

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

## **Request for Proposals**

### **RFP No.: PSD 14-CPS/SA-38**

**Relapse Intervention Program for  
Sentenced Adult Male and Female Felon Inmates in Work Furlough  
Programs  
on the Islands of Hawaii, Oahu, and Maui**

May 4, 2014

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

May 4, 2013

**REQUEST FOR PROPOSAL**

**Relapse Intervention Program for Sentenced Adult Male and  
Female Felon Inmates in Work Furlough Programs  
on the Islands of Hawaii, Oahu, and Maui  
RFP No. PSD 14-CPS/SA-38**

The Department of Public Safety, Corrections Program Services Division, is seeking a qualified applicant to provide Relapse Intervention Program (RIP) services for sentenced adult male and female felon inmates in work furlough programs at correctional facilities on the islands of Hawaii, Oahu, and Maui: Hawaii Community Correctional Center - Hale Nani, Maui Community Correctional Center, Oahu Community Correctional Center- Laumaka Work Furlough Center, Women's Community Correctional Center, and Waiawa Correctional Facility.

RIP services shall include, but not be limited to providing relapse intervention assessment services and planning to inmates, assisting inmates in identifying key issues related to cognitive and emotional factors prior to the events that led them to relapse, assisting inmates in identifying the criminogenic area(s) that relate to the events, and assisting inmates in developing a pro-social response to the issues.

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals with \$125,000 for the period July 1, 2014 to June 30, 2015, and \$125,000 for the period July 1, 2015 to June 30, 2016, subject to availability of funds.

Proposals shall be mailed, postmarked by the United States Postal Service on or before June 4, 2014, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on June 4, 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.

The Department of Public Safety, Corrections Program Services Division will conduct an orientation on May 8, 2014 from 10:00 a.m. to 11:00 a.m. HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

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: 604-801-967#

The deadline for submission of written questions is 4:30 p.m., HST, on May 12, 2014. All written questions will receive a written response from the State on or about May 14, 2014.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto at 9191 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, fax: (808) 587-1244, e-mail: [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) copies**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 4, 2014** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

### All Mail-ins

DEPARTMENT OF PUBLIC SAFETY  
ADMINISTRATIVE SERVICES OFFICE –  
PURCHASING AND CONTRACTS  
919 ALA MOANA BOULEVARD, ROOM 413  
HONOLULU, HAWAII 96814

### RFP COORDINATOR

Marc S. Yamamoto  
Facsimile: (808) 587-1244  
E-mail: marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), June 4, 2014.** 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., **June 4, 2014.**

### Drop-off Sites

DEPARTMENT OF PUBLIC SAFETY  
ADMINISTRATIVE SERVICES OFFICE –  
PURCHASING AND 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.**

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	May 4, 2014
Distribution of RFP	May 5, 2014
RFP orientation session	May 8, 2014
Closing date for submission of written questions for written responses	May 12, 2014
State purchasing agency's response to applicants' written questions	May 14, 2014
Discussions with applicant prior to proposal submittal deadline (optional)	May 15, 2014
Proposal submittal deadline	June 4, 2014
Discussions with applicant after proposal submittal deadline (optional)	June 6, 2014
Final revised proposals (optional)	June 10, 2014
Proposal evaluation period	June 5, 2014
	To
	June 13, 2014
Provider selection	June 16, 2014
Notice of statement of findings and decision	June 17, 2014
Contract start date	July 1, 2014

## 1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

	For	Click on "Doing Business with the State" tab or
1	Procurement of Health and Human Services	<a href="http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services">http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services</a>
2	RFP website	<a href="http://hawaii.gov/spo/general/procurement-notice-for-solicitations">http://hawaii.gov/spo/general/procurement-notice-for-solicitations</a>
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules">http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules</a>
4	Forms	<a href="http://hawaii.gov/spo/statutes-and-rules/general/spo-forms">http://hawaii.gov/spo/statutes-and-rules/general/spo-forms</a>
5	Cost Principles	<a href="http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services">http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services</a>
6	Standard Contract -General Conditions, AG103F13	<a href="http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts">http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts</a>
7	Protest Forms/Procedures	<a href="http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers">http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers</a>

### 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 <http://hawaii.gov>)

	For	Go to
8	Hawaii Compliance Express (HCE)	<a href="https://vendors.ehawaii.gov/hce/splash/welcome.html">https://vendors.ehawaii.gov/hce/splash/welcome.html</a>
9	Department of Taxation	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a>
10	Wages and Labor Law Compliance, HRS §103-055	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
11	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click "Business Registration"
12	Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## 1.3 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.

## 1.4 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 provider 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.

## 1.5 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:

Larry Hales, Substance Abuse Services Manager  
Department of Public Safety  
Corrections Program Services  
919 Ala Moana Boulevard, Room 405  
Honolulu, Hawaii 96814

Telephone: (808) 587-1272 / Facsimile: (808) 587-1280  
e-mail address: larry.r.hales@hawaii.gov

## 1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Marc S. Yamamoto, ASO-PC  
Department of Public Safety  
Administrative Services Office – Purchasing and Contracts  
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

## 1.7 Orientation

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

**Date:** May 8, 2014 **Time:** 10:00 a.m., H.S.T.  
**Location:** 919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

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: 604-801-967#

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 subsection 1.8, Submission of Questions.

## 1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date:** May 12, 2014 **Time:** 4:30 p.m. HST

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

**Date:** May 14, 2014

## 1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website

referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
  2. **Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated 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 SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. It is recommended that providers register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE's website address.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)

- Labor Law Compliance. Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
  - DCCA Business Registration. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- 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, or as amended. 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, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or

2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. If hand delivered, received after the designated date and time.

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

**ELECTRONICALLY SUBMITTED PROPOSALS SHALL NOT BE ACCEPTED.**

### **1.10 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 with HAR §3-143-403.

### **1.11 Opening of Proposals**

Upon the state purchasing agency's receipt of a proposal 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.

### **1.12 Additional Materials and Documentation**

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

### **1.13 RFP Amendments**

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

### 1.14 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 final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### 1.15 Cancellation of Request for Proposal

The RFP 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 interest of the State.

### 1.16 Costs for Proposal Preparation

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

### 1.17 Provider Participation in Planning

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

are required

are not required

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

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

### 1.18 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:

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

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

### **1.19 Notice of Award**

A statement of findings and decision shall be provided to each responsive and responsible applicant 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 provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

### **1.20 Protests**

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

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

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

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

### 1.21 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 HRS Chapter 37, and subject to the availability of State and/or Federal funds.

### 1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

### 1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**

## Section 2

# Service Specifications

### 2.1 Introduction

#### A. Overview, purpose or need

The Department of Public Safety's (PSD's) Corrections Program Services (CPS) Division understands that some inmates with substance abuse issues may relapse after completing their recommended substance abuse treatment. If an inmate relapses and does not have effective intervention early on, the level of disruption may require the inmate to go back to treatment in the facility. If the inmate is provided the appropriate level of intervention, he/she may be able to stabilize in the community based unit without a change in custody level and movement to a more restrictive environment.

There is a need to provide evidence-based intervention services for inmates whose lives have been adversely affected with substance abuse and criminality.

The CPS Division has a need for Relapse Intervention Program (RIP) services for sentenced adult male and female felon inmates in work furlough programs at correctional facilities on the islands of Hawaii, Oahu, and Maui: Hawaii Community Correctional Center - Hale Nani, Maui Community Correctional Center, Oahu Community Correctional Center-Laumaka Work Furlough Center, Women's Community Correctional Center, and Waiawa Correctional Facility.

Relapse intervention services shall include, but not be limited to providing relapse intervention assessment services and planning to inmates, assisting inmates in identifying key issues related to cognitive and emotional factors prior to the events that led them to relapse, assisting inmates in identifying the criminogenic area(s) that relate to the events, and assisting inmates in developing a pro-social response to the issues.

#### B. Description of the service goals

The goal of the Relapse Intervention Program (RIP) services is to address the inmate's criminal thinking and behavioral process early on, where there is minimal disruption if possible. The Service Provider shall assist the inmate in developing an individualized intervention plan that outlines what the inmate needs to do, how the tasks will be completed, in conjunction

with the correctional facility's case manager. It is the goal that each inmate successfully completes the relapse prevention program, and once stabilized, the inmate continues in the reentry process.

**C. Description of the target population to be served**

The target population to be served is sentenced adult male and female felon inmates in work furlough programs at correctional facilities on the islands of Hawaii, Oahu, and Maui: Hawaii Community Correctional Center-Hale Nani, Maui Community Correctional Center, Oahu Community Correctional Center-Laumaka Work Furlough Center, Women's Community Correctional Center, and Waiawa Correctional Facility.

The Department will make referrals to the Service Provider based on a positive urinalysis of an inmate who has completed substance abuse treatment while in prison.

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

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals with \$125,000 for the first twelve month period, and \$125,000 for second twelve month period, subject to availability of funds.

**2.2 Contract 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

**2.3 General Requirements**

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

- 1. Service Provider shall operate the program in accordance with the rules, regulations and policies of PSD. Service Provider shall monitor inmates' behavior to ensure compliance with all State and Federal laws and rules and regulations of PSD.

2. Service Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. Service Provider shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules (HAR). Service Provider shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
4. Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.
5. Service Provider shall maintain and show proof of a liability insurance policy of at least two million dollars.
6. Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.
7. Service Provider shall assign staff to attend facility/program meetings as scheduled by PSD.
8. Service Provider shall operate as 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. If a nonprofit corporation, the Service Provider must have a governing board whose members have not material conflict of interest and serve without compensation.
9. Service Provider shall maintain 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.
10. Service Provider shall be required to accept inmates referred by PSD who have been assessed as being appropriate for, or in need of, intervention services unless the Service Provider presents the PSD with justifiable reason that a particular inmate should not be accepted into the program. Services under this contract shall be provided to only those inmates referred by PSD. PSD shall make the final determination as to whether an inmate will continue to receive intervention services or to be terminated from receiving those services.

11. As ruled by the Office of Information Practices, PSD may withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Service Provider, unless instructed otherwise by the Department of the Attorney General. Whenever the Service Provider is requested by the inmate, his/her family, or his/her 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 PSD, and that all requests should be directed to the contracting officer. Service Provider shall notify the contracting officer, that such a request was made. The Service Provider shall not release such reports directly to the inmate or to any party representing the inmate. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.
12. Service Provider shall submit to an assessment of evidence based practices such as the Correctional Program Checklist (CPC) that is the revised form of the Correctional Program Assessment Inventory (CPAI). Service Provider shall strive to attain at least an "Effective" score on the CPC by working on areas that need improvement and recommendations made by the assessment team.
13. Service Provider shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: NONE

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

Allowed                       Unallowed

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

Single                       Multiple                       Single & Multiple

Criteria for multiple awards: NOT APPLICABLE

**E. Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

- Single term (2 years or less)                       Multi-term (more than 2 years)

Contract terms:

Initial term of contract: Twenty-four month period

Length of each extension: Twelve months or portion(s) thereof

Number of possible extensions: Two (2)

Maximum length of contract: Forty-eight months

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

Conditions for extension:

If exercised, the option to extend the contract period shall be in writing, and prior to the expiration of the current contract.

**2.4 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

Service Provider shall accept sentenced adult male and female felon inmates in work furlough programs at correctional facilities on the islands of Hawaii, Oahu, and Maui: Hawaii Community Correctional Center-Hale Nani, Maui Community Correctional Center, Oahu Community Correctional Center-Laumaka Work Furlough Center, Women’s Community Correctional Center, and Waiawa Correctional Facility, who have been assessed by the PSD as being appropriate for services, unless the Service Provider presents to PSD, justifiable reason that an inmate should not be accepted into the program. The Service Provider shall provide only those treatment services agreed to in advance by PSD as required for the inmate. The Service Provider shall not extend the relapse intervention program services period or terminate an inmate without prior approval from PSD.

Relapse Intervention Program (RIP) services shall include, but not be limited to providing relapse intervention assessment services and planning to inmates, assisting inmates in identifying key issues related to cognitive and emotional factors prior to the events that led them to relapse, assisting inmates in identifying the criminogenic area(s) that relate to the events, and assisting inmates in developing a pro-social response to the issues.

This RFP contains the specific components of RIP services:

1. Assessment Services and Intervention Planning

Service Provider shall conduct assessments and prepare intervention plans for inmates referred within a maximum of **three (3) working days but sooner if possible**. These documents will become a part of the treatment record maintained by the Service Provider.

Upon referral to the Service Provider's program, the facility Case Manager shall provide a copy of the Level of Service Inventory-Revised (LSI-R). The Service Provider will assist the inmate in identifying key issues related to cognitive and emotional factors prior to relapse. The Service Provider will assist the inmate in identifying the criminogenic area(s) that relate to the events and assist the inmate in developing a pro-social, recovery-oriented response to the issues.

The inmate will be included in the development of the intervention plan, which focuses on his/her risk, needs, and responsivity issues. The intervention plan shall document inmate behavioral and attitudinal changes.

Service Provider shall ***openly communicate*** with the referring Case Manager of the facility.

2. Education and Treatment Services

Service Provider shall utilize a cognitive-behavioral curriculum that addresses the interaction of criminal thinking using a group treatment format. The curriculum shall offer a method that allows participants to explore and correct their thinking errors, learn new coping behaviors, and rehearse and practice these new behaviors and attitudes for optimal skill development. The Relapse Intervention Program (RIP) services must target the criminogenic areas that relate to the problems which led the inmate to the program. Thinking, attitudes and behaviors should be addressed as well as rehearsal and practice of problem solving and other prosocial skills.

Service Provider shall develop an open-ended intervention program. . Service Provider shall collaborate with the facility case manager and the inmate to develop and implement an appropriate transition plan prior to

discharge. The plan shall address transition and shall be reviewed with the referring case manager prior to implementation.

3. Individual and Group Counseling

The treatment program shall include: **Individual Counseling** which provides the utilization of special skills by a clinician to assist inmates in achieving treatment objectives through the exploration of attitudes, behaviors, thoughts and feelings and their ramifications. The recommended session length should be about fifteen (15) minutes. Some inmates may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. Individual counseling sessions may be provided to deal with issues not appropriate for the group setting; **Skills Development**, which provides activities to develop a range of skills to help maximize inmate community integration and independent living. Services may be provided in individual or group setting; **Group Counseling**, which provides the utilization of special skills by a clinician to assist two or more individuals in achieving treatment objectives through the exploration to assist inmates in achieving treatment objectives through the exploration of attitudes, behaviors, thoughts and feelings and their ramifications.

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

1. **Personnel**

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, its 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 the service provider, its staff, and subcontractors compliance with the PREA Standards.

If the service provider meets the PREA definition of community confinement facility and provides services to the Department's offenders as a community confinement facility, then the service provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at

[www.prearesourcecenter.org](http://www.prearesourcecenter.org). The service provider, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by the Department, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. The Department shall cover the costs associated with a PREA Standards Audit for the service provider who meets the definition of a community confinement facility.

Service Provider shall be able to demonstrate that all current staff meets all licensing and or credential requirement. Service Provider shall employ staff that is suitable to deal with inmates.

No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be hired by the Service Provider or sub-contractor.

Any employee with a criminal history shall be subject to review and approval by PSD. PSD will review and agree to the employment of staff and sub-Service Providers in writing. PSD must agree upon, any changes to staff and/or sub-Service Providers in writing.

The staff and volunteers, if used by the Service Provider, shall be under the supervision of the program director or his or her designee and shall accordingly be trained in inmate confidentiality issues and program quality assurance requirements.

Service Provider shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current procedures and practices, intake, admission, and referral of inmates.

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

Service Provider shall ensure that clinical supervision over treatment activities is provided by substance abuse counselors (SACs) or program administrators certified pursuant to Section 321-103 (10), Hawaii Revised Statutes; or hold an advanced degree in behavioral health science, with at least one year working in the field of substance abuse addiction. Certified SACs and individuals who hold an advanced degree in behavioral health services shall perform clinical evaluation, treatment planning and individual, group and family counseling; however, non-certified SACs or non-master's level Service Providers may be utilized as long as they are directly supervised by a certified SAC or master's level counselor, and are working toward certification. The Service Provider shall ensure the staff receives appropriate supervision including clinical supervision and administrative direction.

**2. Administrative**

Service Provider must operate their program in accordance with the rules, regulations, and policies of PSD.

Service Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Service Provider shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules (HAR). Service Provider shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.

Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.

Service Provider shall maintain and show proof of a liability insurance policy of at least two million dollars.

Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

**3. Quality assurance and evaluation specifications**

Service Provider shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program.

Service Provider shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Service Provider shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

Service Provider shall allow PSD to monitor the Service Provider's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Service Provider will develop in concert with the contracting agency, an action plan to address deficiencies.

The Contract Manager shall evaluate unacceptable professional practice or deviations from the curriculum. The Contract Manager may at any time, recommend suspension of the services under the provisions of this agreement. Prior to the suspension of the agreement by PSD, the Service Provider shall be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and shall be given reasonable time to do so. PSD shall determine reasonable time, but thirty (30) days is typical.

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

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of inmates referred to the program
- Number of inmates accepted into the program
- Number of inmates rejected for admission to the program and reasons for rejections
- Number of inmates referred to each component (e.g. assessment, educational, individual counseling, etc.)
- Number of inmates dropping out of the program
- Number of inmates terminated from the program due to misconducts (i.e. positive urinalysis, assault, etc.)
- Number of inmates terminated due to criminal offense
- Number of inmates completing the program
- Number of inmates who completed the program and remained drug-free
- Number of inmates who completed the program and remained arrest-free

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

**5. Experience**

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

1. List of experience as an agency providing relapse intervention program services;
2. List of experience as an agency providing services to offenders or defendants/ their families.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders or defendants specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD 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.

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

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

**6. Coordination of services**

Service Provider shall be responsible for the coordination and the delivery of services to the inmates. PSD shall approve any deviation from the number of sessions held with each inmate in writing.

Service Provider shall coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

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

Refer to above, #4. Output and performance/outcome measurements and below, 2.5 Compensation and Method of Payment

**C. Facilities**

Services will be provided in the Department's correctional facilities.

**2.5 COMPENSATION AND METHOD OF PAYMENT**

As compensation for work to be performed by the Service Provider, the State agrees to pay the Service Provider, the total sum not to exceed One Hundred, Twenty Five Thousand and No/100 Dollars (\$125,000) for each twelve month period, subject to the availability of funds.

The following service unit rates per inmate include all taxes and shall be the all-inclusive cost to the State:

- \$75 education group / skills development
- \$75 assessment, intervention planning, individual counseling
- \$75 case management

Service Provider shall bill for the day of admission, but not for the day of discharge. Reimbursable activities shall consist of face-to-face individual sessions including screening, assessment, intervention planning, and counseling; and group counseling.

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

Service Provider shall not receive separate compensation for time spent in consultation with Department staff regarding curriculum development, staff meetings and case conferences.

Total payment under this Agreement shall not exceed \$125,000/year for the initial term of this contract. Any costs incurred over the sums set out in the budget shall be approved by formal contract modification or be at the Service Provider's sole risk

Service Provider shall submit an original invoice and two copies each month indicating the contract number, number of sessions conducted by phase, and payment due. If a Sub-Service Providers performed the services indicate full business name of sub-service Service Provider. All invoices shall be accompanied by documentation and shall include:

- a. The date and time of each session
- b. A signed copy of the Attendance Sheet by the Service Provider as to the accuracy and authenticity.
- c. Attendance sheet shall be signed in and out by all inmates in attendance

Invoices shall be itemized by the name of each inmate, date of each session) attended during the month. Invoices shall reference the contract number. Invoices shall be signed by the Service Provider's designee to verify the accuracy and authenticity. Along with the invoice, the Service Provider shall attach an attendance sheet that will include the following:

- Date and time of each treatment service, whether completed or interrupted
- Roster of inmates who attend each session
- For absent inmate, whether they were excused or unexcused
- Signed copy of the attendance sheet by the Service Provider as to the accuracy and authenticity of the inmate's presence and participation

Copies of handouts and inmate materials and supplies, administrative costs and case management are included in the service components and shall not be billed separately.

The service fee includes all taxes and shall be the all-inclusive cost to the State.

Service Provider shall submit to PSD's ID, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last session for the month. The address is:

Department of Public Safety  
Corrections Division – Corrections Program Services  
919 Ala Moana Blvd., #405  
Honolulu, Hawaii 96814

The monthly invoice shall include where the Service Provider's representative shall certify the request for payment and PSD's representative shall approve for payment:

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

Certified Correct and Approved for Payment:

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Representative

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

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, along with SPO Form 22 must accompany the invoice for final payment on the contract. If the provider is registered on the Hawaii Compliance Express, a valid current copy is acceptable.

# **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 (SPOH-200A) is available on the SPO website (see 1.2 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 is comprised of the following sections:

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

### 3.1 Program Overview

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

### 3.2 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.

#### C. Quality Assurance and Evaluation

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

#### D. Coordination of Services

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

#### E. Facilities

Not Applicable

### 3.3 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.

**3.4 Service Delivery**

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

**3.5 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.

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

**B. Other Financial Related Materials**

1. Accounting System

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.

### **3.6 Other**

#### **A. Litigation**

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

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

**4.3 Evaluation Criteria**

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

**1. Administrative Requirements**

**2. 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. 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>  | <u>5 pts.</u>  |
| <ul style="list-style-type: none"> <li>• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.</li> </ul>        | _____          |
| <b>B. Experience</b>  | <u>5 pts.</u>  |
| <ul style="list-style-type: none"> <li>• Three (3) years experience providing services to the criminal justice population.</li> </ul>                       | _____          |
| <b>C. Quality Assurance and Evaluation</b>  | <u>5 pts.</u>  |
| <ul style="list-style-type: none"> <li>• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li> </ul> | _____<br>_____ |



**5. Financial(10 Points)**

- Adequacy of accounting system. Competitiveness and reasonableness of unit of service, as applicable 6 pts.
- Financial stability of the applicant 4 pts.

**B. 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 14-CPS/SA-38 \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
<b>General:</b>				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
PROOF OF INSURANCE			<b>X</b>	

\*Refer to subsection 1.2, Website Reference for website address.

**Proposal Application  
Table of Contents**

**1.0 Program Overview** ..... 1

**2.0 Experience and Capability** ..... 1

    A. Necessary Skills.....2

    B. Experience.....4

    C. Quality Assurance and Evaluation .....5

    D. Coordination of Services .....6

    E. Facilities .....6

**3.0 Project Organization and Staffing** .....7

    A. Staffing .....7

        1. Proposed Staffing .....7

        2. Staff Qualifications .....9

    B. Project Organization ..... 10

        1. Supervision and Training ..... 10

        2. Organization Chart (Program & Organization-wide)  
            (See Attachments for Organization Charts

**4.0 Service Delivery** ..... 12

**5.0 Financial**..... 20

    See Attachments for Cost Proposal

**6.0 Litigation**..... 20

**7.0 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

        Table C

    E. Program Specific Requirements