

State of Hawaii
Department of Public Safety
Corrections Program Services
Sex Offender Treatment Program

Request for Proposals

RFP No.: PSD 14-CPS/SO-54 Sex Offender Treatment Services Statewide

April 14, 2014

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

April 14, 2014

REQUEST FOR PROPOSALS

SEX OFFENDERS TREATMENT SERVICES, STATEWIDE
RFP No. PSD 14-CPS/SO-54

The Department of Public Safety (PSD), Corrections Program Services (CPS) Division, Sex Offender Treatment Program (SOTP) is requesting proposals from qualified applicants to provide relapse prevention treatment to sex offenders incarcerated and paroled under the Department's jurisdiction on the islands of Hawaii, Oahu, Maui and Kauai. The initial contract term will be from July 1, 2014 through June 30, 2015. Multiple contracts may be awarded under this request for proposals.

The Corrections Program Services Division will conduct an orientation on Wednesday, April 22, 2014, 10:00 a.m., Hawaii Standard Time (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 April 25, 2014. All written questions will receive a written response from the State on or about April 30, 2014.

Proposals shall be mailed and postmarked by the United State Postal Service on or before, or hand delivered no later than 4:30 p.m., HST on May 14, 2014, 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.

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, e-mail: marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 1 original + 3 copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN.

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 S. Yamamoto
For further info. or inquiries
Phone: (808) 587-1215
Fax: (808) 587-1244

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL. 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.,.

Drop-off Sites

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	April 14, 2014
Distribution of RFP	April 14, 2014
RFP orientation session	April 22, 2014
Closing date for submission of written questions for written responses	April 25, 2014
State purchasing agency's response to applicants' written questions	April 30, 2014
Discussions with applicant prior to proposal submittal deadline	May 2, 2014
Proposal submittal deadline	May 14, 2014
Discussions with applicant after proposal submittal deadline	May 16, 2014
Final revised proposals	May 20, 2014
Proposal evaluation period	May 15-23, 2014
Provider selection	May 28, 2014
Notice of statement of findings and decision	June 4, 2014
Contract start date	July 1, 2014

II. Website Reference

The State Procurement Office (SPO) website is 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	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
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 portal.hawaii.gov)

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

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:

Corrections Program Services, Sex Offender Treatment Program
Attention: Dr. Barry Coyne
Department of Public Safety,
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814

Phone		Fax:	
(808)	<u>587-1271</u>	(808)	<u>587-1280</u>

VI. Orientation

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

Date: April 22, 2014 **Time:** 10:00 a.m.

Location: 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).

Interested applicants not able to attend the orientation meeting may call in via telephone conference at:

Conference Dial-In Number: 1 (712) 432-1212

Meeting ID: 289-161-870

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 25, 2014 **Time:** 4:30 p.m.. HST

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

Date: April 30, 2014

VIII. 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.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.

2. **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.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that 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.)
5. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- 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. **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. (See paragraph II, Website Reference.)

- E. **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.)
- F. **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.)
- G. **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.

- H. **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 one (1) original and three (3) copies (also found 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 created and printed by the service provider are not considered postmarks.

Only hardcopy proposals shall be accepted.

IX. Discussions with Applicants

A. Prior to Submittal Deadline. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

B. After Proposal Submittal Deadline - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. 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.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

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

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The 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.

XV. Costs for Proposal Preparation

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

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, 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 sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

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

A proposal may be automatically rejected for any one or more of the following reasons: (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)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

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

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

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

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

Head of State Purchasing Agency	Procurement Officer
Name: Ted Sakai	Name: Marc S. Yamamoto
Title: Director	Title: Procurement & Supply Specialist IV
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	Business Address: same

XX. Availability of Funds

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

XXI. 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

XXII. 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.

XXIII. 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.

XXIV. Liability Insurance

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability	\$2,000,000 combined single limit (occurrence form) per occurrence for bodily injury and property damage
Automobile, if applicable	
Bodily injury	\$1,000,000/person
Property damage	\$1,000,000/occurrence
Professional Liability, if applicable	\$1,000,000/accident
	\$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses, as required by Comptroller’s Memorandum 2010-29:

1. *“The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii.”*
2. *“It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.”*

The service provider shall immediately provide written notice to the contracting department or agency should any of the insurance policies

evidenced by its Certificate of Insurance from be cancelled, limited in scope, or not renewed upon expiration.

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Public Safety, Sex Offender Treatment Program, provides relapse prevention treatment based on a cognitive-behavioral model to sex offenders incarcerated at six correctional facilities statewide and to offenders on parole.

In accordance with a Cooperative Agreement negotiated between the Department and the Hawaii Paroling Authority in 1990, sex offenders are typically recommended to complete sex offender treatment (SOTP) prior to parole release and to continue in additional therapy while on parole until clinically discharged. Research on the recidivism rate of Hawaii's sex offenders has demonstrated that an inmate's success on parole is improved if he participates in SOTP both before and during parole.

B. Planning activities conducted in preparation for this RFP

On July 31, 2013, the Department issued a Request for Information for the Treatment Services for Sex Offenders. Revisions, where applicable, have been incorporated into the Scope of Services herein.

C. Description of the goals of the service

The goal of the sex offender treatment program is to provide an offender with cognitive coping skills so that he can better avoid high-risk situations that might lead to re-offense, and to cope with unavoidable situations when they occur.

D. Description of the target population to be served

Adult male and female offenders sentenced to a period of imprisonment for a sex related crime. Inmates are required to accept treatment and must be willing to acknowledge at least partial responsibility for their criminal actions leading to their conviction for the sexual offense(s). Refusal to participate in SOTP, or denial of criminal behavior leading to the conviction for the sexual offense(s), may impact eligibility for parole.

E. Geographic coverage of service

When required, SOTP shall be provided to all eligible sex offenders under the jurisdiction of the Department of Public Safety's adult correctional institutions, specifically: Halawa Correctional Facility (HCF), Kulani Correctional Facility (KCF), Oahu Community Correctional Center (OCCC), Maui Community Correctional Center (MCCC), Kauai Community Correctional Center (KCCC), and Hawaii Community Correctional Center (HCCC). Inmates participating in furlough programs at the Community Correctional Centers shall continue in SOTP until paroled, regardless if they successfully completed core treatment.

It is anticipated that Kulani Correctional Facility will reinstate the sex offender treatment program on or after January 1, 2015, pending discussions with the community.

F. Probable funding amounts, source, and period of availability

The funding for services under this RFP is approximately \$453,300 for FY 2015, and is subject to availability of funds.

II. General Requirements

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

1. Service provider must 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 one year of successful experience in dealing with sex offending inmates, parolees, or probationers.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department justifiable reason that an inmate should not be accepted into the program. The

Provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.

6. The minimum qualifications of each group's primary therapist shall be a Master's degree in a social or behavioral science, and one year experience working with sex offenders using the relapse prevention model. The minimum qualifications of the secondary therapist(s) shall be a Bachelor's degree. Experience working with sex offenders is not a requirement for the secondary therapist.

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

After-the-fact secondary purchases

Will be allowed but only with prior approval of the Department.

Planned secondary purchases

None.

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:

Single or multiple contracts will be awarded based on 1) geographic location and 2) fair and even distribution of services among service providers awarded a contract. Service providers whose staff and/or subcontractors are located on specific islands, precluding the need for interisland travel, will have first award preference for that island. If there is more than one awarded contract on a specific island, services will be fairly and evenly divided between the contracted service providers.

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:

Award shall be for the twelve (12) month period commencing on July 1, 2014 or the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for one (1) additional twelve-month period or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

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 S. Yamamoto, Purchasing and Contracts Staff
Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Telephone: (808) 587-1215
Facsimile: (808) 587-1244
e-mail address: marc.s.yamamoto@hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

The Service Provider shall provide therapy to groups consisting of approximately eight (8) to fifteen (15) inmates, with ten (10) the preferred number. Each therapy session shall be of approximately two-hour duration, but may be shorter or longer at the service provider's discretion. Scheduling of therapy meeting days and hours shall be arranged jointly between the Service Provider and the facility's program coordinator for the mutual convenience of the Service Provider and the facility. No services shall be provided on holidays observed by the State, including bi-annual election days.

The closure of KCF in 2009 negatively affected the delivery of treatment services to sex offenders causing a backlog in providing services to those eligible to participate based on their tentative parole date. To ease this backlog, core treatment groups are held twice a week. Maintenance groups,

as found in the furlough programs and community-based programs, are offered once a week.

Based on services provided during Fiscal Year 2013, the number of groups by facility is anticipated to be:

<u>Facility</u>	<u>Type of Group</u>	<u>Number of Groups/Week</u>
HCF	Core Therapy	6-7
KCF	Core Therapy	TBD
HCCC	Maintenance	2
OCCC	Maintenance	2-3
MCCC	Maintenance	2
KCCC	Maintenance	1

In the event the KCF program is reactivated, it is expected the number of HCF groups will drop and be replaced by groups at KCF.

Delivery of services by the service provider shall be provided at the correctional facility during program operational hours Monday through Friday and may include possible evening and weekend hours, upon the prior approval of the facility Warden or designee. Service providers, their employees and sub-contractors shall abide by all rules of the facilities where services are offered. Within each facility, the service provider's therapists shall follow the instructions of corrections officers at all times.

For inmates in treatment at the Halawa and Kulani facilities, the delivery of treatment shall continue until the treatment curriculum has been delivered to each inmate to the therapists' satisfaction. Any treatment session canceled for any reason shall be offered at a later date until the full treatment curriculum is delivered.

Because every correctional facility is subject to interruptions in normal routine due to disruptions such as unscheduled lock-downs, inmate disturbances, shortage of staff, etc., the therapists working for the service provider can expect cancellations or delays of treatment sessions. Prior to traveling to the facility before each therapy session, therapists shall telephone the Program Coordinator at the facility to confirm whether therapy will be feasible that day.

If prior notification of facility disruption or lockdown was given to the service provider by the facility, the service provider shall not be paid for any session canceled beforehand because of facility disruption, as it shall be expected that a replacement session will be scheduled at a later date until the full number of contracted sessions is delivered. (See the Payment Section on "partial payment" for any session interrupted before meeting its two-hour duration, or for any sessions canceled after the service provider's therapists have arrived at the facility's gate.)

Any interruptions to the delivery of services due to unforeseen situations at a facility shall be reported by the service provider to the Department's SOTP Administrator, who shall investigate the cause for the interruption, and shall inform the service provider of his findings. Neither the service provider nor his staff shall lodge complaints directly to the facility warden, or facility staff, nor attempt to investigate such interruptions on their own.

Screening:

For medium and minimum security inmates at Halawa and Kulani, respectively, the service provider shall provide the following services during Screening:

- The service provider's therapists shall review at the facility, in a place determined by the facility staff (usually a Records Room), the institutional records of sex offender inmates incarcerated there who have been previously screened for program eligibility by the Department's SOTP Administrator.
- Before interviewing any offender, the service provider must request and obtain from the SOTP Administrator any available treatment records, including application autobiographies and testing results, on file from previous participation in treatment.
- The service provider shall inform in writing to each inmate who passes initial file review that he is invited for a face-to-face interview, to be scheduled as to date and hour, to determine his final admission into the program. The service provider will provide the Department's SOTP Administrator with a photocopy of the letter.
- After interviewing each eligible offender, the service provider shall eliminate from further program consideration any sex offender who claims that he is innocent or is appealing his conviction. Rejection may also be based upon: the inmate's behavior, such as florid psychosis, that he is either unwilling or unable to contain whether through medication or otherwise; violence or threats of violence against staff, therapists, or fellow inmates; past or pending litigation against the service provider.

The service provider shall not eliminate any inmate whose amenability for treatment may be significantly diminished because of factors beyond his control, such as an inability to speak or write English, or physical or mental handicap or disadvantage. Language interpreters for non-English speaking inmates, sign interpreters for deaf inmates, or special tutors for blind or slow inmates may be provided by the Department or hired by the Provider to help

inmates participate in group therapy. Individual therapy offering an equivalent SOTP curriculum may be an option if a disadvantaged inmate cannot keep pace with his peers in spite of special assistance in a group therapy format.

After screening and prior to commencing treatment, the service provider's therapists shall review the inmate's most recent Level of Service Inventory (Revised) in his institutional file to determine the offender's level of need and to identify potential target areas for specialized treatment intervention.

Treatment Curriculum:

The principles of relapse prevention that apply to treatment programs for sexual assault focus on: cognitive skills training to reduce thinking errors; skills training in social interactions, anger management, assertiveness, communications, self-awareness, healthy sexuality, and victim empathy; acquisition of skills to recognize and cope with high-risk situations, self-gratification, and abuse.

The service provider will be expected to present appropriate modules to each participant based upon a needs-based assessment.

- (1) Relapse Prevention, Cycle of Abuse
- (2) Cognitive Skills,
- (3) Anger/Stress Management,
- (4) Human Sexuality,
- (5) Social Skills,
- (6) Parenting,
- (7) Communication Skills,
- (8) Empathy Training,
- (9) Sex Roles and Stereotype,
- (10) Family Reunification,
- (11) Apology Letter,
- (12) Identifying Strengths and Needs,
- (13) Aftercare.

Because each sex offender must achieve different goals, the Provider does not need to offer all offenders the same treatment regimen. The Provider may specialize in offering only those modules that the Provider is most qualified to provide.

The service provider shall provide the following services during preparation of the treatment program's curriculum:

- Prior to the delivery of any treatment services, the service provider and therapists shall meet with the Department's SOTP Administrator to review the appropriateness of each module of the treatment

curriculum. Each module of the curriculum shall be specific in addressing sex offending. Aftercare must be included for inmates housed in furlough facilities or on parole.

- The provider's curriculum shall focus on knowledge acquisition, skill acquisition, and skill demonstration. Each lesson of each module in the service provider's treatment curriculum must include role rehearsal, role play, and the practice of learned skills.
- The SOTP Administrator shall require the service provider to remove from the treatment curriculum any module (e.g., Self Esteem) or any modality (e.g., psychoanalytic talk therapy) that is not proven by evidence to be effective in reducing criminal behavior. Exploration of any inmate's past traumatic childhood experiences that may have induced PTSD shall not be addressed in SOTP. Instead, the service provider's therapists shall refer the offender to an appropriate mental health provider to include the Department's psychiatrists and Health Care Unit.

The service provider shall not bill the Department for any expenses incurred during curriculum development.

Tools to implement the curriculum will include, but are not limited to, the following: a) lesson plans; b) audio-visual teaching aides for treatment presentations; c) familiarity with the performance-based standards to evaluate each inmate's progress in therapy; d) treatment manuals, therapeutic training materials, and inmate workbooks as needed to implement the curriculum; e) progress reports and attendance rosters in a format approved by the Department and the Hawaii Paroling Authority.

During the course of each inmate's treatment, the Department will provide the service provider with all relevant assessment and clinical information in its files as they become available, which may include updated Level of Service Inventory (Revised), Minnesota Multiphasic Personality Inventory (Revised), sexual deviance self-report battery, psychosexual assessment, polygraph reports of offense history, and other relevant treatment documents received by the Department's SOTP Administrator during the inmate's incarceration or supervision on parole.

Consent to Treatment and Program Terms and Conditions Contract

Prior to the onset of therapy, service provider's therapists shall require that each inmate sign (1) Consent to Treatment and (2) Program Terms and Conditions Contract specifying program compliance and the rights of the inmate.

Provisions of the Consent to Treatment shall explain that participation is voluntary, the inmate is free to withdraw from treatment at any time, and the consequences of his/her action during therapy may impact future parole decisions. The Consent to Treatment shall remain in effect for the duration of participation in SOTP with the same service provider during incarceration and parole. Modifications to the Consent to Treatment may be made if the service provider and the inmate mutually agree upon such changes. The original of the Consent to Treatment shall be kept in the inmate's institutional file and a copy shall be provided to SOTP Administrator.

The Consent to Treatment shall include provisions that specify that the offender waives all confidentiality for disclosures made during therapy or assessment. The offender shall be instructed by the service provider's therapists that the offender's waiver of confidentiality cannot be withdrawn without the consequence of immediate termination of the offender's participation in therapy or assessment up to the point of service termination.

If the offender chooses to withdraw his waiver of confidentiality, services will terminate. The service provider's therapists shall prepare reports summarizing the offender's participation in therapy and/or assessment up to the point of service termination.

The Program Terms and Conditions Contract shall include provisions explaining the limited confidentiality of the inmate's statements to the therapists, and to whom progress reports shall be forwarded (e.g., the Department's SOTP Administrator and Parole Board), and to whom reports shall not be forwarded (e.g., the Prosecutor, the inmate's attorney).

The Program Terms and Conditions shall include provisions explaining that all treatment reports and assessment results generated during the inmate's course of therapy are automatically forwarded to the Parole Board, who will not release the reports or their contents at a later date to the inmate, his family, or his attorney unless ordered by the Court. Provisions will explain that upon parole, the Parole Board will forward the offender's treatment records to the offender's new SOTP service provider and supervising officer.

Provisions shall explain the inmate's need to share openly during therapy discussion, to complete assignments, to hold confidential disclosures within the group, and the consequences for failing to comply.

The Program Terms and Conditions Contract shall explain the inmate's due process rights during suspension or termination from treatment, and steps to redress wrongs he feels he suffered during treatment or suspension from treatment.

The duration of each sex offender's treatment cannot be pre-determined. The Program Terms and Conditions shall not state the exact number of sessions or time span for treatment.

The inmate shall be informed that any lawsuit initiated or threatened against his therapist must result in suspension from all future treatment with this same therapist or service provider's agency.

The service provider shall obtain the inmate's written consent to release, obtain, and share treatment and assessment reports with the offender's attending health care provider of medical and/or psychiatric services at the facility's Health Care Unit. This consent must be obtained on the first day of treatment.

Provisions shall explain that continuation of the inmate's SOTP participation is contingent upon funding through the Department and that therapy may be suspended for lack of funds.

Workbooks:

Because of potential lockdown situations at the facility, at which times therapists may be prohibited from entering the facility or inmates may be prevented from moving to the assigned treatment area, the service provider may engage in workbook or lesson assignment monitoring via mail. Such correspondence is not intended to replace or substitute for the delivery of the treatment curriculum through therapy groups, but is intended to provide continuity for inmates during lockdowns until therapy groups resume. Monitoring inmate progress through workbooks will be time-limited, and will be implemented in consultation with the Department SOTP Administrator.

The service provider may not bill the Department for the time spent by therapists preparing or reviewing workbook lessons, or for the expenses incurred in monitoring assignments via mail. Feedback presented by the service provider's therapists to an inmate who is seen face-to-face in an individual session shall be billed at the rate consistent with individual treatment sessions.

Subcontracted Psychosexual Assessments and Polygraphs:

The service provider may subcontract those services that the Service Provider's employees and subcontractors cannot deliver themselves. The service provider may elect to refer an inmate for thorough psychosexual assessment or polygraph during or after treatment. Referrals must receive the prior approval of the Department's SOTP Administrator, and are subject to refusal if they strain the service provider's budget to provide treatment.

The service provider may subcontract with another specialized provider to deliver ancillary polygraph and penile plethysmograph services, subject to prior approval by the Department's SOTP Administrator.

Voluntary Withdrawal by Inmates and Termination from Treatment:

Participation in Sex Offender Treatment Programming is typically required by the Hawaii Paroling Authority for any inmate seeking parole release, but participation in any treatment program is voluntary. As a consequence, the service provider's therapists must alert any inmate who chooses to withdraw voluntarily from treatment or who is terminated by the therapists that he may face prolonged incarceration at the discretion of the Parole Board.

To any inmate who fails to appear for two (2) consecutive therapy sessions, the service provider shall inquire of the inmate in writing, within forty-eight (48) hours of the inmate's second failure to appear, whether the inmate is withdrawing voluntarily from participation. In that same letter, the service provider shall alert the inmate that his failure to attend four (4) consecutive sessions without excusable cause shall result in termination from treatment.

An inmate who fails to attend four (4) treatment sessions without due cause or an excused absence shall be notified by the service provider that his participation from the program faces termination. A photocopy of the Termination Letter shall be forwarded immediately to the SOTP Administrator, who in turn shall notify the appropriate representative of the Hawaii Paroling Authority.

The service provider's therapists have the right to suspend from treatment any inmate whose participation is disruptive to the group process or who maintains his innocence twelve (12) weeks after the onset of therapy that he committed the sexual offense that led to his conviction. Any offender who maintains his innocence must be suspended, to allow another offender to make progress toward rehabilitation and to allow the innocent offender the right to avoid self-incrimination. Prior to suspension, the therapists shall inform the inmate that his current level of participation or accountability is unacceptable. If informed verbally, the warning to the inmate shall be made

before verifiable witnesses and the service provider shall notify the Department's SOTP Administrator; if informed in writing, the service provider shall forward a photocopy of the Warning Letter to the Department's SOTP Administrator. In either case, the service providers' therapists shall explain to the inmate the necessary steps he must take to redeem his situation in order to remain in the program.

The service provider's therapists shall not allow any sex offender to "complete" the treatment program while remaining in denial that he committed the sex offense that led to his incarceration.

The service provider may not form a separate treatment group or provide individual sessions for offenders who maintain their innocence past the twelve (12) weeks initial probationary period after the onset of therapy unless the service provider provides such service pro bono and without billing the Department. Further, such treatment shall only proceed with prior consent from the Department.

The service provider may terminate any inmate whose violent actions in group, or threats of violence against the therapists, group members, or himself, is perceived as presenting an imminent danger. The inmate shall be informed of his termination in writing by the service provider within forty-eight (48) hours of the incident, with a photocopy forwarded to the Department's SOTP Administrator.

An inmate shall not be terminated from treatment if his absence is due to events beyond his control, such as illness, facility lock-down, pending misconduct hearing, or lack of transportation escort by staff to the meeting site. In such cases, the offender shall remain an actively enrolled participant in treatment and shall be recorded on the attendance roster as having an Excused Absence. If the offender is unable to catch up with his group's progress made in his absence, the service provider may require the offender to repeat the portion of the curriculum he missed.

An inmate shall be afforded and remain in treatment even if his level of participation is adversely affected by diminished capabilities, such as language skills, mental disorder, or disability, provided that the inmate is perceived as making a concerted effort to benefit from therapy. In such cases, the service provider shall consult with the Department's SOTP Administrator to determine if a more suitable therapy placement is a viable alternative, or if additional resources (e.g., tutoring, translator, additional individual therapy) can be provided.

An inmate shall not be terminated from treatment without due cause.

An inmate shall not be terminated from treatment for refusing to submit to a polygraph examination, nor if he fails to pass a polygraph. Any post-polygraph confessions cannot be used to terminate an inmate on the excuse that he has not been totally honest during treatment. An inmate's right to avoid self-incrimination for any previously unknown crime applies throughout his treatment.

In order to insure the offender's rights to due process when terminated, the Department's SOTP Administrator may act as mediator if the offender desires re-instatement.

Substitution to Fill Vacated Treatment Slots:

The service provider shall conduct SEMI-OPEN rather than CLOSED groups to new participants. Whenever group size falls below ten (10) inmates, the service provider shall replace each offender who withdraws or is terminated from treatment with another offender in order to maintain approximate group size. For medium or minimum security inmates, the service provider will be allowed to wait to fill each vacated treatment slot until the current phase, module, or component of the treatment curriculum is completed, but not longer than 90 days after a treatment slot is vacant.

The provider's therapists may elect to offer individual "catch-up" therapy sessions to an offender who enters a module for group therapy late.

Program Completion and Clinical Discharge in the Community:

The decision to clinically discharge an offender from treatment will be performance-based. Offenders who demonstrate improvement will be eligible for clinical discharge before they have completed their full term on parole.

For inmates on furlough or parole, participation in SOTP in the community shall be considered aftercare treatment. Aftercare is not a continuation or repetition of modules mastered in a secure facility, but focuses on issues a specific offender encounters in his current environment that may precipitate sexual re-offending. Because the offender has earned community status by successfully completing an SOTP curriculum in a secure setting, the new service provider shall provide an aftercare curriculum. Imposing another full treatment curriculum on a community-based offender will be grounds for contract termination.

The service provider shall provide aftercare treatment that is sex-offending specific. The service provider shall refer the offender to other available programs (e.g., substance abuse treatment, vocational rehabilitation) to address his non-sex offending issues.

Individual treatment sessions for offenders on aftercare will focus exclusively on family-reunification, or immediate problems with program compliance. Individual sessions will not be scheduled for issues that may otherwise be shared in group format.

For inmates on furlough or parole, aftercare treatment shall progress through stages to eventual clinical discharge. Within the first year of furlough or parole, but no later than the end of the twelfth month of therapy on parole, the service provider shall reduce the offender's monthly attendance to once, twice, or three times per month. If the service provider believes the offender should maintain weekly attendance beyond the close of the first year, the service provider shall send written justification to the Department's SOTP Administrator who may accept or reject the service provider's continued aftercare treatment plan and will respond in writing. Inmates not approved by the SOTP Administrator shall not be continued in treatment.

At any time during the second year of therapy on furlough or parole, but no later than the end of the twenty-fourth month of therapy on parole, the service provider shall place the offender on maintenance status whereby the offender shall attend therapy sessions once per month, or less frequently if deemed appropriate by the therapist. By the beginning of the third year of therapy on furlough or parole, each sex offender should be treated on a maintenance attendance schedule. If the service provider believes the offender is not ready for maintenance status, the service provider shall send written justification to the Department's SOTP Administrator, who may accept or reject the service provider's continued maintenance treatment plan and will respond in writing. Inmates not approved will not be continued in treatment.

The service provider's therapists shall not require an inmate to remain in treatment for the sole purpose of facilitating the progress of newer offenders in a group. Any facilitation provided by an offender who has successfully completed treatment must be voluntary. The service provider shall not bill the offender or the Department for the assistance offered by an offender who voluntarily attends group sessions.

Monthly maintenance therapy sessions may continue up to two years, provided polygraph examinations are conducted no less frequently than once yearly. Clinical discharge may be awarded to the offender at any time during aftercare or maintenance status, but no later than the end of the fourth year of therapy in the community.

For any offender who fails to make progress toward clinical discharge during aftercare or maintenance status, the service provider shall consider termination of treatment services. An offender shall forfeit aftercare or maintenance status if the offender engages in high risk behavior that subjects

the offender to parole violation or furlough suspension.

B. Management Requirements

Personnel

The Service Provider shall employ staff and subcontractors that are suitable to provide services to sex offenders under the jurisdiction of the Department of Public Safety. Personnel employed by any subcontractor are subject to the same qualifications and/or restrictions as specified for the Provider's employees. The Service Provider shall not hire persons or subcontractors 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 or subcontractor with prior criminal history shall be subject to review and approval by the Department. The Department will review and approve or disapprove the employment of the service provider's staff or subcontractors in writing. Any changes to staff or subcontractors must have prior approval of the Department.

Service provider shall be responsible for providing qualified therapists to lead the therapy groups. The service provider shall not use therapists employed by the State of Hawaii to deliver therapeutic services unless the therapists have first contacted the State Ethics Commission questioning if such secondary employment is allowed and received a written response indicating that employment under a contract with the State does not violate the State Code of Ethics.

During the service provider's delivery of services, State employees may provide training to the service provider's therapists, or receive training from the service provider's therapists, but shall not be paid for their time with funds awarded to the provider.

The service provider shall provide a minimum of two (2) therapists to co-facilitate each group therapy session and screening interview. A single therapist shall be allowed to conduct group therapy sessions during the absence of the co-facilitating therapist(s) for no longer than four sessions. After four sessions without two therapists, further sessions shall be cancelled until a co-facilitating therapist returns or a suitable replacement can be found. Individual sessions and pre-screening file reviews may be performed by therapists acting alone.

Frequent turnover in service provider's staff or subcontractors may be grounds for contract termination or funding reduction.

The service provider shall successfully complete the Department's Volincor Training, regardless if the service provider has attended such training in the past.

The service provider, its staff and subcontractors are required to understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, the Department requires that the service provider, staff and subcontractors attend a mandatory PREA Standards training class and, if applicable, a specialized PREA Standards training for Health Care workers and Investigators. The Department shall monitor and ensure the service provider, its staff and subcontractors compliance with the PREA Standards.

Practicum Students and Interns

The service provider may allow practicum students or interns assigned to the Department, or hired by the service provider, whether paid or unpaid, to attend group therapy sessions as part of the student's training in providing therapy to sex offenders. The students may be assigned tasks by the Department in addition to tasks provided by the service provider, in which case the student's supervision on Departmental tasks shall be provided by the Department. The Department may allow the service provider to deploy students in tasks suitable to the student's level of expertise, such as acting as secondary group co-facilitator in the absence of one of the service provider's hired staff, or conducting psychopathy assessment, or paper-and-pencil testing. However, any expenses for services performed by practicum students or interns shall not be charged to the Department.

If the Department assigns students or interns to conduct individual therapy sessions for offenders who are simultaneously enrolled in the service provider's therapy groups, the service provider's therapists shall allow each student to monitor the offender's progress in group therapy by attending the provider's group therapy sessions.

Quality assurance and evaluation specifications

The service provider is responsible for direct supervision of all staff and subcontractors assigned to provide services.

Neither the service provider nor the service provider's staff or subcontractors shall disclose to a client, whether verbally or in writing, any information about any other offender who may currently receiving SOTP services, or who received services in the past, or who may receive services in the future. A service provider's distribution to a client of information from another offender's treatment records, institutional files, or correspondence of any sort shall be grounds for immediate contract termination.

The service provider shall provide one copy of the service provider's treatment curriculum and its lesson plans to the Department when submitting its proposal in response to the Department's Request for Proposals. The appropriateness of

the service provider's treatment curriculum, whether as to content or delivery, shall be reviewed by the Department, and any decision by the Department to implement remedial changes shall be followed by the service provider.

The Department's SOTP Administrator shall monitor the service provider's therapists' compliance and evaluate services performed. Unacceptable professional practices or deviations from the curriculum shall be evaluated by the SOTP Administrator, who may at any time suspend or terminate the services under the provisions of this contract for good cause. Prior to such suspension or termination of the contract by the Administrator, the service provider shall be allowed to make every effort to correct any perceived questionable conduct by its therapists and shall be given reasonable time to do so. Reasonable time shall be determined by the SOTP Administrator.

The service provider shall follow the guidelines for the treatment of sex offenders as set forth by the Hawaii Sex Offender Management Team "Guidelines for Treatment, Revised" whenever possible. (A set of the most recently updated SOMT Guidelines are available upon request from the SOTP Administrator.) New guidelines for the treatment of this population may be developed in the course of this contract by the service provider, after consultation with the SOTP Administrator, who shall present the new guidelines to SOMT for review.

The treatment curriculum delivered to inmates shall be standards-based and evidence-based. The service provider's therapists shall use performance-based criteria to judge the acquisition and demonstration of coping skills when determining the progress of each offender receiving treatment.

The nature and scope of the services shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics of the American Psychological Association.

The service provider's staff shall conform to State and federal statutes that require clinicians to report to Child Protective Services or local police an offender's disclosure of suspected sexual abuse of children under his care, including incidents in the past. The clinician's decision to report is not optional.

Output and performance/outcome measurements

The purpose of the service provider's work is to treat sex offenders with the goal of increasing their coping skills to manage their impulses to sexually assault. As a result of the therapists' efforts, inmates should be able to demonstrate:

- a. Increased cognitive and emotional skill in managing appropriate sexual interactions in society, through the practice of healthy sexuality and sex roles.

- b. Increased cognitive and emotional skill in managing one's personal role in social interactions, through self-awareness, anger management, assertiveness, and communications.
- c. Increased cognitive and emotional skill acquired through Relapse Prevention in order to reduce thinking errors, and promote victim empathy and self-control.

The effectiveness of the service provider's efforts shall be gauged by the following criteria:

1. Offender's clinical discharge from treatment.
2. Offender's arrest for technical parole violation.
3. Offender's arrest and conviction for new sex crime.
4. Offender's arrest and conviction for new non-sex felony.

Reporting requirements for program and fiscal data

The service provider will provide progress reports on each inmate's treatment progress to the Department's SOTP Administrator. Reports shall be compiled monthly for inmates in correctional facility and for parolees in the community.

Monthly progress reports shall be submitted with each monthly invoice.

The content of the progress reports: a) shall conform to the format approved by the Hawaii Paroling Authority and the Department's SOTP Administrator; b) shall be consistent with the treatment curriculum by reflecting the content of each particular treatment phase; and c) will evaluate the performance-based progress of each inmate. If substantial treatment curriculum revisions occur, progress reports may be modified, upon consultation with the department's SOTP Administrator and the Hawaii Paroling Authority.

Monthly progress reports shall include:

1. The first and last name(s) of the offender, correctly spelled.
2. The date of the report.
3. The month the report covers and the specific dates of service delivery to an inmate.
4. The name of the agency providing services.
5. The first and last name(s) of the therapist(s) providing the service during the time period covered by the report.
6. The location (facility) where the service was delivered.
7. The offender's program status at the end of the time period covered.
Describe the offender's progress in acquiring knowledge, acquiring skills, and demonstrating skills in each pro-social behavior targeted for improvement by the provider's therapists.

8. Describe the offender's performance and progress in role play, role rehearsal, and role practice exercises that demonstrate the offender's acquisition and competence in pro-social behavior.

Each progress report for each inmate shall be stamped CONFIDENTIAL in the upper right corner on the first page.

Reports submitted by the service provider shall focus on the content of the individual's progress in treatment. Reports that focus primarily on an inmate's attendance and speaking skills will be rejected by the Department's SOTP Administrator as insufficient to convey whether the offender has grasped the concepts of the treatment curriculum. The persistent submission of incomplete progress reports and/or late reports may be grounds for contract termination.

The service provider will submit a separate report for each individual session that will include the reason why an individual session rather than group therapy was necessary to address the offender's issues, the specific problem addressed during the session, the intervention used, the outcome, and any additional problems encountered that may require additional specialized treatment.

Monthly progress reports for group sessions or family sessions will include the stated goals covered during the reporting period; the offender's improved performance to reach the stated goal; any problems encountered during the reporting period and how those problems were addressed.

Treatment for sex offenders is often interrupted. The service provider shall submit a progress report or reports to summarize the offender's treatment up to the date of interruption of services.

Whenever the service provider is requested by the offender, his family, or his attorney to provide assessment reports or treatment progress reports to the inmate, his family, or his attorney, the service provider shall inform the requesting party that such reports are the property of the Department and that all requests should be directed to the Department's SOTP Administrator. The service provider shall notify the Department's SOTP Administrator that such a request was made. The service provider shall not release such reports directly to the offender or to any party representing the offender. Hawaii Revised Statutes Chapter 92 Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.

Whenever the service provider is requested by agents from another criminal justice or law enforcement agency (e.g., Adult Probation, Child Protective Services) to provide assessment reports or treatment progress reports to the agency, the service provider shall not release such reports directly to the

requesting agency but shall inform the agency to direct their request to the Department's SOTP Administrator.

Whenever the service 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 service provider's care, the service provider may elect to provide new information or expand upon information already presented through previously submitted progress reports or assessment reports. In such instances, the service provider shall provide written summary of all shared comments to the Department's SOTP Administrator for entry into the offender's official treatment records.

The service provider shall notify the Department's SOTP Administrator in writing: a) of additional treatment recommendations needed by each offender, or b) of concerns paramount to the preservation of community safety.

Pricing structure or pricing methodology to be used

Pricing shall be based on unit of services provided. All costs, except for interisland travel, for the period of the contract shall be included in the unit cost.

If a service provider is awarded a contract to provide services on an island other than one where they have staff and/or subcontractors on site, the Department shall reimburse the service provider for reasonable travel costs related to the services, including airfare, car rental, and airport parking. Overnight stays require prior approval of the SOTP Administrator and will be reimbursed in accordance with the terms of the Bargaining Unit 13 Contract, Article 45, Paragraphs D (1) and F, at a rate of \$90 per day, to include lodging. Reasonable lodging in excess of \$50 per night will be reimbursed.

Units of service and unit rate

For each type of service delivery, and depending upon the number of participants in each therapy group, the service provider shall be paid at an hourly rate (adjusted for 15 minute increments) according to the following schedule:

Per hour per inmate attending group therapy sessions, up to a maximum of 15 inmates per group;

Per hour per inmate for individual therapy sessions;

Per hour per inmate for institutional file review;

Per hour per inmate for screening interviews;

Per hour per inmate for family/spousal therapy sessions.

Refer to Subsection III (A) above for estimated number of groups.

Method of compensation and payment

Compensation

The service provider shall submit to the SOTP Administrator a monthly invoice (an original and two copies) for payment of delivered services no later than 30 days after the last treatment intervention for the month. Monthly treatment progress reports, as described above under *Reporting Requirements for Program and Fiscal Data*, for each offender must be submitted with each invoice. In addition, each monthly invoice shall include:

- a. The date and time of each session, whether completed or interrupted, and whether for screening, group, or individual treatment.
- b. A roster for each session of inmates who attended each session, signed by each inmate in his handwriting and by the treating therapists.
- c. A one-page summary roster attendance sheet for the entire monthly reporting period.
- d. For absent inmates, whether they were excused or unexcused, and the reason for the absence if known.
- e. For workbook sessions, the roster of inmates completing assignments and the dates of assignment completion.
- f. For psychosexual or polygraph assessments, the date, time, and location of the assessment, and a copy of the examiner's results.

A separate invoice must be submitted for each group conducted within the month.

Subcontracted services for polygraph and plethysmograph assessments shall be paid according to the full cost of the delivered service, if approved beforehand by the SOTP Administrator. The Provider may add a surcharge not to exceed 15% of the subcontracted costs to help the Provider defray the expenses (tax, invoicing) of subcontracting.

Service provider shall not be compensated for time spent in consultation with the Department.

Service provider shall monitor the delivery of services so that billing for individual sessions shall not exceed 25% of the billing for group therapy sessions.

Service provider shall only be paid for services rendered for any month in which a current progress report or discharge summary has been submitted to the Department's SOTP Administrator. Invoices will be returned to the provider for

re-submission at a later date if unaccompanied by current progress reports for the clients serviced during the period covered by the invoice

If the service provider's therapist arrives at the facility and prior notification was not given to the service provider by the facility that a lockdown was in progress or that sessions could not be conducted, partial payment equal to one-half the payment schedule will be allowed for any scheduled session. Full payment will be allowed for any session that is interrupted before the session can be completed.

Payment

The service provider shall submit to the Department's SOTP Administrator an invoice (an original and three copies) for payment of delivered services no later than 30 days after the last session in the reporting month.

If Provider conducts multiple services at the same facility, a separate invoice shall be submitted for each separate group or separate type of service.

The invoice shall include the contract number and the Request for Proposal number PSD 14-CPS/SO-54.

The invoices and accompanying documents shall be mailed to the following address:

Barry J. Coyne, Sex Offender Treatment Program Administrator
Department of Public Safety
Corrections Program Services Division
919 Ala Moana Blvd., Suite 405
Honolulu, Hawaii 96814

Persistent failures to provide the required invoices and accompanying documents on a timely basis may result in contract termination.

IV. Facilities

Treatment services for incarcerated offenders shall be provided within the State of Hawaii's Adult Correctional Institutions, statewide. It is the responsibility of the service provider to secure a location to provide community-based treatment to parolees.

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.

1. List of experience as an agency providing sex offender treatment services;
2. List of experience as an agency providing services to offenders.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services for sex 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.

NOTE: Before delivery of services to offenders at the start of the contract, the service provider shall supply the resumes of its therapists to the Department's SOTP Administrator to obtain prior approval that they meet the qualifications of training and experience to deliver the treatment services. Any change in personnel will require the service provider to supply resumes of new staff or subcontractors to the SOTP Administrator and obtain approval prior to the provision of services by the new staff or subcontractor.

C. Quality Assurance and Evaluation

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

D. Coordination of Services

None.

E. Facilities

Not applicable.

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 assignments/responsibilities and timelines/schedules. Applicant shall include a complete curriculum proposed to provide a comprehensive program for sex offenders. This curriculum shall include the following:

1. Program philosophy and evidence-based research to support it;
2. Program components;
3. Treatment modules, including Aftercare and Re-unification if offered.
4. All forms, such as Consent to Treatment, module contracts and progress reports.
5. Criteria to measure performance-based improvement to clinical discharge.
6. Reinforcers, both rewards and punishments, for compliance.

V. Financial

A. 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 also include the unit of cost for each component as well as estimated number of units to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

1. Units of Services and Unit rate

- Unit cost for group therapy sessions
- Unit cost for individual therapy sessions
- Unit cost for family/spousal sessions
- Unit cost for file review
- Unit cost for screening interviews

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). 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-206C, Budget Justification – Travel-Inter-Island

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

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

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist.

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)

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

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

1. Experience and Capability (20 Points)

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

- | | |
|---|--------------|
| A. Necessary Skills | 7 pts |
| <ul style="list-style-type: none">• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. Experience | 7 pts |
| <ul style="list-style-type: none">• One (1) year of experience providing services to sex offenders. | |
| C. Quality Assurance and Evaluation | 6 pts |
| <ul style="list-style-type: none">• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | |

- D. **Coordination of Services** N/A
 - Demonstrated capability to coordinate services with other agencies and resources in the community.

- E. **Facilities** N/A
 - 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:

- A. **Staffing** 8 pts
 - Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 4 pts
 - Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4 pts

- B. **Project Organization** 7 pts
 - Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4 pts
 - Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 3 pts

3. Service Delivery (55 Points)

- Service Delivery 55 pts
 - Program philosophy 5 pts
 - Program components and Modules, including Aftercare and Re-Unification 30 pts
 - Criteria to measure performance and program discharge/completion 5 pts
 - Reporting, including forms and contracts 10 pts
 - Reinforcers to insure offender compliance 5 pts

4. Financial (10 Points)

- Adequacy of accounting system.
- Competitiveness and reasonableness of unit of service.

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 09-CPS/SO-21

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

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
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*		
Certifications:				
Federal Certifications				
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		
Program Specific Requirements:				
Proof of Insurance		Section 1, RFP	X	

Authorized Signature

Date

Sample

Proposal Application Table of Contents

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III.	Project Organization and Staffing	7
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	2. Staff Qualifications	9
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	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation	20
VII.	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	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	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
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	E. Program Specific Requirements	