

State of Hawaii
Department of Public Safety
Corrections Program Services Division
Substance Abuse Services Branch

Request for Proposals

RFP No. : PSD 16-CPS/SA-37

Outpatient & Continuing Care
Substance Abuse Treatment
for
Male and Female Offenders Statewide

Date Issued: May 3, 2016

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 3, 2016

REQUEST FOR PROPOSALS

Outpatient & Continuing Care Substance Abuse Treatment for Male and Female Offenders Statewide RFP No. PSD 16-CPS/SA-37

Department of Public Safety (PSD), Corrections Program Services Division's Substance Abuse Services Branch, is requesting proposals from qualified Applicants to provide Outpatient and Continuing Care substance abuse treatment for male and female offenders incarcerated at the Maui Community Correctional Center (MCCC) on the island of Maui, Kauai Community Correctional Center (KCCC) on the island of Kauai, Kulani Correctional Facility (KCF) on the island of Hawaii, Halawa Correctional Facility (HCF) and Waiawa Correctional Facility (WCF) on the island of Oahu. MCCC, KCCC, KCF, HCF or WCF Case Managers will make referrals to the Service Provider for Outpatient and Continuing Care substance abuse treatment.

The contract term will be from July 1, 2016 through June 30, 2017, with the option to extend for two additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. A single contract will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before June 6, 2016, and received no later than 10 calendar days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on June 6, 2016, at the drop-off sites 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 will conduct a non-mandatory orientation on May 9, 2016, 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 (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. All written questions will receive a written response from the State on or about May 12, 2016.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto or Shelley Kohashikawa at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1215, fax: (808) 587-1244 or e-mail at 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 **June 6, 2016** 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:](mailto:marc.s.yamamoto@hawaii.gov)
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 6, 2016. 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 6, 2016.

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)	May 3, 2016
Distribution of RFP	May 3, 2016
RFP orientation session	May 9, 2016
Closing date for submission of written questions for written responses	May 12, 2016
State purchasing agency's response to applicants' written questions	May 17, 2016
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	June 6, 2016
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	June 7 to June 16, 2016
Provider selection	June 17, 2016
Notice of statement of findings and decision	June 20, 2016
Contract start date	July 1, 2016

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://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf
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, Substance Abuse Administrator
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: May 9, 2016 **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: May 12, 2016 **Time:** 4:30 p.m., HST

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

May 17, 2016

Date: _____

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.

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.

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, Sub-Contractor(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 Sub-Contractor(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 following are the four jails managed by the Department of Public Safety (PSD) statewide: Hawaii Community Correctional Center (HCCC), Maui Community Correctional Center (MCCC), Kauai Community Correctional Center (KCCC), and Oahu Community Correctional Center (OCCC). The following are the four prisons managed by the PSD statewide: Halawa Correctional Facility (HCF), Waiawa Correctional Facility (WCF), Women's Community Correctional Center (WCCC), and Kulani Correctional Facility (KCF).

PSD's Corrections Program Services (CPS) Division's Substance Abuse (SA) Services Branch believes that offenders have the power and ability to change, grow, and overcome past negative experiences and behavior. PSD's CPS Division's SA Services Branch believes that this can be accomplished by incorporating evidence-based practices to address substance abuse treatment for offenders.

PSD's CPS Division's SA Services Branch, needs a Provider to provide Outpatient and Continuing Care Substance Abuse Treatment for male and female offenders incarcerated at MCCC on the island of Maui, KCCC on the island of Kauai, KCF on the island of Hawaii, HCF and WCF on the island of Oahu.

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 goals of Outpatient and Aftercare substance abuse treatment for the male and female offenders transitioning from PSD's correctional facilities back into society are the following:

- To provide a substance abuse free lifestyle
- To promote self-sufficiency,
- To develop and identify the necessary skills for prosocial relationships; and
- To reduce the rate of recidivism

D. Description of the target population to be served

The target population consists of male and female offenders who have been identified as needing Outpatient or Continuing Care substance abuse treatment. MCCC, KCCC, KCF, HCF, or WCF Case Managers will refer these target groups of offenders who are nearing the end of their commitment time frame, so that Outpatient or Continuing Care treatment can be provided prior to release and their transition into the community.

E. Geographic coverage of service

Outpatient and Continuing Care Substance Abuse Treatment for male and female offenders shall be provided to male and female offenders incarcerated at the MCCC on the island of Maui, KCCC on the island of Kauai, KCF on the island of Hawaii, HCF and WCF on the island of Oahu.

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

Funding available for services under this RFP is approximately \$302,790 for fiscal year 2017 and \$302,790 for fiscal year 2018.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

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

- 1. 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. If a non-profit corporation, Provider must have a governing board whose members have no material conflict or interest and serve without compensation.
- 2. 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.

3. Provider must have a minimum of one year of successful experience in dealing with offenders and their families. To those Providers 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.
4. Provider shall demonstrate a working knowledge of providing substance abuse treatment.
5. Provider shall comply with Hawaii Administrative Rule Title 11, Chapter 175, Mental Health and Substance Abuse System.
6. Provider shall provide copies of any applicable accreditations (i.e. Commission on Accreditation of Rehabilitation Facilities, etc.), licensures, (i.e. Office of Health Care Assurance, etc.), or certificates, related to the contracted services.
7. Provider shall maintain by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
8. If applicable, the Provider's facilities shall meet ADA requirements as applicable, and provide special equipment that may be required for the services.

B. Secondary purchaser participation

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

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:

Criteria for multiple awards: Not applicable.

E. Single or multi-term contracts to be awarded

(Refer to HAR §3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial term of contract: July 1, 2016 to June 30, 2017

Length of each extension: Twelve months

Number of possible extensions: Two

Maximum length of contract: Three years

The initial period shall commence on July 1, 2016 or the start date on the Notice to Proceed

Conditions for extension: Extensions are subject to: the availability of funds beyond June 30, 2017; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto
Department of Public Safety - Administrative Services Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone (808) 587-1215 Fax (808) 587-1244
E-mail: marc.s.yamamoto@hawaii.gov

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)

Provider shall provide OP and Continuing Care Substance Abuse Treatment for the

male and female offenders incarcerated at the Maui Community Correctional Center (MCCC) on the island of Maui, Kauai Community Correctional Center (KCCC) on the island of Kauai, Kulani Correctional Facility (KCF) on the island of Hawaii, Halawa Correctional Facility (HCF) and Waiawa Correctional Facility (WCF) on the island of Oahu, unless the Provider presents to PSD, justifiable reason that an offender should not be accepted into the program. The Department of Public Safety (PSD) shall have the final decision as to whether an offender shall continue to receive treatment services or be terminated from receiving treatment services.

Provider shall endeavor to accept into treatment those offenders who are nearing their parole hearings so that the offender can be paroled shortly after completing treatment. It should be noted that offender should be accepted into treatment at a maximum of 24 months prior to his tentative parole date so that he/she may complete all components of the continuum of care for his/her treatment. (This is to include outpatient and aftercare.)

Curriculum: Provider shall utilize cognitive-behavioral therapy curriculum. The curriculum shall offer a method that allows offenders to explore and correct their thinking errors, learn new coping behaviors, and rehearse and practice these new behaviors and attitudes for optimal skill development.

(Note: available curriculums to consider are Residential Substance Abuse Program, by the Change Companies, used by the Federal Bureau of Prisons, © 2004; Thinking for a Change version 3.1, by Federal Bureau of Prisons, National Institute of Corrections, © 2011; Criminal Conduct and Substance Abuse Treatment, by Kenneth W. Wanberg, Ph.D. and Harvey B. Milkman, Ph.D., © 1998; Differential Substance Abuse Treatment System (DSAT), by the Maine Office of Substance Abuse, © 1999; Substance Abuse Treatment Programs, by Federal Bureau of Prisons, National Institute of Corrections, © 1989; Aggression Replacement Therapy, by Barry Glick, Ph.D., © 1996; Choices, Changes, and Challenges, by Pacific Educational Services; Moving On Curriculum: A Program for Criminal Justice Involved Women, By Marilyn Van Dieten, Ph.D. and Patti MacKenna., M.A.) Another resource to utilize to find a cognitive-behavioral program that addresses both criminal conduct and substance abuse is the Cognitive-Behavioral Programs: A Resource Guide to Existing Services, by Marilyn Van Dieten, Ph.D. for the Federal Bureau of Prisons, National Institute of Corrections (TA#97-S9003).

Provider may refer to the National Institute of Corrections (i.e. <http://static.nicic.gov/Library/021657.pdf>) for related information.

Provider shall list and provide copies of all curriculum that will

be utilized in providing substance abuse treatment or continuing care (recovery support) service. PSD shall approve all curriculum.

Provider shall provide at least sixteen (16) open-ended groups that operate on an on-going basis throughout the year at various correctional facilities statewide. The groups shall be designed to be “open-ended” in order for offenders to begin treatment according to their individual availability and eligibility without having to wait for a new group to begin.

Provider shall specify the proposed group facilitator/offender ratio for weekly groups.

Depending on offender availability and the size of the meeting/classroom space, the basic format for the groups is as follows:

- Groups shall be offered either during daytime or evening hours, Monday through Saturday, during hours that do not interfere with other correctional facility priorities.
- Groups shall be conducted in the learning center or other available facility spaces.

1. Assessment & Treatment Planning:

Provider shall ensure that all intake documents (e.g. Consents to Treatment, Consents to Release Confidential Information, etc.) are completed, signed, and filed in each offender’s record/file/chart.

PSD staff shall complete the initial substance abuse screening to determine level of treatment required. A MCCC, KCCC, KCF, HCF or WCF Case Manager shall provide the Provider the initial copy of the Level of Service Inventory-Revised (LSI-R) risk assessment if available.

Provider shall provide substance abuse assessments to new admissions. Provider shall use risk and substance abuse screening instruments completed by the Department of Public Safety and other appropriate instruments/tools to assess substance abuse, responsibility, and other needs of the individual. Provider shall list and clearly explain how it will utilize intake documents, screening and assessment instruments/tools. PSD shall approve all intake documents, screening and assessment instruments/tools to be utilized by Provider.

The Provider may discuss the offender’s correctional facility file with the offender’s assigned MCCC, KCCC, KCF, HCF or WCF Case Manager, for any additional information that may contribute to the assessment or formation of the offender’s treatment plan. Information gathered in the assessment shall be used to develop a treatment plan. Provider shall *openly communicate* with the offender’s assigned MCCC, KCCC, KCF, HCF or WCF Case Manager.

Individualized treatment plans shall be developed for all offenders. Provider shall be prepare treatment plans **within fourteen (14) working days of the completion of the Screening and Assessment process**. The offender shall be included in the development of their treatment plan, which becomes part of their treatment record/file/chart.

Treatment plans shall include, but not be limited to the following:

- Top 3 criminogenic needs to be addressed.
- Specified treatment services and dosage of treatment (e.g., group counseling, individual counseling, family/couples counseling,
- Specify treatment of services that need to be referred and provided by WCCC, such as medical/mental health, etc.
- Projected length of time in treatment
- Short term goals to address criminogenic needs, etc.
- Long term goals for treatment, criminogenic needs, transition needs, etc.
- Measurement of an offender's progress in treatment.
- Strengths possessed that will assist in achieving the set goals
- Objectives for each problem listed on treatment plan
- Specific strategies to be used to achieve the objectives
- Target and completion dates for achievement of each strategy

Provider shall develop treatment phases that document measurable and observable changes in the offender's attitudes and behaviors, and document this in the offender's progress notes. Provider shall complete behavioral contract(s) and record/file it for offenders as needed.

At a minimum, Provider shall quarterly (**or as needed**) review and update the offender's treatment plan as the offender progresses through the substance abuse treatment programming.

Provider shall assist and support offenders in developing their skills. Provider shall complete progress notes documenting all activities with the offender.

Provider shall provide monthly (or as requested by the MCCC, KCCC, KCF, HCF or WCF Case Manager) written progress reports to the offender's assigned MCCC, KCCC, KCF, HCF or WCF Case Manager.

Provider shall assist the offender with Discharge Planning that will include identification of Continuing Care (recovery support) service, counseling resources for ongoing family or other therapy, and referrals as appropriate. Each Discharge Plan will include a minimum amount of time in Continuing Care after which the offender may receive a Clinical Discharge.

2. Outpatient Treatment:

- a. **Individual Counseling** shall provide the utilization of special skills by a clinician to assist offenders and/or their families/significant others in achieving treatment objectives through the exploration of alcohol and other substance abuse issues (e.g. addiction, etc.) and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, or discussing didactic materials with regard to substance abuse related issues. The Provider shall conduct individual counseling session for each participating offenders at each phase increment or when necessary as dictated by the counselor or when requested by the offenders. The recommended session length should be about fifteen (15) minutes, and no more than one (1) hour. Individual Counseling shall occur once a month. Some offenders may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. Individual counseling sessions may be provided to deal with issues not appropriate for the group setting.

- b. **Group: Skill, Educational**
Group Counseling shall provide the utilization of special skills by Provider's staff to assist two or more individuals and/or their families/significant others in achieving treatment objectives through the exploration of substance abuse issues (e.g. addiction, etc.) and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, and/or discussing didactic materials with regard to substance abuse related problems.

It is recommended that each offender attend a minimum of two (2) group sessions per week, for up to two (2) hours per session for a minimum of sixteen (16) weeks, thus allowing the offender to receive up to 96 hours (maximum).

- 1.) **Skills/Process Group** shall provide activities to develop a range of skills to help maximize an offender's community integration and independent living. The essential aspect of these groups is that the offender is taught via demonstrations, role playing, modeling, and practice, how to do something that requires a skill.

The skills taught can be divided into daily living skills (e.g. managing money, exercise plan, food preparation, dietary concerns, improving hygiene, health care, accessing information directories, looking for a place to live, etc.), inter-personal skills (e.g. appropriate assertiveness, stress management, ability to give positive reinforcement) or job-related skills (e.g. managing work, etc.). **Offenders shall not facilitate Skill groups.**

- 2.) **Educational Group** shall have as their primary objective the provision of information by the counselor concerning alcohol and other drugs and available services and resources. These groups tend to be didactic with a specified curriculum as the foundation for the session. Education involves a two-way

communication with the group for purpose of affecting attitude, behavior, social skills, life skills, decision-making, refusal skills, and judgment.

Educational groups may include such topics as trauma informed care, domestic violence, anger/stress management groups.

Educational group 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.

3.) Family/Couple Counseling:

Provider shall assist families/couples in achieving objectives through the exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions, and decision-making.

The family or couple may involve parents, children, partners or other significant others (e.g. aunts, uncles, foster parents, etc.).

These services shall include but not be limited to:

- Family therapy and educational services (family systems dynamics, healthy marriages, parenting skills, etc.)
- Helping family members address issues difficulties around the recovery process, inappropriate or ineffective communications (e.g. setting healthy boundaries, letting go of unhealthy loyalties, etc.)

3. Continuing Care:

Provider shall provide continuing care services for the purpose of maintaining gains established in substance abuse treatment and in support of the recovery process.

Continuing Care (recovery support) services consist of individual or group counseling for the purpose of relapse prevention. **Up to two (2) hours (in any combination) of individual or group activities may be scheduled with each offender weekly.**

Maximum length of stay in Continuing Care shall be 6 months.

- a. **Individual Counseling** shall provide the utilization of special skills by a clinician to assist offenders and/or their families/significant others in achieving treatment objectives through the exploration of alcohol and other substance abuse issues (e.g. addiction, etc.) and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, or discussing didactic materials with regard to substance abuse related issues. The Provider shall conduct individual counseling session for each participating offenders at each phase increment or

when necessary as dictated by the counselor or when requested by the offenders. The recommended session length should be about fifteen (15) minutes, and no more than one (1) hour. Individual Counseling shall occur once a month. Some offenders may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. Individual counseling sessions may be provided to deal with issues not appropriate for the group setting.

- b. **Group Counseling** shall provide the utilization of special skills by Provider's staff to assist two or more individuals and/or their families/significant others in achieving treatment objectives through the exploration of substance abuse issues (e.g. addiction, etc.) and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, and/or discussing didactic materials with regard to substance abuse related problems

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

1. Personnel

- a. Provider and/or Sub-Contractor shall notify each of its employees as well as employees of any Sub-Contractors, who provide services to any person committed to the custody of the Director of PSD 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 Provider and any Sub-Contractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any Sub-Contractors' 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 PSD, the Provider shall employ staff that is suitable to deal with these offenders. 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 PSD. PSD will review and agree to the employment of the Provider's staff and Sub-providers, in writing. Any changes to staff and Sub-Contractors shall be agreed in writing, by PSD.

- b. Provider 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 shall complete the training as soon

as possible. Provider shall coordinate the Volincor Training dates/times with PSD.

- c. Provider shall train all staff in inmate/offender confidentiality issues and program quality assurance requirements.
- d. Provider shall comply with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD.
- e. Provider shall understand and comply with 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 Provider, its staff, and Sub-Contractor 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 Provider, its staff, and Sub-Contractor's compliance with the PREA Standards.

If the Provider meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Applicant, its staff, and Sub-Contractors 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 Provider who meets the definition of a community confinement facility.

2. **Administrative**

- a. Provider shall operate their program in accordance with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD
- b. Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

- c. Provider 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.).
- d. Provider shall maintain and show proof of a liability insurance policy of at least two million dollars.
- e. Provider and/or Sub-Contractor shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the offenders committed to the custody of the Director of PSD.
- f. Provider shall coordinate program activities, appointments and interviews with correctional case managers, security staff, other correctional staff, parole officers, etc.
- g. Provider shall supervise, train, and provide administrative direction relative to the delivery of substance abuse treatment and recovery support service.
- h. Provider shall immediately report of any knowledge of criminal activity by an offender, whether potential or actual, to the PSD.
- i. Provider shall submit a copy of its operating policies and procedures to PSD when requested. The copy is to be provided at the Provider's expense.
- j. As ruled by the Office of Information Practices, PSD may withhold from inspection by the offenders or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Provider, unless instructed otherwise by the Department of the Attorney General. Whenever the Provider is requested by the offenders or his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the offenders, his/her family, or his attorney, the Provider shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Provider shall notify the contracting officer, that such a request was made. The Provider shall not release such reports directly to the offenders or to any party representing the offenders. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.
- k. Provider shall allow the appropriate agency's (i.e. PSD, HPA, Office of Youth Services, Attorney General, and Judiciary) staff to use the Correctional Program Checklist (CPC). Provider shall be willing to cooperate with the staff and findings from the CPC.
- l. Provider shall develop and maintain fiscal, statistical, and administrative

records pertaining to services as specified by PSD.

- m. Provider shall *openly communicate* with all PSD staff.
 - n. Provider shall participate in regular meetings with PSD staff in order to ensure appropriate treatment is being provided, and services are being coordinated properly. PSD shall determine the frequency of these meetings.
3. **Quality assurance and evaluation specifications**

Provider shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program.

Provider shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Provider shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

Provider shall allow PSD to monitor the Provider's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Provider will develop in concert with the contracting agency, an action plan to address deficiencies.

The Substance Abuse Manager or PSD Designee will evaluate unacceptable professional practice or deviations from the curriculum, and monitor the Contractor's compliance with the service specification mandates and evaluate the services performed. The Substance Abuse Manager or PSD Designee may at any time, recommend suspension of the services under the provisions of this agreement. Prior to the suspension of the agreement by PSD, the Provider will be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and will be given reasonable time to do so. PSD will determine reasonable time, but thirty (30) days is typical.

4. **Output and performance/outcome measurements**

Provider shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of offenders in treatment
- Number of offenders referred to each service component (e.g., assessments, Outpatient or Continuing Care substance abuse treatment services, group and individual counseling, etc.)
- Number of offenders admitted to each service component.
- Number of offenders successfully completed each service component.
- Number of offenders dropped out of each service component.

- Number of offenders terminated from each service component due to positive urinalysis, escape, misconducts, etc.
- Total number of drug tests (positive and negative.)
- Number of offenders paroled upon clinical discharge.

5. **Experience**

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

- List of experience as an agency providing substance abuse treatment
- List of experience as an agency providing services to offenders and their families.
- List of contracts performed for PSD;
- List of other prior contracts with the public sector in providing services in general for offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Provider shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Provider's past service performance and personnel;
- Success Provider has had in recruiting and retaining quality staff;

b. Provider must have a minimum of one year of successful experience in dealing with offenders and their families. To those Providers 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:

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

c. Staffing:

Provider shall clearly state its proposed staffing (e.g. 1 group facilitator/10 offenders, etc.)

PSD shall approve the Provider's staff who will be providing Outpatient and Continuing Care Substance Abuse Treatment. Provider's staff shall immediately notify PSD if there is a change in Provider's staffing.

PSD's preferred minimum education requirement for staff providing the substance abuse treatment is a bachelor's degree in a helping profession (e.g. psychology, social work, etc.). Provider shall demonstrate that all current staff meets all licensing and or credential requirements. Provider shall provide the minimum qualifications (including experience) for staff assigned to the program.

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

Provider shall employ staff that is suitable for working with offenders, inmates, parolees, etc. 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 Provider or Sub-Contractor for the services. All staff, including employees or Sub-Contractors, providing services shall first be pre-approved by PSD. If Provider desires to include staff with a criminal history, the Provider shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

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

Provider shall also describe all pre-service and in-service training provided to Provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff. Provider and all staff providing services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff.

Provider shall train all staff in offender/inmate confidentiality issues and program quality assurance requirements.

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 Provider, its staff, and Sub-Contractors 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 Provider, its staff, and Sub-contractors compliance with the PREA Standards.

If the Provider meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Provider, its staff, and Sub-Contractors 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 Provider who meets the definition of a community confinement facility.

If Sub-Contractors are to be used, a statement from each Sub-Contractor must be included, signed by an individual authorized to legally bind the Sub-Contractor and stating:

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

6. Coordination of services

Provider must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Provider will be required to fax or email to the Substance Abuse Services Manager the monthly list of offenders they are treating by facility for drug testing purposes in accordance with the PSD's policy and procedure COR.08.10.

Provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.

- b) Monthly reports to PSD 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 offenders who attended each session.
 - For absent offender, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by 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 the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an offender, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

Provider shall provide a description of the facility(s) and site: This section is N/A to this RFP.

All Outpatient and Continuing Care substance abuse treatment shall be provided onsite at the correctional facilities.

2.5 COMPENSATION AND METHOD OF PAYMENT

Provider 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.

The funding amount for this service is estimated at \$302,790.00 for the first year of the contract, and \$302,790.00 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.

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 shall be honored.

Provider shall not receive separate compensation for time spent in consultation with PSD staff regarding curriculum development, staff meetings and case conferences.

Reimbursable Outpatient Units of Service and Unit Rate:

Unit cost for Assessment & Treatment Planning

Unit cost for Individual Counseling

Unit cost for Skill/Process Group

Unit cost for Education Group

Unit cost for Family/Couples Counseling

- Up to two (2) hours/week/per offender of individual or group activities (any combination) may be scheduled per offender per week.
- 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
- Maximum allotted time in Outpatient modality is 96 hours

Reimbursable Continuing Care Units of Service and Unit Rate:

Unit cost for Individual Counseling

Unit cost for Group Counseling

- Up to one and a half hours of individual or group activities (any combination) may be scheduled per offender per week.
- 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
- Maximum allotted time in Continuing Care modality is 6 months

Invoices shall be itemized by the name of each offenders, date of each session (by treatment modality) attended during the month. Invoices shall reference the contract number. Invoices shall be signed by the Provider's designee to verify the accuracy and authenticity. Along with the invoice, the Provider shall attach an attendance sheet that shall include the following:

- Date and time of each treatment service, whether completed or interrupted
- Roster of offenders who attend each session
- For absent offenders, whether they were excused or unexcused
- Signed copy of the attendance sheet by the Provider as to the accuracy and authenticity of the offender's presence and participation
- If a Sub-Contractor performed the services indicate full business name of Sub-Contractor.

Copies of handouts and offender materials and supplies, administrative costs and case management are included in the service components and shall not be billed separately.

The service fee includes all taxes and shall be the all-inclusive cost to the State.

Provider shall submit to PSD's ID, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last session for the month. The address is:

Department of Public Safety
Corrections Program Services
Attn: Mr. Dwayne Kojima, Substance Abuse Manager
919 Ala Moana Blvd., #405
Honolulu, Hawaii 96814

The monthly invoice shall include where the Provider's representative shall certify the request for payment and PSD's representative shall approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract:

Certified Correct and
Approved for Payment:

Agency Representative

Date

Department Representative

Provider shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, must accompany the invoice for final payment on the contract.

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References 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

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 applicable licensing and or credential requirements for the delivery of services.

Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations.

B. Experience

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

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

- List of experience as an agency providing substance abuse treatment
- List of experience as an agency providing services to offenders and their families.
- List of contracts performed for PSD;
- List of other prior contracts with the public sector in providing services in general for 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. PSD reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;
- Success Applicant has had in recruiting and retaining quality staff;

b. Applicant must have a minimum of one year of successful experience in dealing with offenders and their families. To those Applicants 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:

- The reasons why the exception is being requested (i.e., the reasons why the Applicant does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)

- The qualifications and experience of the Applicant in providing services for other related state programs in the past.
- Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Applicant shall state its mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

D. Coordination of Services

Applicant shall demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

E. Facilities

N/A to this RFP

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in Section 2, Service Specifications, as applicable.)

Applicant shall clearly state its proposed staffing (e.g. 1 group facilitator/10 offenders, etc.) Proposed staffing should match the organizational chart and budget.

2. Staff Qualifications

Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in Section 2, Service Specifications, as applicable)

PSD's preferred minimum education requirement for staff providing the substance abuse treatment is a bachelor's degree in a helping profession (e.g. psychology, social work, etc.) Provider shall clearly

list and provide resumes for all staff that will be delivering the substance abuse treatment.

PSD shall approve the Applicant's staff who will be providing Outpatient and Continuing Care Substance Abuse Treatment. Applicant's staff shall immediately notify PSD if there is a change in Applicant's staffing.

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

B. Project Organization

1. Supervision and Training

Applicant shall describe its ability to supervise, train, etc. staff 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 Applicant's staff, including number of training hours, and the method(s) used to evaluate the performance of Applicant'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.

The organization chart should match the "Proposed Staffing" and budget.

3. Sub-Contractors

If Sub-Contractors are to be used, a statement from each Sub-Contractor must be included, signed by an individual authorized to legally bind the Sub-Contractor and stating:

- 1) Sub-Contractor's name, mailing address, telephone number, fax number, and contact person

- 2) General scope of work to be performed by the Sub-Contractor, and
- 3) Sub-Contractor's willingness to perform the work indicated
- 4) Sub-Contractor's qualifications and past experience

3.4 Service Delivery

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.

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.

Reimbursable Outpatient Units of Service and Unit Rate:

Unit cost for Assessment & Treatment Planning

Unit cost for Individual Counseling

Unit cost for Skill/Process Group

Unit cost for Education Group

Unit cost for Family/Couples Counseling

- Up to two (2) hours/week/per offender of individual or group activities (any combination) may be scheduled per offender per week.
- 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
- Maximum allotted time in Outpatient modality is 96 hours

Reimbursable Continuing Care Units of Service and Unit Rate:

Unit cost for Individual Counseling

Unit cost for Group Counseling

- Up to one and a half hours of individual or group activities (any combination) may be scheduled per offender per week.
- 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
- Maximum allotted time in Continuing Care modality is 6 months

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References 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 as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

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

3.6 Other

A. Litigation

Applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application checklist
- List certifications and other applicable submittals applicable/required for the contract

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 the Applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

6pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

- B. Experience** 6pts
- 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** 4pts
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology
 - On-going evaluation of the stated goals, objectives and activities of the program.
 - Mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

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- D. Coordination of Services** 4pts
- Demonstrated capability to coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

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

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to ensure viability of the services. 3pts
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4pts
- Sub-Contractor's qualifications & past experience 4pts

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 2pts
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 2pts

3. Service Delivery (55 Points)

- Curriculum 5 pts
- Assessment & Treatment Planning 10 pts
- Individual Counseling 10 pts
- Group Counseling: Skill/Process, Education, Family/Couple Counseling 20 pts
- Continuing Care 10 pts

5. Financial (10 Points)

- REASONABLENESS of the following: 8 pts

Reimbursable Outpatient Units of Service and Unit Rate:

Unit cost for Assessment & Treatment Planning
Unit cost for Individual Counseling
Unit cost for Skill/Process Group
Unit cost for Education Group
Unit cost for Family/Couples Counseling

Reimbursable Continuing Care Units of Service and Unit Rate:

Unit cost for Individual Counseling
Unit cost for Group Counseling

- Adequacy of accounting system.

2 pts

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.: 16-CPS/SA-37

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	Section 1, RFP	SPO Website*		
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 1, RFP		X	

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

(Sample)
Proposal Application
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4.0	Service Delivery	12
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7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
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	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
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