

State of Hawaii
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII

Request for Proposals
No. PSD 09-CPS/SA-29

CONTINUUM OF TREATMENT
SERVICES
FOR
FEMALE OFFENDERS

Issue Date: April 3, 2009

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.

Issue Date: April 3, 2009

REQUEST FOR PROPOSALS

CONTINUUM OF TREATMENT SERVICES FOR FEMALE OFFENDERS RFP No. : PSD 09-CPS/SA-29

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide a continuum of treatment services for female offenders at the Women's Community Correctional Center on Oahu. A single contract will be awarded under this request for proposals.

The Department is requesting that a safe, humane and healing environment be developed for the entire therapeutic population of 50 beds in the Olomana Housing Unit. The healing environment must be gender-responsive and meet the unique needs of the female offenders.

Proposals must be postmarked by US mail before midnight on **May 8, 2009** or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on **May 8, 2009** or hand delivered after 4:30 p.m. HST on **May 8, 2009** will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Corrections Program Services will conduct an orientation on **April 13, 2009** from **10:00 a.m. to 11:00 a.m., HST, at 919 Ala Moana Blvd, Room 404**, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on **April 17, 2009**. All written questions will receive a written response from the State on or about **April 22, 2009**.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Marc S. Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone to (808) 587-1215.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 8, 2009** and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., May 8, 2009.

All Mail-ins and Drop Off Site

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

PSD RFP COORDINATOR

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

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight **May 8, 2009**, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., May 8, 2009.

Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., May 8, 2009.

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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> |
|--|-----------------------|
| Issuance of Request for Information | February 23, 2009 |
| RFI response due date | March 13, 2009 |
| Public notice announcing Request for Proposals (RFP) | April 3, 2009 |
| Distribution of RFP | April 3, 2009 |
| RFP orientation session | April 13, 2009 |
| Closing date for submission of written questions for written responses | April 17, 2009 |
| State purchasing agency's response to applicants' written questions | April 22, 2009 |
| Discussions with applicant prior to proposal submittal deadline (optional) | Not applicable |
| Proposal submittal deadline | May 8, 2009 |
| Discussions with applicant after proposal submittal deadline (optional) | Not applicable |
| Final revised proposals (optional) | Not applicable |
| Proposal evaluation period | May 11 – 22, 2009 |
| Provider selection | May 26, 2009 |
| Notice of statement of findings and decision | May 29 2009 |
| Contract start date | July 17, 2009 |

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

| | 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 “The RFP Website” (located under Quicklinks) |
| 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 <http://hawaii.gov>)

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

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 provider 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:

Corrections Program Services
Department of Public Safety, State of Hawai'i

919 Ala Moana Blvd. , Room 405
Honolulu, Hawaii 96814

Attention: Larry Hales

Phone (808) 587-1272 Fax: (808) 587-1280

VI. Orientation

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

Date: April 13, 2009 **Time:** 10:00 am to 11:00 am, HST
Location: 919 Ala Moana Boulevard, Room 404
Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous

answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the 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 17, 2009 **Time:** 4:30 pm HST

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

Date: April 22, 2009

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
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 address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications 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. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation, website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **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 registered 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 part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides

the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

- G. **Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of HRS Section 11-205.5, 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, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **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.

- I. **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.

Pursuant to HAR, §3-143-504, faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, 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 HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a 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 RFP 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 RFP, 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 HAR Sections 3-142-202 and 3-142-203.

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:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

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.

| Head of State Purchasing Agency | Procurement Officer |
|---|---|
| Name: Clayton A. Frank | Name: Clifford N. Asato |
| Title: Director | Title: Acting Business Management Officer |
| Mailing Address: 919 Ala Moana Blvd, Rm 400 Honolulu, Hawaii 96814 | Mailing Address: 919 Ala Moana Blvd, Rm 413 Honolulu, Hawaii 96814 |
| 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 HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. 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.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Public Safety is responsible for the administration of eight correctional facilities throughout the state. There are five Community Correctional Centers: two on Oahu and three on the neighbor islands. The Women's Community Correctional Center (WCCC) is the only facility on Oahu that provides custodial care for sentenced female offenders. There are about 250 female offenders under the jurisdiction of WCCC and about 120 on the mainland, which the Department plans to return to Hawaii.

The Department of Public Safety has the long-term goals of converting the Women's Community Correctional Center into a treatment facility. We are seeking a provider to implement the program services for Phase One of this goal. Phase One converts Olomana, one of four dormitory-style building at the facility, into a therapeutic community.

Currently, WCCC has a 50-bed intensive therapeutic community at Olomana. The Department is seeking to provide a continuum of treatment services to the current and future participants of this therapeutic community. WCCC also houses an average of 15 participants in Project Bridge (Work Furlough Substance Abuse Treatment Program). Upon completion of the therapeutic community program at Olomana, the inmates transition into the Bridge Program.

B. Planning activities conducted in preparation for this RFP

PSD issued a request for information on February 23, 2009 with an informational meeting held on March 6, 2009 and written responses due on March 13, 2009. PSD has not received questions from those attending the orientation meeting.

C. Description of the goals of the service

PSD believes that people have the power and ability to change, grow, and overcome past negative experiences and behavior. We believe this can be accomplished by creating a healing environment and by providing a gender-responsive continuum of services. A non-threatening healing environment will provide the opportunity for the female offender to make choices in order to change their lives and become productive individuals in the community.

The goals of treatment services are to promote self-sufficiency, a drug free lifestyle and to develop necessary skills for prosocial independent living. The Therapeutic approach must focus on gender responsive issues, cognitive restructuring, developing personal responsibility, and relapse prevention, all delivered in a manner that is gender appropriate. Treatment services will include (but not limited to) assessment services,

treatment planning, documentation, case management, individual counseling, process group therapy, education, physical health, specialized services, referral/discharge planning, aftercare services, job development, family therapy, education services, domestic violence and sex abuse intervention services.

The mission of the service provider must be similar to the Department of Public Safety's which is to create an environment which empowers women offenders to realize that they can strive for the highest goals with the power to make choices that will result in dignified self determination in the transition back to their community. Provider must state a commitment to the Department's operating principles in working with female offenders, and:

- Create a safe, trusting and supportive women-focused environment in which the healing process can begin.
- Treat women in the least restrictive programming environment possible where level of security is dependent upon both treatment needs and concerns for public safety.
- Assist women offenders so they experience healthy relationships with correctional staff, each other, and their families to establish a strong sense of connection.
- Provide a continuum of care that connects women offenders to positive mentors and the community and allows for successful reintegration after serving their sentences.
- Provide programs that will provide for development of skills for employment in both traditional and nontraditional settings.
- Provide holistic treatment and programming and build on women's strengths to promote self-reliance.
- Provide adequate support systems, which are a shared responsibility by government and the community to foster independence and self-reliance.
- Provide staff training in service delivery that is gender-responsive and culturally appropriate, with a focus on providing consistency in an environment free of physical, emotional and sexual harassment. Staff provides positive interaction and role modeling for the women.

D. Description of the target population to be served

The target population is the female offenders at the Women's Community Correctional Center (WCCC), Olomana Housing Unit, and Therapeutic Community with 50 beds. The Therapeutic Community Program is a 9 – 12 months program, average length of participation is 10 months, with an average of 5 offenders per month entering the program. Upon completion of the therapeutic community program at Olomana the offenders will transition into the Bridge Substance Abuse Work Furlough Program which is a 6 – 12 months program or transition into a community residential work furlough program for 6 – 12 months.

E. Geographic coverage of service

Services will be provided at the Women's Community Correctional Center on the island of Oahu and at the service provider's treatment office.

F Probable funding amounts, source, and period of availability

The funding amount for this service is estimated at \$322,000 for the period commencing on the date indicated on the Notice to Proceed for a period of twelve (12) months. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

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

1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
7. Service provider will demonstrate a working knowledge of Therapeutic Communities, and how they differ from Treatment Programs.

8. The following matrix indicates the professional certificates and/or licensing required for the provider’s staff members.

| Staffing | Education | Experience | Caseload |
|--------------------------------------|-----------------------|------------|----------|
| Senior Counselor | Certified SAC | 5 years | 1:10 |
| Counselor (Phase 1) | Certified SAC | 2 years | 1:10 |
| Counselor (Phase 2) | Certified SAC | 2 years | 1:10 |
| Counselor (Phase 3) | Certified SAC | 2 years | 1:10 |
| Vocational Rehabilitation Specialist | Certified VC, Masters | 3 years | 1:15 |
| Family Therapist | MFT License | 3 years | 1:6 |

B. Secondary purchaser participation
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

There are no planned secondary purchasers; however, after-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals
(Refer to HAR Section 3-143-605)

Allowed Unallowed

D. Single or multiple contracts to be awarded
(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards:

Not applicable.

E. Single or multi-term contracts to be awarded
(Refer to HAR Section 3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Award shall be for the twelve (12) months period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for two (2) additional twelve (12) months or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. RFP contact person

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

Mr. Marc S. Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone: (808) 587-1215
Fax: (808) 587-1244

e-mail: marc.s.yamamoto@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)

Service provider must include a complete description of services and activities proposed to provide a comprehensive program for offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

Screening

Department of Public Safety staff will complete initial substance abuse screens to determine level of treatment required.

Assessment services

Service provider will provide substance abuse assessments to new admissions into the TC Program. Service Provider will use the ASI and a Bio-psycho-social Summary, and will include but not limited to Initial Diagnosis, Recommendations for Treatment, and a Master Problem List.

Treatment Planning

The service provider will co-create a treatment plan with the client, specific to her needs, based on the Master Problem List derived from assessment. The Treatment Plan will include, but not limited to:

- Long term goal for treatment,
- Short term goals to address each problem area,

- Strengths possessed by client that will assist in achieving these goals,
- Objectives for each problem area listed,
- Specific strategies to be used to achieve the objectives,
- Target dates for achievement of each strategy,
- Bi-weekly treatment plan reviews.

Documentation

Service provider will ensure that the following documents are kept up to date in each client's file:

- Client's Screening documents,
- Intake documents including signed Consents to Treatment, Contracts for Behavior, and appropriate Consents to Release Confidential Information,
- Client's Assessment,
- Master Problem List,
- Treatment Plan and Reviews,
- Treatment Plan Update,
- Weekly Progress Notes in DAP format, referencing treatment plan Goals,
- Treatment Activities Log,
- Discharge summaries including prognosis and recommendations,
- Any other required documentation as determined by facility staff.

Case Management

Service provider will participate in regular meetings with TC Supervisors and other members of the facility treatment team in order to insure appropriate treatment is being provided, and services are being coordinated properly.

Service provider will be asked to attend Parole Board meetings, or other meetings that relate to the treatment of the offenders and the development of programs. Service provider shall assist facility staff with data collection and reports when necessary.

Individual Counseling

Service provider will conduct individual counseling sessions with offenders as per the offender's treatment plan regarding substance abuse and other identified problem areas. Frequency will vary depending upon the individual offender's needs.

Process Group Therapy

Service provider will conduct daily Process Groups with clients.

- General Therapy topics will focus on issues related to treatment, recovery, and individual discovery and growth and will be conducted for 2 hours daily.
- Addiction Therapy topics that focus on substance abuse will be conducted 2 hours daily.

Education

- Service provider will teach the more senior offenders to conduct Addiction Education classes that are gender-responsive and address the basic issues related to addiction and recovery. Service provider will oversee these classes to insure accuracy of information, and to help facilitate if needed.
- Service provider will teach the senior offenders to conduct Skill Building Classes that will assist the offenders in improving their skills in a variety of ways, for example: relaxation, stress management, communication, conflict resolution, decision making, parenting, health care, etc.

Recreation

Department of Public Safety staff will be responsible for recreational activities.

Physical Health

Service provider will assist each client with setting personal health goals and will participate in motivating, supporting, and encouraging each individual to meet her goals in a safe, healthy way. This may include developing an exercise plan, instituting a stress management routine, exploring dietary concerns, improving hygiene, and seeking health care from the facility as appropriate.

If an offender has an eating disorder that meets criteria for DSM-IV Diagnosis, Service provider shall make appropriate arrangements for treatment, including coordination with medical services.

Special Services

Due to the range of abuse, neglect and trauma the women of this population have experienced; specialized services may be needed to include in an offender's treatment plan. As many of the issues are inter-related, these services will need to be carefully coordinated so as not to overwhelm the client.

Referral and Discharge Planning

Service provider will assist the offender with Discharge Planning that will include identification of Aftercare support, 12 Step or other community sources of support, counseling resources for ongoing family or other therapy, and referrals as appropriate. Each Discharge Plan will include a minimum amount of time in Aftercare, after which the client will receive her Clinical Discharge.

Aftercare Services

Service provider will insure that Aftercare support is available to inmates who have completed treatment programs and are living independently in the community. Aftercare support will include weekly group sessions, and/or individual sessions, which will be conducted at the service provider's

treatment office. Service provider will complete monthly Progress Reports and a Discharge Summary for each offender.

Job Development

- Provide classes for inmates as needed to help address the disabilities that were identified in the educational assessments.
- Provide Life Skills training in areas necessary for inmates to be successful in seeking and maintaining employment. These skills include resume development, interviewing skills, problem solving, stress management, and goal setting.
- Assist facility staff with pre-parole planning, so as to ensure that the offender's parole plan is supportive of her success and sobriety.

Family Therapy and Educational Services

Each offender will need to identify her goals for reunification with family, or resolution of family issues that may hinder her recovery. Understanding that for many women, these issues may take many years of work in order to heal, the Service provider will assist each woman with setting appropriate and healthy goals to address her family issues in a realistic time frame. These services will include but not be limited to:

- Family therapy and educational services (family systems dynamics, dysfunctional families, healthy families, domestic violence, anger/stress management, etc.)
- Helping family members address issues which may include but not limited to difficulties around the recovery process, abandonment and neglect, abuse, inappropriate or ineffective communications, marital and sibling dyad, grief and loss issues, unresolved family or individual issues including childhood trauma.
- Family integration and support addressed individually and in-group sessions to assist in providing the appropriate support for inmates when they are released on parole.
- Delivery of services by the Service provider will be conducted at the service provider's treatment office for inmates on furlough status and at the Women's Community Correctional Center.
- Monitor inmate's compliance with their family treatment plan with facility staff so that they may coordinate their treatment activities with other treatment plans. Meet at least weekly with facility staff to review offender's progress.

Domestic Violence and Sex Abuse Intervention Services

Since a large percentage of the offenders in this population will have issues of sex abuse either as children or adults, Service provider needs to provide services to address these issues in a way that is sensitive, safe, and therapeutically sound. This may include individual and/or group work, and other appropriate therapeutic methods. Domestic violence was a lifestyle for many of these offenders. Service provider shall insure delivery of services that will assist the offender in learning to recognize their patterns of abusive

relationships, develop skills and behaviors to support making the necessary changes, and take responsibility for taking action using these skills.

Services to victims of domestic violence and sexual abuse shall include but not be limited to any or all of the following: support counseling; preparation of restraining orders; assistance with other court related services; information and referral services regarding legal, criminal justice and other issues in domestic violence; legal assistance to include representation, preparation of temporary restraining orders and other related court actions; crisis counseling, outreach services, case management, safety planning, legal services, child care; and parenting programs. Services must include a component to address the safety of the victim.

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

1. Personnel

- a) The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.
- b) Due to the offenders 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 these offenders. The Service 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 of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

2. Administrative

- a) Service provider will operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

- c) Service provider will comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service provider will describe the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- e) Service provider will maintain and show proof of a liability insurance policy of at least two million dollars.
- f) The Service provider and/or Sub-Provider shall inform and Educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).

3. Quality assurance and evaluation specifications

Service provider shall provide a detailed description of its qualifications, experience and track record in providing social and residential services to the community in general and offender populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff.
- b) List of experience as a service provider operating a residential program.
- c) List of experience as service provider providing services to offenders.
- d) List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts.
- e) Success service provider has had in recruiting and retaining quality staff.
- f) Service provider's current financial statement and any financial audits completed in the last three years.

4. Output and performance/outcome measurements

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.
- c) Percent of participants who successfully transition to the Bridge Substance Abuse Work Furlough Program.

5. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

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

6. Coordination of services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

7. Reporting requirements for program and fiscal data

- a) Total number of offenders admitted into the program.
- b) Number of offenders admitted to each service component.
- c) Number of offenders completing each service component.
- d) Number of offenders dropping out of each service component.
- e) Number of offenders terminated from each service component due to positive urinalysis test, misconducts, etc.
- f) Number of offenders completing the program.

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of inmates they are treating for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked “confidential” and forwarded to the Substance Abuse Program Manager.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - For absent residents, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by service provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

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

IV. COMPENSATION AND METHOD OF PAYMENT

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

Proposals must include a description of how each component will be integrated into the treatment services and a description of the community resources which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable, as well as the estimated number of units to be provided.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

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

The Proposal Application comprises the following sections:

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

I. Program Overview

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

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

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

C. Quality Assurance and Evaluation

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

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

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

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

- a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.
- b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

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.

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3. Subcontractors

If subcontractors are to be used, a statement from each subcontractor must be included, signed by an individual authorized to legally bind the subcontractor and stating:

- a) Subcontractor's name, mailing address, telephone number, fax number, and contact person
- b) General scope of work to be performed by the subcontractor, and
- c) Subcontractor's willingness to perform the work indicated
- d) Subcontractor's qualifications and past experience

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all

taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

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):

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

VI. Other

A Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

| <u>Evaluation Categories</u> | <u>Possible Points</u> |
|------------------------------------|------------------------|
| <i>Administrative Requirements</i> | |
| <i>Proposal Application</i> | |
| Program Overview | 0 points |
| Experience and Capability | 20 points |
| Project Organization and Staffing | 15 points |
| Service Delivery | 55 points |
| Financial | 10 Points |
| TOTAL POSSIBLE POINTS | 100 Points |

III. Evaluation Criteria

Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

The following matrix indicates the professional certificates and/or licensing required for the provider’s staff members.

| Staffing | Education | Experience | Caseload |
|--------------------------------------|-----------------------|------------|----------|
| Senior Counselor | Certified SAC | 5 years | 1:10 |
| Counselor (Phase 1) | Certified SAC | 2 years | 1:10 |
| Counselor (Phase 2) | Certified SAC | 2 years | 1:10 |
| Counselor (Phase 3) | Certified SAC | 2 years | 1:10 |
| Vocational Rehabilitation Specialist | Certified VC, Masters | 3 years | 1:15 |
| Family Therapist | MFT License | 3 years | 1:6 |

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)

Background and Summary

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

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

1. Experience and Capability (20 Points)

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

A. Necessary Skills 4

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience 4

- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application.

Superior service: +4 points maximum
(Superior service to be defined as vendor providing exceptional services per the contract or services beyond the minimum service requirements of the contract.)

Service not yet established +0 points
(For providers not yet established working with the correctional population)

Substandard service -4 points maximum
(Substandard service defined as notices issued to the provider for corrective action which have not been adequately addressed.)

C. Quality Assurance and Evaluation 4

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

D. Coordination of Services 4

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities 4

- Adequacy of facilities relative to the proposed services.

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 (9 points maximum) | | _____ |
| • <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. | | _____ |
| | | 3 |
| • <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program. | | _____ |
| | | 3 |
| • Subcontractors qualifications and past experience. | | _____ |
| | | 3 |
| B. Project Organization (6 points maximum) | | _____ |
| • Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. | | _____ |
| | | 3 |
| • Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | | _____ |
| | | 3 |

3. Service Delivery (55 Points)

| | |
|---|-------|
| • Program philosophy; | _____ |
| | 2 |
| • Program components; | _____ |
| | 2 |
| • Description of case management services, including record-keeping and report writing methods; | _____ |
| | 17 |
| • Description of how the range of services, including elements and methods will be provided for all of the required services; | _____ |
| | 16 |
| • Description of how agency will provide services to a fluctuating population with changing needs; | _____ |
| | 11 |
| • Flexibility of programs; and | _____ |
| | 2 |
| • Description of on-site supervision of offenders. | _____ |
| | 5 |

4. Financial (10 Points)

A. Pricing Structure (10 Points maximum)

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

Units of service and unit rate

- Unit cost for assessments
- Unit cost for treatment planning
- Unit cost for substance abuse education classes
- Unit cost for group counseling
- Unit cost for individual counseling
- Unit cost for case management
- Unit cost for aftercare services

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

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):

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

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

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

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

| Item | Reference in RFP | Format/Instructions Provided | Required by Purchasing Agency | Completed by Applicant |
|--|------------------|---|-------------------------------|------------------------|
| General: | | | | |
| Proposal Application Identification Form (SPO-H-200) | Section 1, RFP | SPO Website* | X | |
| Proposal Application Checklist | Section 1, RFP | Attachment A | X | |
| Table of Contents | Section 5, RFP | Section 5, RFP | X | |
| Proposal Application (SPO-H-200A) | Section 3, RFP | SPO Website* | X | |
| Tax Clearance Certificate (Form A-6) | Section 1, RFP | Dept. of Taxation Website (Link on SPO website)* | X | |
| Cost Proposal (Budget) | | | | |
| SPO-H-205 | Section 3, RFP | SPO Website* | | |
| 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* | | |
| SPO-H-206B | Section 3, RFP | SPO Website* | | |
| SPO-H-206C | Section 3, RFP | SPO Website* | | |
| SPO-H-206D | Section 3, RFP | SPO Website* | | |
| SPO-H-206E | Section 3, RFP | SPO Website* | | |
| SPO-H-206F | Section 3, RFP | SPO Website* | | |
| SPO-H-206G | Section 3, RFP | SPO Website* | | |
| SPO-H-206H | Section 3, RFP | SPO Website* | | |
| SPO-H-206I | Section 3, RFP | SPO Website* | | |
| SPO-H-206J | Section 3, RFP | SPO Website* | | |
| Certifications: | | | | |
| Federal Certifications | | Section 5, RFP | | |
| Debarment & Suspension | | Section 5, RFP | | |
| Drug Free Workplace | | Section 5, RFP | | |
| Lobbying | | Section 5, RFP | | |
| Program Fraud Civil Remedies Act | | Section 5, RFP | | |
| Environmental Tobacco Smoke | | Section 5, RFP | | |
| Program Specific Requirements: | | | | |
| Proof of Insurance | | | X | |
| | | | | |

Authorized Signature

Date

Sample

Proposal Application Table of Contents

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