

State of Hawaii
Department of Public Safety
Institutions Division
Maui Community Correctional Center

Request for Proposals

RFP No. 14-COR-42
DOMESTIC VIOLENCE INTERVENTION SERVICES FOR INMATES ON
THE ISLAND OF MAUI

May 5, 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 5, 2014

REQUEST FOR INFORMATION

DOMESTIC VIOLENCE INTERVENTION SERVICE FOR INMATES ON THE ISLAND OF MAUI

RFP No. PSD 14-COR-42

The Department of Public Safety, Corrections Division, is seeking Domestic Violence Intervention services for up to 50 adult male inmates who are case managed and referred by Offender Services at the Maui Community Correctional Center (MCCC), on the island of Maui.

The Department needs Domestic Violence Intervention services that will provide evidence-based, cognitive behavioral intervention services for adult male inmates. The overarching goal is to hold inmates accountable for their battering behavior and reduce recidivism. The Department needs Domestic Violence Intervention services that will support the inmates' successful transition into the community.

Domestic Violence Intervention services should include, but not be limited to providing inmates with the knowledge and skills needed to prevent further battering, and to offer alternative cognitive-behavioral skills training that will strengthen their ability to make different behavioral choices and take responsibility for their battering.

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 \$50,000 for FY 2015, and \$50,000 for FY 2016, subject to availability of funds.

Responses may be mailed, postmarked by the United States Postal Service, or e-mailed to psd.bids@hawaii.gov on or before June 4, 2014. Hand delivered responses shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on June 4, 2014.

The Department of Public Safety, Corrections Division will conduct an orientation on May 13, 2014 from 9:00 a.m. to 10:0 a.m., at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. A telephone call-in is also available at 1 (712) 432-1212, enter meeting ID 309 026 409# when prompted. All prospective Applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on May 15, 2014. All written questions will be responded to in the form of an addendum on or about May 19, 2014.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814, fax: (808) 587-1244, e-mail: 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, PSS IV
Telephone: (808) 587-1215
Facsimile: (808) 587-1244
Email: 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 5, 2014 |
| Distribution of RFP | May 5, 2014 |
| RFP orientation session | May 13, 2014 |
| Closing date for submission of written questions for written responses | May 15, 2014 |
| State purchasing agency's response to applicants’ written questions | May 19, 2014 |
| Discussions with applicant prior to proposal submittal deadline (optional) | May 21, 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 | http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services |
| 2 RFP website | http://hawaii.gov/spo/general/procurement-notices-for-solicitations |
| 3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services | http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules |
| 4 Forms | http://hawaii.gov/spo/statutes-and-rules/general/spo-forms |
| 5 Cost Principles | http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services |
| 6 Standard Contract -General Conditions, AG103F13 | http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts |
| 7 Protest Forms/Procedures | http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers |

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) | https://vendors.ehawaii.gov/hce/splash/welcome.html |
| 9 Department of Taxation | http://hawaii.gov/tax/ |
| 10 Wages and Labor Law Compliance, HRS §103-055 | http://capitol.hawaii.gov/hrscurrent |
| 11 Department of Commerce and Consumer Affairs, Business Registration | http://hawaii.gov/dcca click "Business Registration" |
| 12 Campaign Spending Commission | http://hawaii.gov/campaign |

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:

Department of Public Safety
Joy Windham
919 Ala Mona Boulevard, Room 401
Honolulu, Hawaii 96814
Phone: (808) 587-3479
Facsimile: (808) 587-2568
e-mail: joy.m.windham@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
Department of Public Safety
Administration Services Office – Purchasing and Contracts
919 Ala Mona Boulevard, Room 413
Honolulu, Hawaii 96814

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

1.7 Orientation

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

Date: May 13, 2014 Time: 9:00 a.m., H.S.T.
Location: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

For prospective applicants not able to attend the orientation meeting in Honolulu a call-in number is available:

Call-in: 1(712) 432-1212
Meeting ID: 309 026 409#

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 15, 2014 Time: 4:30 p.m. HST

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

Date: May 19, 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. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR), and Department of Commerce and Consumer Affairs (DCCA). There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. 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 are not acceptable.

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.

| | |
|---|---|
| Head of State Purchasing Agency | Procurement Officer |
| 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

2.1 Introduction

A. Overview, purpose or need

The Department of Public Safety, Corrections Division, is seeking Domestic Violence Intervention services for up to 50 adult male inmates who are case managed and referred by Offender Services at the Maui Community Correctional Center (MCCC), on the island of Maui.

The Department needs Domestic Violence Intervention services that will provide evidence-based, cognitive behavioral intervention services for adult male inmates. The overarching goal is to hold inmates accountable for their battering behavior and reduce recidivism. The Department needs Domestic Violence Intervention services that will support the inmates' successful transition into the community.

Domestic Violence Intervention services should include, but not be limited to providing inmates with the knowledge and skills needed to prevent further battering, and to offer alternative cognitive-behavioral skills training that will strengthen their ability to make different behavioral choices and take responsibility for their battering.

B. Planning activities conducted in preparation for this RFP

The Request for Information was held on February 27, 2014. Questions and Responses were issued on Addendum A of the RFI on March 7, 2014 and included as Attachment C.

C. Description of the service goals

The overarching service goal is to hold inmates accountable for their battering behavior and reduce recidivism.

D. Description of the target population to be served

Applicant shall accept adult male inmates who are case managed and referred by Offender Services at the Maui Community Correctional Center (MCCC), on the island of Maui, who have been assessed by the PSD as being appropriate for services, unless the Applicant presents to PSD, justifiable reason that an inmate should not receive Domestic Violence Intervention Services.

E. Geographic coverage of service

The Domestic Violence Intervention services shall be provided on the island of Maui at the Maui Community Correctional Center.

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

The funding available for services under this RFP is approximately \$50,000 for the first year of the contract, and \$50,000 for the 2nd year of the contract, subject to the availability of funds beyond June 30, 2014.

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. Applicant shall operate the program in accordance with the rules, regulations, policies, and procedures of PSD. Applicant shall monitor inmates' behavior to ensure compliance with all Federal, State, and County laws and rules, regulations, polices, and procedures of PSD.
2. Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).
4. Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.
5. Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

6. Applicant 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. Applicant shall assign staff to attend facility/program meetings as scheduled by PSD.
8. Applicant 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 Applicant must have a governing board whose members have not material conflict of interest and serve without compensation.
9. Applicant 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. Applicant shall be required to accept inmates referred by PSD who have been assessed as being appropriate for, or in need of, Domestic Violence Intervention services unless the Applicant presents the PSD with justifiable reason that a particular inmate should not be accepted to receive Domestic Violence Intervention services. 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 Domestic Violence 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 Applicant, unless instructed otherwise by the Department of the Attorney General. Whenever the Applicant 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 Applicant shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Applicant shall notify the contracting officer, that such a request was made. The Applicant 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. Applicant 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). Applicant 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. Applicant 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 Contract Term: Commencement date stated on the Notice to Proceed
for a twenty-four month period.

Length of each extension: twelve months

Number of possible extensions: two

Maximum length of contract: forty-eight months

Conditions for extension: Extensions to this contract shall be through a

supplemental agreement, executed prior to the expiration date of the contract, and subject to the availability of funds.

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)

Applicant shall accept adult male inmates who are case managed and referred by Offender Services at the Maui Community Correctional Center (MCCC), on the island of Maui, who have been assessed by the PSD as being appropriate for services, unless the Applicant presents to PSD, justifiable reason that an inmate should not receive Domestic Violence Intervention Services.

The Applicant shall provide only those services agreed to in advance by PSD as required for the inmate. The Applicant shall not extend the Domestic Violence Intervention service period or terminate an inmate without prior approval from PSD.

This Scope of Services contains the specific components of Domestic Violence Intervention services. Domestic Violence Intervention services shall include, but not be limited to the following:

1. Applicant shall provide a copy of the Domestic Violence Intervention curriculum that will be used in the following service activities that will be reflective of the use of evidence-based, best practices. Applicant shall not utilize Domestic Violence Intervention curriculum that has not been approved by the Department.
2. Applicant shall provide Domestic Violence Intervention services that are specific to inmates, and must follow the guidelines in the current "Hawaii Batterers Program Standards."
3. Applicant shall include how they intend to address risk needs and target criminogenic needs, as well as the inmate's level of risk.
4. Applicant shall identify, describe, and provide any instrument(s) used to conduct assessments.

5. Applicant shall include evidence that the program staff properly utilize proven strategies that enhance motivation to change and retention of inmates in services, such as motivational interviewing.
6. The Applicant shall incorporate and demonstrate their knowledge and use of best practices/evidence-based practices in Domestic Violence Intervention services based on current knowledge and research. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence-based practices should reference the use of validated domestic violence risk assessments.
7. Applicant shall describe in detail, the delivery and the proposed average length of Domestic Violence Intervention services (e.g. two times per week for 2 hours for 10 weeks) for inmates.
8. Applicant shall state its level of ability to provide groups that do not exceed 8-10 inmates per facilitator, unless specifically noted in curriculums used by the program.
9. Applicant shall immediately report all negative behaviors (e.g. Hawaii Community Correctional Center's violations, criminal activity, etc.) to the Department. Applicant shall monitor inmate behavior to ensure compliance with all Federal, State, and County Laws and the rules and regulations of the Department.
10. Applicant shall maintain case records and provide periodic or as requested, reports and evaluations to the Department.
11. Applicant shall state its level of willingness and ability to ***openly communicate*** with the staff at Hawaii Community Correctional Center's Offender Services Division.

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

1. Personnel

Proposed Staffing: Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

Staff Qualifications: Applicant shall be able to demonstrate that all current staff meets all licensing and or credential requirement. Applicant shall state the education level of its staff that will provide services.

Applicant 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 Applicant or sub-contractor.

Applicant shall successfully complete PSD's Volincor Training. 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 Applicant, shall accordingly be trained in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

This contract for domestic violence intervention services require that 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. 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.

Supervision and Training: Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

Organization Chart: 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.

2. **Administrative**

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

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

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

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

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

Applicant 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**

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

Applicant shall state its level of willingness and ability to work with the Department in regards to quality assurance and evaluation specifications. The Department's Program Specialist or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The Program Specialist or designee, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Program Specialist or designee, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be give reasonable time to do so. The Program Specialist or designee shall determine reasonable time.

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:

- Number of inmates accepted into Domestic Violence Intervention Services
- Number of sentenced inmates referred to each service component
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from the program due to misconducts (e.g. fighting, etc.).

PSD will specify to the Applicant on how often the reports shall be submitted.

5. **Experience**

A. **Necessary Skills**

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

Applicant shall demonstrate experience in their staff's ability to work with adult male inmates.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

B. Experience:

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

1. List of experience as an agency providing Domestic Violence Intervention services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male inmates 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;

Applicant shall have a minimum of one year experience in providing Domestic Violence Intervention services for adult male inmates. For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

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

6. **Coordination of services**

Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include any letters of agreement.

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

On the first working day of each month, the Applicant shall be required to fax to the MCCC Offender Services (referring agency) the monthly list of the following:

- 1) Case Management reports filed separately from billings and marked "confidential" and forwarded to the MCCC Offender Services.
- 2) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - A roster of inmates who received Domestic Violence Intervention services
 - A signed copy of the Attendance Sheet by Applicant as to accuracy and authenticity.
- 3) Monthly activity reports in a format to be approved by the Department, no later than the 10th of each month, unless otherwise specified by the Department.
- 4) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- 5) Report of any knowledge of criminal activity by inmates, whether potential or actual, to the Department, in accordance with agreed upon procedures.
- 6) Any information requested to be reported by the Department.

C. **Facilities**

The Domestic Violence Intervention services shall be conducted at the Maui Community Correctional Center.

2.5 COMPENSATION AND METHOD OF PAYMENT

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 the Proposal Application Checklist in Section 5 for website address).

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:

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization-Wide Budget by Source of Funds

SPO-H-206A, Budget Justification – Personnel – Salaries and Wages

SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments & Fringe Benefits

SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

- A. Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each segment (e.g. 30 minutes, 1 hour, 2 hours) per day of Domestic Violence Intervention services provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.
- B. Applicant's unit of service and unit rate shall be based on price per unit per day for Domestic Violence Intervention services.

The day rate for Domestic Violence Intervention services will be contingent on availability of funds set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

- C. Payment to the Applicant shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.
- D. The means for which fiscal documents (e.g. invoices) are submitted to the Department shall be approved by the Department.

E. Other Financial Related Materials

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.

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*

3.2 Program Overview

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

3.3 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.

Applicant shall demonstrate experience in their staff's ability to work with adult male inmates.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements.

B. Experience

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. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing Domestic Violence Intervention services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male inmates 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;

Applicant shall have a minimum of one year experience in providing Domestic Violence Intervention services for adult male inmates. For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

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

C. Quality Assurance and Evaluation

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

Applicant shall state its level of willingness and ability to work with the Department in regards to quality assurance and evaluation specifications. The Department's Program Specialist or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The Program Specialist or designee, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Program Specialist or designee, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be give reasonable time to do so. The Program Specialist or designee shall determine reasonable time.

D. Coordination of Services

Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Include any letters of agreement.

E. Facilities

The Domestic Violence Intervention services shall be conducted at the Maui Community Correctional Center.

3.4 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

2. Staff Qualifications

Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Applicant shall state the education level of its staff that will provide services.

Applicant shall be able to demonstrate that all current staff meets all licensing and or credential requirement. Applicant 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 Applicant or sub-contractor.

Applicant shall successfully complete PSD's Volincor Training.

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 Applicant, shall accordingly be trained in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant and/or Sub-Provider shall be familiar and adhere to Prisoner Rape Elimination Act (PREA) requirements.

B. Project Organization

1. Supervision and Training

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

Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

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.

3.5 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.

Service Activities (Minimum and/or mandatory tasks and responsibilities):

Applicant shall accept adult male inmates who are case managed and referred by Offender Services at the Maui Community Correctional Center (MCCC), on the island of Maui, who have been assessed by the PSD as being appropriate for services, unless the Applicant presents to PSD, justifiable reason that an inmate should not receive Domestic Violence Intervention Services.

The Applicant shall provide only those services agreed to in advance by PSD as required for the inmate. The Applicant shall not extend the Domestic Violence Intervention service period or terminate an inmate without prior approval from PSD.

This Scope of Services contains the specific components of Domestic Violence Intervention services. Domestic Violence Intervention services shall include, but not be limited to the following:

1. Applicant shall provide a copy of the Domestic Violence Intervention curriculum that will be used in the following service activities that will be reflective of the use of evidence-based, best practices. Applicant shall not utilize Domestic Violence Intervention curriculum that has not been approved by the Department.
2. Applicant shall provide Domestic Violence Intervention services that are specific to inmates, and must follow the guidelines in the current "Hawaii Batterers Program Standards."
3. Applicant shall include how they intend to address risk needs and target criminogenic needs, as well as the inmate's level of risk.
4. Applicant shall identify, describe, and provide any instrument(s) used to conduct assessments.
5. Applicant shall include evidence that the program staff properly utilize proven strategies that enhance motivation to change and retention of inmates in services, such as motivational interviewing.
6. The Applicant shall incorporate and demonstrate their knowledge and use of best practices/evidence-based practices in Domestic Violence Intervention services based on current knowledge and research. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence-based practices should reference the use of validated domestic violence risk assessments.

7. Applicant shall describe in detail, the delivery and the proposed average length of Domestic Violence Intervention services (e.g. two times per week for 2 hours for 10 weeks) for inmates.
8. Applicant shall state its level of ability to provide groups that do not exceed 8-10 inmates per facilitator, unless specifically noted in curriculums used by the program.
9. Applicant shall immediately report all negative behaviors (e.g. Hawaii Community Correctional Center's violations, criminal activity, etc.) to the Department. Applicant shall monitor inmate behavior to ensure compliance with all Federal, State, and County Laws and the rules and regulations of the Department.
10. Applicant shall maintain case records and provide periodic or as requested, reports and evaluations to the Department.
11. Applicant shall state its level of willingness and ability to *openly communicate* with the staff at Hawaii Community Correctional Center's Offender Services Division.

3.6 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.

Demonstrate financial solvency, clear accounting and budget management practices and adequate staffing capacity for administration and coordination
Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and shall not be billed separately.

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:

The following budget form(s) shall be submitted with the Proposal Application:

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

Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each segment (e.g. 30 minutes, 1 hour, 2 hours) per day of Domestic Violence Intervention services provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

Applicant's unit of service and unit rate shall be based on price per unit per day for Domestic Violence Intervention services.

The day rate for Domestic Violence Intervention services will be contingent on availability of funds set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

Payment to the Applicant shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.

The means for which fiscal documents (e.g. invoices) are submitted to the Department shall be approved by the Department.

B. Other Financial Related Materials

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

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 |
| Experience and Capability | 20 points |
| Project Organization and Staffing | 15 points |
| Service Delivery | 55 points |
| Financial | 10 Points |
| TOTAL POSSIBLE POINTS | 100 Points |

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

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

2. Proposal Application Requirements

- Proposal Application Identification Form (Form 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 Applicant’s experience and capability relevant to the proposal contract, which shall include:

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.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

4 pts

4 pts

- | | |
|--|---|
| <p>B. <i>Project Organization (7 pts)</i></p> <ul style="list-style-type: none">• Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.• Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | <hr/> <hr/> <p>4 pts</p> <hr/> <p>3 pts</p> <hr/> |
| <p>3. <i>Service Delivery (55 Points)</i></p> <ul style="list-style-type: none">• DVI Curriculum (e.g. evidence-based), Assessment• DVI services specific to inmates• Describes how DVI services attend address risk needs and target criminogenic needs• Delivery of DVI services; Length of DVI services• See Section 2, Scope of Work for details and• Section 3.5 for Service Delivery | <p>20 pts</p> <hr/> <p>15 pts</p> <hr/> <p>10 pts</p> <hr/> <p>10 pts</p> <hr/> |
| <p>5. <i>Financial (10 Points)</i></p> <ul style="list-style-type: none">• Unit cost for each segment (e.g. 30 minutes, 1 hour, 2 hours) per day of Domestic Violence Intervention services provided• Pricing structure based on cost reimbursement• Adequacy of accounting system. | |
| <p>B. Phase 3 - Recommendation for Award</p> | |

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
- C. RFI No. PSD 14-COR-42, ADDENDUM A

Proposal Application Checklist

Applicant: _____ RFP No.: **PSD 14-COR-42**

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 |
|---|------------------|---|-------------------------------|---|
| General: | | | | |
| Proposal Application Identification Form (SPOH-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 (SPOH-200A) | Section 3, RFP | SPO Website* | X | |
| Hawaii Compliance Express Verification Certificate | Section 1, RFP | Hawaii Compliance Express 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* | X | |
| 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* | X | |
| 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: | | | | |
| <i>Federal Certifications</i> | | 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 | | |
| Program Specific Requirements: | | | | |
| PROOF OF INSURANCE | | | X | |
| | | | | |

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

Proposal Application
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 SPO-H-205 Proposal Budget

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

 SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments,
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 SPO-H-206C Budget Justification - Travel: Interisland

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

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 Financial Audit for fiscal year ended June 30, 1996

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**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII**

March 7, 2014

ADDENDUM A

TO

**Request for Information No. PSD 14-COR-42
DOMESTIC VIOLENCE INTERVENTION SERVICE
FOR INMATES ON THE ISLAND OF MAUI**

Questions received as a result of the orientation meeting held on February 27, 2014:

- 1) Whether the approximately \$50,000 funding amount could be raised during the first year or in the second year or beyond if there were more than 50 clients served per year?

Response: The funding is for "UP TO" 50 inmates per year. This is a "pilot" RFP. After this "pilot" program, PSD may or may not increase funds, depending on the outcomes of this "pilot" program and the availability of funds.

- 2) The Hawaii Batterer standard Dec. 2010 states that the maximum number of participants in the groups is 16-18.

Response: The group size should be no more than 8-10 inmates per facilitator, unless specifically noted in curriculums used by the program, in order to be with the Correctional Program Checklist standards.

- 3) OPS is asking that groups be no more than 8-10 inmates per facilitator. Therefore if there were two group facilitators present, would it be allowed to have 16-20 in the group? Our group size for Family Peace Center is currently 24 per State Judiciary contract but for MCCC, we would want to cap it at 20 at the most.

Response: Yes, it's okay to have two group facilitators present, to have 16-20 in the group.

- 4) Section 2.3.A, item 10: Change "mentoring coordination" to "Domestic Violence Intervention" in three places.