

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

Addendum A

February 21, 2013

To

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**

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
RFP No. : PSD 13-CPSE-28**

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

The Department of Public Safety, Corrections Program Services Division, Educational Program Services is issuing this addendum to RFP Number PSD 13-CPSE-28, Intensive Re-Entry & Transition Program for Male and Female Offenders On Oahu for the purposes of:

- Responding to questions that arose at the orientation meeting of <Date> 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 <new date>.
- 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-CPSE-28, Intensive Re-Entry & Transition Program for Male and Female Offenders On Oahu is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

I.C 2-1

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 adult ~~[female]~~ 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]~~ that do not qualify for other instructional services related to job development, counseling, and transition.

III.A 2-4

All services are directed to high risk male and female offenders ~~[who]~~ that may have a diagnosed mental illness, ~~[failed to complete required program (i.e., substance abuse and education)]~~ that may have had difficulties in completing requisite correctional programs during incarceration, or have other barriers to facilitate successful 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)

III.A 2-5 The Provider shall have the experience and capacity to provide institutional on-site and community-based off site services.

Institutional on-site 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.

Community-based 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.

III.A 2-6 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 in acquiring vehicle operator license on an as needed basis if necessary for selected employment.

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 aptitude and 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 aptitude and 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 Corrections Education Program Services' 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, or meets the eligibility requirements for these services. 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 a ~~[one,]~~ period of one year from the time of the offenders release on furlough, or parole, whichever comes first. 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 the one year eligibility period of their release.

III.B.1 2-7 Services shall be performed during ~~[regular business]~~ hours ~~[of 7:45 a.m. to 4:30 p.m.]~~ approved by the Department and shall take into consideration the availability of the offender during incarceration, training, or employment. Initial counseling and intake shall be done at the Oahu Community Correctional Center and 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] client of this contract of the provisions of 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]~~ copies of the aforementioned statutes and shall maintain ~~[in each of the aforementioned]~~ written documentation 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.

III.B.4 2-8 The Provider shall enter on a regular basis all information requested into the Corrections Education Program Services' 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:

- 2-9 • 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%]~~ Number and overall percentage of clients employed within 3~~[-6]~~ months of their release on furlough or parole, whichever is first.
2. ~~[75%]~~ Number and overall percentage of job retention in the same job over a period [of one year] of 6 months or less.
3. Number and overall percentage of job retention in the same job 7 months to one year or longer.
4. ~~[25%]~~ Number and overall percentage of clients that loss first employment, was re-evaluated and placed in alternate employment [over] within a period of one year.
5. ~~[100% placement/re-placements and referrals to sheltered program within a year.]~~ Number and overall percentage of clients in need of assistance with securing housing that were placed in appropriate housing or sheltered program.
- ~~6. 100% of housing and child care needs met within the year.~~
6. Number and overall percentage of clients received assistance with child care.

III.B.5 2-9 The applicant must demonstrate experience in training support staff to respond to the gender sensitive needs of ~~[female]~~ offenders.

III.B.7 2.10 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]~~ Department of Public Safety. The Provider shall notify the ~~[facility staff]~~ Department's Contract Monitor 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]~~ Department's Contract Monitor.

III.B.7 2.11 ~~[The Provider shall submit the information electronically on the Student Management System (SMS).]~~

III.B.10 2.12 a. The date and time of each service component session, whether completed or interrupted, for each client.

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes