

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

Request for Proposals

RFP No. : PSD 15-CPS/SO-29

**FOR THE PURCHASE OF
TREATMENT ASSESSMENTS OF
SEX OFFENDERS STATEWIDE**

May 23, 2015

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 23, 2015

REQUEST FOR PROPOSALS

FOR THE PURPOSE OF PURCHASING
TREATMENT ASSESSMENTS OF SEX OFFENDERS
STATEWIDE

RFP No. PSD 15-CPS/SO-29

The Department of Public Safety (PSD), Sex Offender Treatment Program (SOTP) seeks PROVIDERS to assess and evaluate sex offenders under the jurisdiction of the Department, which includes the Corrections Division and the Hawaii Paroling Authority. Sex offenders may need to be evaluated at all facilities statewide that house offenders, as well as on parole or awaiting adjudication prior to incarceration. PROVIDER may conduct evaluation services on its home island as well as on neighbor islands, as able or willing to perform. PROVIDERS will conduct paper-and-pencil psychological testing, obtain histories, conduct clinical interviews, and perform risk evaluations. The Department will provide reports on polygraph results, needs assessment, and penile plethysmograph results to the PROVIDER whenever available.

The contract term will be for a twelve month period, with an option to extend for three (3) additional twelve month periods. A multiple award contract will be awarded under this request for proposals with \$130,000 for FY 2015, subject to availability of funds.

Proposals shall be mailed, postmarked by the United States Postal Service on or before June 8, 2015, 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 8, 2015, at the drop-off site 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 Corrections Program Services Division – SOTP will conduct an orientation on May 29, 2015, from 10:00 a.m. to 11:00 a.m. HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814. A telephone call-in is also available at 1 (605) 562-0020, enter meeting ID 887-700-397# 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 June 2, 2015. All written questions will receive a written response from the State on or about June 5, 2015.

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 8, 2015 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 & 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](mailto: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 8, 2015. 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 8, 2015.

Drop-off Sites

Department of Public Safety
Administrative Services Office-
Purchasing & Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

RFP Table of Contents

Section 1 Administrative Overview

1.1 Procurement Timetable 1-1

1.2 Website Reference..... 1-2

1.3 Authority 1-2

1.4 RFP Organization..... 1-3

1.5 Contracting Office 1-3

1.6 RFP Contact Person 1-3

1.7 Orientation..... 1-3

1.8 Submission of Questions 1-4

1.9 Submission of Proposals..... 1-4

1.10 Discussions with Applicants 1-6

1.11 Opening of Proposals..... 1-6

1.12 Additional Materials and Documentation..... 1-7

1.13 RFP Amendments..... 1-7

1.14 Final Revised Proposals 1-7

1.15 Cancellation of Request for Proposals..... 1-7

1.16 Costs for Proposal Preparation 1-7

1.17 Provider Participation in Planning 1-7

1.18 Rejection of Proposals 1-8

1.19 Notice of Award..... 1-8

1.20 Protests 1-8

1.21 Availability of Funds 1-9

1.22 General and Special Conditions of the Contract 1-9

1.23 Cost Principles 1-9

Section 2 - Service Specifications

2.1.Introduction

 A. Overview, Purpose or Need 2-1

 B. Planning activities conducted in preparation for this RFP 2-1

 C. Description of the Service Goals 2-1

 D. Description of the Target Population to be Served..... 2-2

 E. Geographic Coverage of Service 2-2

 F. Probable Funding Amounts, Source, and Period of Availability 2-2

2.2.Contract Monitoring and Evaluation 2-3

2.3.General Requirements 2-3

 A. Specific Qualifications or Requirements..... 2-3

 B. Secondary Purchaser Participation 2-4

 C. Multiple or Alternate Proposals..... 2-4

 D. Single or Multiple Contracts to be Awarded 2-4

 E. Single or Multi-Term Contracts to be Awarded..... 2-4

2.4. Scope of Work..... 2-5
 A. Service Activities 2-5
 B. Management Requirements 2-10
 C. Facilities..... 2-16
 2.5. Compensation and Method of Payment 2-17

Section 3 - Proposal Application Instructions

General Instructions for Completing Applications 3-1
 3.1. Program Overview 3-1
 3.2. Experience and Capability 3-1
 A. Necessary Skills 3-1
 B. Experience..... 3-2
 C. Quality Assurance and Evaluation..... 3-2
 D. Coordination of Services 3-2
 E. Facilities..... 3-3
 3.3. Service Delivery 3-3
 3.4. Financial..... 3-3
 A. Pricing Structure..... 3-3
 B. Other Financial Related Materials..... 3-3
 3.5. Other 3-3
 A. Litigation..... 3-3

Section 4 – Proposal Evaluation

4.1. Introduction 4-1
 4.2. Evaluation Process 4-1
 4.3. Evaluation Criteria..... 4-2
 A. Phase 1 – Evaluation of Proposal Requirements..... 4-2
 B. Phase 2 – Evaluation of Proposal Application 4-2
 C. Phase 3 – Recommendation for Award 4-3

Section 5 – Attachments

- Attachment A. Proposal Application Checklist
- Attachment B. Sample Proposal Table of Contents

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)	<u>May 23, 2015</u>
Distribution of RFP	<u>May 23, 2015</u>
RFP orientation session	<u>May 29, 2015</u>
Closing date for submission of written questions for written responses	<u>June 2, 2015</u>
State purchasing agency's response to applicants' written questions	<u>June 5, 2015</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Not Applicable</u>
Proposal submittal deadline	<u>June 8, 2015</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>June 9-12, 2015</u>
Final revised proposals (optional)	<u>June 16, 2015</u>
Proposal evaluation period	<u>June 9 – 15, 2015</u>
Provider selection	<u>June 22, 2015</u>
Notice of statement of findings and decision	<u>June 22, 2015</u>
Contract start date	<u>July 1, 2015</u>

1.2 Website Reference

	Item	Website
1	Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2	RFP website	http://hawaii.gov/spo2/health/rfp103f/
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the "References" tab.
4	General Conditions, AG-103F13	http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
5	Forms	http://spo.hawaii.gov Click on the "Forms" tab.
6	Cost Principles	http://spo.hawaii.gov Search: Keywords "Cost Principles"
7	Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8	Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9	Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10	Department of Taxation	http://tax.hawaii.gov
11	Department of Labor and Industrial Relations	http://labor.hawaii.gov
12	Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click "Business Registration"
13	Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14	Internal Revenue Service	http://www.irs.gov/
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)		

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:

Dr. Barry J. Coyne
Department of Public Safety
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814
Phone (808) 587-1271 Fax: (808)587-1280

1.6 RFP Point-of-Contact

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, PSS IV
Telephone: (808) 587-1215
Facsimile: (808) 587-1244
Email: 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 29, 2015 **Time:** 10:00 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(605) 562-0020
Meeting ID: 887 700 397#

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 point-of-contact 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: June 2, 2015 **Time:** 4:30 p.m., HST

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

Date: June 5, 2015

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 Section 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. **Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **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 the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 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. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
 - **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 Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and 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 Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- 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 Section 1.2, Website Reference for statutes and 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 Section 1.2, Website Reference for statutes and 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. Refer to Section 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: Nolan Espinda	Name: Teresita V. Fernandez
Title: Director	Title: 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. 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 as outlined on the SPO website. Refer to Section 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, Sex Offender Treatment Program, provides a pre release post-treatment risk evaluation to sex offenders incarcerated at six correctional facilities statewide and to offenders on parole.

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

The Sex Offender Treatment Program (SOTP) of the Department of Public Safety (PSD) seeks PROVIDERS to assess and evaluate sex offenders under the jurisdiction of the Department, which includes the Corrections Division and the Hawaii Paroling Authority. Sex offenders may need to be evaluated at all facilities statewide that house offenders as well as on parole. PROVIDER may conduct evaluation services on its home island as well as on neighbor islands, as able or willing to perform. PROVIDERS will conduct paper-and-pencil psychological testing, obtain histories, conduct clinical interviews, and perform risk evaluations. The Department will provide reports on polygraph results and penile plethysmograph results to the PROVIDER whenever available.

B. Planning activities conducted in preparation for this RFP

Pursuant to Hawaii Administrative Rules (HAR), Chapter 3-142-202(e), compliance with the issuance of a request for information has been waived.

C. Description of the service goals

The goal of the sex offender treatment program is to provide an offender with a post-treatment psychosexual risk evaluation so that the Department and the Hawaii Paroling Authority can better help him avoid high-risk situations that might lead to re-offense. Because sex offenders who require a post-treatment evaluation have already received a pre-treatment evaluation at the start of therapy, evaluation must summarize previous evaluation findings while adding new risk

instruments to provide a comprehensive picture of an offender's potential for risk after completing treatment.

D. Description of the target population to be served

Between 60 and 80 sex offenders are eligible for parole each year. Inmates who refuse evaluation may be paroled without it, but it is unlikely.

Evaluations will be conducted for the Department on sex offenders who are incarcerated at any of the following correctional facilities statewide: on Oahu, at the Halawa Medium Security Facility, Oahu Community Correctional Center and the Federal Detention Center; on Hawaii (the Big Island), at Hawaii Community Correctional Center; on Maui, at Maui Community Correctional Center; on Kauai, at Kauai Community Correctional Center. Contingent upon the prior approval of the Department, post-treatment evaluations may also be conducted on sex offenders on active parole or facing parole revocation, or on sex offenders in the community facing incarceration as a result of adjudication, provided no previous post-treatment risk evaluation or comprehensive psychosexual evaluation was conducted within the past three years.

E. Geographic coverage of service

Statewide services for sex offenders incarcerated at any correctional facility on the islands of Oahu, Hawaii, Maui, Kauai and the Federal Detention Center or parolee.

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

The funding available for services under this request is estimated at \$130,000 for the twelve-month period commencing on the date indicated on the Notice to Proceed. Additional funding may be provided if approved by the legislature.

This contract may be extended for not more than three (3) additional twelve-month periods or fraction thereof, subject to the satisfactory performance of the Provider, availability of funds and upon mutual agreement in writing.

Funding will be reviewed by the Department on a quarterly basis during each year of the contract. Quarterly review may result in reallocation of funding, based upon the Department's perceived needs and budgetary constraints.

2.2 Contract Monitoring and Evaluation

The performance of the contract will be monitored and evaluated for:

- (1) Performance Measures
- (2) Output Measures
- (3) 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

PROVIDER'S evaluators shall have the following professional qualifications:

1. A Doctoral degree in Psychology granted by an accredited institution of education, and shall have demonstrated competence in the diagnosis of psychological disorders and psychotherapy as demonstrated by holding a valid Hawaii license to practice Psychology or its equivalent from another state. PROVIDER'S evaluators may hold a degree equivalent to the Doctorate in other behavioral, social sciences, or closely related medical fields from an accredited institution.
2. Demonstrated a specialized competence in sex offender evaluation, paraphilias, psychopathy, and forensic evaluation as demonstrated by documented training and supervised clinical experience.
3. Completed within the past five (5) years a minimum of two thousand (2,000) hours of clinical experience specifically in the areas of evaluation and treatment of adult sex offenders, or shall have completed within the past five (5) years a minimum of forty (40) sex-offense specific evaluations. Such clinical experience may have been obtained while seeking licensure or after obtaining licensure.
4. Comply with all laws and regulations related to equal opportunity for employment or employment training.
5. PROVIDER and PROVIDER'S evaluators shall comply with all policies and procedures specified by PSD.
6. Shall immediately report to the facility security staff any client's violation of the law, indications of substance use that occur during the evaluation, or failure to meet evaluation, interview, or other appointments.

7. PROVIDER should be aware of areas where consultation and supervision are desirable (i.e., clinical medical, psychiatric) and arrange for adjunct resources to meet these needs or notify PSD that such resources are recommended.
8. Individuals employed by the PROVIDER shall never have been convicted of or received a deferred judgment for any offense involving criminal sexual or violent behavior, or a felony that would bring into question the competence or integrity of the individual to provide sex offense specific treatment.

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:

Up to four (4) awards, if any, may be made, subject to the availability of funds.
The award amount would be equally split among awardees.

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 twelve month period.

Length of each extension:

Twelve months

Number of possible extensions:

Three

Maximum length of contract:

Forty-eight months

Conditions for extension:

The contract may be extended for up to three (3) additional twelve month periods or portions thereof, subject to the satisfactory performance of the Provider; the availability of

funds; and upon mutual agreement in writing.

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)

The PROVIDER'S evaluators will administer post-treatment risk evaluations to sex offenders under the jurisdiction of the Department and/or the Hawaii Paroling Authority. Scheduling of evaluation meeting hours will be arranged jointly between the evaluators and the facility's Program Coordinator for the mutual convenience of the evaluator and the facility.

The PROVIDER'S evaluator shall provide post-treatment risk evaluation reports that summarize the results of evaluations conducted upon sex offenders. Components to be summarized include (A) clinical interview; (B) history update and summary; (C) psychometric testing update and summary (D); penile plethysmograph testing, if available (E) polygraph examination; and (F) actuarial risk evaluation

The evaluator shall receive instructions directly from the Director of the PROVIDER'S contracted agency. The PROVIDER in turn shall work closely with the Department's SOTP Administrator, who will evaluate the appropriateness of the PROVIDER'S evaluation reports, whether as to content or procedures.

Prior to conducting an evaluation, the PROVIDER'S evaluator shall confer with the offender's supervising officers or facility staff and the offender's therapists in order to identify particular concerns.

Approval to proceed with each evaluation must be obtained beforehand from the Department's SOTP Administrator. The decision of the Department's SOTP Administrator will be binding upon the PROVIDER and the PROVIDER'S evaluator.

Scheduling of dates and hours for evaluations will be arranged jointly between the evaluator and the supervising officer or staff for the mutual convenience of the PROVIDER'S evaluator, the officer or staff, and the offender in custody or under supervision.

Also, scheduling of evaluation dates and hours will be arranged jointly between the PROVIDER'S evaluator and the facility for the mutual convenience of the evaluator and the facility. Although

evaluations may occur at the evaluator's office site, special precautions must be considered whenever evaluations are conducted within a correctional facility.

Because every correctional center and facility is subject to interruptions in normal routine due to disruptions such as unscheduled lock-downs, inmate disturbances, shortage of staff, etc., the PROVIDER or evaluator working for the PROVIDER can expect cancellation or delays of evaluation sessions. Prior to the evaluator's travel to the facility, or prior to the inmate's transportation to the evaluator's office, the evaluator will telephone the facility's Program Coordinator to confirm whether the inmate will be available for testing that day at the facility or at the evaluator's office.

Any evaluator entering the facility shall log-in the arrival time and shall log-out upon exiting, unless security officers have already been instructed by the facility captain to note the evaluator's arrival themselves. This procedure is necessary to alert staff that the PROVIDER'S evaluator is inside the facility, in case of a disturbance or natural disaster during which the evaluator's safety may be in jeopardy.

Within the facility, the PROVIDER'S evaluator shall follow the instructions of Corrections staff at all times. If ordered to move to another part of the facility, an evaluator will not question the order, but shall follow instructions immediately, for personal protection as well as to allow staff to perform their emergency duties as quickly as possible.

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

The PROVIDER shall not be paid for any evaluation session postponed 24-hours beforehand because of facility disruption, as it shall be expected that a replacement evaluation session shall be scheduled at a later date until the full evaluation service is delivered.

Holidays:

Delivery of evaluation services at the facility or an evaluator's office shall not occur on any State or Federal holiday in which State employees are granted holiday leave. The PROVIDER shall be responsible for informing his staff of the exact calendar dates

on which each holiday falls. The following days of the year are established as holidays.

New Year's Day
Dr. Martin Luther King, Jr. Day
Presidents' Day
Prince Jonah Kuhio Kalaniana'ole Day
Good Friday
Memorial Day
King Kamehameha I Day
Independence Day
Admission Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day

Also included are all election days, except primary and special election days on Oahu, and any day designated by proclamation by the President of the United States or by the Governor as a holiday.

Any evaluation session mis-scheduled on a holiday shall be rescheduled for a later date.

Neither the PROVIDER nor any of its subcontractors shall be compensated for any expense or inconvenience associated with any session mis-scheduled on a holiday.

Delivery of Services: Evaluation Protocol

Essential components

A post-treatment risk evaluation to determine the current level of psychological functioning, personality characteristics, treatment needs, and level of risk of sex offenders will include, but are not limited to, the following:

1. A structured or semi-structured clinical interview including a brief mental status examination;
2. A review of available relevant previous records (e.g., pre-treatment evaluations, police reports, pre-sentence report, victim and witness statements describing his sex offense in detail; institutional conduct reports, psychological/psychiatric/medical reports, developmental,

educational, employment, military, criminal, social, sexual, and substance abuse histories);

3. An evaluation of general personality functioning based upon pre-treatment evaluation findings and updated observations;
4. A summary of psychometric tests and other related tests (identified below);
5. If available, a physiological evaluation of sexual arousal response patterns to deviant and non-deviant themes using standardized penile plethysmographic procedures (identified below).
6. A review of the polygraph results covering topics identified as critical by therapist or officer (identified below).
7. An evaluation of psychopathy using Robert Hare's Psychopathy Checklist, Revised, if not previously conducted during a pre-treatment evaluation.
8. An evaluation of level of risk by three actuarial risk evaluation instruments (identified below).

Psychometric Tests and Measures

Although each clinician may select a battery of evaluation instruments in addition to those listed below, inclusion of the following, listed in order of importance, are required if not previously obtained during pre-treatment evaluation.

1. Minnesota Multiple Personality Inventory, Revised (MMPI-2);
2. Multiphasic Sex Inventory (MSI or MSI-Revised); If not available from a prior pre-treatment evaluation, inclusion of

the following are recommended and may likely increase the validity of test findings:

1. Abel & Becker Cognition Scale;
2. Abel & Becker Sexual Interest Cardsort;
3. Wilson Sexual Fantasy Questionnaire;
4. Any valid and reliable I.Q. test, but the WAIS (latest revision) is preferred;
5. Neuropsychological screening instruments.
6. Tests to assess personality disorder (preferably, Millon's scales).
7. Tests to assess academic/educational achievement (e.g, WRAT, TABE).

Actuarial Risk Evaluation Instruments

The Department has identified three actuarial risk evaluation instruments that must be executed, scored, and reported in the PROVIDER'S final results:

1. Sex Offender Risk Appraisal Guide (SORAG);
2. Minnesota Sex Offender Screening Tool-Revised (MnSOST-R);
Static-99.

If more reliable, updated, and valid risk evaluation instruments are adopted nationwide during the course of this contract, the PROVIDER may add the new instrument to the evaluation battery but may not substitute the new instrument for any of the three tools listed above, unless approved beforehand by the Department's SOTP Administrator.

Included in this is 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. In relation to PREA Standards, PSD requires that the Applicant, 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. PSD shall monitor the Applicant, its staff, and subcontractors compliance with the PREA Standards.

If the Applicant meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Applicant must adopt

the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Applicant, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by PSD, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. PSD shall cover the costs associated with a PREA Standards Audit for the Applicant who meets the definition of a community confinement facility.

B. Management Requirements

(Minimum and/or mandatory requirements)

1. Personnel

Because of the type of correctional clients being referred by the Department, PROVIDER shall employ staff that are suitable to deal with these clients. No persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be hired by the PROVIDER or subprovider. Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of staff and subproviders in writing. Any changes to staff and/or subproviders must be agreed upon, in writing, by the Department.

The PROVIDER may subcontract any portion of the pre-treatment evaluation process to other qualified evaluators, upon prior approval of the Department's SOTP Administrator. Final reports provided by the PROVIDER shall integrate all findings, including the work product of subcontractors.

The PROVIDER shall not use staff employed by the State of Hawaii to deliver evaluation services unless the employee works without salary, reimbursement, or compensation. Any exception to the non-paid use of State employees must first receive clearance from the State Ethics Commission.

2. Administrative

- a. The nature and scope of the services to be provided shall be performed in accordance with established clinical principles,

clinical practices, and clinical ethics of the American Psychological Association.

- b. PROVIDER shall conduct evaluations in accordance with the rules, regulations, and policies of the Department of Public Safety.
- c. PROVIDER is required to meet the qualifying requirements specified in Chapter 103 F, Hawaii Revised Statutes.
- d. PROVIDER shall comply with all codes and ordinances as required by the State of Hawaii and the respective County.
- e. PROVIDER shall be able to supervise, train, and provide administrative direction relative to the delivery of services.
- f. PROVIDER shall maintain and show proof of a liability insurance policy of at least one-million dollars. The Department of Public Safety shall be named as an additional insured and shall be notified at least thirty (30) days prior to cancellation.

3. Quality assurance and evaluation specifications

The Department's SOTP Administrator will monitor the PROVIDER'S evaluators' compliance and evaluate services performed. Unacceptable professional practice or deviations from the evaluation protocol shall be evaluated by the SOTP Administrator, who may at any time suspend or terminate the services under the provisions of this contract. Prior to such suspension of the contract by the Administrator, however, the PROVIDER shall be allowed to make every effort to correct any perceived unprofessional conduct by its evaluators and shall be given reasonable time to do so. Reasonable time shall be determined by the SOTP Administrator.

In concert with the generally accepted standards of practice of the individual's mental health profession, the PROVIDER'S employees shall adhere to the Professional Code of Ethics published by the Association for the Treatment of Sexual Abusers (ATSA). It is the responsibility of each PROVIDER/evaluator to comply with the ATSA Code of Ethics.

The PROVIDER will follow the guidelines for the evaluation of sex offenders as set forth by the Hawaii Sex Offender Management Team (SOMT) "Guidelines for Evaluation, Revised." These SOMT Guidelines are available upon request from the Department's SOTP Administrator. New guidelines for the evaluation of this population may be developed by SOMT during the course of the contract, and will be implemented upon negotiation to the satisfaction of both the Department's SOTP Administrator and the PROVIDER.

Evaluators shall complete a minimum of forty (40) hours of continuing education every three years in order to maintain proficiency in the field of sex offender treatment and to remain current on any developments in

the evaluation, treatment, and monitoring of sex offenders. Thirty (30) of the hours shall come from subject areas listed as sex offense specific training, ten (10) hours coming from related sex offense areas (i.e., victimology, multicultural sensitivity, family therapy, addiction, anger management).

The PROVIDER'S Consent forms shall include a waiver of confidentiality and release of information to the Department to specify that all reports generated by the PROVIDER will be shared with future evaluators, therapists and supervising officers on a Need to Know basis to protect community safety. The PROVIDER'S finished work products are the property of the Department.

4. Output and performance/outcome measurements

As a result of post-treatment evaluation, future therapists and supervising officers should be able to help offenders engage in less criminal behavior and greater compliance to the terms of their treatment and supervision.

To meet the specific goals of this service, the PROVIDER shall:

- a. Provide an evaluation of the offender's current level of psycho-socio-sexual functioning;
- b. Provide an accurate evaluation of a sex offender's treatment progress and treatment needs in order to establish future treatment goals and objectives;
- c. Provide recommendations for a sex offender's relapse prevention plan and law enforcement supervision while in the community;
- d. Provide an evaluation of the offender's risk and dangerousness, using static and dynamic predictors, to assist in appropriate placement in treatment and supervision in prison or within the community.
- e. Employ three actuarial risk evaluation instruments in determining risk.
- f. Provide information on the offender's reliability as a self-reporter.
- g. Provide sufficient baseline summary data of test results to allow future therapists to monitor treatment progress.

5. Experience

REFER TO SECTION 2.3.A AND 2.4.A FOR REQUIREMENTS.

6. Coordination of services

The PROVIDER shall demonstrate its ability to coordinate services with other agencies and resources in the community.

7. Reporting requirements for program and fiscal data

The PROVIDER shall submit all written reports, including those by the primary evaluator and all subcontracted providers, directly to the Department's SOTP Administrator. Separate reports shall be submitted by each subcontractor and a summary of each subcontractor's major findings will be integrated within the body of the final report by the PROVIDER. All such written reports shall be submitted to the Department's SOTP Administrator no less than one (1) month after the last evaluator's final appointment with the offender. For example, if any testing or interview services are subcontracted, a separate report must be submitted by the subcontracted PROVIDER to the PROVIDER in time to meet the PROVIDER'S one month deadline.

Reports may not be submitted directly to the facility housing the offender, furlough officer, or parole officer.

As ruled by the Office of Information Practices, The Department may withhold from inspection by the inmate or his attorney all confidential reports submitted by the PROVIDER, unless instructed otherwise by the Department of the Attorney General.

Whenever the PROVIDER is requested by the inmate, his family, or his attorney to provide reports to the inmate, his family, or his attorney, the PROVIDER shall inform the requesting party that such reports are the property of the Department and that all requests shall be directed to the Department's SOTP Administrator. The PROVIDER shall notify the Department's SOTP Administrator that such a request was made. The PROVIDER shall not release such reports directly to the offender or to any party representing the offender.

The PROVIDER shall not release reports directly to any agent from another criminal justice or law enforcement agency under whose jurisdiction the offender does not fall (e.g., Child Protective Services). In the event the PROVIDER receives such a request, the PROVIDER shall inform the agency to direct their request to the Department's SOTP Administrator.

The PROVIDER shall be candid in notifying the Department's SOTP Administrator in writing (a) of additional treatment or supervision recommendations needed by each offender, or (b) of concerns paramount to the preservation of community safety.

Physiological Evaluation

Because the Department no longer offers separate contracts for polygraph services and penile plethysmograph services, the PROVIDER will be excused from performing both types of tests when conducting post-treatment risk evaluations and may hire subcontractors instead. The PROVIDER'S final report, however, must discuss the results of the

penile plethysmograph (if available), needs assessment, and polygraph tests, which will include, but is not limited, to the following:

For the plethysmograph:

1. A statement of the offender's victim/partner age and sex preferences, and consenting versus non-consenting sexual activities.
2. A statement of the offender's sexual impulsivity to visual stimuli (slides) or auditory stimuli (audiotapes) of persons of a wide range of ages and both genders.
3. A statement of the offender's self-control and violent tendencies using stimuli depicting consenting, rape, and brutality scenarios.
4. A statement of the offender's adult gender preference.
5. Plethysmograph results will be reported in terms of percent of maximum penile erection, or comparative indices (e.g., relative arousal to deviant versus non-deviant stimuli), or Z-scores. Qualitative statements such as "arousal sufficient to raise concern" must be substantiated by quantitative results.

For the needs assessment:

1. A statement whether the offender needs an interpreter; tutoring to compensate for intellectual deficits; or mental health intervention.

For the polygraph:

1. A statement of additional victims or sexual deviancies previously not disclosed by the offender.
2. A statement highlighting any unusual behaviors or concerns raised during the course of the polygraph examination.
3. A statement whether the sex offender was found deceptive to any questions.
4. A recommendation whether an additional polygraph examination would be helpful for any offender found to be

deceptive but who made post-polygraph disclosures explaining his deception.

Summary Data Scores

For each test instrument or testing procedure yielding significant findings, PROVIDERS will provide summary scale scores, or subscale scores, within the final report or attached as an Appendix to the report. Conclusions based upon test results must be substantiated by numeric scores (e.g., MMPI-2 T-score profiles, plethysmograph percentage of arousal to broad target categories, MSI scale scores). An offender's responses to individual test items would constitute raw data and are not to be reported unless they are (1) considered by the evaluator to be Critical Items of extraordinary significance, and (2) accompanied by the evaluator's interpretation of their meaning.

Report Contents

The PROVIDER will provide a written report that integrates the findings gathered from the previously described evaluation tools and procedures. This report shall address, but is not limited to, the following areas:

1. Description of current level of cognitive functioning, including: Thought Processes (logic, attention span, psychotic features), Mood, and Comprehension.
2. Description of the person's reliability as a self-reporter.
3. Description of the offense behavior including: antecedent behaviors, level of stress, victim's perspective, Significant Others, offense modus operandi, offender's own perspective.
4. Description of the offender's personal history and social functioning, including: family origin, childhood history, education, employment, and financial history, marital history, substance use and abuse, mental health and medical history, and criminal justice history.
5. Description of the offender's range of sexual interests and sexual history, including: childhood sexual history, current and past partners, fantasies, attitudes and knowledge of sexuality.

6. Specification of the data sources.
7. Summary of the offender's strengths and deficits, especially those that could affect the outcome of supervision post-release. This summary should include, but is not limited to, the following whenever relevant: (a) Strengths, such as insight regarding the offense, motivation for treatment, personality attributes, responsibility for the offense, coping skills, vocational skills, social support, positive attitudes, etc. (b) Deficits, such as denial of responsibility, lack of motivation for treatment, cognitive deficits or learning problems, reading problems, negative attitudes, etc.
8. Treatment Recommendations to identify specific problem areas and interventions not previously addressed during treatment. Typical recommendations may include, but are not limited to, the following: Behavioral treatment, sex education, human sexuality classes, anger & stress management, substance abuse treatment, mental health referral, victim empathy, assertiveness training, relaxation training, individual psychotherapy, other treatment packages, and recommendations for re-evaluation.
9. Supervision Recommendations to reduce risks to community safety. Typical recommendations may include, but are not limited to, the following: Curfew, electronic monitoring, residence placement, employment surveillance, contact with Significant Others, social support, drug testing, recreation outlets, etc.
10. Evaluation of Risk & Dangerousness based upon static and dynamic predictors pertinent to the individual offender, potential problem areas, etc.
11. Formal DSM-IV diagnoses (if any).
12. Summary Conclusions, which may include noteworthy testing results or significant history, etc. that merit special attention.

C. Facilities

Not Applicable.

2.5 Compensation and Method of Payment

Pricing structure or pricing methodology to be used

All costs of the period of the contract shall be included in the bid price. Transportation by sea shall be disallowed.

Pricing shall be based on unit of services provided. Extraordinary additional costs incurred by the PROVIDER to deliver agreed-upon services (transportation, office supplies, etc.) shall not be reimbursed.

Units of service rate

For applicant's "Home" island:

Unit cost per evaluation per offender

For "Other Than Applicant's Home island":

Unit cost per evaluation per offender

(This unit cost may differ from that of the "Home" island unit cost, however, the unit cost for evaluations conducted on islands "Other Than Applicant's Home Island" shall remain the same regardless of the island.) This price shall be the all inclusive of air, transportation and lodging (if necessary.)

Method of compensation and payment

Compensation

PROVIDER shall not be compensated for time spent in consultation with any agent representing the Department.

PROVIDER shall be compensated in full for each service provided in full in accordance with the terms and conditions of this contract. In the event that a session does not proceed as scheduled, the following provisions shall apply:

- a. No compensation shall be allowed
 - 1) for any session canceled or postponed provided that the PROVIDER is notified at least twenty-four (24) hours prior to the scheduled session.
 - 2) for any expense or inconvenience associated with any session mis-scheduled on a holiday.
- b. Compensation in the amount of ten (10) percent of the evaluation fee shall be allowed
 - 1) for any session canceled or postponed provided that the PROVIDER is not notified at least twenty-four (24) hours prior to the scheduled session.

- 2) for any session interrupted and canceled while in progress and prior to its completion

Invoicing

The PROVIDER'S invoices shall not include costs incurred by subcontracted providers unless such costs are paid by the PROVIDER directly to the subcontractors under the terms and conditions provided herein, and the PROVIDER's added surcharge does not exceed 10% of a subcontractor's invoice.

The PROVIDER shall submit to the Department's SOTP Administrator an invoice (an original and three copies) for payment of delivered services no later than 30 days after the finished evaluation.

The invoice shall include the contract number and the Request for Proposal number PSD 15-CPS/SO-29.

The invoice shall be mailed to the following address:

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

Each invoice shall include:

- a. The dates and location of each evaluation session, whether completed or interrupted, and whether for pre-incarceration, treatment, pre-parole, or parole purposes.
- b. Unusual costs incurred by the PROVIDER, such as intentional destruction of equipment or testing materials by an irate offender, may be charged to the Department upon submission of written justification and prior approval by the Department's SOTP Administrator.

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 (Refer to Section 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

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 inmates.

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

B. Experience

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

2. If applicable, applicant shall describe the experience of its staff and the ability to hire and retain qualified personnel.

3. List of experience as an agency working with felons.

4. Problems or difficulties encountered in prior contracts.

5. Applicant shall provide a listing of verifiable experience that clearly shows the specialized experience required as described in Section 2, II.A, Items 1 through 3.

6. Service providers are required to attach a sample risk assessment report or psychological evaluation on any prior forensic client when submitting their proposal in order for the Department to determine their expertise to provide a suitable work product. The Department assumes that some potential respondents may never have performed this type of risk assessment for sex offenders. Therefore, the submitted sample need not contain all the features required in this Request for Proposal. The submitted sample need not include a polygraph or plethysmograph work product nor does the submitted sample need to discuss such work products.

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 Service Delivery

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

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

Applicant shall include as part of their detailed discussion the following:

1. General description of the instruments applicant will utilize in the performance of an evaluation.
2. Method of plan of operation.
3. Timeline of assessment services.
4. Sample of forensic assessment.

3.4 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the fixed unit of service rate pricing structure. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205, Budget
- SPO-H-205A, Organization-Wide Budget By Source Of Funds
- SPO-H-206A, Budget Justification - Personnel-Salaries & Wages SPO-H-206B, Budget Justification - Personnel: Payroll Taxes, Assessments & Fringe Benefits
- SPO-H-206F, Budget Justification - Contractual Services-Subcontracts

Refer to Section 5 – Proposal Application Checklist.

3.5 Other

A. Litigation

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

Section 4

Proposal Evaluation

**Section 4
Proposal Evaluation**

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>	
Background and Summary	10 points
Experience and Capability	30 points
Service Delivery	50 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

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)

- Table of Contents
- Background and Summary
- Experience and Capability
- 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 (30 Points)

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

- | | |
|--|---------------------|
| A. Necessary Skills | <u>6pts</u> |
| <ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. Experience | <u>16pts</u> |
| <ul style="list-style-type: none"> • Provide a description of projects/contracts pertinent to the proposed services herein. (4 pts) • List experience as an agency working with felons (4 pts) • Provide a listing of verifiable experience that clearly shows the specialized experience required as described in Section 2.3, A, Items 1-3. (8 pts) | |
| C. Quality Assurance and Evaluation | <u>6pts</u> |
| <ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | |
| D. Coordination of Services | <u>2pts</u> |
| <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. | |
| E. Facilities | <u>N/A</u> |
| <ul style="list-style-type: none"> • Not Applicable. | |

3. Service Delivery (50 Points)

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

- General description of the instruments applicant will utilize in the performance of an evaluation. 12.5pts
- Method of plan of operation. 12.5pts
- Timeline of assessment services. 12.5pts
- Coordination of Services. 12.5pts

4. Financial (10 Points)

Pricing structure based on fixed unit of service rate.

- Applicant's proposal budget is reasonable, given program resources and operation capacity.

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 15-COR-07

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	
Provider Compliance (HCE)	Section 1.9, RFP	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:				
Federal Certifications		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	Section 2.3.A.6		X	

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

**SAMPLE 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