

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

**Addendum A**

**December 20, 2006**

**To**

**Request for Proposals**

**RFP No.: PSD 07-CPS/SA-15  
Residential Work Release and Re-entry  
Program for Women Inmates on Oahu  
Date Issued: October 27, 2006**

December 20, 2006

**ADDENDUM NO. A**

To

**REQUEST FOR PROPOSALS**

**RFP No.: PSD 07-CPS/SA-15**

The Department of Public Safety, Corrections Program Services Division, Substance Abuse Program is issuing this addendum to RFP No. PSD 07-CPS/SA-15, Residential Work Release and Reentry Program for Women Inmates on Oahu for the purposes of:

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

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <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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Honolulu, Hawaii 96814

December 20, 2006

**ADDENDUM NO. A**

To

**REQUEST FOR PROPOSALS**

**RFP No.: PSD 07-CPS/SA-15**

**Residential Work Release and Reentry Program for Women Inmates on Oahu**

1. Replace "Counseling" with "**Reentry**" through out the title page and the RFP Notice and cover letter.
2. Section 2 in its entirety (pages 2-1 through 2-10), is replaced with the attached.
3. Section 4, page 4-4, is replaced with the attached.

## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

This project is to provide residential, work release community beds, with attending re-entry services, to women offenders transitioning from incarceration at the Women's Community Correctional Center to the community.

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

#### B. Planning activities conducted in preparation for this RFP

The Request for Information (RFI) orientation meeting was held on October 6, 2006. Two vendors attended this RFI orientation meeting. The RFI comments were due on October 13, 2006. No comments were received.

#### C. Description of the goals of the service

The goal of the Residential Work Release and Re-entry Program for Female Offenders is the development of necessary skills for pro-social independent living and to promote a drug free lifestyle. The re-entry program will focus on gender responsive issues, cognitive restructuring, relapse prevention, vocation/employment services, family therapy, health care, domestic violence and sex abuse services.

#### D. Description of the target population to be served

1. Adult female sentenced inmates, including parolees at risk of violating parole, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release.
2. Pretrial defendants on supervised release. Consideration for pretrial placement will be based on the type of pending charges and ineligibility for home detention due to lack of a permanent residence.

The service provider will be required to accept residents who have been assessed as being appropriate for, or in need, of residential work release and treatment services unless the service provider presents the Department with justifiable reason that a particular offender should not be accepted into the program. The Department will make the final determination.

**E. Geographic coverage of service**

Residential work release and re-entry services shall be provided on Oahu.

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

The funding available for services under this RFP is approximately \$900,090 for FY 2008 and \$900,090 for FY 2009.

**II. General Requirements**

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

1. Service provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program.

The Provider shall provide only those re-entry services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive re-entry services or be terminated from receiving re-entry services.

6. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
  - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
  - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
  - c. Description of the activities performed to date and accompanying statistical data.
7. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
8. Monitor participants' behavior to ensure compliance with all State and Federal Laws and the rules and regulations of the Department.
9. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Health Care, etc.).

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

Allowed  Unallowed

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

Single  Multiple  Single & Multiple

Criteria for multiple awards: Not applicable.

**E. Single or multi-term contracts to be awarded (Refer to §3-149-302, HAR)**

Single term ( $\leq 2$  yrs)  Multi-term ( $> 2$  yrs.)

Contract terms:

Initial term of contract: July 1, 2007 to June 30, 2009

Length of each extension: Twelve months

Number of possible extensions: One

Maximum length of contract: Three years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds; 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  
Planning, Programming and Budget Office  
Department of Public Safety  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814  
Phone (808) 587-1215 Fax (808) 587-1244

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

1. Provide a residential setting appropriate for achievement of the program's purpose.
2. Provide re-entry services in group or individual sessions to address inmate needs in areas such as cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse as they relate to transitioning back to the community.
3. Provide 24 hours-a-day, on-site shelter and living arrangements and on-site supervision of residents transitioning from institutionalization.
4. Report all violations promptly to the Department.
5. Provide three nutritionally adequate meals per day, of which two will be a hot meal, for each program participant unless specifically waived by the Department or unless a waiver of this provision by the participant is made through a written agreement with the Contractor.
6. Enable the participants to engage in meaningful leisure, social and recreation activities.
7. Perform case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations. Services shall include referral to public and private social services, vocational placement agencies, mental health services, and other similar agencies; and monitoring the reintegration process from community residential programming to independent living provided the Department approves the selection of participants.
8. Assist each participant in seeking, obtaining and maintaining approved employment. Transportation to be the responsibility of participant and agreed upon with Service Provider and Department.
9. Assist participants with personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after release from incarceration.

10. Arrange for transportation for Department approved medical and dental services. Department authorized services will be paid for by the Department. Allow participants with personal health insurance to secure personal medical services with the approval of the Department.
11. Provide counseling for participants, including crisis intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
12. Provide participants with assistance in developing skills necessary for successful reintegration into the community.
13. Provide **re-entry** services in the areas of cognitive skills, substance abuse, domestic violence, physical and sexual abuse through the in-house personnel or Department approved sub-providers. Any cost not itemized in this RFP proposal will be approved by the Department before payment is made.
14. Monitor participants living independently in the community to ensure their compliance with established conditions of the furlough agreement and treatment plans.
15. Provide urinalysis testing for the use of drugs and alcohol in accordance with Department policy and procedure COR.08.10, describing the method and tools to be used.

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

**1. Personnel**

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault

in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

## **2. Administrative**

- a. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- c. The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).

## **3. Quality assurance and evaluation specifications**

The Department's Corrections Program Service Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Corrections Program Service Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service

specifications. Prior to such suspension of the contract by the Administrator, the service provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Corrections Program Service Division Administrator shall determine reasonable time.

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

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

- Total number of inmates referred for residential work release.
- Number of inmates accepted into the program.
- Number of inmates referred to each service component.
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from the program due to misconducts (positive urinalysis, assault, etc).
- Number of inmates terminated due to criminal offense.
- Total number of drug tests (positive and negative.)
- Number of inmates completing the program and placed on extended furlough.
- Of the inmates who have completed the program, what percentage of inmates remained drug-free.
- Of the inmates who have completed the program, what percentage of inmates remained arrest-free. Conviction-free.
- Number of inmates paroled upon completing the program.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

#### **5. Experience**

The applicant must demonstrate a minimum of five years experience in job development, employment counseling, employer relations and coordination of services for female offender population.

The applicant must demonstrate experience in training staff to work with female offenders.

The applicant must demonstrate that all current staff meet all licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

## **6. Coordination of services**

The applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system and Department of Health.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, parole officers, and community based offender treatment programs.

## **7. Reporting requirements for program and fiscal data**

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

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
  - The date and time of each service, whether completed or interrupted.

- A roster of residents who attended each session.
  - For absent resident, 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 inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

**8. Pricing structure or pricing methodology to be used**

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

**9. Units of service and unit rate**

The Unit of Service and Unit rate shall be based on price per bed per day based on an estimated 36 beds and price per bed day in the community.

The number of beds may be increased to forty (40) provided that funds are available from under utilized vacant bed days. The bed day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of \$900,090 set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

#### **10. Method of compensation and payment**

Payment to the provider shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.

#### **IV. Facilities**

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the residential work furlough needs of the offenders and other treatment needs as identified for the offenders.

## Section 4, page 4-4

### 3. **Service Delivery (55 Points)**

The evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities and the realism of the timelines and schedules, as applicable.

• <u>Program Philosophy</u>	<u>5 pts</u>
• <u>Program Components</u>	<u>20 pts</u>
• <u>Case Management Services</u>	<u>10 pts</u>
• <u>Description of Basic Services</u>	<u>10 pts</u>
• <u>Description of the Range of Services</u>	<u>5 pts</u>
• <u>Description of how the Service Provider will provide services to the fluctuating population needs</u>	<u>5 pts</u>

### 4. **Financial (10 Points)**

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the applicant.

### C. **Phase 3 - Recommendation for Award**

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