

State of Hawaii  
Department of Public Safety  
Hawaii Paroling Authority

## **Addendum A**

**November 15, 2013**

**To**

### **Request for Proposals**

**RFP No.: PSD 14-HPA-24  
Multiple Substance Abuse Treatment  
Services for Male and Female  
Parolees on Hawaii**

October 25, 2013

November 15, 2013

**ADDENDUM NO. A**

To

**REQUEST FOR PROPOSALS**

**Multiple Substance Abuse Treatment Services for Male and Female Parolees on  
Hawaii  
PSD 14-HPA-24**

The Department of Public Safety, Hawaii Paroling Authority is issuing this addendum to PSD 14-HPA-24, Multiple Substance Abuse Treatment Services for Male and Female Parolees on Hawaii, for the purposes of:

- Responding to questions that were subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended.
- 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:

Contact person's name: Marc S. Yamamoto  
Contact phone: (808) 587-1215  
Contact e-mail address: marc.s.yamamoto@hawaii.gov  
Contact address: 919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

Responses to Question Raised by Applicants  
For PSD 14-HPA-24

Multiple Substance Abuse Treatment Services for Male and Female Parolees on Hawaii

1) "Do I do a budget for each year or combine both years?"

*Response: The budget should be for the length of the contract (2 years).*

2) "Can we just budget for personnel only or do we need to include other operating costs?"

*Response: The budget should include operating costs.*

RFP No. 14-HPA-24 Multiple Substance Abuse Treatment Services for Male and Female Parolees on Hawaii, is amended as follows:

<i>Subsection</i>	<i>Page</i>	
<b>Section 1, Administrative Overview</b>		
No Changes		
<b>Section 2, Service Specifications</b>		
No Changes		
<b>Section 3, Proposal Application Instructions</b>		
3.1	3-2	<p>Number change:</p> <p>Change <b>Program Overview</b> from <u>3.1</u> to <b><u>3.0</u></b></p> <p>Add new section:</p> <p><b><u>3.1 Background and Summary</u></b></p> <p>A. The applicant shall demonstrate a thorough understanding of the purpose and scope of the service activity.</p> <p>B. Applicant shall provide goals and objectives that are in alignment with the proposed service activity.</p> <p>C. The applicant shall describe how proposed service is designed to meet the pertinent issues and problems related to the service activity.</p>
<b>Section 4, Proposal Evaluation</b>		
	4-1 to 4-5	Please see attached.
<b>Section 5, Attachments</b>		
No Changes		

**Section 4**

**Proposal Evaluation**

## Section 4 Proposal Evaluation

### 4.1 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.

### 4.2 Evaluation Process

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

The evaluation will be conducted in three phases as follows:

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

#### Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<b><i>Administrative Requirements</i></b>		
<b><i>Proposal Application</i></b>		<b>100 Points</b>
Program Overview	0 points	
Background and Summary	10 points	
Experience and Capability	20 points	
Project Organization and Staffing	10 points	
Service Delivery	50 points	
Financial	10 Points	
<b>TOTAL POSSIBLE POINTS</b>		<b>100 Points</b>

## 4.3 Evaluation Criteria

### A. Phase 1 - Evaluation of Proposal Requirements

#### 1. Administrative Requirements

- a. Application Checklist
- b. Certificate of Liability Insurance

#### 2. POS Proposal Application Requirements

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

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

**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. Background and Summary (10 Points)

- |   |                 |
|---|-----------------|
| A. The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity                                   | <u>4 points</u> |
| B. The goals and objectives are in alignment with the proposed service activity   | <u>3 points</u> |
| C. The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity | <u>3 points</u> |

#### 2.

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

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

<b>A. Necessary Skills</b>	<b>4 points</b>
<ul style="list-style-type: none"><li>Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.</li></ul>	2 points
<ul style="list-style-type: none"><li>The assessment tools and curriculum are identified and strategies for teaching, counseling, and care of parolees are outlined.</li></ul>	2 points
<b>B. Experience</b>	<b>4 points</b>

- ~~Demonstrated experience relating to the delivery of the proposed services.~~

~~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.)~~

- Described projects/contracts pertinent to the proposed services. 1 point
- Demonstrated the necessary skills, abilities, knowledge of, and experience relating to providing substance abuse services. 1 point
- Provided a list of contracts performed for the Department of Public Safety. 1 point
- Provided a list of prior contracts with the public sector in providing services in general for male and female offenders specifically. 1 point

Discussed any problems or difficulties encountered in prior contracts. Provided point of contact and telephone number for each contract listed. The Department reserves the rights to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel.

<b>C. Quality Assurance and Evaluation</b>	<b>4 points</b>
<ul style="list-style-type: none"><li>Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li></ul>	_____

<b>D. Coordination of Services</b>	<b>4 points</b>
<ul style="list-style-type: none"><li>Demonstrated capability to coordinate services with other agencies and resources in the community.</li></ul>	_____ _____

<b>E. Facilities</b>	<b>4 points</b>
• Adequacy of facilities relative to the proposed services.	2 points
• The facility plan meets all ADA requirements.	2 points

~~2.~~ **3. Project Organization and Staffing (10 Points)**

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

<b>A. Staffing</b>	<b>6 points</b>
• <u>Proposed Staffing</u> : That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.	3 points
• <u>Staff Qualifications</u> : Minimum qualifications (including experience) for staff assigned to the program.	3 points
<b>B. Project Organization</b>	<b>4 points</b>
• Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.	2 points
• Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.	2 points

~~3.~~ **4. Service Delivery (50 Points)**

*Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the 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.

- Program philosophy **5 points**
- Program components **15 points**
- Admission Criteria **2 points**
- Case management services **10 points**
- Description of basic services **10 points**
  - Initial Screening & Assessment (2 points)
  - Residential substance abuse treatment (2 points)
  - Intensive Outpatient substance abuse treatment (2 points)
  - Outpatient substance abuse treatment (2 Points)
  - Aftercare (2 points)
- Frequency & duration of the treatment intervention **2 points**
- Maximum number of inmates that will be allowed in each component of treatment **2 points**
- Discharge criteria for both successful completion and unsuccessful completion **2 points**
- Procedures for linking parolees with community services **2 points**

**5. Financial (10 Points)**

- Applicants proposal budget is reasonable, given program resources and operational capacity **5 points**
- Adequacy of accounting system **5 points**

**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.