
VI.	Orientation.....	1-3
VII.	Submission of Questions.....	1-4
VIII.	Submission of Proposals.....	1-4
IX.	Discussions with Applicants.....	1-6
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation.....	1-7
XII.	RFP Amendments.....	1-7
XIII.	Final Revised Proposals.....	1-7
XIV.	Cancellation of Request for Proposals.....	1-7
XV.	Costs for Proposal Preparation.....	1-7
XVI.	Provider Participation in Planning.....	1-8
XVII.	Rejection of Proposals.....	1-8
XVIII.	Notice of Award.....	1-8
XIX.	Protests.....	1-9
XX.	Availability of Funds.....	1-9
XXI.	Monitoring and Evaluation.....	1-10
XXII.	General and Special Conditions of the Contract.....	1-10
XXIII.	Cost Principles.....	1-10

Section 2 - Service Specifications

I.	Introduction.....	2-1
	A. Overview, Purpose or Need.....	2-1
	B. Planning activities conducted in preparation for this RFP.....	2-3
	C. Description of the Goals of the Service.....	2-3
	D. Description of the Target Population to be Served.....	2-4
	E. Geographic Coverage of Service.....	2-4
	F. Probable Funding Amounts, Source, and Period of Availability.....	2-5
II.	General Requirements.....	2-5
	A. Specific Qualifications or Requirements.....	2-5
	B. Secondary Purchaser Participation.....	2-5
	C. Multiple or Alternate Proposals.....	2-6
	D. Single or Multiple Contracts to be Awarded.....	2-6
	E. Single or Multi-Term Contracts to be Awarded.....	2-6
	F. RFP Contact Person.....	2-6
III.	Scope of Work.....	2-7
	A. Service Activities.....	2-7

B. Management Requirements 2-11
 IV. Facilities 2-18

Section 3 - Proposal Application Instructions

General Instructions for Completing Applications 3-1
 I. Program Overview 3-2
 II. Experience and Capability 3-2
 A. Necessary Skills 3-2
 B. Experience 3-2
 C. Quality Assurance and Evaluation 3-2
 D. Coordination of Services 3-2
 E. Facilities 3-2
 III. Project Organization and Staffing 3-3
 A. Staffing 3-3
 B. Project Organization 3-3
 IV. Service Delivery 3-4
 V. Financial 3-4
 A. Pricing Structure 3-4
 B. Other Financial Related Materials 3-5
 VI. Other 3-5
 A. Litigation 3-5

Section 4 – Proposal Evaluation

I. Introduction 4-1
 II. Evaluation Process 4-1
 III. Evaluation Criteria 4-2
 A. Phase 1 – Evaluation of Proposal Requirements 4-2
 B. Phase 2 – Evaluation of Proposal Application 4-2
 C. Phase 3 – Recommendation for Award 4-5

Section 5 – Attachments

- Attachment A. Competitive Proposal Application Checklist
- Attachment B. Sample Proposal Table of Contents
- Attachment C. Draft Special Conditions of Contract
- Attachment D. Outcomes and Program Reporting (OYS Form 4-1)
- Attachment E. Website Resources

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.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date/s</u>
Public notice announcing RFP	5/31/06
Distribution of RFP	6/23/06
RFP orientation session	7/7/06
Closing date for submission of written questions for written responses	7/7/06
State purchasing agency's response to applicants' written questions	7/17/06
Discussions with applicant prior to proposal submittal deadline (optional)	6/06 – 8/06
Proposal submittal deadline	8/4/06
Discussions with applicant after proposal submittal deadline (optional)	8/06 - 9/06
Final revised proposals (optional)	8/06 - 9/06
Proposal evaluation period	8/06 - 9/06
Provider selection	8/06 - 9/06
Notice of statement of findings and decision	9/06 - 10/06
Contract start date	12/1/06

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	“Health and Human Services, Chapter 103F, HRS...”
2	RFP website	“Health and Human Services, Ch. 103F...” and “RFPs”
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	“Statutes and Rules” and “Procurement of Health and Human Services”
4	Forms	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Forms”
5	Cost Principles	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Cost Principles”
6	Standard Contract -General Conditions	“Health and Human Services, Ch. 103F...” “For Private Providers” and “Contract Template – General Conditions”
7	Protest Forms/Procedures	“Health and Human Services, Ch. 103F...” and “For Private Providers” and “Protests”

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click “Forms”
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click “Bill Status and Documents” and “Browse the HRS Sections.”
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click “Business Registration”
11	Campaign Spending Commission	www.hawaii.gov/campaign

III. 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.

IV. 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 applicant 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.

V. 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 Human Services
Benefit, Employment and Support Services Division
Employment and Child Care Program Office
via Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808.587.5700
Fax: 808.587.5734**

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: July 7, 2006 Time: 9:00 a.m. to 11:00 a.m.
Location: Haseko Center, 820 Mililani Street, 6th Floor, Conference Room2, Honolulu, Hawaii

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 next paragraph (VII. Submission of Questions).

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency. Deadline for submission of written questions:

Date: July 7, 2006 **Time:** 4:30 p.m. HST

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

Date: July 17, 2006

VIII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled 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 SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) is required at the time of proposal submittal.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. 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. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. 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 be register 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. (See paragraph II, Website Reference.)
- F. Campaign Contributions by State and County Contractors.** Contractors 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 contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

- 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. 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. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- 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. Faxed proposals and/or submission of proposals on diskette/CD or transmission by email, website or other electronic means is **not permitted**.

IX. 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 section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency 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.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. 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 best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal 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 interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, 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 sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. 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: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants 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 awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) 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: Lillian B. Koller	Name: Edwin Igarashi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339, Honolulu, Hawaii 96813	Mailing Address: P.O. Box 339, Honolulu, Hawaii 96813
Business Address: Department of Human Services 1390 Miller Street, Honolulu, Hawaii	Business Address: Department of Human Services 1390 Miller Street, Honolulu, Hawaii

XX. 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 Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

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

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

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Employment and Childcare Program Office, and the Office of Youth Services (OYS) are collaborating to request proposals from qualified applicants to provide teen pregnancy prevention and family strengthening services through positive youth development programs. The objective of this Request for Proposals (RFP) is to award Temporary Assistance to Needy Families (TANF) funds for youth development programs to implement curriculum and/or provide services and activities designed to help adolescents avoid pregnancy and maintain safe, healthy lifestyles. Services should incorporate effective practices to promote the reduction of the risk factors and the increase of the protective factors specific to the issues of healthy sexual behaviors, teen pregnancy and childbearing, and family relationships within the communities where the program services are to be provided.

Despite recent encouraging trends in a reduction of teen pregnancy rates, the Hawaii statewide pregnancy rates for 2004 indicate that the 10-14 age group did not reflect the decrease of other age groups. In addition, the DHS is cognizant of the fact that each year a new group of youth becomes teens, meaning that efforts to prevent teen pregnancy must be constantly renewed. National surveys reveal that about two-thirds of all students have sex before graduating from high schools – potentially exposing themselves to pregnancy and sexually transmitted diseases (STDs). Adolescent sexual activity increases the incidence of unintended pregnancy and childbirth by teens which can negatively impact the young mother, child, and community. Adolescents under the age of 18 who bear children often experience school failure, poverty, and delinquency. The children born to teen mothers are more likely to be living in poverty and in single family environments; as well as experience health problems, child abuse and neglect, and school failure. Reducing early adolescent sexual activity and preventing teen pregnancy will empower youth to focus on educational and/or vocational objectives and will contribute to their ability to make the successful transition to productive young adulthood.

Research from the fields of child welfare, substance abuse, and juvenile justice indicate a strong correlation between a stable, supportive, and well-managed family life with improved outcomes for youth. Recent research also

suggests that parents can play a critical role in their children's decisions about sex and sexual activity. Parents with higher education and income; parental supervision; parents who hold strong opinions about the value of abstinence (or protected sex); teens who have supportive family relationships (connectedness); and, teens who participate in shared activities with parents are factors that have been noted to reduce the risk of teen pregnancy. However, little supervision for teens; strict/overly controlling parents; low socioeconomic status; one parent household; older, sexually active siblings or pregnant/parenting teenage sisters; lack of religious affiliation; and, the experience of violence or abuse are factors that can increase the risk for teen pregnancy.

Reducing risk factors and increasing protective factors for youth, families, and their communities can best be accomplished by a holistic and multi-sector approach. Youth development practitioners, the policy community, and prevention scientists have reached the same conclusions about promoting better outcomes for youth. They call for expanding programs beyond a single problem behavior focus to considering program effects on a range of positive and problem behaviors. The DHS recognizes that focusing on positive youth development serves as an effective strategy for the prevention of many adolescent risky behaviors such as early sexual involvement, unprotected sexual behavior, drug use, truancy and dropping out of school, delinquency and violence. Youth engaged in such risky behaviors are less likely to attain a high level of education or employment and more likely to have unstable partner/family relationships and to live in poverty.

Positive youth development programming provides a framework and a coordinated effort for addressing youth issues to ensure youth have the opportunity to develop social, emotional, cognitive, behavioral and moral competencies and resiliency to enable them to achieve a successful transition to young adulthood. Youth development programs are especially important for youth who have little or no support from families, schools, and communities. Hard to reach and underserved youth are often particularly vulnerable to high risk behavior and frequently lack access to reproductive health education and services.

Therefore, within the context of a youth development framework, this RFP supports the achievement of the following desired outcomes for all youth:

- Youth, including those “at-risk”, are healthy and productive.
- Youth engage in making responsible decisions.
- Youth do not engage in unhealthy or delinquent behaviors.
- Youth develop positive sense of self.
- Youth develop and maintain positive relationships in family, social, educational, employment, community, and cultural settings.
- Youth achieve a successful “endpoint” transition to young adulthood, e.g., graduation, employment, post-secondary education.

Funding may be used to identify, develop, and implement effective curriculum or models of service which are research-based and that can be appropriately replicated in Hawaii. The intent of the DHS is to award funds for these services across the State based on the needs identified and appropriate services proposed to address those needs.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) notice was posted on the Hawaii State Procurement Office (SPO) website and an informational session was held on May 17, 2006 from 1:00 – 3:00 p.m. in Honolulu. The participants from the community voiced the importance of addressing teen pregnancy, family strengthening, and related issues from a broad context that would incorporate youth development as a means to address the issues while supporting youth. Further information related to positive youth development was gathered from Hawaii State Department of Health (“Laulima in Action”, student surveys, Hawaii Building Partnerships for Youth), and the TANF Strategic Planning sessions, as well as National resources including Advocates for Youth, SAMHSA, OJJDP Blueprints, etc. (see Section Five for a list of references and resources.)

C. Description of the goals of the service

The DHS is looking for qualified applicants to provide teen pregnancy prevention / family strengthening programs and services within a positive youth development framework. Applicants are requested to propose specific programs and services that will address the unique needs of their community regarding adolescent reproductive health, family relationships, and the incidence of teen pregnancy. Proposed services should directly impact the issues related to teen pregnancy and contribute to accomplishing the following objectives:

1. To postpone sexual involvement of early adolescents.
2. To increase knowledge and understanding of pubertal growth, maturation, and adolescent development of youth and their families.
3. To improve adolescents’ communication and refusal skills to resist peer pressures related to sexual activity.
4. To improve the ability of parents and significant adults to communicate with and support adolescents dealing with pressures related to sexuality, sexual development, and sexual activity.
5. To tailor teen pregnancy prevention and relevant services to address the unique needs of the constituents and be responsive to the needs and

interests of the community in regards to healthy, positive youth development.

6. To engage agency staff and others who interact with youth in the development, implementation, evaluation, and institutionalization of effective curriculum or models of service which are research-based and that have shown effective in addressing teen pregnancy prevention and family strengthening.
7. To enhance coordination efforts to address positive youth development by formal and informal collaborative agreements that are established and maintained amongst public and private agencies and institutions, including schools and faith-based organizations located within and/or serving the same community.

D. Description of the target population to be served

The target population for the service includes youth ages 7 to 18 years old that are at risk for early sexual involvement or related unhealthy, risky behaviors and their families. This population includes street youth, unsheltered (homeless) youth, out-of-school youth, youth in foster care and group homes, pregnant and parenting teens, gay, lesbian, bisexual, and transgender (GLBT) youth; and at-risk youth who have been arrested, have had contact with the police, or are experiencing social, emotional, psychological, educational, moral, physical or similar disabilities or problems; and/or youth of Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who are over-represented within the juvenile justice system and their families.

The secondary target population includes individuals (such as agency staff, adults) who provide direct services through youth development programs to at risk youth, ages 7 to 18 years old, and their families.

E. Geographic coverage of service

While no specific communities have been identified, the DHS anticipates that, based on available data, trends, and statistics, at least two (2) initiatives per County will be supported by this effort. The DHS reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing teen pregnancy prevention issues of specific communities and the best configuration of teen pregnancy prevention and family strengthening services statewide. Should an inadequate number of responsive and responsible proposals be submitted or should sufficient monies be available, DHS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

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

1. **Funding Period:** 12/1/06 – 11/30/07
Approximate Total Amount of Federal Funds: \$1,500,000.00
Source of Federal Funds: C.F.D.A. #: 93.558 Temporary Assistance for Needy Families (TANF) www.cdfa.gov
2. The DHS anticipates funds to be awarded for one 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to three additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.
3. While no exact funding amounts have been pre-determined, the DHS anticipates each award to be approximately \$100,000.00 - \$125,000.00.
4. The DHS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the DHS reserves the right to add in additional funds or decrease funds at its discretion.
5. In the interest of avoiding duplication of services and providing the widest distribution of awards, preference will be given to programs that are not currently receiving TANF resources to provide similar teen pregnancy prevention and family strengthening services; however, funding could be used to expand existing programs to additional sites or communities.

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

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the DHH as directed in accordance with “Government OMB Circular A-133” if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

Allowed Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

Single Multiple Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the DHS deems appropriate to best meet the needs of the State after all proposals are reviewed.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

Single term (≤ 2 yrs) Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after December 1, 2006 or Notice to Proceed, whichever is later, and continue through November 30, 2007. There may be a possibility for extension of the initial award period up to three additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person: Dixie Thompson
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808.587.5700 or 808.587.5718
Fax: 808.587.5734
Email: dthompson@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Service Framework

- a. Priority will be given to proposed services reflecting the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of families and specific communities; therefore, services provided should be:
 - 1) Holistic in nature, impacting the mind, attitude, and behavior;
 - 2) Outcome-based and performance target focused;
 - 3) Based on valid, reliable research;
 - 4) Collaborative in nature;
 - 5) Culturally, developmentally, and gender-appropriate; and
 - 6) Provided by nurturing and caring adults.

- b. Priority will be given to services, activities, and efforts that successfully result in the delay of adolescent sexual activity, prevention of teen pregnancy, and strengthening of families and adhere to the following principles for program delivery:
 - 1) Provide individualized care to underserved teens to ensure delivery of youth development, comprehensive family life education, and access to contraceptive services;
 - 2) Tailor the dosage, intensity and length of services to match youth's reality, experiences, needs, and assets;
 - 3) Provide preventive information and services, especially for teen parents;
 - 4) Begin interventions before puberty;

- 5) Reach out to the children and siblings of teen parents;
- 6) Combine positive and negative incentives to encourage consistent participation;
- 7) Tailor programs to meet the cultural, racial/ethnic, and language backgrounds of participants;
- 8) Be prepared for difficult issues, such as sexual abuse, to surface.

2. Assessment of Need and Readiness

Applicants must make an assessment of needs and community readiness for the proposed services. Applicants are requested to identify and justify the need for teen pregnancy prevention and family strengthening programs and services within the community that they anticipate serving. A comprehensive needs assessment shall include information from reliable data sources, identified risk and protective factors, reports, studies, and strategic plans or planning efforts that substantiate the needs of the target group(s) and community that the proposed services are intended to address. The assessment should include the rate of pregnancy, childbirth and sexually transmitted diseases (STDs) among teens of the identified community or geographic area. Applicants should also provide information and documentation of the community “readiness” to actively address positive youth development, teen pregnancy prevention, and family strengthening, as well as to actively support the implementation of the proposed services.

3. Implementation of Effective Practices

- a. Priority for funding will be given to applicants proposing to implement strategies that have shown to positively affect teen pregnancy prevention. Such strategies identified by recent investigation include, but may not be limited to the following:
 - 1) Involve families.
 - 2) Strengthen academic skills and opportunities.
 - 3) Provide intensive services for foster care, homeless, migrant, and out-of-school youth.
 - 4) Strengthen school-to-work programs.
 - 5) Offer mentoring programs.
 - 6) Involve young people in their communities.

- 7) Involve the community in expanding life options for youth.
 - 8) Strengthen economic opportunities for both males and females.
 - 9) Offer prevention services and support to males.
 - 10) Provide youth development activities that enhance self-esteem.
 - 11) Ensure access to mental health counseling.
- b. The description of the design, implementation, and evaluation of the proposed services should include, but not be limited to:
- 1) The process the applicant has utilized or will utilize to identify teen pregnancy prevention program models/curricula that are research-based and that would be effective in addressing the needs of youth and families within its community;
 - 2) The plans to train current agency staff to provide teen pregnancy prevention and family strengthening services;
 - 3) The means and process for identifying, engaging, and enrolling youth and families for services and maintaining their participation;
 - 4) The process to pilot and implement the teen pregnancy prevention and family strengthening services;
 - 5) The means by which the agency will assess the impact of the services on program participants; and
 - 6) The process the agency will undertake for design changes to refine programs to ensure that the needs of youth and families are effectively addressed.
- c. Priority will be given to applicants who propose services and programs which have shown to be effective in reducing teen pregnancy and promoting positive youth development. Effective programs have the following characteristics:
- 1) Effective programs focus on reducing one or more sexual behaviors that lead to unintended pregnancy or HIV/STD infection.

- 2) Effective programs are based on theoretical approaches that have been demonstrated to be effective in influencing other health-related risky behaviors.
- 3) Effective programs provide a clear message about sexual activity and condom or contraceptive use and continually reinforce that message.
- 4) Effective programs provide basic, accurate information about the risks of teen sexual activity and about methods of avoiding intercourse or using protection against pregnancy and STDs.
- 5) Effective programs include activities that address social pressures that influence sexual behavior.
- 6) Effective programs provide modeling of and practice with communication, negotiation, and refusal skills.
- 7) Effective programs employ a variety of teaching methods designed to involve the participants and have them personalize the information.
- 8) Effective programs incorporate behavioral goals, teaching methods, and materials that are appropriate to the age, sexual experience, and culture of the program participants.
- 9) Effective programs are implemented for a sufficient length of time to complete activities adequately.
- 10) Effective programs are conducted by adults or peer leaders who believe in the program they are implementing and who have been provided training. (Kirby, 2001)

4. Coordination and Linkages

Coordination and cooperation across agency programs as well as amongst agencies within the community to plan and implement programs for youth is essential to ensure youth have access to resources and services to more effectively meet their needs. Applicants should describe how the proposed services are coordinated by addressing the following:

- a. The incorporation of the teen pregnancy prevention and family strengthening services into the current range of programs offered by the agency;

- b. The existing and past activities that demonstrate the applicant's capacity for working with other agencies and resources to provide effective teen pregnancy prevention and family strengthening services in the community or geographic area identified for services; and
 - c. The coordinated efforts planned with specific agencies, including but not limited to Hawaii Department of Education (Peer Education Programs and GRADS Program, School Health Centers, etc.), Community Health Centers, Youth Service Centers, and other public and private organizations in the community which are addressing issues related to healthy youth development, teen pregnancy prevention, and family strengthening and specific to the delivery of the proposed services.
5. To accomplish this initiative the applicant may anticipate hiring additional and/or auxiliary personnel to provide direct services, support services, technical assistance, and training. The applicant must articulate the responsibilities and role of staff and/or the consultants within the context of the proposed services as well as detail how this effort will be maintained or continued beyond the initial funding period.
 6. Additionally, transportation of youth and their families to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their proposal to the State.

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

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.

- c. The program staff shall have appropriate qualifications and necessary training to provide the propose services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The DHS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the DHS reserves the right to add in additional or decrease funds at its discretion.
- e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- f. The applicant may not charge youth and/or their families more than a token amount for program services.

- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the DHS for review for appropriateness and relevancy.

3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the DHS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the DHS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the DHS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - i. Staff qualification, organization, and effectiveness.
 - ii. Outcomes planning, implementation, and evaluation.
 - iii. Collaboration (Informal and formal agreements and subcontracts).
 - iv. File maintenance and record keeping.
 - v. Facility accessibility, suitability, and safety.
 - vi. Transportation and other liability issues.
 - vii. Consumer satisfaction.
 - 3) The applicant shall allow the DHS access to all materials, files, and documents relating to the provision of services. In addition, the DHS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

- b. The applicant must maintain for the term of the contract the system of evaluation developed by the DHS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the DHS deems necessary in light of the evaluation data.

4. Output and performance/outcome measurements

- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements in teen pregnancy prevention and family strengthening services within the context of the positive youth development program and specific changes in youth and family conditions, skills, attitudes, and/or behaviors.
 - 1) **Performance targets** describe the anticipated change in program participants that occurs as a consequence of the service provided. The performance target does not reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
 - 2) **Milestones** describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target. Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis.
 - 3) The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this OF, applicants must:
 - 1) Base program activities on an assessment of objective data about the relevant risk and protective factors for the target population and communities the applicants propose to service.
 - 2) Design and implement programs and activities for youth based on research or evaluation that provides evidence that the programs used impact knowledge, behavior and/or competencies of the youth involved or contribute to preventing/reducing risk factors

and establishing/ strengthening protective factors related to healthy youth development, delayed sexual activity for adolescents, and/or strengthened family units.

- 3) Commit to the performance targets finalized with the DHS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the DHS to review progress and results and to make necessary modifications and corrections.
 - 4) Evaluate programs to assess programs' ability to impact elements of youth development and the desired outcomes. Applicants must also assess progress toward achieving the proposed outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, to refine the performance targets and milestones, and to make informed decisions regarding future program directions.
 - 5) Use appropriate computer hardware and Microsoft software Access and Excel to record, monitor, and report various data.
- c. Applicants should propose performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to at least three (3) of the following achievements:
- 1) % of program participants that complete the program, achieve milestones and demonstrate a reduction/ postponement of sexual activity.
 - 2) % of program participants that complete the program, achieve milestones, and demonstrate increased knowledge of sexuality and healthy adolescent development.
 - 3) % of program participants that complete the program, achieve milestones, and demonstrate increased knowledge and/or improved skills to communicate about adolescent issues, including sexuality, sexual development and sexual activity.
 - 4) % of program participants that complete the program, achieve milestones, and demonstrate increased ability to talk with a parent about how to say no to sex, methods of birth control, STDs, and how to use a condom.

- 5) % of program participants complete the program, achieve milestones and demonstrate increased potential to achieve successful transition to young adulthood.
 - 6) % of program participants that complete the program, achieve milestones and demonstrate reduction in the occurrence of STDs.
 - 7) % of program participants that complete the program, achieve milestones and demonstrate increased/improved reproductive health.
 - 8) % of agency staff that complete the program, achieve milestones and demonstrate increased knowledge and skill in delivering programs and services related to teen pregnancy prevention and family strengthening.
 - 9) % of public and private sector agencies that have increased collaborative agreements to coordinate efforts and address pregnancy prevention through positive youth development strategies and effective practices.
- d. In order to facilitate the implementation of the OF and enhanced services, the DHS will:
- 1) Provide technical assistance in developing and refining outcomes, performance targets, and milestones during the term of the contract.
 - 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.
- e. The DHS may amend the OF and reporting requirements based on the findings of the “Development and Implementation of Performance Measures and Evaluation of Teen Pregnancy Prevention Programs” study to be conducted

5. Experience

Applicants shall have a minimum of three (3) years experience designing, implementing, managing, and/or evaluating youth development programs or conducting activities related to those proposed in repose to this RFP.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting requirements for program and fiscal data

- a. Contracts are programmatically and fiscally monitored by the DHS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the DHS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.
- b. DHS will provide applicants diskettes with the required reporting forms upon execution of contracts.
- c. Timely program reports as specified by the DHS will be due quarterly and at the end of each budget period. DHS may amend reporting forms and requirements based on the findings of the "Development and Implementation of Performance Measures and Evaluation of Teen Pregnancy Prevention Programs" study to be conducted.
- d. The applicant shall submit to DHS its final Subgrantee Invoice and Expenditure Report (SIER) form no later than 30 days after the end of each budget period.

8. Pricing structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable.

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the

Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

- a. Payments shall be made in monthly installments upon the monthly submission by the Provider of the Subgrantee Invoice and Expenditure Report (SIER) form for the services provided in accordance with the terms and information set forth in the contract.
- b. After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.
- c. The DHS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

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 (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, 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 comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview (Not to exceed 1 page; 0 points)

Applicant shall give a clear, concise and brief overview to orient evaluators as to the program/services being offered and highlight the contents of the proposal. Applicant shall include the goals and objectives related to the service activity, identification of the geographic area and target population, and how the service activity is designed to affect issues related to teen pregnancy and adolescent reproductive health.

II. Experience and Capability (Not to exceed 5 pages; 20 points)

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to youth development services and activities designed to help adolescents avoid pregnancy and maintain healthy lifestyles and to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects and or contracts for the most recent three (3) years pertinent to the proposed services and target population. Applicant shall include points of contact, addresses, e-mail, and phone numbers. The DHS reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The applicant shall describe the quality assurance the program will use to determine that the services will be provided as proposed.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community or geographic area of the planned service delivery. The applicant shall describe past experiences in collaborating and coordinating and provide support documentation. The applicant shall also describe planned collaborative or coordinated efforts for the proposed services. Letters of agreement or support shall be specific to and relevant to the services proposed in response to this RFP.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate adequacy in relation to the proposed services. If facilities are not presently

available, describe plans to secure facilities. Also the applicant shall describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

III. Project Organization and Staffing (15 points)

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. Applicant shall list all staff that will be responsible for providing proposed services, including contract oversight functions and direct services to youth and their families. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Resumes of key staff and job descriptions of all staff providing services shall be included. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

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

2. Organization Chart

The 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. Organization-wide charts shall be used to indicate lines of collaboration, cooperation, or authority between relevant partners in the delivery of the proposed services. Program charts shall be used to reflect positions involved in implementing the specific services to be carried out by a single services provider or agency. The applicant shall reflect the positions of each individual who has direct responsibility for the proposed services, including position title, name, full time equivalency, and supervision received.

If the applicant does not have an organization chart, the applicant shall so state and name the person(s) directly responsible for the specific prevention services to be delivered.

IV. Service Delivery (Limit to 20 pages; 55 points)

Applicant shall include a detailed discussion of the approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including a work plan of all activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. The discussion shall summarize risk and protective factors and community needs, assets, and resources. In addition, the applicant shall detail how the proposed work plan and service activities are consistent with the outcomes and objectives, service framework, principles of program delivery and characteristics of effective programs address issues related to teen pregnancy prevention outlined in Section 2 of the RFP. The discussion shall include enough information to address and/or identify the following:

- The evidence-based prevention model or strategy to be used;
- The justification for selecting the model;
- The assessment instrument that will be used;
- Training that will be provided for staff;
- Curriculum that will be used for the program
- What the program activity will target for change
- The measure/s the applicant will use to determine change of behaviors, attitudes, and/or skills of program participants;
- The arrangements for evaluation to assess the program effectiveness and impact on the target population.

V. Financial (10 points)

A. Pricing Structure

Applicant 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.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

Form SPO-H-205	Budget
Form SPO-H-206A	Personnel – Salaries and Wages
Form SPO-H-206B	
Form SPO-H-206C	Travel Inter-Island
Form SPO-H-206E	Contractual Services - Administrative
Form SPO-H-206F	Contractual Services - Subcontracts
Form SPO-H-206G	Indirect Costs
Form SPO-H-206H	Program Activities

B. Other Financial Related Materials

1. Accounting System

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

- a. Latest Single Audit Report of Financial Audit.
- b. Cost Allocation Plan, which demonstrates applicant's expenditures are allocated based on a plan that is reasonable, appropriate, and lawful.

2. Accounting Personnel

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and approximately the number of hours a week that are devoted to this function.
- b. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.
- c. Applicant shall state which staff positions will be responsible for filing timely SEIR reports required by this RFP.

VI. 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.

NOTE: It is highly recommended that the applicant also read *Section 4, Proposal Evaluation* of this RFP which contains criteria for evaluating proposals submitted in response to this RFP.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. 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.

II. 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>	N/A
<i>Proposal Application</i>	100 Points
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

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-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 the applicant's experience and capability relevant to the proposal contract, which shall include:

a) Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to youth development approaches and teen pregnancy prevention.
- Demonstrated skills and ability to deliver services in the identified geographic area and for the identified target population.
- Demonstrated skills, abilities, and knowledge relating to the delivery of the specific proposed services.

b) Experience

- Demonstrated minimum of three years successful experience with related service activity.
- Demonstrated experience providing services successfully for the target population.

c) Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Sufficiency of evaluation plans to assess program effectiveness and impact of services on target population.

d) Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Described collaboration and coordination plans related to implementation of proposed services.
- Documented support and involvement of agencies and community for the proposed service activities.

e) Facilities

- Adequacy of facilities relative to the proposed services.
- Facilities meet ADA requirements, as applicable

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*

- Proposed Staffing: The proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Proposal includes resumes of key staff that list experience with related or similar projects.

B. Project Organization

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

3. Service Delivery (55 Points)

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

- Comprehensive needs assessment includes information from reliable data sources that substantiate the target group and community needs and readiness within a geographic area designated for service delivery.
- Service activity supports the goal of promoting positive youth development and reducing teen pregnancy.
- The service activity proposes to address one or more of the objectives described in Section 2 of the RFP.
- The target population identified for the service activity is appropriate for the planned service.
- The service activity is consistent with the required service framework and principles for program delivery.
- Service activity or program model has characteristics of effective programs shown to reduce and prevent teen pregnancy and related issues.
- Service activity is age-, gender-, developmentally-, and culturally appropriate for the target population.
- Service activity includes the components of effective prevention including youth and family involvement, linkages with agencies, and culture.
- Performance Measures for the program participants are established and submitted on OYS Form 4-1.
- The logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

5. *Financial (10 Points)*

- Personnel costs are reasonable and comparable to similar positions in the community
- Non-personnel costs are reasonable and adequately justified.
- The budget fully supports the service activity and requirements of the RFP.
- Adequacy of accounting system.

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
- C. DRAFT Special Conditions of Contracts
- D. Outcomes and Program Reporting OYS Form 4-1
- E. References and Resources

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-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 (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on 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		
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*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
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*	X	
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP	DHS will require certification at time of contract execution.	
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:				
Outcomes Plan (OYS Form 4-1)	Section 2, RFP		X	
Work Plan	Section 2, RFP		X	

Authorized Signature

Date

Sample

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	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: Inter-island	
	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. Outcomes Plan OYS Form 4-1	
	E. Program Specific Requirement	

SPECIAL CONDITIONS

1. **Insurance.** Paragraph 1.4, Insurance, Exhibit “D”, General Conditions, is modified and the PROVIDER agrees to the following:

The PROVIDER shall obtain, maintain, and keep in force throughout the period of this Agreement liability insurance (the “Liability Insurance”) issued by an insurance company in a combined amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00), or such lesser amount requested in writing by the PROVIDER and, for good cause shown, approved by the head of the purchasing agency, which approval, if any, is incorporated herein by reference, for bodily injury and property damage liability arising out of each occurrence. The Liability Insurance shall provide that it is the primary insurance for the State of Hawaii, the purchasing agency, and their officers, employees, and agents for any liability arising out of or resulting from occurrences connected with the PROVIDER’s performance under this Agreement. Prior to or upon execution of this Agreement, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage, including the coverage of the State of Hawaii, and its officers, employees, and agents. If the scheduled expiration date of the liability insurance policy is earlier than the expiration date of the time for performance under this Agreement, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance. The certificates of insurance shall expressly provide that the insurance policy shall not be cancelled unless the insurance company has first given to the STATE thirty (30) calendar days’ written notice of the intended cancellation.

In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers, employees, and agents covered under the indemnification provision in this Agreement, the PROVIDER shall obtain and keep in force throughout the period of this Agreement the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Agreement shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) combined single limit with respect to bodily injury and property damage. The PROVIDER’s policy shall name the STATE, the State of Hawaii and their officers, agents, servants or employees as additional insured. Prior to or upon execution of this Agreement, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days’ written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Agreement. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Agreement, entitling the STATE to exercise any or all of the remedies provided in this Agreement for default of the PROVIDER.

The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, Exhibit "D", General Conditions, the PROVIDER further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, Exhibit "D", General Conditions. The PROVIDER further agrees as follows:

The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an

acquisition cost of \$250.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

This project was supported by an Agreement from the Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).

The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Human Services (and if applicable, the federal grant agency).

5. **HIPAA.** In this Agreement "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.
6. **Interpreter Services.** The PROVIDER shall utilize the interpreter services contracted by the STATE.
7. **Campaign contributions by State and County Contractors.** The PROVIDER is hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or County government contractors during the term of the contract is the contractors are paid with funds appropriated by the legislative body.
7. **Federal Audit Requirement.** The PROVIDER, when required, shall have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations."

**OYS – BESSD Teen Pregnancy Prevention Program
OUTCOMES PLAN & PROGRAM REPORT**
(Submit Original and Two Copies For Each Target Group)

Note: To X a , Double Click On It, Select "Checked" Option

Outcomes Plan Number (Check One): <input type="checkbox"/> 1 Target Group <input type="checkbox"/> 2 Target Group	This Document Is Submitted As (Check One Only):		Date Submitted	Prepared By (Signature)	Date Approved	Approved By (Signature)
Contract Number: DHS-____-BESSD _____	<input type="checkbox"/>	Initial Outcomes Plan (After Approval, May Not Be Revised Without OYS Consent)	__/__/__		__/__/__	
Agency:	<input type="checkbox"/>	Quarterly Program Report for (Check One): <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd Quarter	__/__/__		__/__/__	
Contract Start Date: __/__/__	<input type="checkbox"/>	(Check One) <input type="checkbox"/> One Year Report (4 th Quarter) or _____	__/__/__		__/__/__	
Contract End Date: __/__/__	<input type="checkbox"/>	A Request for Revision (Boldface Requested Changes). Fill Out Request for Revision Section in Form 4-1.	__/__/__		__/__/__	

Target Group Description

Ethnicities Targeted (Check One or More)		Risk Level Targeted (Check One Level Only)	Service Areas Targeted (Check One or More)		
<input type="checkbox"/> All Ethnicities <input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Cambodian <input type="checkbox"/> Caucasian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hawaiian (Part, Full) <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian	<input type="checkbox"/> Marshallese <input type="checkbox"/> Micronesian <input type="checkbox"/> Mixed (Not Hawaiian) <input type="checkbox"/> Other Asian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Portuguese <input type="checkbox"/> Puerto Rican, Hispanic <input type="checkbox"/> Samoan <input type="checkbox"/> Tongan <input type="checkbox"/> Unknown <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other	<input type="checkbox"/> <ul style="list-style-type: none"> Risk Level I At-risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors. 	<input type="checkbox"/> Statewide (All Islands) <input type="checkbox"/> Oahu (All) <input type="checkbox"/> Oahu: Central <input type="checkbox"/> Oahu: Honolulu <input type="checkbox"/> Oahu: Leeward <input type="checkbox"/> Oahu: Windward <input type="checkbox"/> Hawaii (All) <input type="checkbox"/> Hawaii: Hamakua <input type="checkbox"/> Hawaii: Kohala, Waimea <input type="checkbox"/> Hawaii: Konawaena, Kailua-Kona <input type="checkbox"/> Hawaii: Keeau, Pahoia <input type="checkbox"/> Hawaii: Naalehu, Kau		
		<input type="checkbox"/> <ul style="list-style-type: none"> Risk Level II Any One of the Following: <ul style="list-style-type: none"> Status offender: Chronically truant, runaway. Involved in gangs, violence, or substance abuse. Experiencing serious family problems. Abused and/or neglected. 		<input type="checkbox"/> <ul style="list-style-type: none"> Risk Level III Any One of the Following: <ul style="list-style-type: none"> Any characteristic of Level II, but also has immediate need for food, shelter, clothing, and/or medical treatment. Involved in felony activity. Court adjudicated. At-risk for out-of-home placement. At-risk for secure confinement. 	<input type="checkbox"/> Kauai (All) <input type="checkbox"/> Kauai: Kokee, Hanalei, Kilauea <input type="checkbox"/> Kauai: Waimea, Koloa, Niihau <input type="checkbox"/> Maui (All) <input type="checkbox"/> Maui: Lahaina, Waihee <input type="checkbox"/> Maui: Wailuku, Kahului, Kihei <input type="checkbox"/> Maui: Kula, Haiku, Makawao, Keanae, Hana, Paia <input type="checkbox"/> Maui: Lanai <input type="checkbox"/> Maui: Molokai
		<input type="checkbox"/> <ul style="list-style-type: none"> Risk Level IV Chronic serious offender requiring secure confinement for safety of public and/or of self. 			
Age Range Targeted (Between 5 – 19 Years) ____ To ____	Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> MF				

Performance Targets and Milestones: Report (Unduplicated by Quarters)

P T	Performance Target & Milestones		1st		2nd		3rd		4th		One Year												
			#Carryovers	P	A	P	A	P	A	P	A	Year Goal	YTD Actual										
1	Performance Target (Arial Narrow, 8 Point Type):		#Carryovers																				
	PT Type:																						
	Milestones		Sources of Verification																				
	a.	Milestone (Registration):																					
	b.	Milestone:																					
	c.	Milestone:																					
	d.	Milestone:																					
	e.	Milestone:																					
	f.	Milestone (Last Milestone is the Performance Target):																					

*Release = No Shows, Released for Misconducts, Dropouts, Transferees/Referrals. Do Not Release Youths Who Complete the Program.

#Carryovers = Numbers of Youth Carried Over from the Previous OYS Contract

Performance Targets and Milestones: Report (Unduplicated by Quarters)

P T	Performance Target & Milestones		1st		2nd		3rd		4th		One Year											
	Performance Target (Arial Narrow, 8 Point Type):		#Carryovers	P	A	P	A	P	A	P	A	Year Goal	YTD Actual									*Releases To Date
PT Type:		Sources of Verification																				
	Milestones																					
a.	Milestone (Registration):																					
b.	Milestone:																					
c.	Milestone:																					
d.	Milestone:																					
e.	Milestone:																					
f.	Milestone (Last Milestone Is the Performance Target):																					

*Release = No Shows, Released for Misconducts, Dropouts, Transferees/Referrals. Do Not Release Youths Who Complete the Program.
 #Carryovers = Numbers of Youth Carried Over from the Previous OYS Contract

Performance Targets and Milestones: Report (Unduplicated by Quarters)

P T	Performance Target & Milestones		1st		2nd		3rd		4th		One Year												
	3	Performance Target (Arial Narrow, 8 Point Type):	#Carryovers	P	A	P	A	P	A	P	A	Year Goal	YTD Actual										
PT Type:		Sources of Verification																					*Releases To Date
	Milestones																						
a.	Milestone (Registration):																						
b.	Milestone:																						
c.	Milestone:																						
d.	Milestone:																						
e.	Milestone:																						
f.	Milestone:																						
g.	Milestone (Last Milestone Is the Performance Target):																						

*Release = No Shows, Released for Misconducts, Dropouts, Transferees/Referrals. Do Not Release Youths Who Complete the Program.
 #Carryovers = Numbers of Youth Carried Over from the Previous OYS Contract

Request for Revision

This Form 4:1 is being submitted as a Request for Revision of an Outcomes Plan previously submitted and approved. The **boldfaced** items have been changed in the Outcomes Plan. The changes are described below. Upon OYS approval of all proposed changes, this Form 4-1 becomes the agency's revised Outcomes Plan.

Change Number	Change Is Requested in the Following (Quote Original Language from the Approved Outcomes Plan)	Change Is Requested As Follows (Type in the New Language That Reflects the Requested Change)	Reasons for Requesting the Change
1			
2			
3			

Date: ____/____/____

For OYS Use Only

Approved by: Specialist: _____ Date: ____/____/____

If approved, changes are effective as of:
Date: ____/____/____

Target Type Codes

Place the Target Type Number Next to Each Performance Target in Form 4-1.

- No. Brief Description**
1. Decreased Arrests (Including Diversion, DMC)
 2. Improved or Increased School Attendance
 3. Improved or Increased Community Service
 4. Education (of Youth)
 5. Improved Self-Esteem
 6. Improved Family, Personal Relationships
 7. Decreased Gang, Delinquency Activity
 8. Improved G.P.A.
 9. Increased Reproductive Health, Physical Competencies
 10. Increased Personal, Social Competencies
 11. Decreased Substance Abuse
 12. Training (of Adults)
 13. Decreased Violence, Anger
 14. Vocational Education, Training (Youth)
 15. Decreased Adolescent Sexual Activity

**Teen Pregnancy Prevention
National Resources**

1. **The National Campaign to Prevent Teen Pregnancy**
1776 Massachusetts Ave., NW,
Suite 200
Washington, DC 20036.
ph: (202) 478-8500
fax: (202) 478-8588.
<http://www.teenpregnancy.org>
2. **Kirby, Douglas.** (2001). *Emerging Answers: Research Findings on Programs to Reduce Teen Pregnancy*. Washington, D.C.: National Campaign to Prevent Teen Pregnancy.
3. **Advocates for Youth**
2000 M Street NW, Suite 750
Washington, DC 20036
ph: 202/419.3420
fax: 202/419.1448
<http://www.advocatesforyouth.org>
4. **Brindis, Claire and Laura Davis.** (1998). *Linking Pregnancy Prevention to Youth Development: a series from Advocates For Youth*.
5. **Child Welfare League of America**
440 First Street, NW, Third Floor
Washington, DC 20001-2085
ph: 202/638-2952
fax: 202/638-4004
<http://www.cwla.org>
6. **U.S. Department of Human Services**
200 Independence Avenue, S.W.
Washington, D.C. 20201
<http://www.aspe.hhs.gov/hsp/teenp/>
7. **ETR & Associates**
4 Carbonero Way
Scotts Valley, CA 95066
ph: 831/438-4060
website: <http://www.etr.org>
8. **Center for Continuing Education for Adolescent Health-Basic Principles of Prevention/ Intervention Strategies**
3333 Burnet Avenue
Cincinnati, OH 45229
ph: 513/559-4681
fax: 513/559-7844
9. **Building Partnerships for Youth**
University of Arizona
University of California-Davis
National 4-H Council
<http://www.bpy.n4h.org>
10. **Center for Law and Social Policy**
1015 15th Street NW, Suite 400
Washington, DC 20005
<http://www.clasp.org>
11. **Child Trends**
4301 Connecticut Ave NW, Ste 350
Washington D.C., 2008
ph: 202/572-6000
fax: 202/362-5533
<http://www.childtrends.org>
12. **Center for Substance Abuse Prevention**
<http://casat.unr.edu/westcapt/bestpractices/crimprove.htm>
<http://casat.unr.edu/westcapt/bestpractices/index.htm>

**Teen Pregnancy Prevention
State & Local Resources**

1. **Hawaii Department of Health
Community Adolescent Program**
Maternal and Child Health Branch
*Hawaii Adolescent Wellness Plan—
Laulima in Action*
*Opening Doors to Adolescent
Wellness—Basic Concepts*
Ph: 808-733-8339

2. **DOH District Offices**
Kauai District Health Office
Ph: 808-241-3565
Maui District Health Office
Ph: 808-984-2136
Hawaii District Health Office
Ph: 808-974-6013

3. **Department of Education**
Instruction and Student Support
Healthy Keiki, Healthy Hawaii
Ph: 808-733-9141

4. **Center on the Family
College of Tropical Agriculture &
Human Resources
University of Hawaii**
ph: 808-956-4132
fax: 808-956-4147
<http://www.uhfamily.hawaii.edu>

5. **Healthy Mothers Healthy Babies
Coalition of Hawaii**
Hawaii Teen Pregnancy Prevention
and Preventing Council
Ph: 808-951-5805

6. **Teen Intervention Program
Kapiolani Women’s Medical
Center**
Ph: 808-973-5974