

State of Hawaii  
Department of Public Safety  
Corrections Program Services  
Education Program Services

**Request for Proposals**  
**RFP No. : PSD 13-CPSE-28**

Intensive Re-Entry & Transition Program  
For Male and Female Offenders On  
Oahu

Date Issued: **February 13, 2013**

*Note: It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

February 13, 2013

## REQUEST FOR PROPOSALS

### **INTENSIVE RE-ENTRY & TRANSITION PROGRAM FOR MALE & FEMALE OFFENDERS ON OAHU RFP No. PSD 13-CPSE-28**

The Department of Public Safety, Corrections Program Services Division, is requesting proposals from qualified applicants to provide a Intensive Re-entry & Transition Program for Male and Female Offenders on the island of Oahu. The initial contract term will be for a twenty-four month period commencing from June 1, 2013 up to and including May 31, 2015, with the option to extend for an additional twenty-four month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. A single contract will be awarded under this request for proposals.

The men and women offenders who will be referred to this program will be those who are approaching release from incarceration and transitioning back into the community. The Service Provider shall provide life skills training services, and job placement services. Educational classes related to the areas of cognitive skills training, substance abuse, domestic violence, physical and sexual abuse will be required for all the participants.

Proposals shall be mailed, postmarked by the United States Postal Service on or before April 1, 2013, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on April 1, 2013, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Corrections Program Services Division will conduct a non-mandatory orientation on February 27, 2013 from 10:00 a.m. to 11:00 a.m., HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on March 6, 2013. All written questions will receive a written response from the State on or about March 13, 2013.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1215, fax: (808) 587-1244 or e-mail at [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:** 4 (One – Original + Three – Copies)

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **April 1, 2013** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

### All Mail-ins

Department of Public Safety  
Administrative Services Office—Purchasing &  
Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

### PSD RFP COORDINATOR

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

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), April 1, 2013.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **April 1, 2013.**

### Drop-off Site

#### **Oahu:**

Department of Public Safety  
Administrative Services Office—Purchasing &  
Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

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# Section 1

## Administrative Overview

Section 1  
Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

I. Procurement Timetable

**Note that the procurement timetable represents the State’s best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	Feb. 13, 2013
Distribution of RFP	Feb. 13, 2013
RFP orientation session	Feb. 27, 2013
Closing date for submission of written questions for written responses	March 6, 2013
State purchasing agency's response to applicants’ written questions	March 13, 2013
Discussions with applicant prior to proposal submittal deadline (if required)	NA
Proposal submittal deadline	April 1, 2013
Discussions with applicant after proposal submittal deadline (if required)	April 15 through April 19, 2013
Final revised proposals (if required)	April 26, 2013
Proposal evaluation period	April 2 through May 3, 2013
Provider selection	May 6, 2013
Notice of statement of findings and decision	May 8, 2013
Contract start date	June 1, 2013

II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	<a href="http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services">http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services</a>
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

**Non-SPO websites**

**(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at [www.hawaii.gov](http://www.hawaii.gov))**

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

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

**IV. RFP Organization**

This RFP is organized into five sections:

**Section 1, Administrative Overview**--Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications**--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions**--Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation**--Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments** --Provides applicants with information and forms necessary to complete the application.

**V. Contracting Office**

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Ms. Maureen Tito, Corrections Program Services

Department of Public Safety

919 Ala Moana Boulevard, Room 405

Honolulu, Hawaii 96814

Phone (808) 587-1279 Fax: (808) 587-1280

**VI. Request for Information Results**

Pursuant to Hawaii Administrative Rules (HAR), Chapter 3-142-202(e), compliance with the issuance of a request for information has been waived.

**VII. Orientation**

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

Date: Feb. 27, 2013 Time: 10:00 am to 11:00 am HST  
Location: Department of Public Safety  
Administrative Services Office—Purchasing & Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

**VIII. 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: March 6, 2013 Time: 4:30 pm HST

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

Date: March 13, 2013

**IX. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

- 7. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
  - 8. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
  - 9. 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.
  - 10. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS) , Department of Labor and Industrial Relations (DLIR) , and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE’s online “Certificate of Vendor Compliance” provides

the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes.

- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
- **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
- **DCCA Business Registration.** 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 shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)

**E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

**F. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

- G. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)
- H. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

- I. Proposal Submittal** – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
  - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail are not permitted.

**X. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

**XI. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

**XII. 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.

**XIII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

**XIV. 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.

**XV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

**XVI. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

**XVII. Provider Participation in Planning**

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the 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 §§3-142-202 and 3-142-203.

**XVIII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)

- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

**XIX. 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.

**XX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the

procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Mr. Ted Sakai	Name: Ms. Teresita V. Fernandez
Title: Director	Title: Acting Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: same as above	Business Address: same as above

**XXI. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

**XXII. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**XXIII. 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.

Insurance Requirements. The PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawai'i

commercial general liability insurance ("liability insurance") in an amount of at least **TWO MILLION AND NO/100 DOLLARS** (\$2,000,000.00) coverage for bodily injury and property damage resulting from the PROVIDER's performance under this Contract. The PROVIDER shall maintain in effect this liability insurance until the STATE certifies that the PROVIDER's work under the Contract has been completed satisfactorily.

The liability insurance shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the STATE by the PROVIDER. The certificate shall provide that the STATE and its officers and employees are Additional Insureds. The certificate shall provide that the coverages being certified will not be cancelled or materially changed without giving the STATE at least 30 days prior written notice by registered mail.

Should the "liability insurance" coverages be cancelled before the PROVIDER's work under the Contract is certified by the STATE to have been completed satisfactorily, the PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER's responsibility for payment of damages resulting from its operations under this Contract, including the PROVIDER's separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

#### **XXIV. Cost Principles**

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

# Section 2

## Service Specifications

## Section 2 Service Specifications

### **I.** Introduction

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

Pursuant to Hawaii Administrative Rules (HAR), Chapter 3-142-202(e), compliance with the issuance of a request for information has been waived.

**B.** Description of the goals of the service: To provide intensive re-entry and transition services to male and female offenders who are within one year of release

**C.** Description of the target population to be served: Adult male and female offenders who exhibit high-risk barriers to employment, and successful re-entry into the community. This includes but is not limited to female adult offenders with disabilities, mental health concerns, special needs, single parents, quality of life needs (such as child care, housing and access to public assistance) and education and or technical training needs in order to gain employment and self sufficiency.

Adult male and female offenders who do not qualify for other instructional services related to job development, counseling, and transition.

**D.** Geographic coverage of service: Oahu – Oahu Community Correctional Center and Women’s Community Correctional Center.

**E.** Probable funding amounts, source, and period of availability

The funding available for services under this RFP is approximately \$150,000 per year for the initial contract term.

### **II.** General Requirements

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

1. Service provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the

Internal Revenue Services to be exempt from the federal income tax.

2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of two years of successful experience in working with female offenders who have significant barriers to transition and employment.
5. The Provider shall be required to accept female offenders preparing for release at the Women's Community Correctional Center unless the Provider presents to the Department's Corrections Program Services Education Program Manager (CPSE) justifiable reason why the offender should not be accepted into the program. The Provider shall provide only those services identified by the CPSE as required for the offender. The CPSE shall have the final decision as to whether an offender shall continue to receive services or be terminated from receiving services.
6. Agencies that do not meet the two-year experience requirement, may qualify for an exception. The request for an exception shall include at a minimum, a discussion of the following:
  - a. The reasons why an exception is requested (i.e., the reasons why the organization does not meet the two year experience requirement.
  - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
  - c. Description of the activities performed to date and accompanying statistical data.

- 7. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Health Care, etc.).
- 8. Subcontracting for services will be permitted upon prior approval of the CPSE. Provider shall include in their application, the name(s) of its proposed subcontractor(s), their qualifications, staffing, and description of the service(s) to be delivered by the subcontractor. Applicants shall ensure their subcontractors comply with all requirements herein.

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

Allowed                       Unallowed

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

Single               Multiple               Single & Multiple

Criteria for multiple awards: Not applicable.

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

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

Contract terms:

Initial term of contract: June 1, 2013 up to and including May 31, 2015

Length of each extension: Twenty-four months

Number of possible extensions: One

Maximum length of contract: 48 months

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

**F.** RFP contact person

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

Marc Yamamoto  
Administrative Services Office – Purchasing and Contracts Section  
Department of Public Safety  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

Phone (808) 587-1215 Fax (808) 587-1244

**III.** Scope of Work

The scope of work encompasses the following tasks and responsibilities:

**A.** Service Activities  
(Minimum and/or mandatory tasks and responsibilities)

All services are directed to high risk male and female offenders who have a diagnosed mental illness, failed to complete required program (i. e., substance abuse and education) or have other barriers to re-entry. A complete assessment of qualified offenders shall be conducted to determine their high risks needs, including, but not limited to, skill training, employment; housing, medical, support services and child care needs of the offender. The Provider shall also use a variety of assessment tools to determine employment needs, including the offenders personal data, academic and career technical training history, a standardized vocational assessment indicating values, interests, experience, level of academic skills and preferred or required work conditions. The Provider shall prepare a need assessment based on the information obtained from the intake and standardized assessments as well as the offender's criminal history and level of risk factors as determined on the Level of Service Inventory – Revised (LSI-R)

The outcome of the assessment shall be entered into the Corrections Education Program Services data management system and shall be the primary source for developing a re-entry portfolio for each offender client.

## **Intensive Re-Entry Services**

The Provider shall have the experience and capacity to provide institutional on-site and community based off site services. Institutional services shall be gender sensitive and use a combination of interactive classroom training, individual and group sessions to develop and achieve re-entry goals and objectives. Sessions shall be client centered, focused on critical thinking and active problem solving and communication skills that provide clients with actual experience and practice in handling situations in the home, at the workplace and in the community.

Off site services shall be provided to clients who are furlough, or parole eligible. The off site services must assist clients in continuing education and training, tuition assistance and job placement services. The provider shall assist clients who do not possess marketable skills, require re-training, or have special training needs through the enrollment process in technical career training courses. Clients placed in such courses must attend an accredited technical training institute or community college. Training certification must be recognized by the State of Hawaii, local employers and trade industry associations.

The provider shall assist clients requiring continuing education toward a GED or technical licensing through referrals to the appropriate community schools or licensing testing centers.

## **Job Development and Placement**

Inmates will be available for employment once they reach "furlough" status and or completed a career technical training program outlined above.

The Provider shall assist the clients in developing an on-line employment portfolio. This electronic portfolio shall be used to gain employment, higher education or career and technical training. The portfolio shall reflect the outcome of the following activities.

Employment preparation activities shall include, but not be limited to: attitude, goal setting, resume preparation, assisted job search, interview skills, application skills and personal development.

The Provider shall be responsible for placement of clients in subsidized training programs consistent with assessed needs as required. The Provider shall be responsible for placement of the clients in

employment consistent with the needs assessment and that provides a compensation that enables them to be self-sufficient.

The Provider shall assist in preparing for and securing a valid, Hawaii State driver's license or the State I. D. card. The provider shall provide a driver test and licensing exam assistance on an as needed basis.

The Provider shall create opportunities for employer contact through an aggressive program of employer advocacy. The Provider shall include in this program information to employers on federal tax incentives such as the employer tax credit, work experience credits and the federal bonding program. Such information and forms shall be placed in the client's portfolio.

The Provider shall determine the functional ability of the offender to enter the local job market on a continuous basis. The Provider shall evaluate each offender based on personal and past work history, childcare needs, level of education or skill, employment interests, experience and attitude, self-esteem, and the ability to work with others. Based upon the determination of functional ability, the Provider shall develop a customized work development plan for the individual using information and evaluation data from assessments, interviews, and work history. A copy of this plan shall be given to the client and placed in the client's on-line portfolio in the Student Management System.

The Provider shall provide consistent employment support for as long as the offenders participate in the Department's furlough program, or, remains in the community under the jurisdiction of the Hawaii Paroling Authority. Every effort by the Provider shall be made to assist offenders with obtaining and sustaining suitable gainful employment upon their release and shall not exceed one period of one year from the time of the offenders release on furlough, or parole. The Provider shall include mediation at the job site when needed, counseling and further employment placement services if the offender is displaced from work within one year of their release.

### **Transition Services**

The Provider shall assist individuals in securing housing as indicated in the needs assessment. Particular attention shall be given to personal safety including restraining orders, housing locations that meet the needs for successful recovery from drug and alcohol addiction, and environments conducive to raising children. The Provider shall assist

in obtaining child support, child care, medical, and other public assistance for women who require these services to improve their quality of life leading to self sufficiency and successful community transition.

The Provider shall provide consistent transitional counseling and support, such as cognitive behavioral therapy (CBT) as long as the offender remains released in the community under the jurisdiction of the Department of Public Safety or the Hawaii Paroling Authority or, for a period not to exceed one year subsequent to their release. These provisions shall include housing placement assistance for those displaced from housing through no fault of their own, integrated case management with DOH and DHS when required and continuing support for clients recovering from drug and alcohol addiction or those diagnosed with mental illness.

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

**1. Personnel**

Services shall be performed during regular business hours of 7:45 a.m. to 4:30 p.m. Initial counseling and intake shall be done at the Women's Community Correctional Center.

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual Assault in the Second Degree and Section 707-732, Sexual Assault in the Third Degree. In addition, the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned that the employee has received notice of the statutes.

Offenders under this contract are under the jurisdiction of the Department of Public Safety; as such the Service Provider shall employ staff that are experienced in working with women offenders. The Service Providers shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the

Department. The Department of Public Safety shall review and either consent to or deny the employment of the Service Provider's staff and Sub-Providers, in writing. Any changes to staff and Sub-Providers shall be agreed to in writing, by the Department of Public Safety.

The Provider shall not use employees or staff employed by the State of Hawaii to deliver services without prior written approval from the CPS Education Program Manager.

## **2. Administrative**

- a. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- c. The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).

## **3. Quality assurance and evaluation specifications**

The Provider shall work with the CPS Education Program Manager to ensure the quality and timeliness of services. Unacceptable professional practice or deviations from the curriculum shall be evaluated by the Program Manager who may at any time recommend suspension of the services under the provisions of this agreement. Prior to suspension of the agreement by the Department, however, the Provider shall be allowed to correct any perceived unprofessional conduct by its staff and shall be given a reasonable amount of time to do so. The Department shall determine what is a reasonable amount of time.

## **4. Output and performance/outcome measurements**

The Provider shall enter on a regular basis all information requested into the Student Management System (SMS). Information shall be updated monthly and available on the first working day of the month following the reporting period. The Provider shall be given a login and PIN to access the system. The report format includes guided screens for entering the following information:

Name of client  
Services provided within the reporting month  
Placement status  
Dates of services  
Client status (furlough, parole, released)  
Comments

The Provider shall report on the following Performance Outcomes:

1. 80% clients employed within 3-6 months.
2. 75% job retention in the same job over a period of one year.
3. 25% re-evaluated and placed in employment over a period of one year.
4. 100% placement/re-placements and referrals to sheltered program within a year.
5. 100% of housing and child care needs met within the year.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

## **5. Experience**

The applicant must demonstrate a minimum of five years experience in transition planning, pre-employment and social needs of female offenders. The applicant further demonstrates effective experience in job development, employment counseling, employer relations and coordination of social and mental services for female offender population.

The applicant must demonstrate experience in training support staff to respond to the needs of female offenders.

The applicant must demonstrate that current staff meet all necessary licensing and or credential requirements.

The applicant must demonstrate knowledge and experience in employer incentive programs, grants and funding for career and technical training and/or higher education, employment services, and social service support programs.

## **6. Coordination of services**

The applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system and Department of Health.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff and parole officers.

## **7. Reporting requirements for program and fiscal data**

As ruled by the Office of Information Practices, the Department may withhold from inspection by the offender or the offender's attorney all confidential progress reports, assessment reports and counseling recommendations provided by the Provider, unless advised otherwise by the Department of the Attorney General. Hawaii Revised Statutes, Chapter 92, Section F-22 (1) (B) prohibits the release or confidential records submitted to criminal justice agencies.

Whenever the Provider is requested by the offender, offender's family, or offender's attorney to provide assessment reports or treatment reports, the Provider shall inform the requesting party that such reports are the property of the Department and all requests should be directed to the Department Contract Person. The Provider shall notify the facility staff that such a request was made. The Provider shall not release any reports directly to the offender or to any party representing the offender.

Whenever the Provider is contacted by agents from another criminal justice or law enforcement agency and asked to supply unofficial verbal comments about any offender under the Provider's care, the Provider shall refer the inquiry to the warden at the Women's Community Correctional Center.

The Provider shall assist the women in fulfilling and complying with all provisions of said furlough, parole or release agreement with the Department. The Provider shall report any violation of the individual furlough, parole or release agreement by a client to the Department in accordance with separately agreed upon procedures.

The Provider shall be required to maintain reports on individual offenders in the program. The report shall include information on the offender's employment training and or continuing education status, employment placement status, and how the provider met specific social needs and other relevant comments.

The Provider shall submit the information electronically on the Student Management System (SMS).

### **8. Pricing structure or pricing methodology to be used**

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

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

The Unit of Service and Unit rate shall be based on price per client.

Funds for housing and drivers education should be included as part of the transition and job development section.

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

Payment to the Provider shall be made on a reimbursement basis per client fee, using the schedule below. The Provider shall not be compensated for any time spent in consultation with Department staff regarding curriculum development, staff meetings, and case conferences.

Total cost per client shall not exceed the following: (1) Assessment - \$150.00; (2) Classroom / Group Sessions - \$35.00 per one hour session for the number of approved hours and number of sessions; (3) job development (including training, if needed) and job placement - \$1,200.00; and (4) Re-placement service (if client is displaced from work and needs placement within one year) - \$600.00.

Total payment under the resultant Agreement shall not exceed \$300,000 for the entire twenty-four month contract period. Any costs incurred over and above the sums set out in the budget shall be at the Provider's sole risk and expense.

The Provider shall submit an original invoice and two copies each month indicating the contract number, total number of clients served,

and payment due. All invoices shall be accompanied by documentation and shall include:

- a. The date and time of each session, whether completed or interrupted, for each client.
- b. An original roster of inmates who attended each session, with each inmate’s name and signature.
- c. A signed copy of the Attendance Sheet by the Service Provider as to the accuracy and authenticity.

Service Component	Cost Per Service Unit
Assessment	\$150.00 per client
Classroom/Group Services	\$35.00/hour
Job Development/Placement Services	\$1,200.00 per client
New Job Placement w/i One year follow up period	\$600.00 per client

Copies of handouts and client materials and supplies, administrative costs and case management are included in the service components and shall not be billed separately. The service unit rate includes all taxes and shall be the all-inclusive cost to the State.

The Provider shall submit to the Education Program Services Branch Office, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last session for the month. The address is:

Department of Public Safety  
 Education Program Services Manager  
 919 Ala Moana Blvd., #405  
 Honolulu, HI 96814

The monthly invoice shall include the following where the Provider’s representative shall certify the request for payment and the Department’s representative shall approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract: Certified Correct and Approved for Payment:

\_\_\_\_\_  
 Agency Representative                      Date                      Department Representative                      Date

The Provider shall be compensated in full for each service provided in accordance with the terms and conditions of the Agreement.

The initial term of the contract will be for two years. After the two years, the contract may be extended for an additional two year period.

Funding for the contract is subject to revisions based upon budgetary availability. The Department on a quarterly basis or more frequently if needed during the contract period will review funding.

A Certificate of Vendor Compliance must accompany the invoice for final payment on the contract.

#### **IV. Facilities**

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the residential work furlough needs of the offenders and other treatment needs as identified for the offenders.

## Section 3

# Proposal Application Instructions

## Section 3

# Proposal Application Instructions

General instructions for completing applications:

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

The Proposal Application comprises the following sections:

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

### I. Program Overview

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

## **II. Experience and Capability**

### **A. Necessary Skills**

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

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

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

For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

**C. Quality Assurance and Evaluation**

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

**D. Coordination of Services**

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

**E. Facilities**

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

**III. Project Organization and Staffing**

**A. Staffing**

**1. Proposed Staffing**

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

**2. Staff Qualifications**

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

**B. Project Organization**

**1. Supervision and Training**

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

**2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (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**

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

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

**V. Financial**

**Pricing Structure**

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

Pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each client served. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored. Total cost per client shall not exceed the following: (1) Assessment - \$150.00; (2) Classroom / Group Sessions - \$35.00 per one hour session for the number of approved hours and number of sessions; (3) job development (including training, if needed) and job placement - \$1,200.00; and (4) Re-placement service

(if client is displaced from work and needs placement within one year)  
- \$600.00.

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

SPO-H-205, Budget  
SPO-H-205A, Organization-Wide Budget by Source of Funds  
SPO-H-206A, Budget Justification – Personnel – Salaries and Wages  
SPO-H-206B, Budget Justification – Personnel – Payroll Taxes,  
Assessments and Fringe Benefits  
SPO-H-206F, Budget Justification – Contractual Services –  
Subcontracts

**B. Other Financial Related Materials**

**1. Accounting System**

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

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

**VI. Other**

**A. Litigation**

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

# Section 4

## Proposal Evaluation

# Section 4 Proposal Evaluation

**I. Introduction**

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

**II. Evaluation Process**

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

The evaluation will be conducted in three phases as follows:

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

**Evaluation Categories and Thresholds**

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

### III. Evaluation Criteria

#### Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certificate of Liability Insurance

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### Phase 2 - Evaluation of Proposal Application (100 Points)

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

##### 1. Experience and Capability (20 Points)

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

##### A. Necessary Skills

4 pts

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

**B. Experience** 4 pts

- Three (3) years of experience of providing services to the criminal justice offenders.

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

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

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

**C. Quality Assurance and Evaluation** 4 pts

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

**D. Coordination of Services** 4 pts

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

**E. Facilities** 4 pts

- Adequacy of facilities relative to the proposed services.

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

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- |  |              |
|--|--------------|
| <b>A. Staffing</b>   | <u>8 pts</u> |
| <ul style="list-style-type: none"> <li>• <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.</li> </ul>        | <u>4 pts</u> |
| <ul style="list-style-type: none"> <li>• <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program.</li> </ul>  | <u>4 pts</u> |
| <b>B. Project Organization</b>   | <u>7 pts</u> |
| <ul style="list-style-type: none"> <li>• <u>Supervision and Training:</u> Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul> | <u>4 pts</u> |
| <ul style="list-style-type: none"> <li>• <u>Organization Chart:</u> Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.</li> </ul>      | <u>3 pts</u> |

**3. Service Delivery (55 Points)**

The evaluation criteria for this section will assess the applicant’s approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities and the realism of the timelines and schedules, as applicable.

- |  |                      |
|--|----------------------|
| <ul style="list-style-type: none"> <li>• Assessment Services and Treatment Planning</li> </ul>           | <b>5 pts</b>         |
| <ul style="list-style-type: none"> <li>• Education and Treatment Services</li> </ul>                     | <u><b>20 pts</b></u> |
| <ul style="list-style-type: none"> <li>• Individual Counseling and Family Education</li> </ul>           | <u><b>10 pts</b></u> |
| <ul style="list-style-type: none"> <li>• Continuing Care</li> </ul>                                      | <u><b>10 pts</b></u> |
| <ul style="list-style-type: none"> <li>• Aftercare</li> </ul>  | <u><b>5 pts</b></u>  |
| <ul style="list-style-type: none"> <li>• Booster Sessions for Completed Level II Participants</li> </ul> | <u><b>5 pts</b></u>  |

**4. Financial (10 Points)**

- Adequacy of accounting system

- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the applicant.

C. Phase 3 - Recommendation for Award

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

# Section 5

## Attachments

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

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: PSD 13-CPSE-28 \_\_\_\_\_

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

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>				
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Certificate of Good Standing			<b>X</b>	
Certificate of Compliance (LIR #27)			<b>X</b>	
Certificate of Insurance	Section 1, RFP		<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Sample**

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**A. Cost Proposal**

    SPO-H-205 Proposal Budget

    SPO-H-206A Budget Justification - Personnel: Salaries & Wages

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    SPO-H-206C Budget Justification - Travel: Interisland

    SPO-H-206E Budget Justification - Contractual Services – Administrative

**B. Other Financial Related Materials**

    Financial Audit for fiscal year ended June 30, 1996

**C. Organization Chart**

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**D. Performance and Output Measurement Tables**

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