

State of Hawaii
DEPARTMENT OF PUBLIC SAFETY
INTAKE SERVICE CENTER DIVISION

Addendum A

OCTOBER 23, 2007

To

Request for Proposals

**RFP No.: PSD 08-ICSD-07
INDEPENDENT HOUSING
FOR
PRETRIAL DEFENDANTS ON OAHU
October 3, 2007**

OCTOBER 23, 2007

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
RFP No.: PSD 08-ISCD-07
INDEPENDENT HOUSING
FOR PRETRIAL DEFENDANTS
ON OAHU**

The Department of Public Safety, Intake Services Center Division is issuing this addendum to RFP No.: PSD 08-ISCD-07, INDEPENDENT HOUSING FOR PRETRIAL DEFENDANTS ON OAHU for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Marc S. Yamamoto
Telephone: (808) 587-1215
E-mail: marc.s.yamamoto@hawaii.gov
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

RFP No.: PSD 08-ISCD-08, TRANSITIONAL HOUSING AND SERVICES FOR
PRETRIAL DEFENDANTS ON OAHU is amended as follows:

Subsection Page(s)

Section 2, Service Specifications

III (A) 2-4 and 2-5 Services Activities are amended as attached. *Revisions have been underlined.*

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.

Marc Yamamoto
Planning, Programming and Budget Office
Department of Public Safety
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone (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)

1. Provide separate independent housing for male and female pretrial defendants for up to 60 days during which time the Oahu Intake Service Center Pretrial Officer will assist the defendant to obtain employment or other income, and stable housing.
2. Meet state and county zoning and permit requirements.
3. Ready for habitation.
4. Proximity and easy access to public transportation.
5. Daily documentation by staff of defendant's continued residence.
6. Agency policy and procedure manual or an equivalent document to include:
 - a. Resident rules and regulations including a no illegal drug policy
 - b. Personnel policy (Hiring practices to include statewide criminal background checks)
 - c. Resident grievance policy and appeal process
 - d. Examples of sign in and out logs
 - e. Resident records
 - f. Written emergency plans that are reviewed and updated annually. Plans shall be communicated to all employees and residents and be conspicuously posted in the facility.
7. Meet with OISC pretrial officer as needed to discuss any unusual incidents or events that have serious internal or external ramifications or

that may attract the attention of the general public and/or news media. Copy of the incident report shall be maintained in the resident's records.

8. Report all violations promptly to OISC pretrial officer; provide written report outlining any situation that caused disciplinary action to be taken against the defendant.
9. If termination is recommended, state reason in a written termination report.
10. The defendant shall not be required to surrender his/her benefits such as Supplemental Security Income, General Assistance, Veteran's benefits, etc. to the service provider.
11. The Service Provider shall report any suspicion or probable cause to believe that a defendant is using illegal substances or alcohol to the Oahu Intake Service Center officer promptly.

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

1. Personnel

Due to the defendants under this contract being under the jurisdiction of the Department of Public Safety, the service provider shall employ staff that is suitable to deal with population. The service provider or sub-provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree to changes to staff and/or sub-providers in writing.

2. Administrative

- a. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.

3. Quality assurance and evaluation specifications

The Department's Intake Service Center Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Intake Service Center Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the