

**State of Hawaii
Department of the Attorney General
Crime Prevention and Justice Assistance
Grants and Planning Branch**



**Request for Proposals
RFP No. 2009-2 Recovery Act STOP-VAWA-WF**

**Victim Services for Adult Female Victims of Domestic
Violence, Dating Violence, Sexual Assault, or Stalking**

**Date Issued: April 18, 2011
Deadline: May 18, 2011**

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 18, 2011

REQUEST FOR PROPOSALS
Victim Services for Adult Female Victims of Domestic Violence or Sexual Assault
RFP No. 2009 Recovery Act STOP-VAWA-WF

On February 17, 2009, President Obama signed into law the **American Recovery and Reinvestment Act of 2009 (the “Recovery Act”)**. The stated purpose of the Recovery Act is to 1) retain and create jobs and promote economic recovery; 2) to assist those most impacted by the recession; 3) to provide investments needed to increase economic efficiency by spurring technological advances in science and health; 4) to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and 5) to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.¹ The Recovery Act has made it clear that every taxpayer dollar spent on our economic recovery must be subject to unprecedented levels of transparency and accountability. The Recovery Act established a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds. Recovery Act funds were made available to the Office on Violence Against Women (OVW) under the STOP (Services•Training•Officers• Prosecutors) Violence Against Women Formula Grant Program.

The Hawaii Department of the Attorney General, Crime Prevention and Justice Assistance Division, is requesting proposals to further the purposes of the Recovery Act and the STOP Violence Against Women Formula Grant Program by placing emphasis 1) on hiring and retaining criminal justice and victim services personnel who respond to violent crimes against women while 2) improving responses to domestic violence, dating violence, sexual assault, and stalking. The Recovery Act STOP VAWA funds are a one-time only grant funding opportunity. The contract term will be based upon the amount of time the Recovery Act STOP VAWA funds are available to the State of Hawaii. The contract period will be for up to 9 months from July 1, 2011 through March 31, 2012. The initial period shall commence on the contract start date or upon Notice to Proceed by the Department; it is unlikely extensions will be made to a project.²

Sealed proposals (one original and five copies) must be postmarked (United States mail) before midnight on May 18, 2011 or hand delivered by 4:00 p.m., Hawaii Standard Time (HST), on May 18, 2011 to:

Department of the Attorney General
 Crime Prevention and Justice Assistance Division
 235 South Beretania Street, Suite 401
 Honolulu, Hawaii 96813
 Attention: Ms. Kathleen Mitchell
 RFP# 2009-2 Recovery Act STOP-VAWA-WF

¹ American Recovery and Reinvestment Act of 2009 (Public Law 111-5)

² The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, and subject to the availability of Federal funds. No state funds are available for a contract issued under this RFP.

Proposals postmarked (United States mail) after midnight on May 18, 2011 or hand delivered after 4:00 p.m., HST, on May 18, 2011 will not be considered and will be returned to the applicant unopened. There are no exceptions to this requirement.

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, will conduct an orientation on April 21, 2011 from 9:00 a.m. to 11:30 a.m., HST. The location of the orientation meeting will be at:

Leiopapa A Kamehameha Building (State Office Tower)
235 South Beretania Street, Conference Room 302
Honolulu, Hawaii 96813

All prospective applicants are strongly encouraged to attend the orientation. The deadline for submission of written questions is 4:30 p.m., HST, on April 26, 2011. All written questions will receive a written response from the State during the period of April 27-May 12, 2011.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Ms. Kathleen Mitchell, Criminal Justice Planning Specialist, 235 South Beretania Street, Suite 401, Honolulu, Hawaii 96813, or may be made by telephone to (808) 586-1389 or fax (808) 586-1097.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One original and Five copies

ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN May 18, 2011

All Mail-ins

AG-CPJAD RFP COORDINATOR

Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 S. Beretania Street, Suite 401
Honolulu, Hawaii 96813-2427

Kathleen Mitchell
For further information or inquiries
Phone: (808) 586-1389
Fax: (808) 586-1097

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:00 P.M., Hawaii Standard Time (HST) May 18, 2011

Drop-off Site

Oahu:

No available drop-off sites on the neighbor islands.

Department of the Attorney General
Crime Prevention and Justice Assistance Division
Leiopapa A Kamehameha (State Office Tower)
235 S. Beretania Street, Suite 401
Honolulu, Hawaii 96813

All proposals must be postmarked by USPS no later than midnight May 18, 2011.

BE ADVISED: All mail-ins postmarked by USPS after May 18, 2011 will be rejected.

Hand deliveries will **not** be accepted after **4:00 p.m., HST**, May 18, 2011.

Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:00 p.m., HST**, May 18, 2011.

RFP Table of Contents

Section 1 – Administrative Overview

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

Section 2 – Service Specifications

I.	Introduction	2-1
	A. Overview	2-1
	B. Fund Allocation	2-1
	C. Eligibility	2-1
	D. Federal Requirements and Grant Conditions	2-3
	E. Federal Reporting Requirements Under the Recovery Act.....	2-3
	F. Other Federal Requirements	2-4
	G. Limitations on STOP Program Funding	2-6
	H. VAWA Statutory Purpose Areas	2-7
	I. State VAWA Planning Committee Priorities.....	2-9
	J. Planning Activities Conducted in Preparation for this RFP.....	2-10
	K. Description of the Goals of the Service	2-11
	L. Description of the Target Population to be Served	2-11
	M. Geographic Coverage of Service	2-11
	N. Probable Funding Amounts, Source, and Period of Availability	2-11
II.	General Requirements	2-12
	A. Specific Qualifications or Requirements	2-12
	B. Secondary Purchaser Participation.....	2-13
	C. Multiple or Alternate Proposals	2-13
	D. Single or Multiple Contracts to be Awarded.....	2-13
	E. Single or Multi-Term Contracts to be Awarded	2-14
	F. RFP Contact Person	2-14
III.	Scope of Work	2-14
	A. Service Activities.....	2-14
	B. Management Requirements	2-16

C. Facilities.....	2-19
IV. Compensation and Method of Payment	2-19
V. Definitions Applicable to the VAWA Program	2-19

Section 3 – Proposal Application Instructions

General Instructions for Completing Applications	3-1
I. Program Overview	3-2
II. Experience and Capability	3-2
A. Necessary Skills and Experience	3-2
B. Quality Assurance and Evaluation	3-2
C. Coordination of Services.....	3-2
D. Facilities.....	3-2
III. Project Organization and Staffing	3-3
A. Staffing	3-3
B. Supervision and Training	3-3
C. Organization Chart.....	3-3
IV. Service Delivery.....	3-3
Part I. Title Page	3-4
Part II. Description of Project	3-5
V. Financial.....	3-8
Budget Detail and Justification	3-8
A. Pricing Structure	3-8
B. Other Financial Related Materials	3-8
VI. Other	3-9
A. Litigation.....	3-9

Section 4 – Proposal Evaluation

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

Section 5 – Attachments

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

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 Request for Proposals (RFP)	<u>April 18, 2011</u>
Distribution of RFP	<u>April 18, 2011</u>
RFP orientation session	<u>April 21, 2011</u>
Closing date for submission of written questions for written responses	<u>April 26, 2011</u>
State purchasing agency's response to applicants' written questions	<u>April 27-May 12, 2011</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>April 18 – May 16, 2011</u>
Proposal submittal deadline	<u>May 18, 2011</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>May 19 – 20, 2011</u>
Final revised proposals (optional)	<u>May 23, 2011</u>
Proposal evaluation period	<u>May 24 – 27, 2011</u>
Provider selection	<u>May 27, 2011</u>
Notice of statement of findings and decision	<u>June 3, 2011</u>
Contract start date	<u>July 1, 2011 or Upon Notice to Proceed, whichever is later</u>

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...” and “For Private Providers” and “Contract Template – General Conditions” (AG Form 103F 10/08)
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	AG Website for VAWA Recovery Fillable Forms	http://hawaii.gov/ag/cpia/main/gp
9	Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click “Forms”
10	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”
11	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click “Business Registration”
12	Campaign Spending Commission	http://hawaii.gov/campaign
13	Hawaii Compliance Express	http://vendors.ehawaii.gov/hce

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:

Department of Attorney General
Crime Prevention and Justice Assistance Division
235 S. Beretania Street, Suite 401
Honolulu, HI 96813
Phone: (808) 586-1164

VI. Orientation

An orientation for applicants in reference to this RFP will be held as follows:

Date: April 21, 2011 **Time:** 9:00 – 11:00 a.m.
Location: Leiopapa A Kamehameha Building
235 S. Beretania Street, Suite 302, Honolulu, HI 96813

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 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 26, 2011 **Time:** 4:00 p.m. HST

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

Date: April 27 – May 12, 2011

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 Paragraph 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.** See Section 5 – 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 Section 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 Paragraph 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 Paragraph 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 must 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 Paragraph 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 Paragraph II. Website Reference for HCE's website address.

G. Campaign Contributions by State and County Contractors. Providers 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 Paragraph 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. Confidentiality of Personal Information. Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

J. 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, proposals submitted on diskette/CD, or proposals transmitted via email are 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: The Honorable David Louie	Name: Julie Ebato
Title: Attorney General	Title: Administrator, CPJAD
Mailing Address: 425 Queen Street Honolulu, Hawaii 96813	Mailing Address: 235 S. Beretania Street Suite 401, Honolulu, Hawaii 96813
Business Address: 425 Queen Street Honolulu, Hawaii 96813	Business Address: 235 S. Beretania Street Suite 401, Honolulu, Hawaii 96813

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to 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. Terms of the special conditions may include, but are not limited to, the requirements as outlined in Section 5.

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

State of Hawaii Governor designated the Department of the Attorney General (“Department”) to be the administrator for the 2009 OVW Recovery Act STOP Violence Against Women Formula Grant Program. This solicitation provides program and application guidelines for the OVW Recovery Act STOP Violence Against Women Formula Grant Program (Recovery Act STOP Program) funding, including guidelines for requirements of the VAWA as amended.

B. Fund Allocation

Applicants should anticipate that awards under the 2009 Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional OVW funding. To further the purposes of the Recovery Act STOP Program, funds are targeted to hiring and retaining criminal justice and victim services personnel who respond to violent crimes against women, as well as supporting other strategies that will be awarded to projects that adhere to the primary principles of the Recovery Act, which are to create jobs, retain jobs, and promote economic growth while improving responses to victims of domestic violence, dating violence, sexual assault, and stalking.

The Department must allocate 25 percent of the VAWA STOP funds to law enforcement, 25 percent to prosecution, 5 percent to the Judiciary, and 30 percent to non-profit victim services providers of which at least 10 percent shall be distributed to culturally specific community-based organizations.³ The remaining 15 percent may be allocated at the Department’s discretion within the parameters of the 2009 Recovery Act STOP VAWA Program. The funding for this RFP represents the discretionary allocation, which will be targeted for non-profit victim services providers. No match is required but may be made on a voluntary basis

C. Eligibility

Eligible applicants for 2009 Recovery Act STOP VAWA funds under this RFP are non-profit, non-governmental victim services organizations (including those that are

³ See Section V. Definitions Applicable to VAWA Program. See also the definition for community-based organization and culturally and linguistically specific services.

faith-based and/or provide services to culturally specific and underserved populations).⁴

Applicants are expected to propose project activities that fall under one of three funding priorities. These three funding priorities reflect the primary principles of the Recovery Act, which include creating and retaining jobs and promoting economic growth while addressing the VAWA statutory purpose areas listed in Section H of this Section. The three VAWA Recovery Act funding priorities are as follows:

1. Creation of jobs,
2. Preservation of jobs, and
3. Promotion of economic growth.

Stop Formula Grant Program – Federal Priorities

In shaping strategies, the Office on Violence Against Women (OVW) has set two overarching federal priorities in using the STOP Program funds. States are encouraged to develop and support projects to:

- implement community-driven initiatives utilizing faith-based and community organizations to address the needs of underserved populations as defined by VAWA, including people with disabilities and elder victims of domestic violence, sexual assault, and stalking.
- address sexual assault and stalking through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to violence against women.

STOP grants lay the foundation for on-going efforts to restructure and strengthen the criminal justice response to reduce violence against women. The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States are encouraged to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to look to new partners, such as faith-based and community organizations, to respond more vigorously to domestic violence, sexual assault, and stalking crimes. The STOP Program requires and encourages collaboration among victim service providers, faith-based and community-based organizations, prosecutors, and police – those who encounter victims of domestic and sexual violence. The STOP Program was initially authorized under the Violence Against Women Act of 1994 and reauthorized and amended by the Violence Against Women Act 2000 and Violence Against Women Act 2005 (VAWA 2005). Several

4 Ibid.

significant changes were made in the VAWA 2005 and are included in Section F of this Section.

Applicants must also design projects that fall under one or more of the STOP Program purpose areas found in Section H of this Section.

D. Federal Requirements and Grant Conditions

1. DUNS number is required. In accordance with the Federal Funding Accountability Act (FFATA) of 2006, all applicants must have a DUNS (Data Universal Numbering System) number in order to receive Recovery Act STOP VAWA Program funds. Applicants that do not have a DUNS number, should request one through the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees (<http://fedgov.dnb.com/webform/displayHomePage.do>)

Note: Applicants must provide the Agency's DUNS number at the time the application is submitted to the Department of the Attorney General.

2. Central Contractor Registration (CCR) is required. All applicants applying for Recovery Act STOP funds must obtain and maintain a current registration in the Central Contractor Registration (CCR) database. The CCR is the primary contractor database for the US Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. There is no cost to registrants for registering in CCR website <https://www.bpn.gov/ccr/default.aspx> Check to see if your agency is already registered with the CCR. The DUNS number provided in your application **must match** the number in the CCR.

Note: Applicants must update or renew their CCR registration to maintain an active status.

3. Federal Reporting Requirement Under OVW. All applicants awarded a Recovery Act STOP VAWA award must submit an annual progress report for the duration of the award. A copy of the reporting format will be provided at the time of award.

E. Federal Reporting Requirements Under the Recovery Act

1. Timely Reporting is required. The Recovery Act requires recipients to submit quarterly reports on their use of the Recovery Act funds. Emphasis on accountability and transparency, reporting requirements and timelines will differ and expand upon the standard reporting requirements and timelines for the STOP Program.

All applicants awarded a Recovery Act STOP VAWA award MUST submit a quarterly report to the Crime Prevention and Justice Assistance Division NO LATER THAN 5 DAYS after the end of the calendar quarter. The Department of the Attorney General must submit a consolidated report of all grant awards to the FederalReporting.gov no later than 10 calendar days after the calendar quarter end date. There is no flexibility in these time frames. Any delinquencies in reporting will be subject to termination of the awarded contract.

A standard form(s) and/or reporting mechanism will be available at a future date to use in providing the required information under section 1512(c) of the Recovery Act. Updates and further instructions regarding specific data elements of the required report will be provided prior to contract execution. Reporting dates are provided in Section III. Scope of Work.

F. Other Federal Requirements

Federal Statutory Eligibility Requirements of VAWA 2005

The Department and its grantees must meet certain federal eligibility criteria established by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (<http://www.usdoj.gov/ovw/regulations.htm>) and the Office of Justice Programs Financial Guide in order to receive STOP Program funds (<http://www.ojp.usdoj.gov/financialguide/index.htm>).

- 1. Non-disclosure of Confidential or Private Information** – In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, subgrantees shall protect the confidentiality and privacy of persons receiving services.

Subgrantees shall not disclose or reveal –

- a) Any personally identifying information or individual information collected in connection with services requested, utilized, or denied through subgrantees' programs; or
- b) Individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

If release of information is compelled by statutory or court mandate, subgrantees shall make reasonable attempts to provide notice to victims affected by the

disclosure of information and shall take steps necessary to protect the privacy and safety of the person affected by the release of the information.

Subgrantees may share –

- a) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation or data collection requirements;
- b) Court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and
- c) Law enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.

2. Filing Costs for Criminal Charges and Protection Orders – Victims will not be charged a fee to file misdemeanor or felony criminal charges against the offender in a domestic violence offense. Victims will not pay any costs associated with the filing, issuance, registration, or services of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside the state or local jurisdiction for protection against domestic violence, sexual assault, or stalking.

3. Forensic Medical Examination – The state, unit of local government or another governmental entity shall incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault.

Trained examiners perform forensic medical exams for victims of sexual assault and do not require victims of sexual assault to pay or seek reimbursement for the exam from their insurance carriers.

The state, unit of local government or another governmental entity will not require victims of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam, reimbursement for the cost of the exam, or both.

4. Judicial Notification – The State of Hawaii and local judicial administrative policies and practices include notification to domestic violence offenders of Federal, State, or local gun laws.

5. Polygraph Testing Prohibition – Federal statutes require a state or territory to certify their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal,

State, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to an examination shall not prevent the investigation, charging, or prosecution of the offense.

G. Limitations on STOP Program Funding

With certain exceptions, STOP Program funded services must be specific to adult victims of domestic violence, sexual assault, stalking, or dating violence.

- Children’s services supported by STOP Program funds must show an inextricable link and be the direct result of providing services to an adult victim of violence against women. For example, STOP Program funds may support the expansion of battered women’s shelter services to include programs for children of the battered women residing in the shelter.
- Services may be provided to adolescents age 13 and older who are 1) victims of dating violence, or 2) sexually assaulted by a person who is *not* a family or household member.⁵
- Male victims may receive services under a STOP Program funded project as long as the agency’s primary focus is on efforts to stop violence against women.

In addition to the clear criminal justice purposes for which the Violence Against Women Act was intended, funding for civil justice assistance is allowable. This funding is limited by the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Violence Against Women Act, to situations that bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protection orders may be supported.

STOP Program funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the 14 purpose areas for which STOP Program funds may be used.

STOP Program funds may not be used to support services that focus exclusively on children or to develop sexual assault, domestic violence, stalking, or dating violence prevention curricula.

⁵ The Department of the Attorney General received written confirmation from OVW as to whether adolescents age 13 who are victims of dating violence or sexual assault as defined in this section are eligible for services under this RFP.

Additionally, STOP Program funds may not support legal or defense services for perpetrators. Other unallowable use of Recovery Act STOP funds includes the following activities:

- Lobbying
- Fundraising
- Research projects
- Building renovations

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the STOP Violence Against Women Formula Grant Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs.
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault.
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- Placement of batterers in anger management programs.
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

H. VAWA Statutory Purpose Areas

To be eligible for funding under the Violence Against Women Act, applicants must design projects that fall within at least one of 14 authorized purpose areas established by Congress.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges,

- other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
 4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
 5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
 6. Developing, enlarging, or strengthening programs addressing stalking.
 7. Developing, enlarging, or strengthening programs that address the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
 8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
 9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
 10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault or domestic violence, including recognizing, investigating, and prosecuting instances of such assault or violence and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
 11. Providing assistance to victims of sexual assault and domestic violence in immigration matters.
 12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
 13. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim

- Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities –
- a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
 - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order; and
14. To provide funding to law enforcement agencies, non-profit non-governmental victim service providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote –
- a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates”, to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003));
 - c. the development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions. Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph 14 shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol.

I. VAWA State Planning Committee Priorities

To be eligible for Recovery Act STOP VAWA grant funds, eligible states must develop and submit a *VAWA Implementation Plan* for approval to the Office of Justice Programs (OJP). States are required to develop their Implementation Plans through deliberative consultation and coordination with a broad range of participants, including private, non-profit victim service programs (such as sexual assault and domestic violence victim service programs) and victim advocates.

The Implementation Plan includes an overview of the process used to develop the plan, documentation from participating organizations regarding their involvement in the development and implementation of the plan; major shifts in direction, because of reevaluation or reassessment of previous efforts; a general explanation of how the VAWA funds will be distributed across law enforcement, prosecution, and victim services categories; and a description of how the success of grant-funded activities will be evaluated. The Implementation Plan identifies the funding priorities for the VAWA grant funds and the types of programs and projects the State intends to support with VAWA grant dollars.

The Department convened the *VAWA State Planning Committee* to help develop the annual Implementation Plan. The committee consists of thirteen members with representation from law enforcement, prosecution, domestic violence and sex assault service providers, immigrant services, Family Court, U.S. Attorney's Office, Hawaii State Commission on the Status of Women, and the Attorney General.

Originally developed in December 2001, the *FY 2001 Strategic Plan for the STOP Violence Against Women Formula Grant* provided a more redefined approach to the current efforts undertaken over the past five years. Initiated by a formal strategic planning session begun in May 2001, the VAWA State Planning Committee sought a long-range plan that would provide increased accountability and offer a "road map" for statewide action over the next three to five years for VAWA and other funding needs. This effort brought about the identification of issues and concerns across the different systems addressing domestic violence and sexual assault, as well as funding resources available to victims. Since then, the Committee has revisited and updated the Strategic Plan to improve and enhance victim services.

The Committee established a multi-year Implementation Plan to provide increased consistency and accountability and offer a longer range "road map" for statewide action for VAWA and other funding that address domestic and sexual violence issues. To review the complete plan and a description of the funding priorities, access <http://hawaii.gov/ag/cpja/main/gp> to locate the *State of Hawaii Strategic Plan for the STOP Violence Against Women Formula Grant FY 2008-2011*.

The VAWA State Planning Committee met on March 24, 2009 to address and accept the Recovery Act STOP VAWA priorities and requirements and revised the *FY 2008-2011 Strategic Plan*. The *Recovery Act STOP Program Implementation Plan Violence Against Women Formula Grant FY 2009-2011 (as amended)* maintains both the State and Recovery Act program priorities, which is currently under review by OVW.

J. Planning Activities Conducted in Preparation for this RFP

X	Information from the VAWA State Planning Committee
X	Information from other state agencies on services to the same target group

X	Views of PROVIDER organizations on conditions affecting achievement of desired goals
X	Views of PROVIDER organizations on how to improve service specifications; a request for information (RFI) process may have been used for this purpose

The Department issued a Request For Information (RFI) on April 5, 2011 requesting written information and feedback on draft services specifications. An RFI meeting was scheduled on April 15, 2011 at 9:00 a.m.- 11:00 a.m., at the Leiopapa A Kamehameha Building, 235 S. Beretania Street, Conference Room 302, Honolulu, HI 96813. Written responses were due April 14, 2011 and there were no responses received by the Department.

K. Description of the Goals of the Service

The Department is soliciting proposals from qualified entities to retain or create new victim services position(s) (including culturally specific and underserved populations), while developing, enhancing, and providing victim services to adult female victims of domestic violence, dating violence, sexual assault, and stalking.

L. Description of the Target Population to be Served

The primary principles of the Recovery Act are to create new or retain existing positions and promote economic growth, while providing victim services to adult female victims of domestic violence, dating violence, sexual assault, and stalking. Services to children must show an inextricable link and be the direct result of providing services to an adult victim. Services may be provided to adolescents age 13 or older who are: 1) victims of dating violence, or 2) sexually assaulted by a person who is not a family or household member.⁶ Similarly situated male victim(s) in need who request services may be eligible under VAWA as long as the agency's primary focus is on efforts to stop violence against women.

M. Geographic Coverage of Service

Service areas for this RFP consist of the islands of Hawaii, Kauai, Maui, Molokai, Lanai, and Oahu. The applicant may apply in any one or more of these areas, or a specific geographic sector within an island. However, the applicant shall demonstrate the actual capacity to provide the required services in the service area for which it is applying.

N. Probable Funding Amounts, Source, and Period of Availability

Total Funding: \$80,060

⁶ See footnote number 5.

Source of Funding: U.S. Department of Justice, FY 2009 OVW Recovery Act STOP Formula Grant, Federal funds.

Match: No match is required for victim services allocation and the discretionary allocation.

Availability Period: July 1, 2011 – March 31, 2012

II. General Requirements

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

1. The applicant shall be a non-profit victim services agency. Faith-based organizations are also eligible to apply. ALL applicants shall comply with provisions set forth in 28 C.F.R. pt. 38 (available online at www.usdoj.gov/fbci/reginfo.html).
2. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
3. The applicant shall comply with the guidelines set forth in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 3796 et seq., as amended, and all applicable federal regulations and guidelines, including but not limited to Office of Management and Budget Guidance Manual entitled “Financial and Administrative Guide for Grants.”
4. The applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by the Department.
5. The applicant shall complete and submit to the Department a Certification Regarding Drug-Free Workplace Requirements which meets the requirements of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D), hereinafter referred to as the “Drug-Free Workplace Certification.”
6. The applicant shall complete and submit to the Department a Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion, hereinafter referred to as the “Debarment Certification.”
7. The applicant shall complete and submit to the Department a Certification Regarding Lobbying, hereinafter referred to as the “Lobbying Certification,” and any subsequent disclosure forms required under Section 1352, Title 31 U.S.C.

8. The applicant shall comply with the non-discrimination requirements of the Recovery Act, Title VI of the Civil Rights Act of 1964 (with respect to race, sex, religion, creed, national origin), Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973 (handicap), as amended, Title IX of the Education Amendments of 1972 (race, sex, religion, creed, national origin), the Age Discrimination Act of 1975 (age), Executive Order 12138, 44 C.F.R. 29637 (affirmative action for women’s business), the United States Department of Justice Non-Discrimination Regulation, 28 C.F.R. Part 42, Subparts C, D, E and G, the Americans with Disabilities Act of 1990 42 U.S.C. §§ 12101 et seq., and the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes, and all other applicable federal, state and local laws, rules and regulations.
9. The applicant shall complete and submit to the Department a Certification of Non-Supplanting hereinafter referred to as the “Non-Supplanting Certification.” The applicant assures the Department that federal funds provided pursuant to a contract awarded under this RFP will be used to supplement existing funds for program activities and not replace (supplant) nonfederal funds that have been appropriated for the same purpose.
10. The applicant shall complete and submit to the Department an Acceptance of Conditions, hereinafter referred to as the “Acceptance of Conditions Certification.”
11. The applicant shall complete and submit to the Department an Acceptance of VAWA Recovery Act Special Conditions.

B. Secondary purchaser participation

(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None.

C. Multiple or alternate proposals

(Refer to HAR Section 3-143-605)

Allowed Unallowed

Multiple proposals must be physically separate proposals and ranked according to priority (i.e., 1 = top priority).

D. Single or multiple contracts to be awarded

(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards: Different geographic areas, target population, and types of services proposed; including services for underserved populations with language barriers, cultural and linguistically specific community-based services that benefit adult female victims of domestic violence, dating violence, sexual assault, or stalking.

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:

- The initial term of the contract: Up to 9 months anticipated to be 7/1/2011 through 3/31/2012. The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.
- It is unlikely that extensions will be made to a project unless the master grant for Recovery Act STOP funding is extended by the Office on Violence Against Women.

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.

Ms. Kathy Mitchell

Phone: (808) 586-1 Fax: (808) 586-1097

Email: Kathleen.M.Mitchell@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)

The Department requests proposals to create new positions, retain existing positions, and promote economic growth while providing victim services to adult female victims of domestic violence, dating violence, sexual assault, and stalking.

1. Core services may include, but are not limited to the following:

- Advocacy
- Case Management
- Counseling
- Crisis Response

- Services to special populations including disabled, immigrant, and victims with substance abuse or mental health issues
 - Legal Assistance (Note: STOP funds may be used to provide civil justice assistance only in cases that bear directly and substantially on criminal justice matters. Because it is consistent with the overall intent of the VAWA statute, legal assistance to victims attempting to obtain civil protection orders may be supported. However, STOP funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the 14 broad purposes for which STOP funds may be used.)
 - Shelter
 - Transitional services
 - Training for law enforcement
 - Training for prosecutors
 - Training for other criminal justice providers, including the judiciary
 - Multi-disciplinary training (e.g. substance abuse, mental health) for victim service and health care providers.
2. Linguistically and culturally specific community-based services that address domestic violence, dating violence, sexual assault, or stalking (Example: A non-profit, non-governmental victim services organization whose primary focus is to meet the specialized needs of linguistically and culturally specific population groups by providing services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms. This does not include mainstream organizations with a bi-cultural/bi-lingual advocate on staff.)⁷

The applicant must demonstrate it has the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and have an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

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

1. Personnel

The applicant shall include resumes of all key personnel assigned to the contract and an organization chart (as an attachment). Resumes must show employment history, all relevant and related experience and education and degrees (including specific date, names of employees, and educational institutions). If the staff position is not yet filled, provide a position description.

⁷ See footnote number 3.

2. Administrative

The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of victim service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

The applicant must ensure quality assurance and ongoing evaluation of the project goals, objectives, and activities.

The Department shall monitor the project during the project period to evaluate the results of the program. During these monitoring visits the applicant must make available to the Department for review: project files, fiscal records, documentation for cost category expenditures, time sheets, data collection results, etc.

4. Output and performance/outcome measurements

The applicant must clearly describe outcome measures, benchmarks and data collection methods relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, stated problem, and proposed services activities.

The applicant must provide baseline data from which measureable outcomes can be established. Outcome measures may be quantitative or qualitative. A *quantitative* indicator can be expressed as a single measure (number of victims served), or as a degree of change (increase/decrease in number of domestic violence cases); *note*: baseline data should be provided. *Qualitative* indicators can be used where quantitative measures are not feasible. It is not possible, for example, to assign a direct quantitative measure to the extent to which neighborhoods have been made safer through crime watch programs. However, a qualitative (or indirect) measure can be used through the use of anecdotal information, surveys, direct observation, etc.

The applicant must develop measurements that will be used to determine the effectiveness of the project and whether the objectives have been met. Include the type of data to be collected and any analysis of the data that might occur (for example, if training is going to be an activity, how will you determine if the training made any difference?). Output and performance measurements must have a logical link to goals, objectives, and activities. The performance measurement information shall be used to evaluate the effectiveness of the program.

5. Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Include in the listing, the contract number, dates of the contract period, and name and phone number for the point of contact. The State purchasing agency reserves the right to check references.

The applicant must demonstrate it and the assigned staff have the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and have an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

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

Successful applicants for awards under this RFP No. 2009-2 Recovery Act STOP-VAWA-WF must comply with various applicable requirements, including the following:⁸

Programmatic and Fiscal Data Reporting

a. Required Program Reports

1. Pursuant to Section 1512 (c) of the Recovery Act, applicants awarded Recovery Act STOP VAWA funds must comply with extensive reporting requirements as stipulated in the Special Conditions of the Contract; there is no flexibility to this requirement.

Applicants selected for an award under this RFP will be required to report on job creation and retention on a quarterly basis across the life of the Recovery Act STOP grant. Documentation is required on the number of jobs created or retained as a result of funds awarded under the Recovery

⁸ To view these and other federal requirements that may be applicable to projects funded with Recovery Act funds, visit the Office on Violence Against Women website address at <http://www.ovw.usdoj.gov/recovery-applications.htm>

Act. Created jobs are new paid positions filled as a result of Recovery Act funding. Retained jobs are existing positions for which awardees have documentation that the positions would have been eliminated if not for the Recovery Act funding. These jobs must be tracked and documented separately, but reported together as a single number in “Full-Time Equivalents” (FTE). Instructions and guidelines will be provided at a later date to applicants selected for an award under this RFP.

Awardees must document procedures for collecting and reporting job creation and retention data in written policies, standard operating procedures, and/or the organization’s operating manuals. The Recovery Act also requires quarterly reports for other program and fiscal information. A standard form(s) and/or reporting mechanism will be made available at a future date.

Every applicant awarded a grant under this RFP will be required to provide information as to how the agency will meet the reporting requirements listed above, including a back-up plan for personnel that become ill, are on leave, etc. who have the responsibility for gathering and providing the quarterly reporting information (See Section 3 of this RFP).

2. The applicant shall also complete and submit a STOP Annual Report in the format required by the Office on Violence Against Women.

b. Required Fiscal Reports

1. The applicant must maintain accounting procedures and practices acceptable to the Department, and books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the result of funds provided pursuant to the contract awarded pursuant to this RFP.
2. Any funds provided pursuant to a contract awarded under this RFP which are unencumbered on the date the project terminates shall be returned to the Department; all funds provided under the contract awarded pursuant to this RFP which are encumbered but not disbursed within sixty (60) days after the project terminates shall be returned to the Department.
3. The applicant must submit a *Request for Funds and Cash Balance Report (RFF)* by the 15th of each month.
4. The applicant must submit a *Project Expenditures & Obligations Report (PEO)* by the 15th day after the end of each calendar quarter. A final RFF and PEO report must be submitted 60 days after the contract period ends.

5. The source of funding for this grant is federal funds and the provision of Hawaii Revised Statutes, Sections 29-15 and 29-15.5 shall apply.

C. Facilities

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

IV. Compensation and Method of Payment

Cost Reimbursement

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 in delivering the services specified in the contract, up to a stated maximum obligation.

Requests for reimbursement must be received by the Department, on a monthly basis, by the 15th day of each month. Quarterly reports for project expenditures and obligations must be received by the Department fifteen (15) days after the end of each calendar quarter. The final request for reimbursement must be received by the Department by the 30th day after the project end date.

V. Definitions Applicable to the VAWA Program

The Violence Against Women and Department of Justice Reauthorization Act of 2005 contains the following universal definitions that apply to the STOP Formula Grant Program.

- 1) **Community-Based Organization** – the term “community-based organization” means an organization that –
 - a. focuses primarily on domestic violence, dating violence, sexual assault, or stalking (*Example: A non-profit, non-governmental victim services organization that provides services to victims of violence against women through shelter, advocacy and safety planning.*);
 - b. has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault. (*Example: A non-profit, non-governmental victim services organization whose primary focus is to meet the specialized needs of linguistically and culturally specific population groups by providing services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms. This does not include mainstream organizations with a bi-cultural/bi-lingual advocate on staff*);

- c. has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking (*Example: A non-profit, non-governmental victim services organization that primarily focuses on providing services to Filipina victims of violence against women*); or,
 - d. obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration (*Example: A faith-based organization that provides shelter services to homeless women and their families may apply for STOP Program funds to support a domestic violence advocate that collaborates with a County's Victim Assistance Program to provide safety planning, advocacy, and support group services to victims of domestic violence.*)
- 2) **Dating Violence** – the term “dating violence” means violence committed by a person –
- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship
 2. The type of relationship
 3. The frequency of interaction between the persons involved in the relationship
- 3) **Domestic Violence** – the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies.
- 4) **Linguistically and Culturally Specific Services** – the term “linguistically and culturally specific services” means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.
- 5) **Personally Identifying Information or Personal Information** – the term “personally identifying information” or “personal information” means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including –

- a. first and last name;
 - b. a home or other physical address;
 - c. contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
 - d. a social security number; and
 - e. any other information, including date of birth, racial or ethnic background or religious affiliation that in combination with any of subparagraphs (a) through (d), would serve to identify any individual.
- 6) **Sexual Assault** – the term “sexual assault” means any conduct proscribed by chapter 109A of Title 181, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.
- 7) **Stalking** – the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- a. fear for her or his safety or the safety of others; or
 - b. suffer substantial emotional distress
- 8) **Underserved Populations** – the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alien status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.
- 9) **Victim Services or Victim Service Provider** – the term “victim services” or “victim services provider” means a non-profit, non-governmental organization that assists domestic violence, dating violence, sexual assault or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Section 3

Proposal Application Instructions

(See Section 1 Administrative Overview,
Paragraph II. Website Reference for Fillable Forms)

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's organization and RFP identification information on the top right hand corner of each page should be retained. However, the instructions for each section 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.*
- **DO NOT** put Proposals in a three ring binder.
- *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.*
- *The application (fillable) form is available on the Department's website at <http://hawaii.gov/ag/cpja/main/gp>*

Proposal Applications should comprise of the following:

- *Proposal Application Identification Form (SPO-H-200), see website reference page 1-2)*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
 - *Part I. Title Page*
 - *Part II. Description of the Project*
- *Financial*
 - *Budget Detail and Justification*
 - *Pricing Structure*
 - *Other Financial Related Materials*
- *Other*
 - *Litigation*

I. Program Overview

The applicant shall give a brief overview to orient evaluators as to the program/services being offered. Include a brief description of the applicant's organization, the problem statement, the goals and objectives related to the service activities, and how the proposed services are designed to address the problem/need identified in the service specifications. If the applicant is applying for funding for culturally and linguistically specific services, then it must identify the target population.

II. Experience and Capability

A. Necessary Skills and Experience

Applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Include in the listing, the contract number, dates of the contract period, and name and phone number for the point of contact. The Contracting Office reserves the right to check references.

If the applicant is applying for funding for culturally and linguistically specific services, then it must demonstrate that it has the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided; and, that the applicant has an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

B. Quality Assurance and Evaluation

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

C. Coordination of Services

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

D. Facilities

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

III. Project Organization and Staffing

A. Staffing

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 Section 2, Service Specifications, as applicable.) The applicant shall include resumes of all key personnel assigned to proposed program. The applicant shall describe how staff was previously funded before submitting the application for this RFP.

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the proposed program. Job descriptions and resumes of staff delivering services shall be included. (Refer to the qualifications in the Section 2, Service Specifications, as applicable.)

B. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

C. Organization Chart

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

IV. Service Delivery

The applicant can access fillable forms on the Department’s website at <http://hawaii.gov/ag/cpja/main/gp> The Service Delivery section includes “Part I. Title Page” and “Part II. Description of Project.”

The Service Delivery section is the most important part of the application because it not only describes what will be done and who will do it, but it also justifies the need for the project. The information requested below must be addressed in detail. Please follow the order in describing the project.

PART I. TITLE PAGE**Instructions for Completing AG/CPJAD #1 (See Section 1, Paragraph II for fillable form)**

- A. PROJECT TITLE. Enter a brief descriptive title. An application for second or subsequent year funding must retain the same title as the original application.
- B. APPLICANT AGENCY. Enter the official title of the state or county agency requesting the grant.
- C. CENTRAL CONTRACTOR REGISTRATION AND DUNS NUMBER
Registration in the Central Contractor Registration (CCR) and having a DUNS Number are mandatory requirements for all applying non-profit victim services.

The CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. Check with your fiscal or administrative office as to whether your agency has registered. If your agency is registered with CCR, then check "Yes." Please note that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at <https://www.bpn.gov/ccr/default.aspx> If your agency has not registered, then check "No."

A Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Enter the DUNS number. Check with your fiscal or administrative office as to whether your agency/county has a DUNS number. For more information on the DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>

- D. APPLICATION RANKING WITHIN AGENCY. If your agency is submitting more than one application, then the applications must be ranked by the head of the applicant agency. Rank each application from high to low with "1" being the highest priority.
- E. ADDRESS. Enter the mailing address of applicant agency.
- F. LOCATION OF PROJECT. If appropriate, identify the location(s) where the project will be located.
- G. PROJECT PERIOD. Enter the expected starting and completion dates of the project. The period should not exceed 3/31/2012.
- H. AUTHORIZED PURPOSE AREA. Insert appropriate VAWA purpose area (see Section 2 of this RFP).
- I. CREATES AND/OR RETAINS JOBS AND PROMOTES ECONOMIC GROWTH:

Check “Yes” if the application meets the OVW Recovery Act STOP program priorities of job creation and retention and economic stimulus. Check “No” if the application does not meet the OVW Recovery Act STOP program priorities.

- J. TYPE OF APPLICATION. Indicate with an “X” whether this is a new or continuation project with the Department of the Attorney General.
- K. TOTAL FEDERAL PROJECT AMOUNT. Enter the total (100%) grant cost.
- L. APPLYING FOR OTHER FUNDING. Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for.
- M. PROJECT DIRECTOR. Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.
- N. FINANCIAL OFFICER. Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

PART II. DESCRIPTION OF PROJECT

Instructions (See Section 1, Paragraph II for Fillable Form)

This section is the most important part of the application because it not only describes what will be done and who will do it, but it also justifies the need for the project. The information requested must be addressed in detail. Please follow this order in describing the project.

Problem Statement: The applicant must describe the nature and scope of the existing problem, including the present status of activities by the applicant or other law enforcement agencies regarding the problem. This section should clearly justify the reasons why the project is needed. Include data that define the size and scope of the problem. Explain how this problem was dealt with in the past and the limitations in that approach.

If this is a continuation project, include a brief statement discussing the current problems in light of previous years’ accomplishments.

Target population: Identify the target population to be served, the number of individuals to be served and the geographic area(s) to be served. Include all available pertinent data (e.g., number of agency referrals, caseloads, hotline calls, etc.)

Approach to Project: **This section should be limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem(s) described above.**

To be eligible for funding under the Violence Against Women Act, applicants must design their projects to fall within at least one of 14 VAWA Purpose Areas established by Congress (see Section 2, page 2-7). Applicants must identify the VAWA purpose area(s) of the proposed services.

Applicants must describe, in detail, the services they are proposing to develop and deliver. Provide a clear, detailed description of the proposed project goals and objectives, activities, broken down into phases or tasks. Include a timeline showing the amount of time necessary to complete each task. Applicants must include a description of any outreach materials, videos, training tools or manuals that may result from this project.

Applicants must clearly state the goals, objectives, and activities of the project service delivery plan. Goals, objectives, and activities must be logically linked to each other and to output and performance measurements.

Goal: A goal is a broad statement about an undesirable condition that you would like to improve or a desired state of affairs toward which to strive. Project goals should be clearly stated and realistic. For example: to reduce the recidivism of substance-abusing parolees; to improve the prosecution of sex assault or domestic violence cases.

Objective: Clearly state the objectives, which are specific, measurable outcomes of the project. The objective should state who or what will change, in which direction (increase or decrease), by how much, and by when. It is imperative that objectives be both achievable and measurable. For example: 30 percent of parolees who enter a substance abuse treatment program will successfully complete the program during the project period; to reduce sex assault case processing from receipt of case to prosecutor's charging decision from 10 months to 3 months.

Activities: State the methods that will be utilized to achieve the objectives. Include a timeline, activities, staffing (number and type), equipment (description and justification), clients to be served, client selection criteria, description of training or technical assistance required, project schedule, an outline of available resources, etc. Program activities must be developed within the confines of the project's resources.

Performance

Measures: Applicants must evaluate attainment of the goals and objectives of the project in specific measurable terms. To effectively assess the results of the project, the Applicants should indicate: (1) the process in which the data will be collected (the type of information, method of recording, timeframe for collection); (2) specific correlation to the goals and objectives for measurement; and (3) the individual(s) responsible for the data collection and analysis.

Applicants must describe the expected outputs and outcomes relative to the proposed scope of services. Applicants must provide baseline data from which measurable outcomes can be established. For example, if one of the objectives is to increase the number of protection orders served during a calendar year by 30 percent (or 65), then the baseline provided would be 50.⁹

Outputs refer to the internal activities of a program (i.e., the products and services delivered). For example, an output could be the number of adult female victims that received individual counseling; the number of protection orders requested and the number granted. The program must have baselines for output measures. While performance measures must distinguish between outcomes and outputs, there must be a reasonable connection between them, with outputs supporting (i.e., leading to) outcomes in a logical fashion.

Outcome measures are the most informative measures about performance because they are the ultimate results of a program that benefit the public. Programs must try to translate existing measures that focus on outputs into outcome measures by focusing on the ultimate goal of the program, as shown by these examples from the Executive Office of Management and Budget, Program Assessment Rating Tool Guidance No. 2008-01.

Outputs	Outcomes
Number of housing units rehabilitated.	Increases in equity (property value) of rehabilitated houses for low-income families as a result of targeted assistance.
Number of businesses assisted through loans and training.	Percent businesses that remain viable 3 years after assistance.
Number of people served by water/sewer projects.	Increased percent of people with access to clean drinking water.
Number of acres of agricultural lands with conservation plans.	Percent improvement in soil quality; dollars saved in flood mitigation.

⁹ The baseline is the starting point from which gains are measured and targets are set.

V. Financial

Budget Detail and Justification

See SPO website for Budget and Justification Forms

The applicant can access the budget and justification forms on the State Procurement Office website (see Section 1, Paragraph II.) The applicant should address the Financial and Other Financial Related Information as outlined in the instructions below.

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the State purchasing agency. The cost proposal and a narrative shall be attached to the Proposal Application. The narrative should be a separate page after the budget forms to provide a budget explanation. The cost of the budgeted items should be reasonable and the items necessary for the execution and completion of the activities listed in the service delivery section. The budget narrative should reflect how the expenditures will support the project activities and be listed in the same order as the budget detail.

1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement incurred in delivering the services specified in the contract, up to a stated maximum obligation. All budget forms, instructions, and samples are located on the SPO website (see Section 1, Paragraph II for website address). The following budget form(s) shall be submitted with the Proposal Application: SPO-H-205; SPO-H-205A; SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206F; SPO-H-206H; SPO-H-206I.

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: a copy of the organization's most recent (within the last two year period) financial audit. All funds awarded under this RFP must not be commingled with other funds and must be tracked separately.

2) Accounting Personnel

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and include a back-up plan for personnel that become ill, are on leave, etc. and who will have the

responsibility for gathering and providing the quarterly reporting financial information.

- b. Applicant shall describe what accounting qualifications are required for each of the positions if not detailed in Section 3, Paragraph III.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which it is 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

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application 100 Points

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

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- a. Application Checklist (see Attachment A)
- b. Certifications and Special Conditions signed by authorized authority (see Attachment C)
- c. Tax Clearance (Green Stamped)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
– (Provide unique RFP Title for proposed victim services)
- 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 to orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

This section is weighted as a whole; no points are individually assigned. The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
- A listing of verifiable experience with projects or contracts for the most recent five years that is pertinent to the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services. Meets ADA requirements

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

Sections a. and b. are weighted as a whole; no points individually assigned. The State will evaluate the applicant’s overall staffing approach to the service that shall include:

a. **Staffing (9)**

- Proposed Staffing: Address 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.
- Agency Experience in providing victim services to the proposed target population.

b. **Project Organization (6)**

- 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 (55 Points)**

Evaluation criteria are bulleted and weighted; sub-criteria are not assigned individual point values. This section will assess the applicant’s approach to the service activities and management requirements outlined in the Proposal Application.

- Assessment and scope of the problem, including supportive data (10) _____
- Geographical area to be served identified (2) _____
- Goals and objectives clearly stated (10) _____
- Description of project activities (10) _____
- Timeline of proposed activities (13) _____
- Project Evaluation: (10) _____
 - Process used to collect data (type of information, method of recording, timeframe for collection)
 - Outputs identified and baselines provided
 - Outcome Measures identified and linked to Goals and Objectives
 - Identified individual(s) responsible for the data collection and analysis

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

Pricing structure based on cost reimbursement

Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal. A narrative of the budget is included. Adequacy of accounting system.

C. Phase 3 - Recommendation for Award

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

Section 5

Attachments

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

Certification Regarding Acceptance of Conditions

Certification of Non-Supplanting

Certification of Non-Discrimination

Certification Regarding Drug-Free Workplace

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Certification Regarding Lobbying

Acceptance of VAWA Recovery Act Special Conditions

ATTACHMENT A 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	
VAWA Recovery Fillable Forms	Section 1, RFP	AG/CJPA 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*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B		SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D		SPO Website*		
SPO-H-206E		SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J		SPO Website*		
Certifications:				
<i>Federal Certifications</i>				
Non-Supplanting	Section 5, RFP	Section 5, RFP	X	
Non-Discrimination	Section 5, RFP	Section 5, RFP	X	
Drug Free Workplace	Section 5, RFP	Section 5, RFP	X	
Debarment & Suspension	Section 5, RFP	Section 5, RFP	X	
Lobbying	Section 5, RFP	Section 5, RFP	X	
Acceptance of Conditions	Section 5, RFP	Section 5, RFP	X	
<i>Program Specific Requirements</i>				
VAWA Recovery Act Special Conditions	Section 5, RFP	Section 5, RFP	X	

Authorized Signature

Date

ATTACHMENT B

SAMPLE

**Proposal Application
Table of Contents**

I. Proposal Application

Part I. Title Page1

Part II. Project Description1

A. Problem Statement2

B. Goals and Objectives4

C. Project Activities.....5

D. Project Organization and Management.....6

E. Personnel.....7

F. Brief Personnel Biographies7

G. Participating Agencies8

H. Performance Measures.....10

I. Other11

Part III. Budget Detail and Explanation15

II. Attachments

A. Certifications

RFP No. 2009-2 Recovery Act STOP-VAWA-WF

FILLABLE FORMS

Notice to applicants: When completing the proposal application, refer to Section 3 (Proposal Application Instructions) of the RFP. The Proposal Application for a particular RFP may be modified (such as having additional subsections). The proposal application submitted by applicants must reflect Section 3 of the RFP.

PROGRAM OVERVIEW

(not to exceed two pages)

No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the services being offered.

EXPERIENCE AND CAPABILITY

A. NECESSARY SKILLS AND EXPERIENCE

B. QUALITY ASSURANCE AND EVALUATION

C. COORDINATION OF SERVICES

D. FACILITIES

PROJECT ORGANIZATION AND STAFFING

A. STAFFING

B. BRIEF PERSONNEL BIOGRAPHIES

C. SUPERVISION AND TRAINING

D. ORGANIZATION CHART

E. PARTICIPATING AGENCIES

SERVICE DELIVERY

Recovery Act STOP Formula Grant Application Violence Against Women
Part I. Title Page

and

Recovery Act STOP Formula Grant Application Violence Against Women
Part II. Description of Project

CRIME PREVENTION AND JUSTICE ASSISTANCE DIVISION
DEPARTMENT OF THE ATTORNEY GENERAL
235 South Beretania Street, Ste. 401
Honolulu, Hawaii 96813

RECOVERY ACT STOP FORMULA GRANT APPLICATION
VIOLENCE AGAINST WOMEN
PART I. TITLE PAGE

- A. PROJECT TITLE: _____
- B. APPLICANT AGENCY: _____
- C. CENTRAL CONTRACTOR REGISTRATION: Yes No DUNS No. _____
- D. APPLICATION RANKING WITHIN AGENCY: _____ (as determined by agency head)
- E. ADDRESS: _____ City _____ Zip _____
- F. LOCATION OF PROJECT: _____
- G. PROJECT PERIOD: From Select Month 1, Select Year To Select Month , Select Year
- H. AUTHORIZED VAWA PURPOSE AREA: Select Number
- I. CREATES AND/OR RETAINS JOBS AND PROMOTES ECONOMIC GROWTH: Yes No
- J. TYPE OF APPLICATION: New Continuation
- K. TOTAL PROJECT AMOUNT: \$
- L. OTHER FUNDING SOURCES:
Is the proposed project seeking other sources of funding? Yes No If yes, then provide name of source and the amount of funds that is being sought: Source _____ Amount \$ _____
- M. PROJECT DIRECTOR
Name: _____ Title: _____ E-Mail: _____
Address: _____
Telephone: _____ FAX: _____
- N. FINANCIAL OFFICER
Name: _____ Title: _____ E-Mail: _____
Address: _____
Telephone: _____ FAX: _____

FOR CPJAD USE	
Date received:	Project Number:

**RECOVERY ACT STOP FORMULA GRANT APPLICATION
VIOLENCE AGAINST WOMEN**

PART II. DESCRIPTION OF PROJECT

Note: This form does not provide spell check.

A. THE PROBLEM

B. GOALS AND OBJECTIVES

C. PROJECT ACTIVITIES

D. PERFORMANCE INDICATORS/OUTCOME MEASURES

FINANCIAL

BUDGET DETAIL AND JUSTIFICATION FORMS ARE REQUIRED

See SPO website <http://hawaii.gov/spo/spoh>

(click on Forms and Instructions for private providers/applicants)

A. ACCOUNTING SYSTEM

B. ACCOUNTING PERSONNEL

C. AUDIT

OTHER

A. LITIGATION

ATTACHMENT C

Certifications and Assurances

(to access forms go to <http://hawaii.gov/ag/cpja/main/gp>)

- | | |
|--|--------------------------|
| 1. Acceptance of Conditions | AG/CPJAD #14A |
| 2. Certification of Non-Supplanting | AG/CPJAD #3 |
| 3. Certification of Non-Discrimination | AG/CPJAD #15 |
| 4. Certification of Formulation and
Availability of Equal Employment
Opportunity Program | |
| 6. Certification Regarding Drug-Free
Workplace Requirement | AG/CPJAD #16 |
| 7. Certification Regarding Debarment,
Suspension, Ineligibility, &
Voluntary Exclusion | OJP 4061/1 |
| 8. Certification Regarding Lobbying | AG/CPJAD #22 |
| 9. Acceptance of VAWA Special Conditions | AG/CPJAD #14 (VAWA 103F) |