

State of Hawaii
Department of Public Safety
Corrections
Corrections Program Services / Education Services

Request for Proposals

RFP No.: PSD 08-CPSE-37 COUNSELING AND JOB DEVELOPMENT SERVICES FOR INMATES

May 19, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

May 19, 2008

REQUEST FOR PROPOSALS

COUNSELING AND JOB DEVELOPMENT SERVICES FOR INMATES RFP No. : PSD 08-CPSE-37

The Department of Public Safety Corrections Education Program Services Branch, is requesting proposals from qualified applicants to provide counseling and job development services to inmates at Oahu Community Correctional Center's Laumaka Work Furlough Center and Women's Community Correctional Center. Services may include, but are not limited to pre-employment assessments and counseling, placement in subsidized training programs, placement in employment, support services for offenders with special needs and employment support services for a period of at least one year that includes mediation at job site, and further employment services if the offender is displaced from employment. The contract term will be from July 1, 2008 through June 30, 2009, or the commencement date stated on the Notice to Proceed.

Proposals shall be mailed and postmarked by the United States Postal Service on or before **June 16, 2008**, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on **June 16, 2008**, at the drop-off site 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 Education Program Services will conduct an orientation on May 23, 2008 at 9:00 a.m. HST, at 919 Ala Moana Blvd. **Room 404** Honolulu Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on May 28, 2008. All written questions will receive a written response from the State on or about May 30, 2008

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto 919 Ala Moana Blvd. Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1215 or email at marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 16, 2008** 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 and
Contracts Section
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814**

RFP COORDINATOR

**Marc Yamamoto
Ph: (808) 587-1215
Fax: (808) 587-1244
e-Mail:
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 16, 2008**. 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 16, 2008**

Drop-off Sites

**Department of Public Safety
Administrative Services Office – Purchasing and
Contracts Section
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.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. 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 19, 2008
Distribution of RFP	May 19, 2008
RFP orientation session	May 23, 2008
Closing date for submission of written questions for written responses	May 28, 2008
State purchasing agency's response to applicants' written questions	May 30, 2008
Discussions with applicant prior to proposal submittal deadline (optional)	June 2 to June 6, 2008
Proposal submittal deadline	June 16, 2008
Discussions with applicant after proposal submittal deadline (optional)	June 17 to June 27, 2008
Final revised proposals (optional)	June 17 to June 27, 2008
Proposal evaluation period	June 27, 2008
Provider selection	June 27, 2008
Notice of statement of findings and decision	June 30, 2008
Contract start date	July 1, 2008

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	http://hawaii.gov/campaign

III. 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.

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 paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: May 28, 2008 **Time:** 4:30 p.m. HST

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

Date: May 30, 2008

VIII. 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 II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled 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 SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal

requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. 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. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. 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 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. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor

and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The “Certificate of Vendor Compliance” issued online through HCE 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 this section’s part II. Website Reference for HCE’s website address.

- G. **Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **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.

- I. **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. 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. Proposals shall be rejected when:
- Postmarked after the designated date; or
 - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - 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.

IX. 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 HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency 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.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. 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 best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. 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 interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's 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 Sections 3-142-202 and 3-142-203.

XVII. 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 Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants 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 awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) 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: Clayton A. Frank	Name: May Kawawaki Price
Title: Director	Title: Business Management Officer
Mailing Address: 919 Ala Moana Blvd., Ste 400 Honolulu, HI 96814	Mailing Address: 919 Ala Moana Blvd., Ste 413 Honolulu, HI 96814
Business Address: Same as above.	Business Address: Same as above.

XX. 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.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order 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 outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Public Safety Corrections Education Program Services Branch, is requesting proposals from qualified applicants to provide counseling and job development services to inmates at Oahu Community Correctional Center's Laumaka Work Furlough Center and Women's Community Correctional Center. Services may include, but are not limited to pre-employment assessments and counseling, placement in subsidized training programs, placement in employment, support services for offenders with special needs and employment support services for a period of at least one year that includes mediation at job site, and further employment services if the offender is displaced from employment. The contract term will be from July 1, 2008 through June 30, 2009.

Offenders at this level of incarceration are required to seek employment, housing and other services prior to release on parole. The work furlough program provides offenders time to address critical social and emotional needs before returning to local communities. Offenders with special needs, long incarcerations periods and other social barriers are at high risk for not meeting the requirements of the furlough program and are therefore not able to be transitioned back into the community in the expected time frame.

B. Planning activities conducted in preparation for this RFP

A Request For Information (RFI) was issued on April 23, 2008 with responses due on May 1, 2008. There were no responses received in response to this RFI.

C. Description of the goals of the service

The primary goal of this service is to meet the employment, housing and social service needs of a minimum of 125 high-medium risk offenders within one year of release. Activities include: pre-employment counseling, job placement and continued supported services.

D. Description of the target population to be served

The provider is expected to serve a minimum of 125 offenders housed at the Laumaka Work Furlough Center and Women's Community Correctional Center. The offenders to be served have specific un-met employment and housing needs. A large percentage of these individuals will have histories of long periods of incarceration, educational barriers, physical and mental disabilities.

E. Geographic coverage of service

All services will be provided at the Oahu Community Correctional Center, Laumaka Work Furlough Program and Women's Comuntiy Correctional Center on the island of Oahu.

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

Funding is from July 1, 2008-June 30, 2010. The expected funding for this period is \$100,000 in 2008 and \$150,000 in 2009.

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

The provider is expected to have a minimum of five years experience in job development and placement of high risk adults. Three of the five years shall be with criminal offenders. A minimum of 35% of the provider's client base should be criminal offenders, probationers or parolees.

The provider is expected to accept correctional clients who have been assessed by the Department as appropriate for job development services; unless the provider presents specific evidence to show that the offender should not be accepted into the program.

The provider shall comply with all laws and regulations pertaining to equal opportunity employment both in business practices and in the placement of clients.

The provider shall maintain and show proof of a liability insurance policy of at least one million dollars.

The provider shall comply with all relevant policies and procedures of the Department of Public Safety Corrections Division.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None.

C. Multiple or alternate proposals
(Refer to HAR Section 3-143-605)

Allowed Unallowed

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

Single Multiple Single & Multiple

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

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

Contract terms:

The initial term of the contract will be for two years. After the two year the contracted may be extended annually. The maximum term of the contract shall not exceed four years.

The initial contract period shall commence on the date indicated in the Notice to Proceed.

Contract extensions are based on provider performance in both client services and the ability to provide appropriate support services.

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(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto
Department of Public Safety – Purchasing and Contracts Section
919 Ala Moana Blvd. Room 413

Honolulu, HI 96814
Phone: 587-1215 Fax: 587-1244
e-mail address: marc.s.yamamoto@hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Interview offenders and evaluate the training, employment and personal needs.

Identify personal strengths and barriers to employment.

Provide pre-employment skills including but not limited to:

Interviewing skills	Money management
Resume writing	Communication skills
Time management	Job application skills

Provide job placement for offender clients

Work with employers to provide jobs for offenders using incentive programs such as employer tax credits, targeted work experience and the Federal Bonding Program.

Provide follow up services to offenders for a period of one year post incarceration. Follow up services will include job relocation should the client be displaced from employment during the one year period.

Job coaching and employer/employee mediation

Qualify offenders for appropriate social and health services

B. Management Requirements (Minimum and/or mandatory requirements)**1. Personnel**

The provider shall demonstrate that all employees working directly with clients meet licensing and or credentialing requirements.

The provider shall ensure that the project director and key counseling personnel have a minimum of five years experience in job development and placement of high risk adults and criminal offenders.

The provider and all personnel working directly with clients shall possess a valid State of Hawaii driver's license and motor vehicle insurance.

The provider will be subject to the Hawaii Revised Statute, Section 707-731, pertaining to the laws of Sexual Assault in the second Degree and Section 707-732, Sexual assault in the third Degree. The provider shall be required to maintain a copy of an acknowledgement in the personnel files of all employees who work with criminal offenders under this RFP.

All employees assigned to work under this RFP shall undergo and pass a complete criminal background check. Persons currently serving a criminal sentence (on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall not be considered for employment under this RFP. Any employee with a criminal history shall be subject to review and approval by the Department. The Department shall review and agree to the employment in writing. All staffing changes are subject to the written approval of the Department.

2. Administrative

The provider shall operate the program in accordance with the rules, regulations, and policies of the Department of Public Safety.

The provider shall meet the requirements of a qualified service provider under Chapter 103 F, Hawaii Revised Statutes.

The provider shall comply with all codes and ordinances as required by the State of Hawaii and the city and County of Honolulu.

The provider shall demonstrate accountability and oversight through an advisory board or board of directors.

The provider shall maintain a formal recordkeeping system that ensures the confidentiality of client records.

The provider shall have policies and procedures that set guidelines for program staff in ethical practices and standard business practices.

3. Quality assurance and evaluation specifications

The provider is expected to maintain internal quality assurance through policies and procedures that ensure continuous evaluation of client services.

The provider shall evaluate employee job performance on an annual basis.

The provider is expected to undergo a formal outcomes evaluation of the program every two years.

The provider is expected to provide periodic performance measures that indicate client progress in behaviors, employment and/or training and other identified special needs.

The provider will be evaluated informally through periodic client satisfaction surveys or focus groups.

4. Output and performance/outcome measurements

The provider shall have specific outcomes, measures of effectiveness and the program evaluation. All data shall be entered into an internet based program. The provider shall input the following:

- Pre- and post test evaluations that measure significant gains in attitudes and behaviors.
- Job placements including job description and rate of pay for each client.
- Employers contacted including employers intent to access employer incentive programs including but not limited to employer tax credit, work experience benefit, federal bonding.
- Client placement in community college job training courses, on the job training, work experience, sheltered workshop programs.
- Client referrals for housing, mental health services, hospice care, counseling, and treatment.

5. Experience

The provider shall demonstrate a minimum of five years experience in job development, employment counseling, employer relations and coordination of services for high risk adults with three of experience in working with criminal offenders.

The provider shall demonstrate experience in training staff to work with high risk offenders.

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

6. Coordination of services

The provider shall 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 provider shall demonstrate the ability to coordinate program activities, appointments and interviews with Laumaka Work furlough counselors, security staff, parole officers, and community based offender treatment programs.

7. Reporting requirements for program and fiscal data

The provider is required to enter all report data into an electronic internet based system. Report entry includes:

Name of offender

Date and time of each session

Monthly progress notes indicating activity and status of the offender related to job search, skills training, housing, job placement, pay rate and follow up services.

Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

The provider may discuss any off site facility that may be used to meet offenders for the purpose of counseling, follow up interviews or services directly related to the offenders employment needs.

The provider may use an off site facility to meet with clients provided the site ensures client confidentiality, and meets the requirements set by Department policy concerning furlough inmates and is located outside of high crime and *Weed and Seed* areas.

IV. COMPENSATION AND METHOD OF PAYMENT**A Pricing structure or pricing methodology to be used**

Pricing structure is based on a fixed price. The provider should provide a reasonable estimate of the type of services it can provide for thirty-five offender clients. The provider should consider that some clients may need more guided assistance than others.

B. Units of service and unit rate

Proposals shall include a description of how each component will be integrated into the job development, placement and follow up services and a description of the community resources the offender will be referred to if applicable.

Proposals shall also include unit costs for each component as well as the estimated number of units to be provided.

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 (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, 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 comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview describing the program(s) offered and the specific services provided to clients including a discussion of experience providing employment services to offenders.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

The applicant shall discuss the assessment tools and procedures used to identify offenders as high risk.

The applicant shall discuss the curriculum and teaching strategies used in pre-employment classes.

The applicant shall discuss counseling strategies used to motivate high-medium risk offenders to change old behaviors.

The applicant shall discuss the current employment market and the incentives available to employers to hire ex-offenders.

The applicant shall discuss alternatives available to offenders with chronic mental health, medical and or other disabling conditions

B. Experience

The applicant shall provide a description of projects/contracts within the last five years that demonstrate the applicant's employment counseling, case management experience and experience with high risk adult offender.

A discussion of prior contracts with the public sector providing employment services for high risk adults: Discuss any problems or difficulties encountered in prior contracts.

Applicant shall include points of contact, addresses, and e-mail and phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall provide a detailed description of the qualification, experience including a history of providing job development services for high risk adults and criminal offenders.

The applicant shall discuss the assessment instruments used to determine offender employment, housing and social needs.

D. Coordination of Services

The applicant shall describe past experience in coordinating services with other agencies and resources in the community. Applicant shall describe projects and scope of work that demonstrate coordination of services and documentation of requirements listed in section II (B).

The applicant shall discuss a plan for orchestrated coordination of services for high risk offenders with public and private agencies. This plan shall include the name of the agency, the services intended to be provided or coordinated, and the specific client needs to be addressed by the services.

E. Facilities

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

III. Project Organization and Staffing**A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

The applicant shall discuss the key personnel and their experience in job development and placement of high risk adults and criminal offenders over the past three years.

The applicant shall outline a recruitment plan detailing how the applicant will hire and retain qualified employment counselors, job coaches, mental health counselors and other specialized staff working under this RFP.

The applicant shall provide the staff training plan.

The applicant shall discuss the program director's involvement in hiring, training and supervising staff.

The applicant shall include a sample of an employee evaluation form.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program.

The applicant shall include resumes of the executive staff

The applicant shall demonstrate that all current and newly hired staff who will be assigned to the project meets licensing and or credentialing requirements.

B. Project Organization**1. Supervision and Training**

The applicant shall describe the demonstrated ability to supervise, train and provide administrative direction relative to a host of employment services for high risk offenders.

2. Organization Chart

The 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.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - 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.

The proposal shall describe specific outcomes that include:

- How the program trains offenders in interviewing skills
- How the program trains offenders in problem solving related to anticipated stressors on the job, in family situations and in other social settings.
- How the program offers opportunities for offenders to practice new behaviors on the job, in family and social situations and with parole officers and other support services providers.

- How the program provides continued assistance to offenders once they are placement in employment, job training programs or special work experience programs.
- How the program utilizes support agencies and what supports the agencies are committed to provide.
- How the program coordinates with human resource managers, workforce development or other agencies to provide job opportunities for high risk offenders.

Proposals shall describe in sufficient detail the following items:

- The frequency and duration of services
- Type of services to be provided
- A general schedule of services and the services will coordinate with the work furlough program, educational/training institutions, and other service providers including other state agencies.
- Procedures for linking offenders with community services
- A description of specific services to address the needs of offenders preparing for release.

V. 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.

All budget forms, instructions and samples are located on the SPO website (refer to page 1-2, Section One, II Web Reference, Item 4 - Forms). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205
 SPO-H-205A Organization-wide Budget By Source of Funds
 SPO-H-206A
 SPO-H-206B
 SPO-H-206F

If requiring Form SPO-H-205A or 205-B, special instructions SHALL be included. Use the instructions page and add instructions in the area labeled "Special Instructions by State Purchasing Agency."

Note: State agencies should only require those budget forms that are needed to evaluate the cost proposal. If no forms are required, enter "no budget forms required."

B. Other Financial Related Materials

1. Accounting System

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

A certified copy of the applicant's most recent financial audit.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. 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.

II. 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

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-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	5
<ul style="list-style-type: none"> • Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. 	<u>2</u>
<ul style="list-style-type: none"> • Assessment tools and curriculum are identified. 	<u>3</u>
<ul style="list-style-type: none"> • Strategies for teaching, counseling and care of special needs clients are outlined. 	<u>2</u>
B. Experience	5
<ul style="list-style-type: none"> • Demonstrated experience of five years three of which involves working directly with high risk criminal offenders. 	<u>4</u>
<ul style="list-style-type: none"> • Point of contact/references are included 	<u>1</u>
•	
C. Quality Assurance and Evaluation	5
<ul style="list-style-type: none"> • Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. 	<u>3</u>
<ul style="list-style-type: none"> • Provides a history of job development services for high risk adults and criminal offenders 	<u>2</u>

D. Coordination of Services	3
<ul style="list-style-type: none"> • Demonstrated capability to coordinate services with other agencies and resources in the community. 	1
<ul style="list-style-type: none"> • There is a plan for coordinating services for high risk offenders with public and private agencies 	2
E. Facilities	2
<ul style="list-style-type: none"> • Adequacy of facilities relative to the proposed services. 	1
<ul style="list-style-type: none"> • Facility plan includes meeting all ADA requirements 	1

2. *Project Organization and Staffing (15 Points)*

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

A. <i>Staffing</i>	6
<ul style="list-style-type: none"> • <u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 	1
<ul style="list-style-type: none"> • <u>Staff Qualifications</u>: Staff assigned to the program meet all licensing and credentialing requirements. 	3
<ul style="list-style-type: none"> • <u>Staff Training</u>: Presents a training plan for staff that involves working with high risk offenders 	2
B. <i>Project Organization</i>	9
<ul style="list-style-type: none"> • <u>Supervision and Training</u>: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 	4
<ul style="list-style-type: none"> • <u>Organization Chart</u>: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 	1
<ul style="list-style-type: none"> • <u>Project Director</u>: The Project Director is involved in the hiring and training of staff and delivery of services. 	4

3. Service Delivery (55 Points)

• There is an assessment to determine offender needs	<u>8</u>
• There is a strategy outlined to meet the needs determined by the assessment	<u>10</u>
• Curriculum includes differentiated instructional units that include role playing, interviewing practice, applied problem solving skills, and life management skills	<u>10</u>
• There is a strategy for utilizing case management as a means of providing a host of coordinated support services to each offender	<u>10</u>
• There is a clear supported employment plan for each offender that extends for one year after release.	<u>5</u>
• There is a strategy to recruit employers through incentive programs and tax benefit packages	<u>5</u>
• There is a strategy in placing offenders in jobs that have opportunity for career advancement	<u>4</u>
• There is a strategy in placing offenders in supported training programs to meet employment BFQs	<u>3</u>

5. Financial (10 Points)

Applicant's proposed budget is reasonable and commensurate with the program resources and operational capacity.

- Adequacy of accounting system.

C. Phase 3 - Recommendation for Award

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

Section 5

Attachments

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

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-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 (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
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 Liability Insurance	Section 1, RFP	SPO Website*	X	

Authorized Signature

Date

Sample

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial	20
	See Attachments for Cost Proposal	
VI.	Litigation	20
VII.	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 2007	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

Organization: _____

RFP No: _____

You may begin inserting any other attachments you may have here, such as:

Workplans

Performance and output tables

Certifications

Before inserting each document, insert a “section break/next page” to preserve formatting of each additional document. If you have having problems with formatting, it will be easier to convert all documents to PDF and then insert them into one document.