

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

Request for Proposals

RFP No.: PSD 09-CPS/PB-01 FAMILY THERAPY AND COUNSELING SERVICES FOR PROJECT BRIDGE ON OAHU

Date Issued: December 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.

December 19, 2008

**REQUEST FOR PROPOSALS
FAMILY THERAPY AND COUNSELING SERVICES FOR
PROJECT BRIDGE ON OAHU
RFP No. PSD 09-CPS/PB-01**

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide Family Therapy and Counseling for Male and Female Offenders for the Project Bridge Substance Abuse Treatment Programs. The Laumaka Bridge Program is a 47-bed facility for male offenders at the Laumaka Work Furlough Center, Oahu Community Correctional Center. The Olomana Bridge Program is a 15-bed facility at the Olomana Housing Unit, Women's Community Correctional Center. Funding for these programs is \$48,000.00 per year, subject to the availability of funds beyond June 30, 2009.

The Bridge Program provides transitional opportunities from institutional living to community work and re-socialization furloughs. Specialized services are needed to address the identified problem areas of the offenders as they transition back into the community. A copy of this notice and the entire solicitation may be viewed at:

<http://www4.hawaii.gov/bidapps/>

Click "Search Procurement Notices"

In the Select an Agency drop down box, Select "Department of Public Safety", and click "search" button

In the row with PSD 09-CPS/PB-01, Click on "More Info" link,

Click on "View Specifications Document" link,

The Corrections Program Services Division will conduct a non-mandatory orientation on **January 12, 2009** from 1:30 p.m. to 2:30 p.m. HST, at 919 Ala Moana Boulevard, Room 404, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on **January 20, 2009**. All written questions will receive a written response from the State on or about **January 27, 2009**.

Proposals shall be mailed, postmarked by the United States Postal Service on or before **February 18, 2009**, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on **February 18, 2009**, 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.

Inquiries regarding this RFP shall be directed to the RFP Contact Person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by e-mail 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 **February 18, 2009** 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 S. Yamamoto
Telephone: (808) 587-1215
Facsimile: (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), February 18, 2009**. 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., **February 18, 2009**.

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)	Dec. 19, 2009
Distribution of RFP	Dec. 19, 2009
RFP orientation session	January 12, 2009
Closing date for submission of written questions for written responses	January 20, 2009
State purchasing agency's response to applicants' written questions	January 27, 2009
Discussions with applicant prior to proposal submittal deadline (optional)	February 2, 2009 to February 6, 2009
Proposal submittal deadline	February 18, 2009
Discussions with applicant after proposal submittal deadline (optional)	February 23, 2009 to February 25, 2009
Final revised proposals (optional)	March 3, 2009
Proposal evaluation period	February 19, 2009 to March 5, 2009
Provider selection	March 6, 2009
Notice of statement of findings and decision	March 9, 2009
Contract start date	April 1, 2009

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, Certificate of Good Standing	http://hawaii.gov/dcca/areas/breg/online/ click "Certificate of Good Standing On-line"
11	Department of Labor and Industrial Relations, LIR #27	http://hawaii.gov/labor/forms Under Employer Forms Click "LIR#27"
12	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.

IV. 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.

V. 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 Division – Substance Abuse Services
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814

Contact: Larry Hales
Telephone: (808) 587-1272
Facsimile: (808) 587-1280
e-mail address: larry.r.hales@hawaii.gov

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: January 12, 2009 **Time:** 1:30 p.m. to 2:30 p.m. HST
Location: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii

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: January 20, 2009 **Time:** 4 :30 p.m. HST

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

Date: January 27, 2009

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
Clayton A. Frank	Clifford N. Asato:
Director	Acting 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.

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).

INSURANCE REQUIREMENTS

The Provider shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Provider and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the Provider providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Provider may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the Provider's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Provider, including its subcontractor(s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$2,000,000 for each person for each occurrence for bodily injury and property damage.
Products—Complete Operations Aggregate	
Comprehensive Automobile Liability	BI: \$ 2,000,000 per person for each occurrence. PD: \$ 2,000,000 for each occurrence.
Professional Liability	\$2,000,000 for each occurrence.

The Commercial General Liability insurance policy required of the Provider, including any subcontractor's policy, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Public Safety, Administrative Services Office—Purchasing and

Contracts, 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814."

2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
3. "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."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire selection term, including all extended periods if exercised.

The Provider agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this agreement have been complied with and to keep such insurance in effect and the certificate(s) on deposit with the State during the entire term of this agreement, including those of its subcontractor(s), where appropriate. Upon request by the State, Provider shall be responsible for furnishing a copy of the policy or policies.

Failure of the Provider to provide and keep in force such insurance shall be regarded as material default under this agreement, entitling the State to exercise any or all of the remedies provided in this agreement for a default of the Provider.

The procuring of such required insurance shall not be construed to limit Provider's liability hereunder nor to fulfill the indemnification provisions and requirements of this agreement. 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 agreement.

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

Project Bridge is a 47–bed program at the Laumaka Work Furlough Center (LWFC) at Oahu Community Correctional Center (OCCC) that provides the services necessary for inmates who have completed treatment while incarcerated to make a successful transition from incarceration to parole. The program participants are graduates from the Waiawa Correctional Facility Kashbox Program, and transfers from the Kulani Correctional Facility who have completed their substance abuse residential or outpatient treatment programs. The LWFC Bridge Program continues to use the abstinence-based, cognitive behavioral approach to recovery from addiction and criminality that is used in the primary treatment programs in the facilities.

The Women’s Bridge Program located at Olomana Complex, at the Women’s Community Correctional Center (WCCC) is a 15–bed work furlough substance abuse reentry program for female offenders. The Bridge Program provides transitional opportunities from institutionalization to pro-social community reintegration. The program participants are graduates of the Ke Alaula Therapeutic Community residential and outpatient substance abuse services at WCCC.

In this RFP document, both of the programs at OCCC Laumaka and WCCC Olomana will be referred to as “the Bridge program”.

The purpose of the program 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 Department of Public Safety, Corrections Program Services issued a request for information on July 22, 2008 with responses of interest, and inquires due August 5, 2008. There were no response of interest or inquiry from the public.

C. Description of the goals of the service

1. Assess clients' needs, develop and implement appropriate treatment plans and ongoing evaluation of client and family progress.
2. Provide family therapy and educational services (family systems dynamics, dysfunctional families, healthy families, domestic violence, anger/stress management, etc.)
3. Help family members address issues which may include, but not be limited to, difficulties during the recovery process, abandonment and neglect, abuse, inappropriate or ineffective communications, marital and sibling dyad, grief and loss issues, unresolved family or individual issues including childhood trauma.
4. Family integration and support is addressed individually and in-group sessions to assist in providing the appropriate support for inmates when they are released on parole.

D. Description of the target population to be served

1. Inmates with 6 months to 12 months before their tentative parole date.
2. Completion of primary (residential or outpatient) substance abuse treatment and the offender's willingness to participate in the continuum of substance abuse treatment services as evidenced by his/her history in treatment. The Bridge program staff will provide substance abuse transition and reentry services.

E. Geographic coverage of service

Services will be provided at the Women's Community Correctional Center (WCCC), the Oahu Community Correctional Center (OCCC) and at the Service Provider's treatment office.

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

The funding available for services under this request is estimated at \$48,000.00 (\$32,000.00 for male offenders and \$16,000.00 for female offenders) for the twelve month period commencing on April 1, 2009 or the date indicated on the Notice to Proceed. The contract may be extended for three (3) additional twelve-month periods or fraction

thereof, subject to the availability of [~~federal~~] funds and upon mutual agreement in writing.

II. General Requirements

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

1. Service 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.
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 Provide shall provide only those treatment 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 treatment services or be terminated from receiving treatment 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.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: There are no planned secondary purchases, however, after-the-fact secondary purchases will be allowed, subject to the approval by the Chief Procurement Officer.

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

Criteria for multiple awards: Not Applicable.

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:

Initial term of contract: Twelve (12) months, commencing April 1, 2009, or as stated on the Notice to Proceed.

Length of each extension: Twelve (12) months or portions thereof.

Number of possible extensions: Three (3), upon prior mutual agreement in writing, and subject to the availability of funds.

Maximum length of contract: Forty-eight (48) months

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.

Mr. Marc Yamamoto
Department of Public Safety
Administrative Services Office – Purchasing and Contracts Section
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone: (808) 587-1215
Fax: (808) 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)

1. Provide family therapy and educational services (family systems dynamics, dysfunctional families, healthy families, domestic violence, anger/stress management, etc.)
2. Help family members address issues which may include, but is not limited to, difficulties during the recovery process, abandonment and neglect, abuse, inappropriate or ineffective communications, marital and sibling issues, grief and loss issues, unresolved family or individual issues including childhood trauma.
3. Family integration and support is addressed individually and in-group sessions to assist in providing the appropriate support for inmates when they are released on parole.
4. Delivery of services by the Service Provider will be conducted at the Service Provider's treatment office, Monday through Friday, at hours (possibly including evening and weekend hours) that shall receive prior approval from the Bridge program staff. Services shall also be provided at the Women's Community Correctional Center (WCCC) and Oahu Community Correctional Center (OCCC).
5. Monitor inmates' compliance with their family treatment plan with the Bridge program staff so that Bridge staff can coordinate the inmate's treatment activities with other treatment plans. Meet weekly with the Bridge program staff to review client progress.

The Bridge program counselors function as the case planners for their clients and monitor the inmates' development of and compliance with their furlough contracts. Family Therapy Service Providers report the inmates' compliance with their family treatment plan to Bridge staff so that Bridge staff will be able to coordinate their clients' treatment activities with their job development plan. The Bridge program staff, Family Therapy Service Providers and Job Development Service Providers attend staff meetings at least weekly to review client progress.

Within 60 days of the inmate's tentative parole date (TPD), the Bridge counselor will meet with the inmate to begin final planning for his/her parole. The inmate's pre-parole officer has primary responsibility for parole planning. The Bridge program counselor will work with the inmate, Family Therapy staff, Job Development staff, and the pre-parole officer to ensure that the inmate's parole plan is supportive of his/her sobriety. The parole plan may include referral to other substance abuse services.

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

1. Personnel

- a) 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.
- b) 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 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 of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

2. Administrative

- a) Service provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
- c) Service provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service provider shall describe the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- e) Service provider shall maintain and show proof of a liability insurance policy of at least one million dollars.
- f) 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).
- g) The Service Provider shall notify the correctional facility's Health Care Unit in advance and obtain authorization for any medical appointments in the community for the offender. All medication prescribed for the offender must be approved by the correctional facility's Health Care Unit. The Department of Public Safety will pay for all pre-approved medical and dental services for the offender.

3. Quality assurance and evaluation specifications

The Service Provider shall provide a detailed description of its qualifications, experience, and track record in providing social services to the community in general and offender populations specifically. This section shall include:

- a) Resumes of the Service Provider's executive staff;
- b) List of experience as a service provider providing services to offenders.
- c) List of prior contracts with the public sector in providing services and discussions of any problems or difficulties encountered in prior contracts;
- d) Success service provider has had in recruiting and retaining quality staff; and
- e) Service Provider's current financial statement and any financial audits completed in the last three years.

4. Required Data Reporting (Process Data)

- a) Total number of offenders referred for treatment.
- b) Total number of offenders accepted into treatment.
- c) Number of offenders who were terminated from treatment.
- d) Number of offenders returned to general population as a result of a misconduct violation (positive urinalysis, escape etc.)
- e) Number of offenders returned to general population as a result of a criminal offense.
- f) Number of offenders who were terminated from treatment as a result on non-compliance with the treatment plans.
- g) Number of offenders who completed treatment and placed on extended furlough.
- h) Number of offenders who completed treatment and paroled.

5. Output and performance/outcome measurements

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.

- c) Percent of participants who are paroled or released.

6. Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. Applicant shall have a track record in providing services in the community in general and offender populations specifically for the most recent five years.

- a) List of experience as an agency providing family therapy and counseling;
- b) List of experience as an agency providing services to offenders and their families;
- c) List of contracts performed for the Department of Public Safety, if applicable;
- d) List of other prior contracts with the public sector in providing services in general for male and female 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. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;

7. Coordination of services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

8. 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 Program Manager the monthly list of offenders they are treating by facility jurisdiction for drug testing purpose 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 Branch.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:

- The date and time of each treatment service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - 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.

C. Facilities

The applicant shall provide the address and a description of its facilities and explain the facilities adequacy in relation to the proposed services. If facilities are not presently available, applicant shall describe its plan to secure proper and adequate facilities. Applicant shall also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

A site inspection may be made prior to award of the contract to ensure that the facility (s) meets the Department's needs. Applicant shall also address the following:

Location

- 1) Is the location site suitable for treatment programming?
- 2) Is the facility location accessible?
- 3) Is there known criminal activity in the area?
- 4) Is the site in close proximity to other offender treatment programs? if so, how the service provider ensures no contact will be made with residents of neighboring sites?
- 5) Is the site co-located with other offender treatment programs? If so, how will service provider ensure there is no mingling of clients?
- 6) Will treatment services be provided on site? If not, what is the proximity of treatment services to site? How will clients move between site and treatment programs?

Physical Plant and Size

- 1) Is the facility in good condition and repair?
- 2) How well does the facility conform to the American Correctional Association's Standards for Adult Community Residential Services, Part 2, "Physical Plant, Sections B, C, D, and E?"
- 3) How will service provider monitor and control ingress at the site on a 24-hour a day basis?.

IV. COMPENSATION AND METHOD OF PAYMENT**A. 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.

B. Units of service and unit rate

Proposal must include a description of how each component will be integrated into the treatment services and a description of the community resources, which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable as well as the estimated number of units to be provided.

- Unit cost of assessments
- Unit cost for treatment plans
- Unit cost for individualized counseling
- Unit cost for group counseling
- Unit cost for family therapy
- Unit cost for aftercare services

C. Method of Payment

The Provider shall be compensated monthly on a service unit basis. The Provider shall not receive separate compensation for time spent in consultation with Department staff regarding curriculum development, staff meetings and case conferences.

Total payment under this Agreement shall not exceed \$48,000 for the initial term of this contract. Any costs incurred over the sums set out in the budget shall be approved by formal contract modification or be at the Provider's sole risk

The Provider shall submit an original invoice and two copies each month indicating the contract number, number of modules conducted by phase, and payment due. If a Sub-Providers performed the services indicate full business name of sub-provider. All invoices shall be accompanied by documentation and shall include:

- a. The date and time of each session
- b. A signed copy of the Attendance Sheet by the Service provider as to the accuracy and authenticity.

Copies of handouts and client 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.

The Provider shall submit to the Substance Abuse Services Office, 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 – Substance Abuse Services Office
919 Ala Moana Blvd., #405
Honolulu, Hawaii 96814

The monthly invoice shall include the following where the Provider's representative shall certify the request for payment and the Department'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

The 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.

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 to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed 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 specifically for the most recent five years.

- a) List of experience as an agency providing family therapy and counseling;
- b) List of experience as an agency providing services to offenders and their families;
- c) List of contracts performed for the Department of Public Safety, if applicable;
- d) List of other prior contracts with the public sector in providing services in general for male and female 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. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
- e) Success applicant has had in recruiting and retaining quality staff; and
- f) Applicant's current financial statement and any financial audits completed in the last three (3) years.

B. Quality Assurance and Evaluation

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

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

The applicant shall provide the address and a description of its facilities and explain the facilities adequacy in relation to the proposed services. If facilities are not presently available, applicant shall describe its plan to secure proper and adequate facilities. Applicant shall also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the

services.

A site inspection may be made prior to award of the contract to ensure that the facility (s) meets the Department's needs. Applicant shall also address the following:

Location

- 1) Is the location site suitable for treatment programming?
- 2) Is the facility location accessible?
- 3) Is there known criminal activity in the area?
- 4) Is the site in close proximity to other offender treatment programs? if so, how the service provider ensures no contact will be made with residents of neighboring sites?
- 5) Is the site co-located with other offender treatment programs? If so, how will service provider ensure there is no mingling of clients?
- 6) Will treatment services be provided on site? If not, what is the proximity of treatment services to site? How will clients move between site and treatment programs?

Physical Plant and Size

- 1) Is the facility in good condition and repair?
- 2) How well does the facility conform to the American Correctional Association's Standards for Adult Community Residential Services, Part 2, "Physical Plant, Sections B, C, D, and E?"
- 3) How will service provider monitor and control ingress at the site on a 24-hour a day basis?

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. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

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)

- 1) 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.

- 2) 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

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

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

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item ifi. - 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 male and 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.

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 POS 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.

- Unit cost of assessments
- Unit cost for treatment plans
- Unit cost for individual counseling
- Unit cost for group counseling
- Unit cost for family therapy
- Unit cost for aftercare services

All budget forms, instructions and samples are located on the SPO website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization—Wide Budget By Source of Funds

SPO-H-206A, Budget Justification — Personnel — Salaries and Wages

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 POS Proposal Application (may be attached):

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

VI. Other

C. 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>	
Background and Summary	10 points
Experience and Capability	20 points
Project Organization and Staffing	10 points
Service Delivery	50 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

Phase 1 – Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist

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)

Phase 2 – Evaluation of Proposal Application (100 Points)

1 Background and Summary (10 Points)

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity. **3 points max.**
- The goals and objectives are in alignment with the proposed service activity. **3 points max.**
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity. **4 points max.**

2 Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- 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 Proposal Application. **5 points max.**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. **5 points max.**
- Demonstrated capability to coordinate services with other agencies and resources in the community. **5 points max.**
- Adequacy of facilities relative to the proposed services. **5 points max.**

3 Personnel: Program Organization and Staffing (10 Points)

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

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. **2 points max.**
- Minimum qualifications (including experience) for staff assigned to the program. **2 points max.**
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. **2 points max.**
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks). **2 points max.**
- Subcontractors qualifications and past experience, if applicable. **2 points max., if no subcontractor(s) will be utilized, applicant shall be awarded the maximum 2 points.**

4 Service Delivery (50 Points)

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.

- 1) Program philosophy **7 points max**;
- 2) Program components **7 points max**;
- 3) Description of case management services, including record-keeping and report writing methods **6 points max.**;
- 4) Description of how basic services will be provided **6 points max.**;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services **6 points max.**;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs **6 points max.**;
- 7) Flexibility of treatment programs **6 points max.**; and
- 8) Description of on-site supervision of offenders **6 points max.**

5 Financial (10 Points)

Competitiveness and reasonableness of unit of service, as applicable.

Adequacy of accounting system. **5 points max.**

Financial stability of the applicant. **5 points max.**

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.: PSD 09-CPS/PB-01 _____

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*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
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*		
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 Professional Insurance	Section 1, RFP		X	
Certificate of Good Standing	Section 1, RFP	Dept of Commerce and Consumer Affairs Website	X	
Certificate of Compliance with Section 3-122-112, HAR (LIR#27)	Section 1, RFP	Dept of Labor & Industrial Relations Website	X	

Authorized Signature

Date

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	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
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