

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

Request for Proposals

**RFP No. 16-CPS/SA-12
Residential TREATMENT SERVICES
FOR
FEMALE OFFENDERS**

November 13, 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.*

Issue Date: November 13, 2015

REQUEST FOR PROPOSALS
Residential TREATMENT SERVICES
FOR
FEMALE OFFENDERS
RFP No. PSD 16-CPS/SA-12

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide residential treatment services for female offenders at the Women's Community Correctional Center (WCCC) on Oahu.

The Department is requesting that a safe, evidence based program environment be developed to provide treatment for substance abuse and criminality for the entire therapeutic population of up to 50 beds in the Special Housing Unit designated by WCCC. The healing environment must be gender-responsive and meet the unique needs of the female offenders.

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 \$422,000.00 for FY 2016, and \$422,000.00 for FY 2017, subject to availability of funds. Refer to Section 2.1.F Probable Funding.

Proposals must be postmarked by USPS mail before midnight on December 14, 2015 or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on December 14, 2015, or hand delivered after 4:30 p.m. HST on December 14, 2015, will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

PSD's Corrections Division will conduct a **Request for Proposal Orientation** on **November 20, 2015**, from 10:00 a.m. to 11:00 a.m., at 919 Ala Moana Blvd, Room 413, Honolulu, HI 96814. A telephone call-in is also available at 1 (712) 432-1212, enter meeting ID 271-724-223# 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 November 24, 2015. All written questions will be responded to in the form of an addendum on or about November 30, 2015.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto or Shelley Kohashikawa at 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814, fax: (808) 587- 1244, e-mail: marc.s.yamamoto@hawaii.gov or shelley.i.kohashikawa@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 December 14, 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-
Procurement & 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)**, December 14, 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., December 14, 2015.

Drop-off Sites

Department of Public Safety
Administrative Services Office-
Procurement & 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)	<u>November 13, 2015</u>
Distribution of RFP	<u>November 13, 2015</u>
RFP orientation session	<u>November 20, 2015</u>
Closing date for submission of written questions for written responses	<u>November 24, 2015</u>
State purchasing agency's response to applicants' written questions	<u>November 30, 2015</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Not Applicable</u>
Proposal submittal deadline	<u>December 14, 2015</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Not Applicable</u>
Final revised proposals (optional)	<u>Not Applicable</u>
Proposal evaluation period	<u>December 14, 2015 to January 6, 2016</u>
Provider selection	<u>January 7, 2016</u>
Notice of statement of findings and decision	<u>January 8, 2016</u>
Contract start date	<u>February 1, 2016</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:

Department of Public Safety
Corrections Program Services
Attn: Dwayne Kojima
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814
Phone: (808) 587-1272
Facsimile: (808) 587-1280
[E-mail: dwayne.t.kojima@hawaii.gov](mailto:dwayne.t.kojima@hawaii.gov)

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](mailto: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: November 20, 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(712) 432-1212
 Meeting ID: 271 724 223#

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: November 24, 2015 **Time:** 4:30 p.m., HST

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

Date: November 30, 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	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.

1.24 Liability Insurance

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

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

Each insurance policy required by this contract shall contain the following clauses:

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

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

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

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

The procuring of such required policy or policies of insurance shall not be construed to limit Provider's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Provider shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract. If the Provider is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Provider agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

1.25 Campaign Contributions by State and County Providers

Providers are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government providers during the term of the contract if the providers are paid with funds appropriated by a legislative body.

Section 2

Service Specifications

Section 2 Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Department of Public Safety is responsible for the administration of eight correctional facilities throughout the state. There are five Community Correctional Centers: two on Oahu and three on the neighbor islands. The Women's Community Correctional Center (WCCC) is the only state operated facility on Oahu that provides custodial care for sentenced female offenders. There are about 270 female offenders under the jurisdiction of WCCC.

Currently, WCCC has a 50-bed intensive therapeutic community in Kaala Housing. The Department is seeking to provide gender responsive, evidence based treatment services to the current and future participants of this therapeutic community. WCCC also houses an average of 15 participants in the Bridge program (Work Furlough Substance Abuse Reintegration Program). It is preferred that upon completion of the therapeutic community program, the inmates will transition into the Bridge Program or other contracted program for reintegration services to the community.

B. Planning activities conducted in preparation for this RFP

Pursuant to HAR, Chapter 3-142-202(e), the requirement for a request for information has been waived by the Head of Purchasing Agency on the on the basis that:

1. The scope of services has not changed.
2. The target population has not changed.

C. Description of the service goals

PSD believes that people have the power and ability to change, grow, and overcome past negative experiences and behavior. We believe this can be accomplished by creating a healing environment that incorporates evidence based practices to address criminality and by providing gender-responsive services. A non-threatening program environment will provide the opportunity for the female offenders to make choices in order to change their lives and become productive individuals in the community.

The goals of treatment services are to identify and target the top three criminogenic needs, promote self-sufficiency, a drug free lifestyle and to develop necessary skills for prosocial independent living. The therapeutic approach must focus on gender responsive issues, cognitive restructuring, prosocial skill building, developing personal responsibility,

and relapse prevention, all delivered in a manner that is gender appropriate utilizing the therapeutic community model. Treatment services will include (but not limited to) assessment services including utilization of an instrument that measures risk of re-offending, treatment planning, documentation, case management, individual counseling, group therapy, education, specialized services, referral/discharge planning, aftercare services, job development, family therapy, education services, domestic violence and sexual abuse intervention services.

The mission of the service provider must be similar to the Department of Public Safety's which is to create an environment which empowers women offenders to realize that they can strive for the highest goals with the power to make choices that will result in dignified self determination in the transition back to their community. Provider must state a commitment to the Department's operating principles in work with female offenders, and:

- Create a safe, trusting and supportive women-focused environment in which the healing process can begin.
- Assess substance abuse, responsivity, and other individual needs of the female offenders.
- Treat women in the least restrictive programming environment possible where level of security is dependent upon both treatment needs and concerns for public safety.
- Provide cognitive behavioral treatment utilizing a recognized curriculum that addresses criminal behavior and include role modeling, role playing, and skill building sessions in each session.
- Assist women offenders so they experience healthy relationships with correctional staff, each other, and their families to establish a strong sense of connection.
- Provide a continuum of care that connects women offenders to positive mentors and the community and allows for successful reintegration after serving their sentences.
- Provide programs that will provide for development of skills for employment in both traditional and nontraditional settings.
- Provide holistic treatment and programming and build on women's strengths to promote self-reliance.
- Provide adequate support systems, which are a shared responsibility by government and the community to foster independence and self-reliance.
- Provide program staff training in service delivery that is gender-responsive and culturally appropriate, with a focus on providing consistency in an environment free of physical, emotional and

sexual harassment. Staff provides positive interaction and role modeling for the women.

D. Description of the target population to be served

The target population is the sentenced-felon female offenders enrolled in the Women's Community Correctional Center (WCCC), Therapeutic Community Program's Special Housing Unit. The Therapeutic Community Program is a 9 – 12 months program, average length of participation is 10 months. Upon completion of the therapeutic community program, the offenders may transition into the Bridge Substance Abuse Work Furlough Program or a contracted community residential work furlough program.

E. Geographic coverage of service

Residential Services will be provided at the Women's Community Correctional Center on the island of Oahu and aftercare services at the service provider's treatment office.

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

The funding amount for this service is estimated at \$422,000.00 for the first year of the contract, and \$422,000.00 for the second year of the contract for the twenty-four (24) month period commencing on the date indicated on the Notice to Proceed. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

2.2 Contract Monitoring and Evaluation

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

- (1) Performance Measures (Refer to Section 2, "4. Output and performance/outcome measurements.")
- (2) Output Measures (Refer to Section 2, "4. Output and performance/outcome measurements.")
- (3) Quality of Services (Refer to Section 2, "3. Quality assurance and evaluation specifications.")
- (4) Financial Management (Refer to Section 2, "7. Reporting requirements for Program and fiscal data.")
- (5) Administrative Requirements (Refer to Section 2, "2. Administrative.")

2.3 General Requirements

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

1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.

2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict of interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
6. To 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:
 - a. 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 services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
7. Service provider shall demonstrate a working knowledge of Therapeutic Communities, and how they differ from Treatment Programs.
8. The following matrix indicates the professional certificates and/or licensing required for the provider's staff members.

Staffing	Education	Experience	Caseload
Supervisor	Certified SAC	5 years	1:5
Senior Counselor	Certified SAC	2 years	1:10 up to 1:16
Counselor	Certified SAC	2 years	1:10 up to 1:16
Counselor	Certified SAC	2 years	1:10 up to 1:16
Vocational Rehabilitation Specialist	Certified VC, Masters	3 years	1:15
Family Therapist	LCSW, MA/MFT. LSW	3 years of Family Therapy	1:6

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases:

There are no planned secondary purchasers; however, after-the-fact secondary purchases will be allowed.

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:

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)

Service provider must include a complete description of services and activities proposed to provide a comprehensive program for offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

1. Screening

Department of Public Safety staff will complete initial substance abuse screening to determine level of treatment required. A criminal risk assessment will also be conducted by the Department and provided to the Service provider.

2. Assessment services

Service provider will provide substance abuse assessments to new admissions into the TC Program. Service Provider will use risk and substance abuse screening instruments completed by the Department and other appropriate instruments to assess substance abuse, responsivity, and other needs of the individual.

3. Treatment Planning

The service provider will create a treatment plan with the client, specific to her needs, based on the assessment instruments results. The Treatment Plan will include, but not be limited to:

- Top three criminogenic areas to be addressed,
- Long term goal for treatment,
- Short term goals to address each problem area,
- Strengths possessed by client that will assist in achieving these goals,
- Objectives for each problem area listed,
- Specific strategies to be used to achieve the objectives,
- Target dates for achievement of each strategy,
- Quarterly treatment plan reviews or sooner if changes are necessary.

4. Documentation

Service provider will ensure that the following documents are kept up to date in each client's file:

- Client's Screening documents,
- Intake documents including signed Consents to Treatment, Contracts for Behavior, and appropriate Consents to Release Confidential Information,
- Client's Assessment documents,
- Treatment Plan and Reviews,
- Treatment Plan Updates,
- Weekly Progress Notes in DAP format, referencing treatment plan Goals,
- Treatment Activities Log,
- Discharge summaries including prognosis and recommendations,
- Any other required documentation as determined by facility staff.

5. Case Management

Service provider will participate in regular meetings with members of the facility team in order to insure appropriate treatment is being provided, and services are being coordinated properly.

Service provider will be asked to attend Parole Board meetings, or other meetings that relate to the treatment of the offenders and the development of programs. Service provider shall assist facility staff with data collection and reports when necessary.

6. Individual Counseling

Service provider will conduct individual counseling sessions with offenders as per the offender's treatment plan regarding criminogenic needs, substance abuse and other identified problem areas. Frequency will vary depending upon the individual offender's needs.

7. Cognitive Behavioral Group

Service provider will conduct CBT Groups with clients.

Provider shall utilize a cognitive-behavioral curriculum that addresses the interaction of criminal thinking and drug abuse using a group treatment format. The curriculum shall offer a method that allows participants to explore and correct their thinking errors, learn new coping behaviors, and rehearse and practice these new behaviors and attitudes for optimal skill development. The provider shall offer a relapse prevention component to the treatment program that includes education, rehearsal and practice of relapse prevention skills.

Class time shall be structured as below:

25% of time shall be spent in teaching the lessons.

25% of time shall be spent in review of the lessons.

50% of time shall be spent in practice and rehearsal of new skills learned from the lessons.

8. Recreation

Department of Public Safety staff will be responsible for recreational activities.

9. Physical Health

Service provider will assist each client with setting personal health goals and will participate in motivating, supporting, and encouraging each individual to meet her goals in a safe, healthy way. This may include developing an exercise plan, instituting a stress management routine, exploring dietary concerns, improving hygiene, and seeking health care from the facility as appropriate.

10. Special Services

Due to the range of abuse, neglect and trauma the women of this population have experienced; specialized services may be needed to include in an offender's treatment plan. As many of the issues are inter-related, these services will need to be carefully coordinated so as not to overwhelm the client.

11. Referral and Discharge Planning

Service provider will assist the offender with Discharge Planning that will include identification of Aftercare support, 12 Step or other community sources of support, counseling resources for ongoing family or other therapy, and referrals as appropriate. Each Discharge Plan will include a minimum amount of time in Aftercare, after which the client will receive her Clinical Discharge.

12. Aftercare Services

Service provider will insure that Aftercare support is available to inmates who have completed treatment programs and are living independently in the community. Aftercare support will include weekly group sessions, and/or individual sessions, which

will be conducted at the service provider's treatment office. Service provider will complete monthly Progress Reports and a Discharge Summary for each offender.

13. Job Development

- Provide classes for inmates as needed to help address the disabilities that were identified in the educational assessments.
- Provide Life Skills training in areas necessary for inmates to be successful in seeking and maintaining employment. These skills include resume development, interviewing skills, problem solving, stress management, and goal setting.
- Assist facility staff with pre-parole planning, so as to ensure that the offender's parole plan is supportive of her success and sobriety.

14. Family Therapy and Educational Services

Each offender will need to identify her goals for reunification with family, or resolution of family issues that may hinder her recovery. Understanding that for many women, these issues may take many years of work in order to heal, the Service provider will assist each woman with setting appropriate and healthy goals to address her family issues in a realistic time frame. These services will include but not be limited to:

- Family therapy and educational services (family systems dynamics, dysfunctional families, healthy families, domestic violence, anger/stress management, etc.)
- Helping family members address issues which may include but not limited to difficulties around the recovery process, abandonment and neglect, abuse, inappropriate or ineffective communications, marital and sibling dyad, grief and loss issues, unresolved family or individual issues including childhood trauma.
- Family integration and support addressed individually and in-group sessions to assist in providing the appropriate support for inmates when they are released on parole.
- Delivery of services by the Service provider will be conducted at the service provider's treatment office for inmates on furlough status and at the Women's Community Correctional Center.
- Monitor inmate's compliance with their family treatment plan with facility staff so that they may coordinate their treatment activities with other treatment plans. Meet at least weekly with facility staff to review offender's progress.

15. Domestic Violence and Sexual Abuse Intervention Services

Since a large percentage of the offenders in this population will have issues of sexual abuse either as children or adults, Service provider needs to provide services to address these issues in a way that is sensitive, safe, and therapeutically sound. This may include individual and/or group work, and other appropriate therapeutic methods. Domestic violence was a lifestyle for many of these offenders. Service provider shall ensure delivery of services that will assist the offender in learning to recognize their patterns of abusive relationships, develop skills and behaviors to support making the necessary changes, and take responsibility for taking action using these skills.

Services to victims of domestic violence and sexual abuse shall include but not be limited to any or all of the following: support counseling; preparation of restraining orders; assistance with other court related services; information and referral services regarding legal, criminal justice and other issues in domestic violence; legal assistance to include representation, preparation of temporary restraining orders and other related court actions; crisis counseling, outreach services, case management, safety planning, legal services, child care; and parenting programs. Services must include a component to address the safety of the victim.

B. Management Requirements

1. Personnel

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

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider shall not hire 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). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

Applicant and all staff providing services shall successfully complete PSD's Volincor Training. If a Volincor Training date is not available before the contract is in place, Volincor Training should be completed as soon as possible. Applicant would need to coordinate the Volincor Training dates/times with PSD.

Applicant shall train all staff in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable PSD Policies and Procedures, Federal, State and County rules and laws.

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.

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, PSD's 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

Service provider shall provide a detailed description of its qualifications, experience and track record in providing social and residential services to the community in general and offender populations specifically. This section shall include:

- a. Resumes of the service provider's executive staff.
- b. List of experience as a service provider operating a residential program.
- c. List of experience as service provider providing services to offenders.
- d. List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts.
- e. Success service provider has had in recruiting and retaining quality staff.

- f. Service provider's current financial statement and any financial audits completed in the last three years.

4. Output and performance/outcome measurements

- a. Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b. Percent of participants who remain substance free during their entire length of participation in the program.
- c. Percent of participants who successfully transition to the Bridge or other Work Furlough Program.

5. Experience

Refer to Section 2.3 (A.) – General Requirements.

6. Coordination of services

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

7. Reporting requirements for program and fiscal data

- a. Total number of offenders admitted into the program.
- b. Number of offenders admitted to each service component.
- c. Number of offenders completing each service component.
- d. Number of offenders dropping out of each service component.
- e. Number of offenders terminated from each service component due to positive urinalysis test, misconducts, etc.
- f. Number of offenders completing the program.

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of inmates they are treating for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a. Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Program Manager.
- b. 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:

- The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - A signature sheet signed by residents that attended each session.
 - For absent residents, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by service provider as to accuracy and authenticity.
- c. Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d. Quarterly line item expenditure reports, in a format to be approved by department, no later than 30 days after the close of each fiscal quarter.
- e. Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

The applicant shall provide a description of its facilities for aftercare purposes and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

2.5 COMPENSATION AND METHOD OF PAYMENT

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

Proposals must include a description of how each component will be integrated into the treatment services and a description of the community resources which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable, as well as the estimated number of units to be provided. Refer to Section 3.5 Pricing Structure.

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

Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

B. Experience

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

1. List of experience as an agency providing substance abuse programs;
2. List of experience as an agency providing services to offenders and their families;
3. List of contracts performed for the Department of Public Safety, if applicable;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.
7. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
8. To 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:
 - a. 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 services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.

9. Service provider shall demonstrate a working knowledge of Therapeutic Communities, and how they differ from Treatment Programs.
10. Applicant shall demonstrate that all current staff meets experience requirements of the following matrix indicating the professional certificates and/or licensing required for the provider's staff members.

Staffing	Education	Experience	Caseload
Supervisor	Certified SAC	5 years	1:5
Senior Counselor	Certified SAC	2 years	1:10 up to 1:16
Counselor	Certified SAC	2 years	1:10 up to 1:16
Counselor	Certified SAC	2 years	1:10 up to 1:16
Vocational Rehabilitation Specialist	Certified VC, Masters	3 years	1:15
Family Therapist	LCSW, MA/MFT. LSW	3 years of Family Therapy	1:6

C. Quality Assurance and Evaluation

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 PSD in regards to quality assurance and evaluation specifications. The contracting office or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The contracting office 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 contracting office 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 contracting office 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.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how

the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

- a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.
- b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

Applicant shall employ staff that is suitable for working 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 utilized by the Applicant or sub-contractor for the services. All staff, including employees or subcontractors, providing services shall first be pre-approved by PSD. If Applicant desires to include staff with a criminal history, the Applicant shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

Applicant and all staff providing services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff.

Applicant shall train all staff in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable PSD Policies and Procedures, Federal, State and County rules and laws.

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. Project Organization

1. Supervision and Training

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

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

2. 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.

3. Subcontractors

If subcontractors are to be used, a statement from each subcontractor must be included, signed by an individual authorized to legally bind the subcontractor and stating:

- 1) Subcontractor's name, mailing address, telephone number, fax number, and contact person
- 2) General scope of work to be performed by the subcontractor, and
- 3) Subcontractor's willingness to perform the work indicated
- 4) Subcontractor's qualifications and past experience

3.4 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 4. - 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 a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

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

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, PSD's 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.

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

Units of service and unit rate

- Unit cost for assessments
- Unit cost for treatment planning
- Unit cost for substance abuse education classes
- Unit cost for group counseling
- Unit cost for individual counseling
- Unit cost for case management
- Unit cost for aftercare services

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205
 SPO-H-205A
 SPO-H-206A
 SPO-H-206B
 SPO-H-206F

B. Other Financial Related Materials

Accounting System: To determine the adequacy of the Applicant's accounting system, the following documents are requested as part of the Proposal Application:

1. Applicant's current financial statement and any financial audits completed in the last three (3) years.

3.6 Other

A. Litigation

The applicant shall disclose 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>	
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

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:

- | | |
|---|--------------------|
| A. Necessary Skills | <u>4pts</u> |
| <ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. | |
| B. Experience | <u>4pts</u> |
| <ul style="list-style-type: none"> • Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application. • One (1) year experience | |
| C. Quality Assurance and Evaluation | <u>4pts</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>4pts</u> |
| <ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. | |
| E. Facilities | <u>4pts</u> |
| <ul style="list-style-type: none"> • Adequacy of facilities relative to the proposed services. | |

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing (9 points maximum)

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 3pts
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 3pts
- Subcontractors qualifications and past experience. 3pts

B. Project Organization (6 points maximum)

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

3. Service Delivery (55 Points maximum)

- Program Philosophy; 2pts
- Program Components; 2pts
- Description of case management services, including record-keeping and report writing methods; 17pts
- Description of how the range of services, including elements and methods will be provided for all of the required services; 16pts

- Description of how agency will provide services to a fluctuating population with changing needs; 11pts
- Flexibility of programs; and 2pts
- Description of on-site supervision of offenders. 5pts

3. Financial (10 Points)

A. Pricing Structure (10 Points maximum)

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

Units of service and unit rate

- Unit cost for assessments
- Unit cost for treatment planning
- Unit cost for substance abuse education classes
- Unit cost for group counseling
- Unit cost for individual counseling
- Unit cost for case management
- Unit cost for aftercare services

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application as available on the State Procurement Office Website <http://spo.hawaii.gov/all-forms/>.

SPO-H-205
SPO-H-205A
SPO-H-206A
SPO-H-206B
SPO-H-206F

B. Other Financial Related Materials

2. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application:

1. Applicant's current financial statement and any financial audits completed in the last three (3) years.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5
Attachments

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

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 16-CPS/SA-12

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 at <http://spo.hawaii.gov/all-forms/>.

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)			X	
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
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	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	
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