

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

Addendum A

April 27, 2009

To

Request for Proposals

RFP No.: PSD 09-CPS/SA-29
RFP Title: CONTINUUM OF TREATMENT
SERVICES FOR FEMALE OFFENDERS
Date Issued: April 3, 2009

April 27, 2009

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
CONTINUUM OF TREATMENT SERVICES
FOR FEMALE OFFENDERS
RFP No.: PSD 09-CPA/SA-29**

The Department of Public Safety, Corrections Program Services Division, Substance Abuse Services is issuing this addendum to RFP Number PSD 09-CPS/SA-29, Continuum of Treatment Services for Female Offenders for the purposes of:

- Responding to questions that arose at the orientation meeting of April 13, 2009 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.

Enclosed is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.

Should you have any questions, contact:

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Responses to Question Raised by Applicants
For RFP No: PSD 09CPS/SA-29. Continuum of Treatment Services for Female
Offenders

Question No. 1: Do we have to abide by the Matrix regarding staffing displayed on 2-4 or can we use different ratios representing client to counselor ratio, and other job classifications, such as clinical supervisor.

Response No. 1: OK to use clinical supervisor. Client to counselor ratios should not exceed 1:15.

Question No. 2: The compensations section in 2006 RFP PSD 06-CPS/SA27 on pages 2-13 and 2-13 and the 2006 Contract # 4218 Exhibit page 1 (scanned and attached to clarification request e-mail) language is different than the current RFP No: PSD 09-CPS/SA-29 issued April 3, 2009 on page 2-12 (scanned and attached to clarification request e-mail) 2-12 and 2-13). Has compensation and method of payment changed? Can we use the same compensation and method of payment as the previous contract, with updated counselor rates?

Response No. 2: The language for the compensation and payment section in RFP 09-29 and that of RFP 06-27 are basically the same except for the format.

The cost per service unit as referenced in the current contract is based on the hourly rate of the counselor. This cost per service unit is acceptable.

Question No. 3: Reporting Requirements on pages 2-11 and 3-12.
a. Monthly reports, do you want to elaborate on client changes in different levels of care (i.e. moving back or forward a level)? This would be an expansion of the requirement listed in the RFP.

Response No. 3a: Service components defined as: Therapeutic community, Family therapy, Job development, and Aftercare. We don't need to know advances or reverses of the phases in the TC.

Question No. 3b: With our previous contract we have submitted time sheets as our monthly fiscal report as our expenditures were based on counselors' time spent on service provision not line item expenditures. We do collect this information and can provide it; however this would not tie into the billing units if those units would be the same as in the previous contract, which

means counselor billing units. Will it be a requirement to provide line item expenditure?

Response No. 3b. Line item expenditure not required.

Question No. 3c: We have not provided Quarterly Fiscal reports in the past; though we do collect this information and can do so if required. Will it be a requirement to provide Quarterly Fiscal Reports?

Response No. 3c. Quarterly line item reports not required.

Question No. 4: On page 2-2 section D:
a. Should the language be revised to reflect the possibility of offender transitioning to other programs besides Bridge i.e. "such as transition into work Furlough programs such as Bridge?"

Response No. 4a. Language is changed to "... will transition into a reintegration work furlough program such as the Bridge Program."

Question No. 4b(1): Is it under consideration that clients can be in the program 9-15 months as opposed to 9-12 as listed in the RFP?

Response No. 4b(1) Length of stay should be changed to 9 to 15 months.

Question No. 4b(2): If there are individualized circumstances can offenders stay in the program longer than 15 months with Department approval?

Response No. 4b(2):Yes.

Question No. 5: The proposal application checklist did not have any of the cost proposal forms checked off. Shall we assume we should submit what we did last RFP cycle?

Response No. 5: Only need to submit cost proposal for the project. SPOH-205: budget

Question No. 6: Does the Marriage and Family Therapy (MFT) counselor have to be a licensed (LMFT)?

Response No. 6: License preferred but not required for providing services to inmates regarding issues with their families.