

State of Hawaii  
Department of Public Safety  
Hawaii Paroling Authority (HPA)  
Honolulu, Hawaii

## **Request for Proposals**

### **RFP No. PSD 07-HPA-14 SUPPORTIVE LIVING FOR HIGH NEEDS FEMALE PAROLEES ON THE ISLAND OF OAHU**

October 20, 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.

October 20, 2006

## **REQUEST FOR PROPOSALS**

### **SUPPORTIVE LIVING FOR HIGH NEEDS FEMALE PAROLEES RFP No. PSD 07-HPA-14**

The Department of Public Safety, Hawaii Paroling Authority is requesting proposals from qualified applicants to provide supportive living services to high needs female parolees on the island of Oahu. Services may include, but are not limited to job seeking, cognitive restructuring, and anger management. The contract term will be from the commencement date stated on the Notice to Proceed through September 30, 2007. A single contract will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before November 20, 2006, 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 November 20, 2006, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Hawaii Paroling Authority will conduct an orientation on October 27, 2006 from 1:30 p.m. to 3:00 p.m. HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on November 3, 2006. All written questions will receive a written response from the State on or about November 8, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, phone: (808) 587-1215, fax: (808) 587-1244, e-mail: [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: **4**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **November 20, 2006** and received by the state purchasing agency no later than **10 days from the submittal deadline**.

All Mail-ins

Department of Public Safety  
Planning, Programming & Budget  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Mr. Marc Yamamoto  
For further info. or inquiries  
Phone: 587-1215  
Fax: 587-1244

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), November 20, 2006**. 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., November 20, 2006.

Drop-off Site:

**Oahu:**

Department of Public Safety  
Planning, Programming & Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

## RFP Table of Contents

### Section 1 Administrative Overview

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

### Section 2 - Service Specifications

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

	B. Management Requirements .....	2-7
IV.	Facilities .....	2-11

**Section 3 - Proposal Application Instructions**

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

**Section 4 – Proposal Evaluation**

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

**Section 5 – Attachments**

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

# **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.**

Activity	Scheduled Date
Public notice announcing RFP	<u>Oct 20, 2006</u>
Distribution of RFP	<u>Oct 20, 2006</u>
RFP orientation session	<u>Oct 27, 2006</u>
Closing date for submission of written questions for written responses	<u>Nov 3, 2006</u>
State purchasing agency's response to applicants' written questions	<u>Nov 8, 2006</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Nov 9, 2006</u>
Proposal submittal deadline	<u>Nov 20, 2006</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Nov 21 – 22, 2006</u>
Final revised proposals (optional)	<u>Nov 30, 2006</u>
Proposal evaluation period	<u>Nov 21 – Dec 6, 2006</u>
Provider selection	<u>Dec 7, 2006</u>
Notice of statement of findings and decision	<u>Dec 8, 2006</u>
Approximate Contract start date or as stated on the Notice to Proceed	<u>Dec 18, 2006</u>

## II. Website Reference

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

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

### Non-SPO websites

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

	For	Go to
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:

Department of Public Safety  
Planning, Programming & Budgeting Office – Purchasing & Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814  
Attention: Mr. Marc Yamamoto  
Telephone: (808) 587-1215 Facsimile: (808) 587-1244  
Email Address: marc.s.yamamoto@hawaii.gov

## **VI. Orientation**

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

**Date:** October 27, 2006      **Time:** 1:30 p.m. to 3:00 p.m., H.S.T.  
**Location:** 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814

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:** Nov 3, 2006      **Time:** 4:30 p.m. HST

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

**Date:** Nov 8, 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 web page. (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.

## **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: Ms. Iwalani White	Name: Ms. May Kawawaki Price
Title: Interim Director	Title: Administrative Service Officer
919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814

**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.

**Insurance Requirements.** The PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawai'i commercial general liability insurance ("liability insurance") in an amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage for bodily injury and property damage resulting from the PROVIDER's performance under this Contract. The PROVIDER shall maintain in effect this liability insurance until the STATE certifies that the PROVIDER's work under the Contract has been completed satisfactorily.

The liability insurance shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the STATE by the PROVIDER. The certificate shall provide that the STATE and its officers and employees are Additional Insureds. The certificate shall provide that the coverages being certified will not be cancelled or materially changed without giving the STATE at least 30 days prior written notice by registered mail.

Should the "liability insurance" coverages be cancelled before the PROVIDER's work under the Contract is certified by the STATE to have been completed satisfactorily, the PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER's responsibility for payment of damages resulting from its operations under this Contract, including the PROVIDER's separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

**XXIII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form

SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

In 1980, the Hawaii correctional facilities housed (thirty) 30 female inmates. Currently, there are approximately 750 female inmates incarcerated in Hawaii and on the mainland. In recent years, the number of incarcerated women has increased at an alarming rate. Nationally, the women compose 6.9 percent of the prison population. In Hawaii, however, women form 11.99 per cent of the prison population. While the male prison population doubled between 1985 and 1995, the female population tripled. The number of female parole violators rose (thirty) 30 percent between January 1, 2001, and January 19, 2004. In 2005, there were a total of 303 females on parole. In 2006, there were a total 309 females on parole. The number of females on parole has been consistent for the past couple of years. Each month, approximately fifteen (15) females are considered for parole. Of this fifteen (15), about three (3) are not being paroled due to the lack of appropriate housing. Also, it is estimated that each month, about two (2) female parolees are in jeopardy of having their parole revoked due to illicit drug use. Moreover, it is estimated that approximately four (4) parolees per month, are involved in abusive or negative home environments.

During the past decade, funds for housing, financial assistance and other programs for newly paroled female parolees have been cut. In addition, the privatization of Medicaid in Hawaii has made it more difficult for those clients to access mental health, substance abuse and other health care services. This has been complicated by the fact that inmates are not eligible for benefits. And without those benefits, once they are released on parole, they have no other legitimate resources with which to meet their needs for food, shelter, and health care.

Research establishes that female offenders have different needs from male offenders, resulting in part from female disproportionate victimization from sexual or physical abuse and their responsibility for children. Women offenders are more likely than male offenders to be addicted to drugs, suffer from mental illness, and have been unemployed before incarceration. Within the past few years, high needs female parolees have been successfully placed into supportive living programs. Supportive living programs have been

successful in helping high needs female parolees make the transition from prison to the community.

The purpose of this supportive living program is to reduce the re-incarceration rates of high needs female parolees by placing them in a supportive living program with adjunct services that include, but not limited to gender responsive issues, cognitive restructuring, relapse prevention, vocational/employment services, health care, family therapy, domestic violence, and sex abuse services. The program should successfully reintegrate in the community, female parolees who have substance abuse problems, are unable to secure and maintain employment, and lack the skills to interact successfully in personal and community relationships. The Department would like to expedite the release of appropriate inmates approved for parole, by releasing them to the supportive living program. As the parolees adjust and stabilize in the supportive living program, after three (3) to six (6) months, they should be placed in more permanent independent living/housing.

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

The Request for Information (RFI) orientation meeting was held on September 29, 2006. One vendor attended this RFI orientation meeting. The RFI comments were due on October 6, 2006. No comments were received.

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

The goals of the service is to reduce the re-incarceration rates of high needs female parolees by placing them in a supportive living program with adjunct services that will focus on gender responsive issues, cognitive restructuring, relapse prevention, vocational/employment services, family therapy, health care, domestic violence and sex abuse services. The goal will be to successfully reintegrate into the community, parolees who have substance abuse problems, are unable to secure and maintain employment, and lack the skills to interact successfully in personal and community relationships. In addition, the Hawaii Paroling Authority will expedite the release of appropriate inmates approved for parole by releasing them to the supportive living program.

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

The supportive living program shall provide at least six (6) beds for this project. The supportive living program will serve between six (6) and twelve (12) high needs female parolees on the island of Oahu. The exact number depends upon the length of stay for each of the project participants.

**E. Geographic coverage of service**

Supportive living services for high needs female parolees will be conducted on the island of Oahu.

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

Funding for this supportive living project for high needs female parolees is estimated at \$80,000 for the period commencing on the date indicated on the Notice to Proceed to September 30, 2007. After the initial contract period expires, this contract may be extended for not more than two (2) twelve (12) month periods or fraction thereof, subject to the availability of funds and upon mutual agreement in writing. After the initial contract period, the funding has the potential to increase to an estimated \$97,500 for the following contract period, subject to availability of funds.

**II. General Requirements**

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

Applicant shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.

If a non-profit corporation, the applicant must have a governing board whose members have no material conflict or interest and serve without compensation.

Applicant must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.

Applicant must have a minimum of one (1) year of successful experience in dealing with female offenders and their families. To those Applicants that do not meet the one (1) year experience requirement, an exception can be made. The request for an exception shall include at a minimum, a discussion of the following:

1. The reasons why the exception is being requested (i.e. the reasons why the applicant does not meet the one (1) year experience requirements (i.e. service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying

statistical data.

Applicant will be required to accept parolees who have been assessed by the HPA as being appropriate for services, unless the Applicant presents to the HPA, justifiable reason that a parolee should not be accepted into the program. The Applicant shall provide only those treatment services identified by the Department/HPA as required for the parolee. The HPA shall have the final decision as to whether a parolee will continue to receive services or be terminated from receiving services.

Monitor parolees' behavior to ensure compliance with all State and Federal laws and the rules and regulations of the Department/HPA.

Comply with the State of Hawaii Codes and Regulations (i.e. Fire Code, Health Care, etc.), and all City & County codes, regulations & zoning requirements.

Applicant must maintain and show proof of a liability insurance policy of at least two (2) million dollars.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases – There are no planned secondary purchases.

**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: N/A

**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: Funding for this supportive living project for high needs female parolees is estimated at \$80,000 for the period commencing on the date indicated on the Notice to Proceed to September 30, 2007. After the initial contract period expires, the contract may be extended for not more than two (2) twelve (12) month periods or fraction thereof, subject to the availability of funds and upon mutual agreement in writing. After the initial contract period, the funding has the potential to increase to an estimated \$97,500 for the following contract period, subject to availability of funds.

**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.

Mr. Marc Yamamoto  
Department of Public Safety  
Planning, Programming & Budget Office  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814  
Telephone: (808) 587-1215  
Fax: (808) 587-1244

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

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

Provide a setting that is appropriate for achievement of the program's purpose.

Provide treatment services in group or individual therapy sessions to address inmate needs in areas such as cognitive skills, life skills, substance abuse (i.e. relapse prevention), anger management, domestic violence, physical and sexual abuse through the in-house personnel or by referrals made.

Provide a 24 hours-a-day, on-site shelter and living arrangements and on-site supervision of parolees. Applicant shall monitor the parolees' behavior to ensure compliance with the Terms and Conditions of their Order of Parole, with the laws of the State of Hawaii, the County of Honolulu, and of the United States of America.

Promptly report all violations and criminal conduct to the Department/HPA.

Perform case management services in coordination with the Department/HPA,

maintain case records. Individual case management services will have goals, objectives and timelines including referral to private and public social services resources such as entitlements, employment, treatment and recovery programs.

Provide periodic or as requested, reports and evaluations.

Assist each parolee in seeking, obtaining and maintaining approved employment. Work in conjunction with other service providers who will provide educational and vocational training to increase marketability of parolees in the work force. Transportation to be the responsibility of the parolee and agreed upon with Applicant and Department/HPA.

Assist parolees with personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after leaving the program.

Provide counseling for parolees, including crisis intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.

Provide parolees with assistance in developing skills necessary for successful reintegration into the community.

Provide urinalysis testing for the use of drugs and alcohol. Obtain approval for the method and tools to be used for urinalysis testing with the Parole and Pardons Administrator.

Program's duration will be from three (3) to six (6) months depending on the needs of the individual parolee. Prior to the parolee being removed/discharged from the program, the Applicant shall meet with the parolee's parole officer to discuss the parolee's discharge plan.

Applicant shall have clear house rules, policies and procedures that detail the parolee's rights and responsibilities. These policies shall be presented to the parolee on the first day of residence, and shall include discipline, termination and parolee grievance procedures.

Volunteer community service activities made available

Interview the parolee in person, at least once, prior to release.

Enable participants to engage in meaningful leisure, social and recreational activities.

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

**1. Personnel**

Applicant shall have a minimum of five years experience in job development, employment counseling, employer relations, and coordination of services for the female offender population.

Applicant shall assure that all current staff meets all licensing and/or credential requirements.

Applicant shall not hire persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea. Any employee with a criminal history shall be subject to the review and approval by the Department/HPA. The Department/HPA will review and agree to the employment of the Applicant's staff in writing. The Department/HPA shall agree any changes to staff.

**2. Administrative**

Applicant must operate their program in accordance with the rules, regulations, and policies of the Department.

Applicant must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.

**3. Quality assurance and evaluation specifications**

The HPA's Parole and Pardons Administrator, or his designee(s) will monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The Parole and Pardons Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviations from the service specifications. Prior to such suspension of the contract by the Parole and Pardons Administrator, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Parole and Pardons Administrator in consultation with the Program Specialist shall determine reasonable time.

**4. Output and performance/outcome measurements**

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to the following:

- Total number of parolees referred to the Supportive Living Program
- Number of parolees accepted into the program
- Number of parolees rejected for admission to the program and reasons for rejection
- Number of parolees referred to each treatment component
- Number of parolees successfully completing each treatment component
- Number of parolees dropping out of each treatment component
- Number of parolees terminated from the program due to misconducts (i.e. positive urinalysis, assault, etc.)
- Number of parolees terminated due to criminal offense
- Total number of drug tests (positive and negative) conducted
- Number of parolees completing the program and placed into independent living
- Number of parolees who completed the program and remained drug-free
- Number of parolees who completed the program and remained arrest-free

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

**5. Experience**

Applicant must demonstrate a minimum of five (5) years experience in job development, employment counseling, employer relations and coordination of services for the female offender population.

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

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

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

**6. Coordination of services**

Applicant must demonstrate experience in coordinating services with social service agencies such as Department of Human Service's Division of Vocational Rehabilitation, the Department of Labor's Division of Workforce Development, Labor Union training

programs, University of Hawaii community college system, Department of Health, and other appropriate entities.

Applicant must demonstrate the ability to coordinate program activities, appointments and interviews with parole officers, security staff, and community-based offender treatment programs.

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

On the first working day of each month, the Applicant will be required to fax to the Program Specialist, the monthly list of parolees they are treating for drug testing purposes. Applicant will be required to submit the following:

- Program reports filed separately from billings and marked “confidential” and forwarded to the Program Specialist via facsimile at (808) 587-1314
- Monthly reports to the Department/HPA detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an attendance sheet that will include:
  - Date and time of each treatment service, whether completed or interrupted
  - Roster of parolees who attend each session
  - For absent resident, whether they were excused or unexcused
  - Signed copy of the attendance sheet by Applicant as to accuracy and authenticity of their presence and participation
- Monthly activity reports, in a format to be approved by the Department/HPA, no later than the 10<sup>th</sup> of each month
- Quarterly line item expenditure reports, in a format to be approved by the Department/HPA, no later than 30 days after the close of each fiscal quarter
- Report of any knowledge of criminal activity by a parolee, whether potential or actual, to the HPA in accordance with agreed upon procedures

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

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

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

Units of service and unit rate shall be based on price per bed per day.

Units of service and unit rate should reflect the budget of \$80,000 for the initial contract period (period commencing on the date indicated on the Notice to Proceed to September 30, 2007) and the potential budget of \$97,500 (subject to the availability of funds) for the two (2) twelve (12) month periods or fraction thereof.

**10. Method of compensation and payment**

Applicant shall submit to the Program Specialist, a monthly invoice (an original and one copy) for payment of delivered service no later than thirty (30) days after the last treatment intervention for the month. Exceptions to the thirty (30) days, must be approved by the Program Specialist.

Each monthly invoice shall include:

- Contract number
- Date of service
- First and last name of parolees who received services
- Type of services provided to each parolee
- Unit amount
- Amount of units being billed
- Total amount of bill

Applicant's invoice shall not include costs incurred by subcontracted service providers, unless such costs are paid by the Applicant under the terms and conditions provided herein.

Invoices shall be mailed to the following address:

Ms. Joy Keamo, Program Specialist  
Hawaii Paroling Authority  
1177 Alakea Street, Ground Floor  
Honolulu, Hawaii 96813

Any discrepancies in regards to the invoice will be handled in 45 days or less.

No payments in advance will be made.

#### **IV. Facilities**

The Applicant shall provide a description of the facility(s) and site that will be used for this project. The applicant shall discuss how it meets requirements of the Department of Health, Office of Health Care Assurance (OHCA) and the City and County of Honolulu's Department of Planning and Permitting.

The Applicant shall discuss any off-site facility that may be used to assist parolees for the purpose of counseling, follow-up interviews or services directly related to the parolees' employment needs. The Applicant may use an off-site facility to meet with clients, provided the site ensures client confidentiality, and meets the requirements set by the Department of Health, OHCA and the City and County of Honolulu's Department of Planning and Permitting.

## **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**

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

## **II. Experience and Capability**

### **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**

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

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

For those agencies that do not have the one (1) year experience requirement, an exception can be made. The request for an exception shall include at a minimum, a discussion of the following:

- Reasons why the exception is being requested (i.e. the reasons why the organization does not meet the one (1) year experience requirement, the service for which funds are being requested is a new service)
- Qualifications and experience of the Applicant in providing services for other related state programs in the past
- Description of the activities performed to date and accompanying statistical data

### **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 community.

**E. Facilities**

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

**III. Project Organization and Staffing**

**A. Staffing**

**1. Proposed Staffing**

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

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

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

- Program philosophy
- Program components
- Description of case management services, including record-keeping and report writing methods
- Description of how basic services will be provided
- Description of how the range of services, including elements and methods of treatment, will be provided for all the required services
- Description of how agency will provide basic and treatment services to a fluctuating population with changing needs
- Flexibility of treatment programs
- Description of on-site supervision of parolees

## **V. Financial**

### **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.

Pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

All budget forms instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205, Budget
- SPO-H-205A, Organization-Wide Budget by Source of Funds
- SPO-H-206A, Budget Justification – Personnel – Salaries and Wages
- SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits
- SPO-H-206F, Budget Justification – Contractual Services

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:

**B. Other Financial Related Materials**

**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):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

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

## III. Evaluation Criteria

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

#### 1. Administrative Requirements

- Applicant Checklist
- Registration (if not pre-registered with the State Procurement Office)

**2. Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

**B. Phase 2 - Evaluation of Proposal Application (100 Points)**

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

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

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

- |           |   |              |
|-----------|---|--------------|
| <b>A.</b> | <b>Necessary Skills</b>   | <b>4 pts</b> |
|           | <ul style="list-style-type: none"> <li>• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.</li> </ul>        |              |
| <b>B.</b> | <b>Experience</b>   | <b>4 pts</b> |
|           | <ul style="list-style-type: none"> <li>• Three (3) years of experience of providing services to the criminal justice population</li> </ul>                  |              |
| <b>C.</b> | <b>Quality Assurance and Evaluation</b>   | <b>4 pts</b> |
|           | <ul style="list-style-type: none"> <li>• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li> </ul> |              |
| <b>D.</b> | <b>Coordination of Services</b>   | <b>4 pts</b> |
|           | <ul style="list-style-type: none"> <li>• Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>      |              |
| <b>E.</b> | <b>Facilities</b>   | <b>4 pts</b> |
|           | <ul style="list-style-type: none"> <li>• Adequacy of facilities relative to the proposed services.</li> </ul>   |              |

**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 ( 8 pts)** \_\_\_\_\_
  - Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 4 pts
  - Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4 pts
- B. Project Organization ( 7 pts)** \_\_\_\_\_
  - Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4 pts
  - Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 3 pts

**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.*

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

**5. Financial (10 Points)**

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the Applicant
- 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

## 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)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
Registration Form SPO-H-100A	Section 1, RFP	SPO Website*	(Required if not registered)	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<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>				
Certificate of Liability Insurance			With Proposal	

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview .....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
	<b>A.</b> Necessary Skills .....	2
	<b>B.</b> Experience.....	4
	<b>C.</b> Quality Assurance and Evaluation.....	5
	<b>D.</b> Coordination of Services.....	6
	<b>E.</b> Facilities .....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
	<b>A.</b> Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications .....	9
	<b>B.</b> Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
	<b>A.</b> Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	<b>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 Requirement	