

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

## **Addendum A**

May 10, 2016

to

## **Request for Proposals RFP No.: PSD 16-CPS/SA-37**

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

May 10, 2016  
**ADDENDUM NO. A**

To

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

The Department of Public Safety, Corrections Program Services Division Substance Abuse Services Branch, is issuing this addendum to RFP Number PSD 16-CPS/SA-37, Outpatient & Continuing Care Substance Abuse Treatment for Male and Female Offenders Statewide for the purposes of:

- Responding to submitted written question submitted in accordance with Section 1.8, 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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## RFP No. PSD 16-CPS/SA-37 Amendments

### **I. The RFP is Amended to Include the Women's Community Correctional Center (WCCC) to All References to the List of Facilities to be Serviced by this RFP.**

1. Page 2 of the RFP, paragraph one:

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, [Women's Community Correctional Center \(WCCC\)](#), Halawa Correctional Facility (HCF) and Waiawa Correctional Facility (WCF) on the island of Oahu. MCCC, KCCC, KCF, [WCCC](#), HCF or WCF Case Managers will make referrals to the Service Provider for Outpatient and Continuing Care substance abuse treatment.

2. Page 2-1, Section 2, 2.1 Introduction, A. Overview, purpose or need, paragraph 3:

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, [WCCC](#), HCF and WCF on the island of Oahu.

3. Page 2-2, Section 2, 2.1 Introduction, 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, [WCCC](#), 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.

4. Page 2-5, Section 2, 2.4 Scope of Work, A. Service Activities:

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), [Women's Community Correctional Center \(WCCC\)](#), 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.

5. Page 2-6, Section 2, 2.4 Scope of Work, A. Service Activities, 1. Assessment & Treatment Planning:

**1. Assessment & Treatment Planning:**

PSD staff shall complete the initial substance abuse screening to determine level of treatment required. A MCCC, KCCC, KCF, [WCCC](#), 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.

...

The Provider may discuss the offender's correctional facility file with the offender's assigned MCCC, KCCC, KCF, [WCCC](#), 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.

6. Page 2-7, Section 2, 2.4 Scope of Work, A. Service Activities 1. Assessment & Treatment Planning:

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

**II. The RFP is Amended to Correct the Following Areas:**

1. Page 2-6, Section 2, 2.4 Scope of Work, A. Service Activities, Curriculum:

Provider shall provide at least ~~sixteen (16)~~ [eighteen \(18\)](#) 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.

2. Page 2-7, Section 2, 2.4 Scope of Work, A. Service Activities 1. Assessment & Treatment Planning:

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~~, the correctional facilities, 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

**Responses to Question Raised by Applicants  
For RFP No.: PSD 16-CPS/SA-37, Outpatient & Continuing Care  
Substance Abuse Treatment for Male and Female Offenders Statewide**

Question 1: With award of this contract will there be a requirement for external program evaluation separate from the vendor's own program evaluation process and a CPC review?

*Response: An external program evaluation will not be a requirement. However, the vendor should be open to a CPC review.*

Question 2: Just to clarify this solicitation is for 4 islands (Oahu, Maui, Kauai, and Hawaii island) for the 6 facilities (Women's CCC, Halawa CF, Waiawa CF, Maui CCC, Kauai CCC, and Kulani CF)? There are some discrepancies in references on RFP (pages 2-2, 2-6, and 2-7)

*Response: Yes. Women's Community Correctional Center (WCCC) was omitted in error, and should be included. The RFP is amended to be consistent on all pages references the facilities to be serviced, page 2, page 2-1, 2-2, 2-6, and 2-7.*

Question 3: In reference to pages 2-9, 2-10, and 2-18 "Family Counseling" refers to counseling outside the facility with inmates' family members?

*Response: Family counseling shall only be held inside the facility.*

Question 4: In reference to page 2-17 letters "b" and "d" monthly report of "expenditures, operational activities..." etc. If this is not a cost reimbursement RFP, is this still required?

*Response: Yes, it is still required.*

Question 5: In reference to page 2-6 "16 ongoing open ended groups that operate on an ongoing basis throughout the year at various correctional facilities." If this includes continuing care groups is it more accurate to say 18 ongoing open ended groups? IF this does not include continuing care groups this should be 12 open ended groups ongoing statewide (2 groups per facility for 6 facilities).

*Response: Yes, it should include continuing care groups, therefore more accurate to say 18 ongoing open ended groups. Page 2-6 is amended to include this.*

Question 6: In reference to page 2-8 Group Skill, Educational please clarify, ". . . each offender to attend a minimum of two (2) group sessions per week, for up to two (2) hours per session for a maximum of sixteen (16) weeks, thus allowing the offender to receive 96 hours (maximum)." Four hours of classes per week for 16 weeks should be 64 hours total. Does this mean there is an allowance for up to a maximum of 24 weeks of group skill, education?

*Response: Yes, there is an allowance to meet the individualized needs of an offender, however the total hours shall not exceed 96 hours.*

Question 7: Please clarify under scope of work that this solicitation does not include "booster sessions" nor "aftercare?" Are these services rather covered now in a lengthier (up to 6 months) of "continuing care?" (Aftercare is demonstrated in literature to play a vital role in positive treatment outcomes).

*Response: Yes, this scope of service does not include "booster sessions" or aftercare. Yes the services are covered under "continuing care."*

Question 8: Will this be contracted to one agency? If not, can an agency provide to one or two locations?

*Response: Yes, the contract for this RFP will be a single award contract to one agency, with the ability to subcontract.*