

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

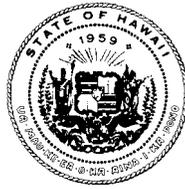
**Request for Proposals**

**NON-SCHOOL HOUR PROGRAMS  
FOR YOUTH**

**HMS-502-07-01**

January 12, 2007

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



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES

OFFICE OF YOUTH SERVICES  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813

January 12, 2007

## REQUEST FOR PROPOSALS

### NON-SCHOOL HOUR PROGRAMS For youth RFP No. HMS-502-07-01

The Department of Human Services, Office of Youth Services (OYS), is requesting proposals for services for youth during non-school hours. The contract term will be from June 1, 2007 through May 31, 2008. Multiple contracts will be awarded under this request for proposals. Funding is subject to availability of funds and budget execution policies.

Proposals shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (HST) March 2, 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 March 2, 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, January 25, 2007. 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, February 2, 2007. All written questions submitted by February 2 2007, will receive a written response from the State on or about February 12, 2007.

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

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:  
ONE (1) 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 March 2, 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**

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

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE  
UNTIL 4:30 P.M., Hawaii Standard Time (HST), March 2, 2007.**

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

**BE ADVISED:** All mail-ins postmarked by USPS after **12:00 midnight, H.S.T., March 2, 2007**, will be rejected.

Hand deliveries will **not** be accepted after **4:30 p.m., HST, March 2, 2007.**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, March 2, 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	1/12/2007
Distribution of RFP	1/12/2007
RFP orientation session	1/25/2007
Closing date for submission of written questions for written responses	2/2/2007
State purchasing agency's response to applicants' written questions	2/12/2007
Discussions with applicant prior to proposal submittal deadline (optional)	1/2007-3/2007
Proposal submittal deadline	3/2/2007
Discussions with applicant after proposal submittal deadline (optional)	3/2007-4/2007
Final revised proposals (optional)	3/2007
Proposal evaluation period	3/2007-4/2007
Provider selection	3/2007-4/2007
Notice of statement of findings and decision	4/2007
Contract start date	6/01/2007

## 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 Human Services  
Office of Youth Services  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813  
Phone: (808) 587-5700                      Fax: (808) 587-5734**

#### VI. Orientation

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

**Date: January 25, 2007                      Time: 9:00 a.m. - 11:00 a.m.  
Location: McCoy Pavilion, 1201 Ala Moana Boulevard, 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:** February 2, 2007      **Time:** 12:00 midnight HST

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

**Date:** February 12, 2007

## 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: Martha T. Torney	Name: Martha T. Torney
Title: Acting 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**

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

The Department of Human Services (DHS), Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide non-school hour programs for students enrolled in kindergarten through twelfth grade. The objective of the Request for Proposals (RFP) is to award funds for program services and activities to help children and youth maintain safe, healthy lifestyles.

The Hawaii State Legislature articulated the purpose of Act 281/SLH 2006, Relating to Children and Youth:

“The legislature finds that many children are on their own in the mornings and afternoons before and after the school bell rings. Nationally, nearly two-thirds of school-age children are in homes with both parents working, yet very few communities have a comprehensive system of before and after-school care for children. While Hawaii is fortunate to have the A+ program for students in grades K-6, older children also need adult supervision. When older children are unsupervised in the morning, afternoon, evening, weekend, and holiday hours, statistics clearly show that rates of juvenile crime, drug use, and experimentation with tobacco, alcohol, and sex increase.”

To fill this identified gap, the 2006 Hawaii State Legislature appropriated funds for the Office of Youth Services, Department of Education, and the county Departments of Parks and Recreation to establish programs services and activities to provide safe, structured learning environments for children and youth during non-school hours (see attachment E for a copy of Act 281).

The program services and activities should achieve the following desired outcomes for participating youth:

- Youth are healthy and productive.
- Youth are learning new or enhancing existing skills.
- Youth engage in making responsible decisions.
- Youth develop positive sense of self.

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

A request for Information (RFI) session was held Tuesday, July 18, 2006, at the Hawaii State Capitol. Preliminary comments were made by the Office of Youth Services, Department of Education, and the Honolulu City and County Department of Parks and Recreation. Discussion followed, with representatives from public and private youth agencies, interested persons, and youth identifying some of the issues related to offering non-school hour services, types of services and activities that should be considered, and barriers experienced in the delivery of services.

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

The OYS is looking for qualified applicants to provide non-school hour programs and services in safe, structured learning environments. Interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their communities during non-school hours. Innovative programs not widely available in the community today are encouraged. In accordance with Act 281, all applicants shall demonstrate a commitment to partnering with public and private sectors and involve youth as active participants in all phases of program planning, implementation, and evaluation. All programs that receive moneys appropriated through Act 281 shall meet each quarter with their community partners for the purpose of program evaluation and improvement.

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

The target population for the services includes children and youth enrolled in school in grades kindergarten through twelfth grade. Preference will be given to programs that serve youth attending middle school (6<sup>th</sup>-8<sup>th</sup> grades), are located in rural communities that have minimal free-time alternatives for youth, and/or service disabled youth with limited access to existing programs.

**E. Geographic coverage of services**

The request is for services to be provided in various regions—Oahu (Leeward, Honolulu, Windward, Central), Maui, Molokai/Lanai, East Hawaii, West Hawaii, and Kauai. The OYS reserves the right to make awards based on the uniqueness and appropriateness of addressing needs of youth with non-school hour programs, and the best configuration of services statewide. Should

an inadequate number of responsive and responsible proposals be submitted for a geographic area or should insufficient monies be available, OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

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

1. Funding Period: 6/1/07 – 5/31/08
2. Approximate Total Amount of General Funds: \$800,000.00
3. The OYS anticipates funds to be awarded for a 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by 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. While no exact funding amounts have been pre-determined, the OYS anticipates award amounts to be in the range of \$25,000 - \$100,000.00.
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.
6. In the interest of avoiding duplication of services and providing the widest distribution of awards, preference will be given to programs that are not currently receiving state resources to provide similar non-school hour services.

## **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. 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

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:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of programs and communities statewide after all proposals are reviewed.

**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 contract period shall be for one (1) year. Contracts may be extended, at the discretion of the OYS, up to one (1) additional 12-month period up to a maximum of two (2) years. The option for renewal or extension shall be based on the program's satisfactory performance and the 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.

RFP contact: Merton Chinen  
 Office of Youth Services  
 820 Mililani Street, Suite 817  
 Honolulu, HI 96813  
 Telephone: 587-5700  
 Fax: 587-5734  
 E-mail: [mchinen@dhs.hawaii.gov](mailto:mchinen@dhs.hawaii.gov)

## III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

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

1. **Service Framework.** Priority will be given to proposed services reflecting the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of specific communities; therefore, services provided should be:
  - a. Holistic in nature, impacting the mind, attitude, and behavior;
  - b. Outcome-based;
  - c. Based on effective practice;
  - d. Collaborative in nature;
  - e. Culturally, developmentally, and gender-appropriate;
  - f. Provided by nurturing and caring adults and appropriately trained peers; and
  - g. Strengths based.
2. **Specific Program Activities.** The applicant shall provide services and activities matched to the cognitive, physical, social, and emotional developmental abilities of children and youth. In accordance with Act 281, all applicants shall demonstrate a commitment to partnering with public and private sectors and involve youth as active participants in all phases of program planning, implementation, and evaluation. Applicants are especially encouraged to collaborate with the local school complexes of the State Department of Education and the respective county Departments of Parks and Recreation, to plan and

implement programs for the targeted youth to assure youth have access to resources and services and to effectively meet their needs. The program activities include:

- a. Services, activities, and programs that are responsive to and reflect the culture, ethnicity, and identity of the program participants and that are delivered within contexts that promote an understanding and appreciation of the ethnic and cultural diversity of the community.
- b. Opportunities that specifically address the areas of social and physical well-being, knowledge, reasoning and creativity, career and vocational preparation, and social responsibility through activity types described below:
  - 1) Youth Leadership activities that allow youth to experience leadership, group dynamics and problem solving opportunities such as youth advisory boards, youth council, and youth representatives on community collaboration efforts;
  - 2) Educational Development and Career Exploration activities such as tutoring (including peer tutoring) that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level academic and/or vocational education;
  - 3) Community Service and Service Learning activities that engage youth and provide them with significant roles in planning and implementing activities, as well as opportunities to contribute to the organization and the community;
  - 4) Intergenerational programs that provide youth with opportunities to be involved with adults in meaningful interactions and quality relationships that are consistent and that provide approval for pro-social behaviors and accountability for antisocial behaviors;
  - 5) Performing and Visual Arts and Humanities activities that enhance learning and creative opportunities through drama, story telling, poetry, writing, and music; and
  - 6) Sports, Fitness and Health activities that improve physical health, self-concept, athletic and scholastic competence, and physical appearance; encourage working as a team; provide

nutrition exploration; develop resistance skills; and discuss contraceptive practices/abstinence.

**3. Implementation of Effective and Innovative Practices; Preferences.** Proposed services and activities should integrate strategies including, but not limited to the following:

- a. Strengthening skills and building competencies.
- b. Encouraging creative expression.
- c. Developing healthy minds and bodies.
- d. Offering mentoring programs.
- e. Involving the community in expanding life options for youth.
- f. Encouraging youth leadership and participation in developing and implementing programs.
- g. Providing youth development activities that enhance self-esteem and allow practice to build a sense of competency in various skills.
- h. Incorporating behavioral goals, teaching methods, and materials that are appropriate to the age, experience, and culture of the program participants.
- i. Implementing programs for a sufficient length of time to complete activities adequately.
- j. Utilizing adults or peer leaders who believe in the program they are implementing and who have been provided training.

While all proposals that address the above will be considered, preference will be given to applicants proposing services and programs that serve youth attending middle school (6<sup>th</sup> – 8<sup>th</sup> grade), are located in rural communities that have minimal free-time alternatives for youth, and/or disabled youth a with limited access to existing programs.

**4. Program Design and Evaluation.** The description of the design, implementation, and evaluation of the proposed services should include, but not be limited to:

- a. The process utilized to involve youth in planning activities;

- b. The process the applicant has utilized or will utilize to identify youth development program models/curricula that are shown to be effective in addressing the needs of youth within its community;
- c. The plans to train current agency staff to provide youth services;
- d. The means and process for identifying, engaging, and enrolling youth for services and maintaining their participation;
- e. The means by which the agency will assess the impact of the services on program participants; and
- g. The process the agency will undertake for design changes to refine programs to ensure that the needs of youth are effectively addressed.

**5. Transportation.** Transportation of youth to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their cost proposal to the State, including items such as bus passes, gas coupons, rental/lease of vehicles, etc.

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

**1. Personnel**

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

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

## **2. Administrative**

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant shall meet quarterly with their community partners for purposes of program evaluation and improvement.
- c. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- 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 not utilize youth for any agency solicitation or political campaign purposes.
- g. The applicant may not charge youth and/or their families more than a token amount for program services. Participation in

services shall not be denied if the youth and families are not able to pay.

- h. 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.
- i. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

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

- a. 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:
    - a.) Staff qualification, organization, and effectiveness.
    - b.) Outcomes planning, implementation, and evaluation.
    - c.) Collaboration (Informal and formal agreements and subcontracts).
    - d.) File maintenance and record keeping.
    - e.) Facility accessibility, suitability, and safety.
    - f.) Transportation and other liability issues.
    - g.) 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.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant

must take corrective actions the OYS deems necessary in light of the evaluation data.

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

Note: The OYS may revise its current method of measuring outcomes. Revisions, if any, will be completed prior to finalizing contracts.

- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework 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 Outcomes Framework, applicants must:
  - 1) Base program activities on an assessment of objective data about the target population and communities the applicants propose to service.
  - 2) Design and implement programs and activities for youth that positively 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.  
Applicants should propose performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to two (2) achievements made as a result of program participation.
  - 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 Word and Excel to record, monitor, and report various data.
- c. In order to facilitate the implementation of the Outcomes Framework 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**

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

## **6. Coordination of services**

Funded programs shall coordinate, as appropriate, with related Federal, State, school, and community efforts and resources to foster

interactions and environments that promote positive youth development and healthy behaviors for youth.

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

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.

OYS will provide applicants diskettes with the required reporting forms upon execution of contracts.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period.

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**

Not Applicable.

#### **10. Method of compensation and payment**

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the 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**

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

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Applicants must not exceed specified page limits. Attachments are not included within the page limits.*
- *Use 1" margins.*
- *Use 12 point font.*
- *Use single space pages.*
- *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)**

Applicant shall give a brief overview and succinct summary of the contents of the proposal to orient evaluators as to the program/services being offered.

The overview shall include:

- A description of the specific geographic region/s where the proposed services will be delivered;
- A brief profile of the target population and data sources used to create the profile;
- The goals and objectives related to the service activity;
- A brief explanation of how the proposed services will meet the needs and impact the development of the target population;
- A statement of the applicant's mission and vision and their alignment with proposed services.

## **II. Experience and Capability (Not to exceed 5 pages)**

### **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 collaborate and coordinate services with other agencies, including the Department of Education and county Departments of Parks and Recreation, and resources in the geographic region of the proposed service delivery. The applicant shall describe past experiences in collaborating and coordinating related services and provide documentation to support this description.

**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)****A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity that are reasonable to ensure 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.

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

#### **IV. Service Delivery (Not to Exceed 15 pages)**

Applicant shall include a detailed discussion of the approach to applicable service activities and management requirements found in Section 2, Item III. - Scope of Work for the service area that the applicant is proposing services. The discussion of the proposed service delivery shall include:

- A brief summary of the applicant's philosophy and service framework and describe how the framework reflects/ relates to the OYS philosophy regarding the delivery of services for youth.
- A work plan of all activities and tasks to be completed, related work assignments, responsibilities, and service plan that clearly articulates the overall service flow from program entry to program completion, as appropriate.
- A timeline / schedule of steps to be taken in planning and implementing the required services and related activities.
- Details of 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.
- Preliminary outcomes that are expected as a result of the program's activities, including proposed number of youth served and the expected change in the youth (e.g., increased skills demonstrated in areas such as social, academic, physical, etc.).

#### **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.

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
Form SPO-H-206I	Equipment Purchases

## **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>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	15 points
Project Organization and Staffing	15 points
Service Delivery	60 points
Financial	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 – Evaluation of Proposed 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 orient evaluators as to the service(s) being offered.

1. **Experience and Capability (15 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.

##### B. Experience

- Demonstrated minimum three (3) years experience delivering services related to requested services.

##### C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

**D. Coordination of Services**

- Demonstrated capability, in accordance with Act 281, to coordinate services with other agencies and resources in the community. Past Memoranda of Understanding (MOU)/Agreement (MOA), and/or 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/or MOU/MOA provided, as applicable.

**E. Facilities**

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

**2. Project Organization and Staffing (15 Points)**

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

**A. Staffing**

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

**B. Project Organization**

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

### 3. **Service Delivery (60 Points)**

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

- Does the proposal adequately and clearly demonstrate a commitment to partnering with the public and private sector?
- Does the proposal clearly provide for the involvement of youth as active participants in all phases of program planning, implementation and evaluation?
- Does the proposal clearly outline the plan/process for quarterly meetings with community partners for the purposes of program evaluation and improvement?
- Does the proposal clearly provide evidence that services proposed provide youth enrolled in school with safe, structured learning environments and programs during non-school hours?
- Does the proposal adequately and clearly provide a description of the work/service plan for the major activities and tasks to be completed, including clarity in work assignments and responsibilities?
- Does the proposal include all requested information, materials, or curriculum to support and document various service tasks or components, including a description of services anticipated to be subcontracted to other individuals or agencies?

### 4. **Financial (10 Points)**

- 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
- E. Act 281

## 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

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## SPECIAL CONDITIONS

1. **Insurance.** In addition to Paragraph 1.4, Insurance, Exhibit “D”, General Conditions, the PROVIDER agrees to the following:

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/>

**ACT 281**

hearings officer, retired supreme court justice Frank Padgett, recommended that the permit be denied on a number of legal grounds. One board member did not vote because the member owned shares in the Hawaii Electric Light Company and had a conflict of interest. Despite the vote, the third circuit court held that since a majority of all six members of the board are needed to ratify an action, no legally binding decision was reached prior to the deadline for action and the permit was automatically approved. After the permit was issued, fourteen lawsuits ensued over the Ke'ahole power plant, which stalled the project for years.

In November 1999, the Kaua'i planning commission considered a proposal from Kaua'i Electric Company to build a new power plant on agricultural land. The community testified in force against the project. Two of the seven commissioners were absent. Three supported the power plant. Two opposed it. One of the proponents asked the corporation counsel for an opinion on the legal effect of a 3-2 vote. The answer was that the effect would be automatic approval, without any conditions at all. In order to ensure that harm caused by the plant would be mitigated a little bit by a conditional approval, one of the opponents voted for the plant, making it a 4-1 vote and eliminating an automatic approval.

The county of Hawaii has granted by default a number of zoning and subdivision variances because it could not satisfactorily review the application within the time limits.

The purpose of this Act is to allow a county to opt out of the automatic approval law by adopting an ordinance to exempt the county as a whole or any county agency from the automatic permit approval law.

SECTION 2. Section 91-13.5, Hawaii Revised Statutes, is amended by amending subsection (e) to read as follows:

- “(e) This section shall not apply to ~~[any]:~~  
 (1) Any proceedings of the public utilities commission[-]; or  
 (2) Any county or county agency that is exempted by county ordinance from this section.”

SECTION 3. Statutory material to be repealed is bracketed and stricken. New statutory material is underscored.

SECTION 4. This Act shall take effect upon its approval.

(Approved July 6, 2006.)

**ACT 281**

S.B. NO. 486

A Bill for an Act Relating to Children and Youth.

*Be It Enacted by the Legislature of the State of Hawaii:*

SECTION 1. The legislature finds that many children are on their own in the mornings and afternoons before and after the school bell rings. Nationally, nearly two-thirds of school-age children are in homes with both parents working, yet very few communities have a comprehensive system of before and after-school care for children. While Hawaii is fortunate to have the A+ program for students in grades K-6, older children also need adult supervision. When older children are unsupervised in the morning, afternoon, evening, weekend, and holiday hours, statistics clearly show that rates of juvenile crime, drug use, and experimentation with tobacco, alcohol, and sex increase.

## ACT 281

The legislature further finds that there is widespread agreement about the importance of establishing safe, structured learning environments for children and youth during non-school hours.

The purpose of this Act is to appropriate funds for non-school hour programs for children and youth.

**SECTION 2.** There is appropriated out of the general revenues of the State of Hawaii the sum of \$800,000, or so much thereof as may be necessary for fiscal year 2006-2007, for non-school hour programs for kindergarten through twelfth grades for the department of education.

The sum appropriated shall be expended by the department of education for the purposes of this Act.

**SECTION 3.** There is appropriated out of the general revenues of the State of Hawaii the sum of \$800,000, or so much thereof as may be necessary for fiscal year 2006-2007, for the office of youth services for non-school hour programs for children and youth enrolled in school.<sup>1</sup>

The sum appropriated shall be expended by the department of human services for the purposes of this Act.

**SECTION 4.** There is appropriated out of the general revenues of the State of Hawaii the sum of \$400,000, or so much thereof as may be necessary for fiscal year 2006-2007, for non-school hour programs for children and youth enrolled in school.

The sum appropriated shall be expended by the department of parks and recreation of each county, subject to the following allocation percentages, which are based on the number of children eighteen years of age or younger residing in each county; provided that no funds shall be disbursed unless each county provides matching funds on a dollar for dollar basis:

- (1) Seventy-one per cent, city and county of Honolulu;
- (2) Thirteen per cent, county of Hawaii;
- (3) Eleven per cent, county of Maui; and
- (4) Five per cent, county of Kauai.

**SECTION 5.** Moneys allocated for the purposes of this Act shall not reduce existing funding for non-school hour programs and shall be awarded by the expending agencies only to non-school hour programs that demonstrate a commitment to partnering with the public and private sectors and involve youth as active participants in all phases of program planning, implementation, and evaluation. All programs that receive those moneys shall meet each quarter with their community partners for the purposes of program evaluation and improvement.

**SECTION 6.** The office of youth services, the department of education, and the counties' parks and recreation departments shall convene annually to share information on the best practices and outcomes. The office of youth services shall submit to the legislature an annual report on the programs funded under this Act no later than twenty days prior to the convening of each regular session, beginning with the regular session of 2007.

**SECTION 7.** This Act shall take effect on July 1, 2006.

(Approved July 6, 2006.)

<sup>1</sup>  
Note

1. Should be a period.