

State of Hawaii
Department of Public Safety
Health Care Division

Addendum A

January 25, 2013

To

Request for Proposals

RFP No.: PSD 13-COR-17

**REENTRY HOUSING AND REFERRAL SERVICES FOR
ADULT MALE AND FEMALE INMATES
IN KONA, HAWAII**

Date Issued: December 21, 2012

January 25, 2013

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
No.: PSD 13-COR-17**

**REENTRY HOUSING AND REFERRAL SERVICES FOR
ADULT MALE AND FEMALE INMATES
IN KONA, HAWAII**

The Department of Public Safety, Correction Division, is issuing this addendum to RFP Number: PSD 13-COR-17, for REENTRY HOUSING AND REFERRAL SERVICES FOR ADULT MALE AND FEMALE INMATES IN KONA, HAWAII for the purposes of:

- Responding to questions that arose at the orientation meeting of January 11, 2013 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to **FEBRUARY 8, 2013**
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.

Details of the request for final revised proposals.

If you have any questions, contact:

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RFP No.: PSD 13-COR-17, for REENTRY HOUSING AND REFERRAL SERVICES
FOR ADULT MALE AND FEMALE INMATES IN KONA, HAWAII

RESPONSES TO QUESTIONS RECEIVED AS A RESULT OF THE ORIENTATION
MEETING HELD ON JANUARY 11, 2013:

Question No. 1a: Paragraph 2.4.A.18 under Scope of Work (pg 2-6) states "The Department may pay up to six months rent for the inmate, upon a justification and request submitted by the Service Provider, and the Department's approval." What will be the basis for the Service Provider's "justification and request?" Does this mean that month-to-month continuation of services to a given inmate will be based on information supplied by the Service Provider?

Response No. 1a: Yes.

Question No. 1b: It's unclear how coordination of the decision to continue services from one month to the next for each inmate will be handled between the Service Provider and the Department.

Response No. 1b: The Department will ask the Service Provider to submit a request to the Department in order to have the contract continue to pay for the inmate's rent. The request will provide justification as to WHY (e.g. unable to find a job) it's necessary for the contract to continue to pay for the inmate's rent. The Department may ask the Service Provider to provide documentation (e.g. email or letter from a job development verifying inmate's inability to secure employment) as to why the inmate is unable to pay the rent. The Service Provider should have open and ongoing communication with the Department. Both parties need to work TOGETHER in order to help the inmate become independent and to successfully reenter back into the community.

Question No. 2a: Paragraph 2.4.B.4 under Scope of Work – Output and performance/outcome measures (pg 2-8) states the outcome evaluation and measures of effectiveness should include the following: "Of the inmates who leave the reentry house, what percentage of inmates remained arrest-free and conviction-free for a period of six months beyond the expiration of this contract and any (of) its extensions, if applicable." How does the Department envision that the Service Provider will be able to acquire this type of long-term tracking information?

Response No. 2a: Service Provider should be able to acquire this from the inmates who maintain a relationship with the Service Provider.

Question No. 2b: Certainly the long term measures of program success include recidivism rates and inmate adjustment in the community, but it is unclear how this data will be tracked and reported on a regular basis.

Response No. 2b: The Department expects the Service Provider to report "as best as possible."

Question No. 3: Paragraph 2.5.B under Compensation and Method of Payment (pg 2-10) states that "The Unit of Service and Unit Rate shall be based on price per bed day for Reentry Housing and Referral Services." The Department is requesting that the Service Provider be capable of providing up to six months of services for up to 50 inmates during the course of a year, or up to 9,000 bed days per year. We assume therefore that the price per bed day should be calculated by dividing the annual cost of the staff and infrastructure to ensure such service availability by 9,000 bed days. Does the Department agree with this approach?

Response No. 3: The Department would like the Service Provider to present the price per day that will allow the Service Provider to successfully operate (e.g. to pay its bills, etc.) and provide the services for the Department. As stated in the RFI, the Department's desire/intent is to be fair. The Department wants the Service Provider to be realistic on what it will cost the Service Provider to operate efficiently.

Question No. 4: Paragraph 2.5.B under Compensation and Method of Payment (pg 2-10) further states that "The day rate for Reentry Housing and Referral Services beds will be contingent on availability of funds also from unused bed days from the overall program budget set forth by the Department." Please clarify.

Response No. 4: Once the state funds have been exhausted, no additional funds will be available.

Question No. 5a: We anticipate that many of the inmates placed in the Reentry Housing and Referral Services Program will be successful in obtaining employment while still in the Program. In that event, will the Department require the inmate to begin paying regular monthly rent?

Response No. 5a: Yes, if it's feasible for the inmate to begin paying his/her regular monthly rent. If it's not feasible, the Service Provider should then provide a "justification and request" as to why the inmate is unable to pay (e.g. lack of savings). The Service Provider should have open and ongoing communication with the Department. Both parties need to work TOGETHER in order to help the inmate to have a successful transition back into the community.

Question No. 5b: If so, will that rent be paid to the Department or to the Service Provider?

Response No. 5b: If the inmate can begin to pay his/her rent, the contract funds will cease to pay the Service Provider. And instead of the Department paying the Service Provider for rent, the inmate will pay the Service Provider for rent directly.

Question No. 5c: If to the Service Provider, we assume that the monthly bed day charges to the Department will be offset by the amount of rent paid. Please discuss.

Response No. 5c: Refer to response No. 5b.