

**State of Hawaii  
Department of Human Services  
Office of Youth Services**

**Request for Proposals**

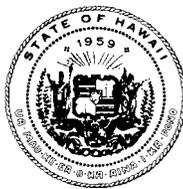
**SERVICES FOR THE HAWAII YOUTH  
CORRECTIONAL FACILITY**

**HMS 503-08-03**

October 30, 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.

**LINDA LINGLE**  
GOVERNOR



**SHARON L. AGNEW**  
EXECUTIVE DIRECTOR

Phone: (808) 587-5700  
Fax: (808) 587-5734

**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES

**OFFICE OF YOUTH SERVICES**

820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813

October 18, 2006

**REQUEST FOR PROPOSALS**

**SERVICES FOR THE HAWAII YOUTH CORRECTIONAL FACILITY**

**RFP No. HMS-503-08-03**

The Department of Human Services, Office of Youth Services (OYS), is requesting proposals for services at the Hawaii Youth Correctional Facility that include: diversion from incarceration and in-facility and after care services; and, in-facility substance abuse services.

Proposals shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (HST) January 26, 2007, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on January 26, 2007, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Deliveries by private mail services such as Federal Express (FedEx) and the United Parcel Service (UPS) shall be considered hand deliveries. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. Incomplete and late proposals will be returned without action.

The OYS will conduct an orientation session on Thursday, November 16, 2006. The time and place for the RFP orientation session is stated in Section 1 Administrative Overview of the RFP. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 12:00 midnight HST, on Friday, November 24, 2006. All written questions submitted by November 24, 2006 will receive a written response from the State on or about December 4, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Edralyn Caberto at 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813, telephone: (808) 587-5700, fax: (808) 587-5734, e-mail: [emcelroy@dhs.hawaii.gov](mailto:emcelroy@dhs.hawaii.gov).

**PROPOSAL MAIL-IN AND DELIVERY INFORMATION  
SHEET**

**ONE ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE  
REQUIRED:**

**ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN January 26, 2007** 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

**OYS RFP COORDINATOR**

Edralyn Caberto  
For further information or  
inquiries:  
Phone: (808) 587-5700  
Fax: (808) 587-5734  
e-mail: [emcelroy@dhs.hawaii.gov](mailto:emcelroy@dhs.hawaii.gov)

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE  
UNTIL 4:30 P.M., Hawaii Standard Time (HST), January 26, 2007.**

**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., January 26, 2007.

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### 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>	Scheduled Date
Public notice announcing RFP	10/18/2006
Distribution of RFP	10/30/2006
RFP orientation session	11/16/2006
Closing date for submission of written questions for written responses	11/24/2006
State purchasing agency's response to applicants' written questions	12/04/2006
Discussions with applicant prior to proposal submittal deadline (optional)	11/2006-3/2007
Proposal submittal deadline	1/26/2007
Discussions with applicant after proposal submittal deadline (optional)	2/2007-3/2007
Final revised proposals (optional)	1/2007-2/2007
Proposal evaluation period	2/2007-4/2007
Provider selection	3/2007-4/2007
Notice of statement of findings and decision	3/2007-5/2007
Contract start date	7/01/2007

## II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

	<b>For</b>	<b>Click</b>
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](http://www.hawaii.gov))

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

## 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:

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**Office of Youth Services**  
**Department of Human Services**  
**820 Mililani Street, Suite 817**

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**Honolulu, Hawaii 96813**

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Phone (808) 587-5700 Fax: (808) 587-5734

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**VI. Orientation**

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

**Date:** November 16, 2006 **Time:** 9:00 am til 12:00 pm  
**Location:** McCoy Pavilion, 1201 Ala Moana Blvd., 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:** November 24, 2006      **Time:** 12:00 midnight HST

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

**Date:** December 4, 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) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

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.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Sharon Agnew	Name: Martha Torney
Title: Executive Director	Title: Program Development Officer
Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813	Mailing Address: 820 Mililani St., Suite 817 Honolulu, Hawaii 96813
Business Address: 820 Mililani St., Suite 817 Honolulu, Hawaii 96813	Business Address: 820 Mililani St., Suite 817 Honolulu, Hawaii 96813

**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**

- DIVERSION FROM INCARCERATION, IN-FACILITY, AND AFTER-CARE SERVICES FOR YOUTH COMMITTED TO THE HAWAII YOUTH CORRECTIONAL FACILITY (HMS-503-08-03-a)
- IN-FACILITY SUBSTANCE ABUSE SERVICES (HMS-503-08-03-b)

**Diversion From Incarceration, In-Facility, and After-Care Services for Youth Committed to the Hawaii Youth Correctional Facility**

**HMS-503-08-03-a**

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

Research has demonstrated that higher-risk youth are more likely than lower-risk youth to commit additional criminal acts. Research has also demonstrated that providing appropriate services to higher-risk youth can reduce the probability of youth committing additional criminal and anti-social behaviors. The purpose of the requested service is to provide in-facility and after-care services to prepare youth incarcerated at Hawaii Youth Correctional Facility for release to the community and diversion from re-incarceration.

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

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included small groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps. Information from all meetings was considered when finalizing the Requests for Proposals.

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

The requested service shall seek to reduce those risk factors that contribute to the probability of youth committing criminal or anti-social acts, assist youth to maintain relationships with positive individuals and resources in the community,

and provide supportive aftercare services for a smooth and seamless transition into the community. Services shall begin upon the admission of youth into the HYCF. Services shall continue until the youth completes the prescribe program, or is released from Court supervision or final discharge from HYCF, whichever comes sooner. Services shall focus on maintaining youth in communities and diverting from re-incarceration at the HYCF.

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

1. The target population for the services, in order of priority, includes:
  - a. Youth under the jurisdiction of the HYCF who fall into one of the two following categories: 1) those committed short-term to HYCF and released on probation under the jurisdiction of the Court; and 2) those committed to HYCF for their minority placed on furlough or parole under the jurisdiction of the HYCF or agency responsible for the care and custody of incarcerated youth. Applicant will be required to conduct an objective risk and needs assessment using a validated instrument.
  - b. Youth assessed and identified as in need of transitional services and would benefit from participating in these services, if adequate applicant resources are available. Priority will be given to youth with higher assessment scores based on resources available.
2. Youth already being provided similar service activity shall not be eligible for that particular transitional service activity unless approved by the OYS. Applicants may collaborate with other agencies and supplement similar transitional service activities provided by other agencies.

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

The in-facility portion of Transitional Services shall be provided on the grounds of the HYCF in Kailua, Oahu. The diversion and aftercare portion of services shall be provided on the islands of Oahu, Maui, Kauai, and Hawaii. Aftercare services may also be provided on the islands of Lanai and Molokai if adequate applicant resources are available.

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

1. **Funding Period:** 7/1/07 – 6/30/09
2. **Approximate Total Amount of General Funds:** \$300,000/year
3. The OYS anticipates funds to be awarded for one 24-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 two

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.

4. OYS anticipates one award to be made for these services. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$300,000/year.
5. The OYS 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 OYS reserves the right to add in additional funds or decrease funds at its discretion.

## II. General Requirements

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

1. The applicant shall comply with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
2. The applicant shall comply with other applicable federal cost principles and guidelines, as appropriate and as required by the source of funding.
3. The applicant shall meet all State and County licensing requirements to operate transitional services, if any.

### 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

All proposals will be evaluated, ranked, and awarded separately, and not in relationship with any other alternate proposals submitted.

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

Single                       Multiple                       Single & Multiple

Criteria for multiple awards:

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

Single term ( $\leq 2$  yrs.)                       Multi-term ( $> 2$  yrs.)

**Contract terms:** The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two 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:                      Edralyn Caberto  
Address:                                      Office of Youth Services  
    820 Mililani Street, Ste. 817  
    Honolulu, Hawaii 96813  
Email:    [emcelroy@dhs.hawaii.gov](mailto:emcelroy@dhs.hawaii.gov)  
Phone:    (808) 587-5700  
Fax:    (808) 587-5734

### III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

#### A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Services provided shall assist in the successful transition of youth from incarceration to the community and divert youth from re-incarceration at HYCF. Services provided to youth shall be research-based “best practices” that have demonstrated to be effective in identifying and reducing needs and risk factors, increasing assets, and reducing recidivism or anti-social behaviors in high-risk juvenile offenders. Proposals shall describe the overall program model and theory and provide data or information on research and studies completed that qualifies the proposed service as a “best practice” for the target population.

1. The requested services may be categorized into two areas:
  - a. In-Facility Services. In-facility services shall begin upon the admission of youth into the HYCF. Services are normally conducted on the grounds of the HYCF and are primarily focused on providing youth with the necessary skills and techniques for pro-social decision-making and preparing youth for their eventual release into the community. In-facility services shall also include activities to support positive relationships between youth, families, and other resources in the community. Services to youth shall be provided in support of the case management service plan and programs recommended by the HYCF or agency responsible for the care and custody of incarcerated youth.
  - b. Aftercare Services. Aftercare services shall begin upon the release of youth from incarceration and shall continue through the residency of youth in the community until the youth completes the prescribe program, or is released from Court supervision or final discharge from HYCF, whichever comes sooner. Aftercare services are normally provided in the community and are primarily focused on providing and/or continuing positive connections between youth, families, and community resources, supporting and strengthening pro-social decision-making skill and techniques, providing life skill-building activities, assuring that youth continue all programs and services recommended in their service plan, and providing supervision and advocacy services to youth. Services shall be directed at maintaining the youth in the community and reducing the incidence of re-

incarceration, especially for a technical violation of their release conditions.

2. The proposal shall describe how each of the following activities will be addressed and provided to youth:
  - a. In-Facility Services. The applicant shall provide in-facility services to incarcerated male and female youth which include, but are not limited to, the following activities:
    - i) The applicant shall describe in the proposal how it will address and reduce risk factors, as indicated by the use of a valid, numerically scored, objective risk and needs assessment process that contribute to the inability of youth to function in a pro-social manner. If the HYCF or agency responsible for the care and custody of incarcerated youth utilizes a valid, numerically scored, objective risk and needs assessment process, the applicant shall utilize this process to satisfy this requirement. These risk factors include, but are not limited to, low academic or vocational commitment and achievement; association with anti-social peers; substance abuse; poor use of leisure time; anger management; and anti-social or criminal attitudes. Applicant shall also describe how it will re-assess the level of risk and needs of youth.
    - ii) A Vocational/Employment Program which shall include, but not be limited to, the following activities:
      - a) Occupational skills assessment.
      - b) Development of individualized vocational/employment service plans.
      - c) Job readiness and skill-building activities.
      - d) Vocational and educational tutoring.
      - e) Paid and unpaid work experience for youth.
      - f) Vocational and/or job placement assistance prior to and upon the release of youth from the HYCF.
      - g) Openness to discuss new employment-related concepts and ideas with other agencies and jurisdictions, and willingness to implement new services that have demonstrated to increase youth employability.

- iii) Cognitive behavioral skill-building activities for youth who have demonstrated poor judgment in dealing with anger management, personal and social situations, self-control, criminal thinking, and those who have abused alcohol and other drugs. The proposal shall provide a description of the cognitive behavioral program plan, including any additional assessments necessary to determine the degree of program intensity required to reduce youth risks, and describe how changes in youth will be measured. In addition, the proposal shall include a sample cognitive skill-building lesson or activity which shall include the purpose and objective of the skill, activities to achieve the skill, and how attainment of the skill will be measured. Methods other than the cognitive behavioral approach may be utilized if an alternative approach has been determined to be more effective in addressing the needs of youth.
- iv) In addition to the basic component of Family Involvement, assist youth in maintaining positive relationships with their families and other members of the community by:
  - a) Communicating with family members regarding progress of youth.
  - b) Arranging for family visitations, if appropriate, to establish or maintain positive bonds.
  - c) Linking youth with positive role models in the community.
  - d) Maintaining communication with community resources that will support and assist youth upon their return into the community.
- v) Coordinate a smooth transition of youth into the community by linking the youth with the applicant's aftercare program staff prior to the release of youth.
- vi) Develop a relapse prevention plan that will maintain the youth in the community and divert youth from re-incarceration. The applicant shall provide a general description of its relapse prevention strategy and a sample of a relapse prevention plan. The sample relapse prevention plan shall include the purpose and objectives of the plan, activities to achieve the objectives of the plan, and how attainment of objectives will be measured.

- b. Aftercare Services. The applicant shall provide aftercare services after the release of youth from incarceration. Aftercare services shall include, but not be limited to, the following activities:
- 1) Continue earlier efforts to address and reduce risk factors, as indicated by the use of an objective risk and needs assessment process, which contribute to the inability of youth to function in a pro-social manner.
  - 2) Continue efforts to reduce the likelihood of youth to return to incarceration.
  - 3) Continued assistance to youth in maintaining positive relationships with family, peers, members of the community, and other community-based services.
  - 4) Intensive supervision and monitoring of youth in the community, as appropriate, with 24-hour availability to respond to crisis situations.
  - 5) Support youth in their efforts to maintain educational, vocational, and work-related goals.
  - 6) Cognitive, social, and independent living skill-building activities.
  - 7) Implement a process to determine the level and intensity of supervision required by youth to assure compliance with the terms and conditions of their release.
  - 8) Assist in the implementation of the case management service plan.
  - 9) Follow-up phone, personal, and/or collateral contacts with youth or the support system (guardian, school, mentor, etc.) of youth for up to six months post-program discharge to determine the progress and stability of youth in the community.
- c. Referral to Appropriate Resources. The applicant may recommend, coordinate, and arrange for additional assessment and consultative services as appropriate and as approved by the HYCF. The applicant may also refer youth to other appropriate community-based programs and agencies for services.
- d. Participation in Meetings. The applicant shall participate in meetings with representatives of the HYCF, FC, DHS, Department of Education, Department of Health, and other pertinent agencies. The purpose of these meetings is to update the agencies on issues, concerns, progress, and problems relating to the provision of services to youth.

**B. Management Requirements (Minimum and/or mandatory requirements)****1. Personnel**

- a. Staff providing cognitive skills services shall have a minimum of three (3) months experience in providing cognitive restructuring and cognitive skill-building services to youth and shall have completed formal training in facilitating this process. The applicant may establish higher minimum qualifications for the aforementioned position(s).
- b. The applicant shall ensure that employees do not have a criminal history or background which 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 a position which necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history records checks, except for the FBI fingerprint check, shall be conducted annually or as required for licensing purposes.
- c. 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.
- d. Staff shall be sufficiently trained and knowledgeable in working with and understanding the programmatic and security issues and concerns regarding the targeted youth population prior to providing direct services to youth. A training plan shall be developed and submitted to the OYS with the proposal. The training plan shall include, but not be limited to, applicant philosophy and goals; policies and procedures regarding confidentiality, client rights, emergency procedures, grievances, record-keeping, reporting child maltreatment, behavior management and treatment philosophy, de-escalation techniques and practices, and the recognition of the side effects of drugs and medications on youth.
- e. The applicant shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.

- f. For out-of state applicants, there shall be established, prior to the provision of direct services to youth, a Hawaii-based staff or designee who shall assume the day-to-day responsibilities of establishing and implementing all necessary collaborations, programs, services, and requirements of the agreement.

## **2. Administrative**

- a. A no reject policy shall apply to high-risk youth referred for Transitional Services by the HYCF or agency responsible for the care and custody of incarcerated youth. Youth may be ejected by the applicant from the program if youth poses a danger to himself, staff, other youth, or to property.
- b. The applicant is required to meet with the OYS to discuss any aspect of the services.
- c. The applicant is required to actively participate and contribute to any future aftercare/reentry initiatives supported by the OYS and HYCF. The applicant shall be open to make program and service adaptations that would support the successful implementation of a comprehensive aftercare/reentry program at the HYCF.
- d. The applicant is required to maintain detailed records of youth, program activities, and personnel records, in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Copies of pertinent information, such as progress reports and assessments, shall be submitted to the referring agency upon request.
- e. 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.
- f. The applicant shall develop a written curriculum or manual that describes the program and service activities, objectives, and strategies. A description, outline or table of contents of the curriculum or manual shall be submitted to the OYS with the proposal.
- g. The proposal shall describe the general process youth will follow through the program, from referral to discharge and aftercare, and the type of services to be provided at each phase of the program.

- h. The applicant shall describe any State and/or national accreditation, affiliation, or standards that will be used to guide the program.
- i. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- j. The applicant may not charge youth and/or their families more than a token amount for program services.
- k. In-Facility Services will normally be provided during non-school hours, including evenings and weekends. Services may be arranged during school hours with the approval of the HYCF and DOE. The dates and times of services shall be arranged with the HYCF or the agency responsible for the care and custody of incarcerated youth.
- l. A working agreement between the applicant and the HYCF and any other agency responsible for the care and custody of incarcerated youth shall be completed. The working agreement shall describe procedures regarding the processing of youth into the Transitional Services program, forms to be utilized, and the roles and responsibilities of each agency.
- m. 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.

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

All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:

- a. The review of amendments and approvals, deemed appropriate by the OYS, 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 OYS.
- b. Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
  - 1) Staff qualification, organization, and effectiveness.
  - 2) Outcomes planning, implementation, and evaluation.
  - 3) Collaboration (Informal and formal agreements and subcontracts).
  - 4) File maintenance and record keeping.

- 5) Facility accessibility, suitability, and safety.
  - 6) Transportation and other liability issues.
  - 7) Consumer satisfaction.
- c. The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.
  - d. The applicant must maintain for the term of the contract the system of evaluation developed by The HYCF and the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the HYCF and the OYS 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 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 and preventing recidivism.
  - 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS 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 3-4 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 achievements made as a result of program participation.
- d. In order to facilitate the implementation of the OF and enhanced services, the OYS 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.

**5. Experience**

Staff providing cognitive skills services shall have a minimum of three (3) months experience in providing cognitive restructuring and cognitive skill-building services to youth and shall have completed formal training in facilitating this process. One year experience with incarcerated youth is preferable.

**6. Coordination of services**

The PROVIDER shall collaborate with other appropriate programs including but not limited to health, mental health, social, correctional and criminal justice, educational, vocational rehabilitation, and employment services.

**7. Reporting requirements for program and fiscal data**

Timely program and fiscal reports as specified by the OYS will generally be due quarterly and at the end of each budget period. Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring may take place at a variety of locations including the OYS, applicant's administrative office, and the sites of service delivery.

**8. Pricing structure or pricing methodology to be used**

- a. Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the OYS pays the applicant for budgeted costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.
- b. Applicants shall be required to apply the Cost Principles on Purchase of Health and Human Services and other applicable federal cost principles and guidelines as appropriate and as required by the source of funding
- c. Total funding amount allocated to the contract may be increased or decreased at any time, at the discretion of the OYS. Reasons for such increases or decreases include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates, and a shifting of community needs and priorities.

**9. Units of service and unit rate**

Not Applicable

**10. 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:

After the first payment made in advance, the monthly/quarterly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12<sup>th</sup>) 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**

**Not applicable.**

**IN-FACILITY SUBSTANCE ABUSE  
SERVICES**

**HMS-503-08-03-b**

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

The PROVIDER shall provide adolescent substance abuse screening, assessment, and treatment services to youth committed to the Hawaii Youth Correctional Facility (HYCF). Youth will be referred by the Office of Youth Services (OYS) and the HYCF. The target population for this service is youth whose substance abuse has interfered with their becoming productive members of the community. The primary purpose of this service is to reduce the disabling effects related to alcohol and other drugs use by provide youth with the necessary tools and skills for responsible decision-making, to assist youth to find positive alternative methods of dealing with the pressure and strain of daily life, and to prevent youth from further involvement in the juvenile justice system.

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

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included smalls groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps. Information from all meetings was considered when finalizing the Requests for Proposals.

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

The goal of this service is to reduce the disabling effects related to alcohol and other drug use by providing youth with the necessary tools and skills for responsible decision-making, to assist youth to find positive alternative methods of dealing with the pressure and strain of daily life, and to prevent youth from further involvement in the juvenile justice system.

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

The target groups in order of priority are:

1. Male and female youth under the jurisdiction of the HYCF referred by the HYCF who have been identified as at high risk of continuing to abuse illegal substances. Identification of high-risk youth will be accomplished by appropriate screening and assessment instruments.
2. Youth under the jurisdiction of the HYCF referred by the HYCF who have been assessed and identified as in need of substance abuse services and who would benefit from participating in these services, if adequate resources are available.

**E. Geographic coverage of service**

Services shall be provided at the Hawaii Youth Correctional Facility (HYCF) grounds located in Kailua on the island of Oahu.

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

1. **Funding Period: 7/1/07 – 6/30/09**
2. **Approximate Total Amount of General Funds: \$100,000/year**
3. The OYS anticipates funds to be awarded for one 24-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 two 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.
4. OYS anticipates one award to be made for these services. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$100,000/year.
5. The OYS 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 OYS reserves the right to add in additional funds or decrease funds at its discretion.

## II. 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 OYS 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: not applicable

### E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

Single term ( $\leq 2$  yrs)  Multi-term ( $> 2$  yrs.)

In-Facility Substance-Abuse Services

2b-3

RFP Service Specification (rev. 4/06)

**Contract terms:** The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two 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: Edralyn Caberto  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813  
Phone: (808) 587-5700  
Fax: (808) 587-5734  
E-mail: [emcelroy@dhs.hawaii.gov](mailto:emcelroy@dhs.hawaii.gov)

### **III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

#### **A. Service Activities**

The PROVIDER shall provide the following program activities for youth:

1. Conduct a substance abuse and drug screening for all youth committed greater than 30 days to determine if the youth has a substance and drug problem and will need a further substance and drug use assessment.
2. Conduct a substance and drug assessment, if first screening determines necessary, of needs to determine the type of substance abuse services required and complete additional assessments and consultative services with recommendations in determining the level and intensity of services required by youth.
3. Conduct additional assessments as requested by the HYCF and the Courts.

4. Provide Substance Abuse education and prevention services on a scheduled basis in-facility for incarcerated youth with substance abuse problems.
5. Utilize an evidenced-based written curriculum or manual that includes service activities, objectives, and strategies.
6. Provide services to incarcerated youth after school hours, evenings, and on weekends. Dates and times of services shall be arranged by the HYCF.
7. Provide cognitive restructuring approach to the youth with an understanding and awareness of the cognitive processes that lead to anti-social behavior and methods to change this pattern of behavior. Methods other than the cognitive behavioral approach may be utilized if an alternative approach has been determined to be more effective in addressing the needs of youth.
8. Develop a relapse prevention program to appropriate youth that includes the purpose and objectives of the program; activities to achieve the objectives of the program; and method of measuring the objectives of the program.
9. Coordinate a smooth transition of youth into the community by collaborating and linking youth with the HYCF transitional aftercare program staff prior to the release of youth and monitoring referrals to appropriate community-based services to assure a seamless continuation of substance abuse services.
10. Participate in meetings with representatives of the HYCF, Family Court (FC), Department of Education (DOE), Department of Health (DOH), and other pertinent agencies to update the agencies on issues, concerns, progress, and problems relating to the provision of services to youth.
11. Conduct follow-up phone, personal, and/or collateral contacts with youth or the youth's support system (guardian, school, mentor, etc.) for up to six months post-program discharge to determine the progress and stability of youth in the community.

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

**1. Personnel**

- a. Staff providing substance abuse services shall have a minimum of three (3) months experience in providing cognitive restructuring and cognitive skill-building services to youth and shall have completed formal training in facilitating this process. The applicant may

establish higher minimum qualifications for the aforementioned position(s).

- b. The applicant shall ensure that employees do not have a criminal history or background which 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 a position which necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history records checks, except for the FBI fingerprint check, shall be conducted annually or as required for licensing purposes.
- c. 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.
- d. Staff shall be sufficiently trained and knowledgeable in working with and understanding the programmatic and security issues and concerns regarding the targeted youth population prior to providing direct services to youth. A training plan shall be developed and submitted to the OYS with the proposal. The training plan shall include, but not be limited to, applicant philosophy and goals; policies and procedures regarding confidentiality, client rights, emergency procedures, grievances, record-keeping, reporting child maltreatment, behavior management and treatment philosophy, de-escalation techniques and practices, and the recognition of the side effects of drugs and medications on youth.
- e. The applicant shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.
- f. For out-of state applicants, there shall be established, prior to the provision of direct services to youth, a Hawaii-based staff or designee who shall assume the day-to-day responsibilities of establishing and implementing all necessary collaborations, programs, services, and requirements of the agreement.

## 2. Administrative

- a. The applicant is required to meet with the HYCF to discuss any aspect of the services.
- b. The applicant is required to actively participate and contribute to any Initial Service Plan (ISP) and aftercare/reentry initiatives supported by the OYS and HYCF. The applicant shall be open to make program and service adaptations that would support the successful implementation of a comprehensive aftercare/reentry program at the HYCF.
- c. The applicant is required to maintain detailed records of youth, program activities, and personnel records. Copies of pertinent information, such as progress reports and assessments, shall be submitted to the HYCF upon request.
- d. 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.
- e. The OYS 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 OYS reserves the right to add in additional or decrease funds at its discretion.
- f. The applicant shall develop a written curriculum or manual that describes the program and service activities, objectives, and strategies. A description, outline or table of contents of the curriculum or manual shall be submitted with the proposal.
- g. The proposal shall describe the general process youth will follow through the program, from referral to discharge and aftercare, and the type of services to be provided at each phase of the program.
- h. The applicant shall describe any State and/or national accreditation, affiliation, or standards that will be used to guide the program.
- i. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.

- j. The applicant may not charge youth and/or their families for program services.
- k. Services will normally be provided during non-school hours, including evenings and weekends. Services may be arranged during school hours with the approval of the HYCF and DOE. The dates and times of services shall be arranged with the HYCF.
- l. Applicant shall be required to abide by the policies, rules, and regulations of the HYCF and the OYS.
- m. A working agreement between the applicant and the HYCF shall be completed. The working agreement shall describe procedures regarding the processing of youth for sex offender or victim services, forms to be utilized, and the roles and responsibilities of each agency.
- n. 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.
- o. Applicant will be required to purchase, prior to the execution of a contract, a minimum of two million (\$2,000,000) professional liability insurance per occurrence and shall name the State as additionally insured.

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

All contracts shall be monitored by the OYS 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 OYS, 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 OYS.
- 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 OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.
- 4) The applicant must maintain for the term of the contract the system of evaluation developed by The HYCF and the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the HYCF and the OYS 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 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.
  - 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS 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 3-4 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 achievements made as a result of program participation.
- d. In order to facilitate the implementation of the OF and enhanced services, the OYS 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.

**5. Experience**

The PROVIDER shall have a minimum of one year experience in the provision of substance abuse treatment services to adolescent clients.

**6. Coordination of services**

The PROVIDER shall collaborate with other appropriate programs including but not limited to health, mental health, social, correctional and criminal justice, educational, vocational rehabilitation, and employment services.

**7. Reporting requirements for program and fiscal data**

- a. Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); 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. OYS will provide applicants diskettes with the required reporting forms upon execution of contracts. In addition, should the OYS amend reporting forms and requirements, diskettes with the revised forms will be provided to the applicants.
- c. Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period.
- d. The applicant shall submit to OYS its final Expenditure Report 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**

To be determined.

## **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:

After the first payment made in advance, the monthly/quarterly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12<sup>th</sup>) 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**

**Not applicable.**

**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 2 pages; 0 points)**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. Applicant shall identify the geographic region for the proposed services, state the goals and objectives related to the service activity, and relate how the service activity is designed to impact the positive youth development of the identified target population.

**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 the delivery of the proposed services.

**B. Experience**

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

**C. Quality Assurance and Evaluation**

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

**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the geographic region of the proposed service delivery. The applicant shall provide support documentation and describe past experiences in collaborating and coordinating related services.

**E. Facilities**

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

### **III. Project Organization and Staffing (not to exceed 3 pages; 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. Job descriptions and resumes of 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 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.

### **IV. Service Delivery (not to exceed 15 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 pertinent 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. The description shall address issues related to positive youth development outlined in Section 2 of the RFP and include adequate 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/s that will be used;
- Training that will be provided for staff;
- Curriculum that will be used for the program delivery;
- The target behavior that the program activity will 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	Personnel – Taxes, Assessments & Fringe Benefits
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):

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 expenditure reports and invoices 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.

# **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>	<b>100 Points</b>
Program Overview	<b>0 points</b>
Experience and Capability	<b>20 points</b>
Project Organization and Staffing	<b>15 points</b>
Service Delivery	<b>55 points</b>
Financial	<b>10 Points</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate (Form A-6)

##### 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 to orient evaluators as to the service(s) being offered in response to the request for proposals. The applicant shall highlight the agency's mission and vision and the goals and objectives of the proposed service activity relative to the assessed needs and available resources of the target population and geographic region identified for the service delivery.

##### 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 the delivery of the proposed services.
- Demonstrated skills, abilities and capacity to deliver proposed services in the identified geographic region for the target population.

**B. *Experience***

- Demonstrated minimum three (3) years experience delivering services related to requested services.
- Demonstrated experience successfully delivering services for the target population. Documented evidence such as awards, certifications, and outcomes included.

**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. Past Memoranda of Understanding/Agreement, letters document this ability.
- Sufficiency of collaboration and coordination plans related to implementation of proposed services.
- Documented support and involvement of agencies and community for the proposed services. Current letters of support and MOU/MOA provided.

**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**

- The proposed **staffing pattern**, **client/staff ratio**, and proposed **caseload capacity** are described and reasonable to insure viability of the services.
- **Job descriptions** and **minimum qualifications** (including experience required) for staff assigned to the program are described and the **number of positions** is sufficient to ensure effective program/ service delivery.
- Proposal includes resumes of key staff that list experience with related or similar services and target populations.

**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/s:** Approach and rationale for the structure, functions, and staffing of the organization for the overall service activity and tasks is diagrammed and describes an approach sufficient for providing the proposed program and services.

**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.

**For HMS-503-08-03-a, these criteria will be used:**

- Does the applicant's In-Facility work/service plan clearly convey the overall service flow from program entry to program completion that will enhance the overall functioning of youth, assist in reintegrating them back into the community and reflect the identified needs and proposed service outcomes?
- Does the applicant's Aftercare work/service plan clearly convey the overall service flow from

program entry to program completion that will enhance the overall functioning of youth, assist in maintaining them in the community and reflect the identified needs and proposed service outcomes?

- Does the applicant's proposal clearly provide evidence that services proposed for youth have been demonstrated to be effective in identifying and reducing risk factors, increasing assets, and reducing recidivism or anti-social behaviors in juvenile offenders?
- Does the applicant's proposal clearly describe the design, implementation, and evaluation of the proposed services and does it include the required items?
- Does the applicant's proposal clearly provide the appropriate qualifications and necessary training for staff to provide the required services and activities?
- Did the applicant provide a description of the cognitive behavioral program plan, including any additional assessments necessary to determine the degree of program intensity required to reduce youth risks, and describe how changes in youth will be measured? In addition, the proposal shall include a sample cognitive skill-building lesson or activity which shall include the purpose and objective of the skill, activities to achieve the skill, and how attainment of the skill will be measured.
- Did the applicant submit all requested information, materials, or curriculum to support and document various service tasks or components, including outcomes, required performance targets and milestones that relate to the proposed services/program?

**For HMS-503-08-03-b, these criteria will be used:**

- Does the applicant's In-Facility Substance Abuse work/service plan clearly convey the overall service flow of services from program entry to program completion and reflect the identified needs and proposed service outcomes?
- Did the applicant articulate they are utilizing a research and evidence based Substance Abuse and Drug assessment to determine the type of substance abuse services required?

- Does the applicant’s proposal clearly provide evidence they are utilizing a research and evidence based cognitive restructuring approach to the youth with an understanding and awareness of the cognitive processes that lead to anti-social behavior and methods to change this pattern of behavior?
- Does the applicant’s proposal clearly provide evidence that services proposed for youth have been demonstrated to be effective in identifying and reducing risk factors, increasing assets, and reducing recidivism or anti-social behaviors in juvenile offenders?
- Does the applicant’s proposal clearly describe the design, implementation, and evaluation of the proposed services and does it include the required items?
- Does the applicant’s proposal clearly provide the appropriate qualifications and necessary training for staff to provide the required services and activities?
- Did the applicant submit all requested information, materials, or curriculum to support and document various service tasks or components, including outcomes, required performance targets and milestones that relate to the proposed services/program?

**4. Financial (10 Points)**

**Pricing structure based on cost reimbursement**

Personnel costs are reasonable and comparable to positions in the community.

Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal.

- 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 103F Contracts
- D. 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
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)			<b>X</b>	
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Work Plan			<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Sample

## Proposal Application Table of Contents

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	<b>B.</b> Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	<b>C.</b> Organization Chart	
	Program	
	Organization-wide	
	<b>D.</b> Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	<b>E.</b> Program Specific Requirements	

## 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 and the purchasing agency 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. 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, limited in scope of coverage, or non-renewed until after 30 days’ written notice has been given to the STATE.

In order to protect the PROVIDER as well as the State of Hawaii 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 combined amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER's policy shall name the State of Hawaii 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 \$1,000.00 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 Office of Youth Services, 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 Office of Youth Services (and if applicable, the federal grant agency).

6. **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.

**REFERENCES AND RESOURCES**

**Advocates for Youth**

2000 M Street NW, Suite 750  
Washington, DC 20036  
ph: 202/419.3420 fax: 202/419.1448  
<http://www.advocatesforyouth.org>

**Building Partnerships for Youth**

University of Arizona  
University of California-Davis  
National 4-H Council  
<http://www.bpy.n4h.org>

**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

**Centers for Disease Control and Prevention (CDC)**

<http://www.cdc.gov>  
CDC, Division of Adolescent and School Health  
<http://www.cdc.gov/nccdphp/dash/yrbs/ov.htm>

**Center for Law and Social Policy**

1015 15<sup>th</sup> Street NW, Suite 400  
Washington, DC 20005  
<http://www.clasp.org>

**Center for Substance Abuse Prevention**

<http://casat.unr.edu/westcapt/bestpractices/crimprove.htm>  
<http://casat.unr.edu/westcapt/bestpractices/index.htm>

**Child Trends**

4301 Connecticut Ave NW, Ste 350  
Washington D.C., 2008  
ph: 202/572-6000 fax: 202/362-5533  
<http://www.childtrends.org>

**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>

**Community Anti-Drug Coalitions of America (CADCA)**

[www.CADCA.org](http://www.CADCA.org)

**Community Toolbox**

<http://ctb.ku.edu/>

**Development Services Group**

Home page

<http://www.dsgonline.com/index.html>

Title V Community Prevention Grants Program

**ETR & Associates**

4 Carbonero Way

Scotts Valley, CA 95066

ph: 831/438-4060

<http://www.etr.org>

**Helping America's Youth**

<http://www.helpingamericasyouth.gov/>

**National Center for Education Statistics**

Home page

<http://nces.ed.gov/index.asp>

National Center for Education Statistics ("Indicators of School Crime and Safety")

[http://nces.ed.gov/pubs2005/crime\\_safe04/references.asp](http://nces.ed.gov/pubs2005/crime_safe04/references.asp)

**National Clearinghouse for Alcohol and Drug Information (NCADI)**

<http://www.health.org>

**National Criminal Justice Reference Service**

Home page (then click sidebar "Juvenile Justice")

<http://www.ncjrs.gov/index.html>

National Criminal Justice Reference Service (Youth "Risk & Protective Factors")

<http://www.ncjrs.gov/App/Topics/Topic.aspx?topicid=136>

National Criminal Justice Reference Service ("Comprehensive Approaches to Gang Problems")

[http://www.ncjrs.org/html/ojjdp/summary\\_2000\\_8/comprehensive.html](http://www.ncjrs.org/html/ojjdp/summary_2000_8/comprehensive.html)

**National Youth Anti-Drug Media Campaign**

[www.mediacampaign.com](http://www.mediacampaign.com)

**National Youth Development Information Center**

<http://www.nydic.org/nydic/toolkits/index.htm>

**National Youth Violence Prevention Resource Center**

<http://www.safeyouth.org/scripts/index.asp>

**OJJDP Model Programs Guide**

[http://www.dsgonline.com/mpg2.5//mpg\\_index.htm](http://www.dsgonline.com/mpg2.5//mpg_index.htm) (See also "Related Links" for other useful sites)

**Parents, the Anti-Drug**

[www.TheAntiDrug.com](http://www.TheAntiDrug.com)

**Positive Youth Development (by Channing Bete Company)**

*About Risk and Protective Factors*

<http://www.channing-bete.com/positiveyouth/pages/rpfactors/rpfactors.html>

**Safe and Drug-Free Schools Program**

<http://www.ed.gov/about/offices/list/osdfs/index.html>

**Search Institute**

[www.search-institute.org](http://www.search-institute.org)

**U.S. Department of Human Services**

200 Independence Avenue, S.W.

Washington, D.C. 20201

<http://www.aspe.hhs.gov/hsp/teenp/>

**U.S. Dept. Health & Human Services, Substance Abuse and Mental Health Services Administration**

<http://modelprograms.samhsa.gov>

Family Guide to Keeping Youth Mentally Healthy and Drug Free

[www.family.samhsa.gov](http://www.family.samhsa.gov)

**Western Regional Center for the Application of Prevention Technologies**

Best and Promising Practices – Guide to Building Successful Prevention Program

<http://unr.edu/westcapt>

**Youth Violence: A Report of the Surgeon General**

<http://www.surgeongeneral.gov/library/youthviolence/toc.html>

**State & Local Resources**

**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>

**Coalition for a Drug-Free Hawaii**

[www.drugfreehawaii.org](http://www.drugfreehawaii.org)

**Hawaii State Department of Business, Economic Development & Tourism (DBEDT)**

*State of Hawaii Data Book 2006*

<http://www.hawaii.gov/dbedt/>