

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 2

August 6, 2015

To

Request for Proposals

RFP No. HMS 501-16-01

RFP Title: Services For Youth At-Risk

Date Issued: August 6, 2015

August 6, 2015

ADDENDUM NO. 2

To

**REQUEST FOR PROPOSALS
RFP Title: SERVICES FOR YOUTH AT-RISK**

RFP No. HMS 501-16-01

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-16-01, "Services For Youth At-Risk" for the purposes of:

- Responding to questions that arose at the orientation meeting of July 24, 2015 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <new date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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RFP HMS 501-16-01

“Services For Youth At-Risk”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by July 24, 2015, as specified in Section 1 of the RFP.

- Q1. The Services for Youth At-Risk RFP has 2 Service Specifications. Can we submit a proposal for just one of the service specs? For example, could we apply for only youth mentoring services (HMS 501-16-01-A) and not apply for the transition services (HMS 501-16—01-B)?
- A. Applicants may submit proposals for one or both services. If applying for both services, separate proposals should be submitted for each service area.**
- Q2. If we wanted to apply for more than one location, could we apply as separate proposals for each location, or could we apply for more than one location in a single proposal?
- A. Applicants must submit a separate proposal for each location (island) for the proposed service.**
- Q3. Clarify what wrap around services means for this RFP/service population?
- A. Wrap Around is an interagency collaborative team planning process that is family centered and guided; provides care unconditionally; is culturally and linguistically competent; strengths based, creative and individualized. The Wrap Around process mobilizes and coordinates formal, natural and community services or supports to meet the unique and underlying needs of youth who are at risk and their families.**
- Q4. On page 4-4, the third bullet under B. Experience (“Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.”) is also the first bullet under C. Quality Assurance. Should this be removed since it also under C. Quality Assurance?
- A. Yes, the third bullet under B. Experience, is deleted. See amendment below.**
- Q5. Under the Intensive Mentoring Services, contacts to be made by staff, does texting/emailing youth count as a telephone call and/or face –to-face contact?

A. Contacts such as texting, emailing, and other forms of communication via social media may count as a telephone call, however, it does not count as a face-to-face contact.

Q6. Are the contact requirements between staff and youth in addition to the contacts between the youth and probation officer?

A. Yes, the RFP lists the specific requirements for contact between the staff and the youth, e.g., A minimum total of five (5) hours of contact between the staff and youth shall occur during the first week. The contact requirements between the youth and probation officer, and between the youth and other collaterals such as substance abuse services shall be supported by the applicant's staff but should not be included in the total contact time between the applicant's staff and youth, unless the applicant's staff accompanies the youth during the actual service delivery time with the collaterals.

Q7. Does the applicant have to have a headquarters or office on all the islands it proposes to serve?

A. No, the RFP does not require the applicant to have a headquarters or office. The RFP requires the applicant provide services in a "facility" that is accessible and meets ADA requirements for clients..

Q8. On page 2-14, f., can you clarify the statement regarding "not charge youth and/or their families more than a token amount for program services?"

A. The reference is to situations where providers may require a membership fee to participate in services, e.g., a user fee for gym activities. A token amount is considered to be in the range of \$5 - \$10 annually. Services for this RFP shall not require fees for any type of program services.

Q9. Will the provider have access to the youth's records?

A. The provider will need to work with the Family Court in their respective circuits to arrange for access to records.

Q10. Will youth referred to the program by courts be mandated to participate?

A. Referred youth are generally mandated to participate in services, however, each Family Court Circuit may vary in the terms and conditions of probation and other court status in regards to mandatory participation.

- Q11. Regarding the Transition Services for youth from HYCF, what is the staff ratio for youth?
- A. **There is no minimum staff ratio for youth. Applicants shall include what is deemed as an appropriate caseload capacity appropriate for their proposed services.**
- Q12. Will all of the service providers, including HYCF staff, involved with the youth participate with the youth in this program?
- A. **Service providers who are part of the youth's transition plan should be identified and referred for the youth. Staff at HYCF will participate through their respective disciplines, i.e., social work, parole, mental health, education, etc. Appropriate follow up with the various service providers in the community shall occur following the youth's discharge to assure services are provided.**
- Q13. Who makes the referral to the Intensive Mentoring Services (IMS) or Transition Services provider?
- A. **Family Court probation officers/staff shall be the primary referral source for IMS. However, for a youth (previously on probation who was not receiving IMS) at HYCF for a short-term placement and whose legal status will revert to probation upon discharge, a referral to IMS may be made by HYCF staff. For youth to be discharged from HYCF on parole status, the HYCF staff shall make the referral to Transition Services.**

RFP No. HMS 501-16-01, "Services for Youth At-Risk" is amended as follows:

<u>Subsection</u>	<u>Page</u>	
Section 1, Administrative Overview		
No Changes		
Section 2, Service Specifications		
2.1.F.2.	p. 2-4	This section is amended to read:
		2. Approximate Total Amount of Funds:
Oahu:		<u>\$200,000 for FY 16 (1/1/16 – 6/30/16);</u> <u>\$400,000 for FY 17 (7/1/16 – 6/30/17).</u>
Maui:		<u>\$75,000 for FY 16 (1/1/16 – 6/30/16);</u> <u>\$150,000 for FY 17 (7/1/17 – 6/30/17).</u>
Hawaii:		<u>\$100,000 for FY 16 (1/1/16 – 6/30/16);</u> <u>\$200,000 for FY 17 (7/1/16 – 6/30/17).</u>

<u>Subsection</u>	<u>Page</u>	
2.1.F.2	p. 2-22	E. Geographic coverage of service Islands of Oahu, Maui, Kauai and Hawaii. Services may also be provided on the islands of Molokai and Lanai, as needed.
		F. Probable funding amounts, source, and period of availability.
		1. Funding Period: January 1, 2016 to June 30, 2017
		2. Approximate Total Amount of Funds: <u>\$275,000 for FY 16 (1/1/16 – 6/30/16);</u> <u>\$550,000 for FY 17 (7/1/16 – 6/30/17).</u>

Section 3, Proposal Application Instructions
No Changes

Section 4, Proposal Evaluation
4.3.B.1.

p. 4-4	This section is amended to read:	Points
	B Experience	5
	<ul style="list-style-type: none">• Demonstrate minimum three (3) years experience delivering services related to request for services.• Demonstrate experience successfully delivering services for the target population. Document evidence such as awards, certificates, and outcomes.	

Section 5, Attachments
No Changes