

State of Hawaii  
Department of Human Services  
Office of Youth Services

## **Request for Proposals**

**RFP # HMS-501-08-09**  
**“Drug & Violence Prevention Activities for At Risk Youth”**

April 11, 2008

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.

April 11, 2008

## **REQUEST FOR PROPOSALS**

### **DRUG & VIOLENCE PREVENTION ACTIVITIES FOR AT RISK YOUTH RFP No. HMS-501-08-09**

The Department of Human Services, Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide science-based drug and violence prevention services for youth. Eligible applicants include schools, community-based organizations (including community anti-drug coalitions), other public entities and private organizations, and consortia of these agencies.

The contract term will commence on or after July 1, 2008 and continue for one year. The contract may be extended for an additional twelve months, contingent upon program performance and the availability of funds. Multiple contracts will be awarded under this request for proposals.

One (1) original and three (3) copies of the proposal shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (H.S.T.) May 12, 2008 or hand delivered no later than **4:30 p.m., Hawaii Standard Time (HST), on Monday, May 12, 2008**, at the drop-off site 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. Deliveries by private mail services such as Federal Express (FedEx) and United Postal Service (UPS) shall be considered hand deliveries. There are no exceptions to this requirement.

The Office of Youth Services will conduct an orientation on Friday, April 18, 2008 from 1:30 p.m. to 3:30 p.m. HST, at Haseko Center, 820 Mililani Street, Room 615 (Conference Room #2), Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 12:00 midnight HST, on April 21, 2008. All written questions submitted by April 21, 2008 will receive a written response from the State on or about April 23, 2008.

Inquiries regarding this RFP should be directed to the RFP contact person, Dixie Thompson, Office of Youth Services, 820 Mililani Street, Suite 817, telephone: (808) 587-5700 or (808)587-5718, fax: (808) 587-5734, e-mail: [dthompson@dhs.hawaii.gov](mailto:dthompson@dhs.hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: 1 Original and 3 Copies**

**ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN MAY 12, 2008 and received by the state purchasing agency no later than 10 days from the submittal deadline.**

### **ALL MAIL INS**

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

### **RFP COORDINATOR**

Dixie Thompson  
For further info. or inquiries  
Phone: 808-587-5700  
Fax: 808-587-5734  
Email: [dthompson@dhs.hawaii.gov](mailto:dthompson@dhs.hawaii.gov)

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii Standard Time (HST), on Monday, May 12, 2008.** 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., May 9, 2008.

### **Drop-off Site**

**Office of Youth Services  
Haseko Center  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813**

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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>	<u>Scheduled Date</u>
Public notice announcing RFP	4/11/08
Distribution of RFP	4/11/08 – 5/12/08
RFP orientation session	4/18/08
Closing date for submission of written questions for written responses	4/21/08
State purchasing agency's response to applicants' written questions	4/23/08
Discussions with applicant prior to proposal submittal deadline (opt)	4/08-5/08
Proposal submittal deadline	5/12/08
Discussions with applicant after proposal submittal deadline (opt)	5/08
Final revised proposals (optional)	5/08
Proposal evaluation period	5/08-6/08
Provider selection	5/08-6/08
Notice of statement of findings and decision	5/08-6/08
Contract start date	7/1/08-10/1/08

## 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). Additional program resource website addresses are listed in Section 5, Attachment E of this RFP.)

	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:

**Office of Youth Services  
Department of Human Services  
830 Mililani Street, Suite 817  
Honolulu, Hawaii 967813  
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:** April 18, 2008      **Time:** 1:30 PM to 3:30 PM  
**Location:** Haseko Center, 820 Mililani Street, 6<sup>th</sup> Floor, Conference Room #2,  
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:** April 21, 2008      **Time:** 4:30 PM HST

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

**Date:** April 23, 2008

## 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: Kerry Kiyabu
Title: Executive Director	Title: Acting Administrative Technical Services Officer
Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813	Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813
Business Address: Same as Above	Business Address: Same as Above

## **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 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. Draft Special Conditions are included in Section 5-Attachments of this RFP.

**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

No Child Left Behind Act (NCLB) of 2001, reauthorized the Elementary and Secondary Education Act of 1965. The Safe and Drug-Free Schools and Communities Act (SDFSC) Title IV, Part A, Subpart 1 of the Act provides State Grants to support programs that: 1) prevent violence in and around schools; 2) prevent the illegal use of alcohol, tobacco, and drugs; 3) involve parents and communities; and 4) coordinate with related Federal, State, school, and community efforts and resources to foster safe and drug-free learning environments that promote student academic achievement. (See <http://www.ed.gov/policy/elsec/leg/esea02/index.html>).

The SDFSC grant funds are to be utilized to develop, implement, and evaluate comprehensive programs and activities, which are coordinated with schools and other community-based services and programs to:

- 1) Foster a safe and drug-free environment that supports academic achievement;
- 2) Align with the Principles of Effectiveness
- 3) Prevent or reduce violence; the use, possession, and distribution of illegal drugs; and delinquency;
- 4) Include meaningful and ongoing consultation with and input from parents in the development of applications and administration of programs and activities and include activities to promote the involvement of parents in the program; and
- 5) Promote coordination among schools, community groups and coalitions, and government agencies.

The SDFSC State Grants Governors' program provides support to parent groups, community-based organizations, and other public and private nonprofit entities for drug and violence prevention activities that complement the State education agency (SEA) and local education agency (LEA) portion of the Safe and Drug-Free Schools and Communities Program. The program authorizes utilization of a variety of activities designed to prevent school violence and youth drug use and to help schools and communities create safe, disciplined and drug-free environments that support student academic achievement. The goal of the SDFSC Governors' program is to prevent drug use and violence among youth in communities through the following services:

- 1) Implementation of drug and violence prevention activities that complement and support authorized LEA activities including developing

- and implementing activities to prevent and reduce violence associated with prejudice and intolerance;
- 2) Dissemination of information about drug and violence prevention; and
  - 3) Development and implementation of community-wide drug and violence prevention planning and organizing.

The Office of Youth Services (OYS) is the designated agency to manage the 20% the SDFSC funds allocated to the State of Hawaii designated as the Governor's portion. The OYS is responsible for initiating and overseeing the procurement and resulting awards of these funds. The OYS supports the ongoing efforts of and coordinates with the Office of the Lieutenant Governor, the Hawaii Department of Education (HIDOE), Safe and Drug Free Schools and Communities Program, and the Department of Health, Alcohol and Drug Abuse Division (ADAD). SDFSC funded services and programs are intended to support, enhance, and align with the Hawaii Drug Control Plan (2005) which includes prevention in its three-prong approach to addressing the issues of illegal drug and alcohol use in Hawaii; the NCLB Hawaii Consolidated State Grant Application; and the Hawaii Strategic Prevention Framework State Incentive Grant.

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

Public notice was posted at the State Procurement website on March 24, 2008 to request for information (RFI) and community input in preparation of this solicitation. Schools, community based organizations, public entities, private organizations, and concerned citizens were invited to provide comments and feedback via mail, email, fax, and/or phone. Written comments and suggestions were received by email and from 14 attendees (representing 11 agencies) at a general meeting held on April 1, 2008 from 12:45 p.m. – 3:00 p.m. in Honolulu. Most of the participants at the meeting were providers of services to youth and the majority of those were non profit providers on Oahu.

General comments and concerns reflected the opinion that the OYS should procure services that will eventually contribute to helping youth and communities be safer and happier. There was expressed interest in a focus on prevention to address the violence that is increasing at middle and high schools in the state and the increase of violence depicted in media and internet communications. Kalihi and the Leeward Coast of Oahu and Central Maui were identified as specific geographic areas in need of prevention programs. Comments indicated that providers are interested in providing appealing, highly engaging activities to help teach character education, conflict resolution, and decision making skills so that youth learn kindness, tolerance, empathy, and cooperation.

Additionally, respondents suggested a shortened, simplified proposal application process, realistic performance goals, a streamlined measurement

tool, reduction in reporting of program activities, and simplified data collection.

The OYS appreciated all the feedback and comments provided during the RFI period and where applicable, allowable, and appropriate the suggestions have been incorporated in to this RFP.

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

The SDFSC program desires for all youth to be educated in learning environments that are safe, drug-free and conducive to their academic achievement. The goal of the solicitation is to procure services that will contribute to the prevention of school violence and drug use by youth. Evidenced-based activities that demonstrate a clear substance abuse and violence prevention education component delivered to middle school age youth will receive priority consideration for funding.

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

The target population consists of youth, ages 10 to 19, who are at risk for violence, substance abuse and/or criminal activity due to geographic, ethnic, or socioeconomic factors; youth between the ages of 10 to 19 years old who have had contact with the police, or are experiencing social, emotional, psychological, educational, moral, physical or similar problems; and/or youth of Samoan, Hawaiian, Filipino and African-American ancestry who are over-represented within the juvenile justice system.

Additionally, priority will be given to proposed programs and activities that will prevent drug use and violence for children and youth who are not normally served by the SEA/LEA and populations that need special services or additional resources, such as youth in juvenile detention facilities, runaway or homeless children and youth, pregnant and parenting teenagers, English as Second Language (ESL) or immigrant students, and school dropouts.

**E. Geographic coverage of service**

This solicitation has a wide distribution. Awards will be made based on current data and needs assessed and presented and in relation to the services proposed to meet those specific needs for the geographic area identified in the proposal. The specific number of awards has not been determined. Should an inadequate number of responsive and responsible proposals be submitted or should sufficient 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. While no specific amount for each award has been pre-determined, the OYS anticipates no single award to be less than \$25,000.00 or more than \$60,000.00 subject to the availability of funds and the quality of program services.
2. The approximate total amount of funds available is \$260,000.00. The source of Federal Funds is Safe and Drug-Free Schools and Communities –State Grants (B) C.F.D.A. #84.186. ([www.cfda.gov](http://www.cfda.gov))
3. Funds are anticipated to be awarded for a one time 12-month period. The anticipated funding period is July 1, 2008 – June 30, 2009. Should funds become available and program services merit, there may be a possibility for one additional 12-month extension.

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

If awarded the contract, the applicant shall:

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

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

Allowed                       Unallowed

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

(Refer to §3-143-206, HAR)

Single       Multiple       Single & Multiple

Criteria for multiple awards:

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

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

(Refer to §3-149-302, HAR)

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

Contract terms:

The initial term of the contract shall commence on or after July 1, 2008 or Notice to Proceed, whichever is later, and continue for one year. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

**F. RFP contact person**

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

Dixie Thompson  
Office of Youth Services  
820 Mililani Street, Suite 817  
Honolulu, Hawaii 96813  
Phone: 808-587-5700  
Fax: 808-587-5734  
Email: dthompson@dhs.hawaii.gov

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

1. **Principles of Effectiveness.** The SDFSC requires that programs comply with the principles set forth to provide a framework to improve the quality of drug and violence prevention programming. Applicants shall describe how proposed programs and activities are:
  - Be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served. The need for the drug and violence prevention activities within the geographic area for proposed services should be identified and justified. Activities shall be based on an assessment of objective data regarding the incidence of violence and illegal drug use in schools and communities to be served, including an objective analysis that is based on ongoing local assessment or evaluation activities of the current conditions and consequences regarding violence, illegal drug use, delinquency and/or serious discipline problems among youth who attend school (including private school students who participate in the drug and violence prevention program).
  - Be based on an established set of performance measures aimed at ensuring that the elementary schools, secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment. The program shall establish performance targets related to preventing drug and alcohol use by youth that support increased commitment to school by youth, learning environments conducive to learning and academic improvement and achievement, and successful completion of secondary school and transition to post-secondary education and/or employment for youth.
  - Be based on research that provides evidence that the program to be used will reduce violence and illegal drug use among youth. The overall program models and data or information on research and studies completed that qualify the proposed service activity as an “evidenced-based” practice for the target population must be provided.
  - Be based on an analysis of the data reasonably available at the time of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities identified through scientifically based research. Programs can refer to results from appropriate national and local sources including, but not limited to Hawaii Youth Risk Behavior Survey, Hawaii Student Alcohol, Tobacco, and Drug Use Survey, Crime Reports, Census Reports, and Community Profiles.
2. **Authorized Activities.** Priority will be given to proposed services that demonstrate compliance with the Principles of Effectiveness described

above, activities to prevent and reduce violence associated with prejudice and intolerance and activities that provide or address the following authorized for the Governor's program:

- Youth participation in afterschool programs and activities as positive alternatives to drug use;
- Parent training in improving family management, reducing family conflict and modeling appropriate attitudes toward problem behaviors;
- Increase in youth's commitment to school;
- Reduction of early and persistent anti-social behavior and/or rebelliousness in youth;
- Reduction of the influence of peer pressure toward use of drugs, alcohol, and violence;
- Increased age of initiation to drugs and violence.

3. Additionally, **proposed activities** should promote prevention of drug use and violence and be carried out in ways that:

- Address the consequences of violence and the illegal use of drugs, as appropriate;
- Promote a sense of individual responsibility;
- Teach youth that most people do not illegally use drugs;
- Teach youth to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
- Teach youth about the dangers of emerging drugs;
- Involve families, community sectors, and a variety of providers in setting clear expectations against and appropriate consequences for violence and the illegal use of drugs.

4. The following **Components** shall be incorporated into proposed services as appropriate:

- **Youth Involvement.** Programs should demonstrate that youth are valued and viewed as resources so they are engaged and given useful roles and are involved in productive activities and decision-making in organizations and communities. Involving youth in developing and implementing services helps build a sense of ownership and assure appropriateness and success of activities, as well as provides youth the opportunity to develop leadership skills and to give back to the community.
- **Family Involvement.** Families (biological, hanai, extended, foster, etc.) are considered partners and thereby share in the responsibility for raising healthy and productive youth. Parent support and activities promote parental competencies and encourage involvement of family members and guardians and/or significant adults in fostering family cohesion and developing positive relationships. If appropriate, the program shall engage families, promote positive relationships within

diverse family structures, impact parents' attitudes about drug and alcohol use and violence among youth, and/or improve parents' ability to communicate with youth about drugs, violence and related issues.

- **Linkages with Other Agencies.** Coordination and cooperation amongst agencies within the community to plan and implement programs for youth is essential to assure youth have access to resources and services to more effectively meet their needs. Existing and proposed activities shall demonstrate an agency's capacity for coordinating services and cooperating with other agencies and resources to provide services and programs for youth in the community or geographic area for proposed services.
- **Cultural Awareness and Identity.** Services and activities for youth shall be provided within a context that promotes the understanding and appreciation of the ethnic and cultural diversity of the community. Youth shall have the opportunity to develop an understanding of self and culture and a sense of identity and belonging. The services should be responsive to and reflect the culture, ethnicity and identity of the program participants.
- **Gender Appropriate Programming.** Drug and/or violence prevention activities and programs shall be responsive to the strengths and unique needs of both boys and girls.
- **Developmentally Appropriate Programming.** Services and activities shall be sensitive to the unique needs, characteristics and learning styles of each participant. To the extent possible, services shall match the social, emotional and cognitive ability of participants in the program.
- **Sound program design.** Programs shall be based on a thorough assessment of objective data about the relevant risk and protective factors in the local communities and geographic areas being served. Programs implemented should be designed and based on research or evaluation that provides evidence that the programs and activities used impact the indicators of risk and protective factors and contribute to preventing or reducing risk factors and establishing or strengthening protective factors related to drug use and violence.
- **Evaluation.** Evaluation shall be a consideration of the proposed service during all aspects of the programming, including but not limited to design, planning, implementation, and assessment of results and effectiveness. Evaluation and methods used to determine the program effectiveness and overall impact on target population, will be included as integral part of the proposed service activity. Programs shall conduct evaluation to assess their progress toward achieving the

outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, and to refine the outcomes, performance targets, and milestones.

- 5. Participation of private schools.** Proposed school-based services that are awarded must provide equitable participation for private school students and teachers. The proposals from such applicants shall include information according to Education Department General Administrative Regulations (EDGAR) 34 C.F.R. 76.656. Publication available for reference at <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

**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 or contact with 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 program staff and volunteers shall have appropriate qualifications and necessary training to provide the drug and violence prevention services, demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable about the community served.
- c. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the staff and/or identified 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 OYS to discuss any aspect of the services.

- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The OYS reserves the right to make modifications to the scope of the services and in 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 funds or decrease funds at its discretion.
- e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- f. The applicant may not charge youth and/or their families more than a token amount for program services.
- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.
- i. School-based programs that are awarded must provide equitable participation for private school students and teachers. The proposals from such applicants shall include information according to Education Department General Administrative Regulations (EDGAR) 34 C.F.R. 76.656. (see <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>)

### 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 written evaluation of the major program service areas, such as:
    - a) Staff qualification, organization, and effectiveness.
    - b) Program compliance with SDFSC guidelines and the Principles of Effectiveness.
    - c) Outcomes planning, implementation, and evaluation.
    - d) Collaboration (Informal and formal agreements and subcontracts).
    - e) File maintenance and record keeping.
    - f) Facility accessibility, suitability, and safety.
    - g) Transportation and other liability issues.
    - h) Consumer satisfaction.
  - 3) 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 reporting developed by the OYS, including the use of monitoring tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the program results and information gathered.

### 4. Output and performance/outcome measurements

The applicant shall specify program level outcomes and measures related to the goals and indicators; project the number of youth in the program to achieve the targets within one year of entering the program; and identify verification of achievement of milestones and specific indicators of success. The successful achievement of milestones and targets should be verifiable by direct and indirect measures, observable events or behaviors, and indicators identified by the applicant. Quarterly reports will provide

the actual numbers of youth achieving each milestone and progress toward the performance target.

The OYS is interested in funding programs and services that can impact (reduce or increase) performance indicators identified below:

- The percentage of students who are referred for *violence related* disciplinary action, suspended, and/or expelled.
- The percentage of youth reporting favorable attitudes toward alcohol, tobacco, and other drug use.
- The percentage of school school-age youth who attend school daily.
- The percentage of youth who report low school commitment.
- The percentage of school age youth that are truant or not attending school and not working.
- The percentage of students who obtain a high school diploma or equivalent certificate.

Applicants shall propose performance targets, including numeric projections of the participants that will demonstrate a degree of increase or reduction related to the indicators above and the participation in the program activities and services. The reporting **forms are found in Section 5, Attachment D** of this RFP.

## 5. Experience

Preference shall be given to applicants with a minimum of two (2) years experience designing, implementing, managing, and/or evaluating drug and violence prevention programs or other activities related to those proposed in response to this RFP.

## 6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster safe and drug-free learning environments that promote student academic achievement.

## 7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the State. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the State); 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 awardees diskettes with the required reporting forms upon execution of contracts. As the baseline will be re-established the baseline at contract execution, the actual numbers of program participants enrolled, achieving milestones, completing program, and attaining target behaviors will be reported quarterly.

Timely program and fiscal 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 invoice no later than 30 days after the end of each budget period. Lapsing of funds will occur if final invoices are not received by OYS in a timely manner.

#### **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 purchasing agency pays the provider for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

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

Not Applicable.

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

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

- a. Payments shall be made in monthly installments upon the monthly submission by the applicant of an invoice for the services provided in accordance with the terms and information set forth in the contract.
- b. After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.
- c. The OYS shall withhold a final payment of 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 services to ensure the safety.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

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

#### **I. Program Overview (Not to exceed one page)**

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

## **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 brief description of projects/contracts pertinent to the proposed prevention services for youth to demonstrate the required years of experience. Applicant shall include points of contact, addresses, email, and/or phone numbers. The State reserves the right to contact references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe agency plans for quality assurance and evaluation for the proposed project or activities, including methodology. The applicant shall describe the arrangements and costs for evaluation and methods to determine the program effectiveness and overall impact on the target population.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community or geographic area designated for the proposed services. The applicant shall submit letters of agreement and/or support that are relevant to the proposed prevention services and specific to this solicitation.

### **E. Facilities**

The applicant shall provide a description of the facility or location for delivery of services and demonstrate its adequacy in relation to the proposed services. Also the applicant shall state the facilities meet ADA requirements, as applicable, and shall describe 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 appropriate for the viability of the

proposed services and activities. (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 proposed services. (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 relative to the delivery of the proposed services. “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

A program organization chart shall reflect the position(s) of each individual who has direct responsibility for the proposed services, including position title, name, full time equivalency, and supervision received.

If applicable, an organization-wide chart should be used to indicate lines of collaborations, cooperation or authority between relevant partners in the delivery of the proposed services.

If 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 10 pages)**

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. The discussion shall include:

- Evidence that the proposal for services is based on an assessment of existing objective data regarding drugs and violence problems in the community and

with the target group to be served. The applicant shall identify the needs, priority risk and protective factors, existing resources and data efforts, and chosen effective strategies to address the drug and violence issues of the identified target population.

- A work plan of all activities and tasks to be completed and related work assignments and responsibilities that clearly articulate the service flow from program entry to program completion, as appropriate. The work plan shall include the timeline/ sequence of steps to be taken in planning, implementing and evaluating the proposed activities and services.
- Details of how the proposed work plan and activities are consistent with identified outcomes and objectives, principles of effectiveness, authorized activities, and program components identified in Section 2, III. Scope of Work.
- Evidence of effectiveness of the proposed activities. Priority will be given to programs designed and implemented based on evaluation that provides evidence that the strategies used prevent or reduce drug use and violence among youth.
- A plan that identifies performance targets, milestones, indicators, projections, and measures of achievement for program participants related to preventing drug and alcohol use by youth. OYS Form 4-1 shall be completed and submitted as part of the proposal.
- Details of how the applicant will assess progress toward achieving program outcomes and how the assessment results will be used.
- Discussion of the consultation with and input from parents in the development of the proposal and how that consultation and input will be maintained during the administration of the program or activity if awarded.
- Discussion of equitable participation for private school students and teachers if proposed services are intended to be school-based.

## **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 structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the

purchasing agency pays the provider 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. Costs shall be subject to verification.

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:

SPO-H-205	Budget
SPO-H-206A	Budget Justification-Personnel: Salaries & Wages
SPO-H-206B	Budget Justification-Personnel: Payroll Taxes, Assessments & Fringe Benefits
SPO-H-206C	Budget Justification-Travel – Inter-Island
SPO-H-206D	Budget Justification-Travel – Out of State
SPO-H-206E	Budget Justification-Contractual Services: Administrative
SPO-H-206F	Budget Justification-Contractual Services: Subcontracts
SPO-H-206G	Budget Justification-Depreciation
SPO-H-206H	Budget Justification-Program Activities

## **B. Other Financial Related Materials**

### **1. Accounting System**

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

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

### **2. Accounting Personnel**

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and approximately how many hours a week is devoted to this function.
- b. Applicant shall describe what accounting qualifications are required for each fiscal position if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.
- c. Applicant shall state which staff position 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 Proposal Requirements

##### 1. Administrative Requirements

Application Checklist  
Valid 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 required two years of relevant and related experience delivering proposed 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 to coordinate services with other agencies and resources in the community.
- Documentation of support for and coordination of proposed services by community partners and providers.

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

**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 (Not to exceed 10 pages; 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.*

- There is evidence that the proposal for services is based on an assessment of existing objective data regarding drugs and violence problems in the community to be served.
- There is a work plan of all activities and tasks to be completed and related work assignments and responsibilities that clearly articulate the service flow from program entry to program completion and includes the timeline/ sequence of steps to be taken in planning, implementing and evaluating the proposed activities and services.

- Details of how the proposed work plan and activities are consistent with identified outcomes and objectives, principles of effectiveness, authorized activities, and program components identified in Section 2, III. Scope of Work, are provided.
- The applicant includes evidence that proposed activities are effective strategies that prevent or reduce drug use and violence among youth.
- Realistic performance targets, milestones, indicators, projections, and measures of achievement for program participants related to preventing drug and alcohol use by youth are described.
- OYS Form 4-1 is attached.
- The proposal includes details of how the applicant will assess progress toward achieving program outcomes and how the assessment results will be used.
- There is evidence of consultation with and input from parents in the development of the proposal and discussion of how that consultation and input will be maintained during the administration of the program or activity if awarded.
- Discussion of equitable participation for private school students and teachers is included in the proposal for services intended to be school-based.

**5. *Financial (Not to exceed 2 pages 10 Points)***

- Adequacy of accounting system.
  - Latest single audit Report of Financial Audit
  - Cost Allocation Plan which demonstrates applicant's expenditures are allocated based on a plan that is reasonable, appropriate, and lawful.
- Qualified Accounting Personnel.
  - Staff positions responsible for maintaining accounting records, fiscal reporting and filing required by this RFP, and approximate hours a week devoted to this function are identified.
  - Qualifications are required for each fiscal position if not detailed in Project Organization and Staffing.
- Realistic, Allowable Cost Proposal.
  - SPO-H-205 Budget and supporting justification forms are attached.

**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
- D. Performance Plan OYS Form 4-1 (05/03)
- E. Program Resource Website Addresses

## 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*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<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>				
<i>Federal Certifications</i>		Section 5, RFP	<b>OYS will require certification at time of contract execution.</b>	
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>RFP Specific Requirements:</b>				
Organization Chart	Section 3, RFP		<b>X</b>	
Financial Audit Report	Section 3, RFP		<b>X</b>	
Performance Plan OYS Form 4-1	Section 3, RFP			

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

Sample

## 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 .....	<b>2</b>
	<b>B.</b> Experience.....	<b>4</b>
	<b>C.</b> Quality Assurance and Evaluation.....	<b>5</b>
	<b>D.</b> Coordination of Services.....	<b>6</b>
	<b>E.</b> Facilities.....	<b>6</b>
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
	<b>A.</b> Staffing.....	<b>7</b>
	1. Proposed Staffing.....	<b>7</b>
	2. Staff Qualifications .....	<b>9</b>
	<b>B.</b> Project Organization .....	<b>10</b>
	1. Supervision and Training.....	<b>10</b>
	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 Requirements	

**DRAFT SPECIAL CONDITIONS**

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

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

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Contract 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, the State of Hawaii and their officers and employees as additional insured. Prior to or upon execution of this Contract, 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 Contract. 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 Contract, entitling the STATE to exercise any or all of the remedies provided in this Contract 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 Contract. 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, 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, 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. Except 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. 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.
7. **Federal Audit Requirement.** The PROVIDER, when required, shall have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations."

**Office of Youth Services  
OUTCOMES PLAN & PROGRAM REPORT**

Organization: \_\_\_\_\_

Program Activity: \_\_\_\_\_

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

**Target Group Description**

<b>0Ethnicities Targeted</b> (Check One or More)		<b>1Risk Level Targeted</b> (Check One Level Only)		<i>0Service Areas Targeted</i> (Check One or More)	
<input type="checkbox"/> <b>All Ethnicities</b> <input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Cambodian <input type="checkbox"/> Caucasian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hawaiian (Part, Full) <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian  <input type="checkbox"/> Marshallese <input type="checkbox"/> Micronesian <input type="checkbox"/> Mixed (Not Hawaiian) <input type="checkbox"/> Other Asian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Portuguese <input type="checkbox"/> Puerto Rican, Hispanic <input type="checkbox"/> Samoan <input type="checkbox"/> Tongan <input type="checkbox"/> Unknown <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other		<input type="checkbox"/> <b>2</b>  <input type="checkbox"/> <b>3Risk Level I</b> <ul style="list-style-type: none"> <li>At-risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors.</li> </ul> <input type="checkbox"/> <b>4Risk Level II</b> Any One of the Following: <ul style="list-style-type: none"> <li>Status offender: Chronically truant, runaway.</li> <li>Involved in gangs, violence, or substance abuse.</li> <li>Experiencing serious family problems.</li> <li>Abused and/or neglected.</li> </ul> <input type="checkbox"/> <b>5Risk Level III</b> Any One of the Following: <ul style="list-style-type: none"> <li>Any characteristic of Level II, but also has immediate need for food, shelter, clothing, and/or medical treatment.</li> <li>Involved in felony activity.</li> <li>Court adjudicated.</li> <li>At-risk for out-of-home placement.</li> <li>At-risk for secure confinement.</li> </ul> <input type="checkbox"/> <b>6Risk Level IV</b> <ul style="list-style-type: none"> <li>Chronic serious offender requiring secure confinement for safety of public and/or of self.</li> </ul>		<input type="checkbox"/> Statewide (All Islands) <input type="checkbox"/> Oahu (All) <input type="checkbox"/> Oahu: Central <input type="checkbox"/> Oahu: Honolulu <input type="checkbox"/> Oahu: Leeward <input type="checkbox"/> Oahu: Windward  <input type="checkbox"/> Hawaii (All) <input type="checkbox"/> Hawaii: Hamakua <input type="checkbox"/> Hawaii: Kohala, Waimea <input type="checkbox"/> Hawaii: Konawaena, Kailua-Kona <input type="checkbox"/> Hawaii: Keaau, Pahoa <input type="checkbox"/> Hawaii: Naalehu, Kau  <input type="checkbox"/> Kauai (All) <input type="checkbox"/> Kauai: Kokee, Hanalei, Kilauea <input type="checkbox"/> Kauai: Waimea, Koloa, Niihau  <input type="checkbox"/> Maui (All) <input type="checkbox"/> Maui: Lahaina, Waihee <input type="checkbox"/> Maui: Wailuku, Kahului, Kihei <input type="checkbox"/> Maui: Kula, Haiku, Makawao Keanae, Hana, Paia <input type="checkbox"/> Maui: Lanai <input type="checkbox"/> Maui: Molokai	
<b>Age Range Targeted</b> (Between 5 – 19 Years) ____ To ____	<b>Gender:</b> <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> MF				

**Performance Targets and Milestones: Report (Unduplicated by Quarters)**

0

P T	Performance Target & Milestones		1st		2nd		3rd		4th		YTD Totals		
			P	A	P	A	P			A	Year Goal	YTD Actual	
1	Performance Target (Arial Narrow, 8 Point Type):							1A	7P				
	PT Type:												
	<b>Milestones</b>		Sources of Verification										
	a.	Milestone (Registration):											
	b.	Milestone:											
	c.	Milestone:											
	d.	Milestone:											
	e.	Milestone:											
	f.	Milestone:											
	g.	Milestone (Last Milestone Is the Performance Target):											

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

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

P T	Performance Target & Milestones		1st		2nd		3rd		4th		YTD Totals		
			P	A	P	A	P	0A	8P	A	Year Goal	YTD Actual	
2	Performance Target (Arial Narrow, 8 Point Type):												
	PT Type:												
	Milestones		Sources of Verification										
	a.	Milestone (Registration):											
	b.	Milestone:											
	c.	Milestone:											
	d.	Milestone:											
	e.	Milestone:											
	f.	Milestone:											
	g.	Milestone (Last Milestone is the Performance Target):											

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

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

**WEBSITE RESOURCES**

**Safe and Drug-Free Schools Program**

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

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

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

**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>

**Coalition for a Drug-Free Hawaii**

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

**Community Toolbox**

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

**Development Services Group**

Home page

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

Title V Community Prevention Grants Program

**Helping America's Youth**

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

**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/ojdp/summary\\_2000\\_8/comprehensive.html](http://www.ncjrs.org/html/ojdp/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)

**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)

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

About Risk and Protective Factors

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

**Search Institute**

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

**University of Hawaii, Center on the Family**

[www.uhfamily.hawaii.edu](http://www.uhfamily.hawaii.edu)

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

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

<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

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

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

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