

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

## **Addendum B**

December 4, 2015

to

## **Request for Proposals RFP No.: PSD 16-CPS/SA-12**

**Residential Treatment Services For Female  
Offenders**

December 4, 2015  
**ADDENDUM NO. B**

To

**REQUEST FOR PROPOSALS**  
**RFP No.: PSD 16-CPS/SA-12**  
**Residential Treatment Services For Female Offenders**

The Department of Public Safety, Corrections Program Services Division, Substance Abuse Services Office is issuing this addendum to RFP Number PSD 16-CPS/SA-12, Residential Treatment Services For Female Offenders for the purposes of:

- Responding to questions that were still pending as of the Addendum A issued November 30, 2015, of the 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 <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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**Responses to Question Raised by Applicants  
For RFP No.: PSD 16-CPS/SA-12, Residential Treatment Services For  
Female Offenders**

\*Questions are numbered in accordance with Addendum A dated November 30, 2015, in which the responses for the below questions stated "*To be answered in a future addendum by 12/4/2015.*"

Question No. 6: Just to confirm if this solicitation is a fee for service will letter "b" on page 2-11 related to "expenditure reports" and letter "d" on page 2-12 related to "quarterly expenditure reports" be omitted?

*Response No. 6: This solicitation is a "fee for service" solicitation.*

*Monthly expenditure reports and quarterly expenditure reports are omitted from this Request for Proposals. However, monthly reports to the Department detailing its operational activities, progress and problems, and the Attendance Sheet attachment are still required.*

*Page 2-12, Section 2, 2.4 Scope of Work, B. Management Requirements, Item b. is amended.*

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.

*Page 2-12, Section 2, 2.4 Scope of Work, B. Management Requirements, Item d. is **deleted**.*

~~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.~~

Question No. 8: What space is available in Kaala Housing for vendor staff offices (i.e. number of office spaces) and client hard copy records storage? Will there be consideration for use of electronic health records (i.e. use of laptop and hotspot by vendor staff to access internet based electronic health records)?

*Response No. 8: The facility will accommodate as best as possible, but there may be limitations in space.*

*Regarding use of electronic health records via laptop and hotspot by vendor staff to access internet based electronic health records, the response is no.*

Question No. 9: Does the \$422,000.00 per year for this solicitation include operating expenses for Kaala Housing inmates (i.e. electricity, water, meals, etc.) or is this designated amount mainly for the 6 specified staff to provide treatment services?

*Response No. 9: The \$422,000 per fiscal year will be solely for services provided as described in the Request for Proposals.*

Question No. 10: If the contract is a fee for services must we report the following?

On page 2-11 7b. It states that monthly reports detailing expenditures and operational activities must be submitted to the Department.

*Response No. 10: See Response No. 6*

Question No. 11: On page 2-12 7d. It states that a quarterly line item expenditure report must be submitted no later than 30 days after the close of each fiscal quarter.

*Response No. 11: See Response No. 6*

Question No. 12: Will there be a unit rate allowed for the job development listed on page 2-8?

*Response No. 12: Job development shall be omitted from this Request for Proposals.*

*Page 2-8, Section 2, 2.4 Scope of Work, A. Service Activities, #13. Job Development is **deleted** from the Request for Proposals No. PSD 16-CPS/SA-12.*

**~~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.~~

*Therefore no unit rate allowed for job development.*

Question No. 13: Will performance outcomes measurements be submitted electronically? Page 2-11, 4.

*Response No. 13: For the performance outcomes measurements, electronic submittal shall be optional.*