

State of Hawai'i
Department of
the Attorney General



REQUEST FOR PROPOSALS:

RFP Number:
AG-CPJAD-VAWA-2009-WF

**Victim Services for Adult Female Victims of Domestic
Violence, Dating Violence, Sexual Assault or Stalking**

Post Date: April 14, 2010

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.

April 14, 2010

REQUEST FOR PROPOSALS
Victim Services for Adult Female Victims of Domestic Violence or Sexual Assault
RFP No. AG-CPJAD-VAWA-2009-WF

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, is requesting proposals from qualified applicants to enhance existing services or create new programs that provide victim services to adult female victims of domestic violence, sexual assault, dating violence, or stalking. The initial term of the contract is eleven months commencing July 1, 2010 or upon Notice to Proceed, whichever is later; extensions may be allowable and subject to prior written approval by the head of the state purchasing agency.¹ Multiple contracts may be awarded under this request for proposal.

Sealed proposals (one original and five copies) must be postmarked (United States mail) before midnight on May 18, 2010 or hand delivered by 4:00 p.m., Hawaii Standard Time (HST), on May 18, 2010 to:

Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813
Attention: Ms. Kathy Mitchell
RFP# AG-CPJAD-VAWA-2009-WF

Proposals postmarked (United States mail) after midnight on May 18, 2010 or hand delivered after 4:00 p.m., HST, on May 18, 2010 will not be considered and will be returned to the applicant unopened. There are no exceptions to this requirement.

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, will conduct an orientation on April 22, 2010 from 2:00 p.m. to 3:30 p.m., HST. The location of the orientation meeting will be at:

Leiopapa A Kamehameha
(State Office Tower)
235 South Beretania Street, Conference Room 302
Honolulu, Hawaii 96813

All prospective applicants are encouraged to attend the orientation. The deadline for submission of written questions is 4:00 p.m., HST, on May 1, 2010. All written questions will receive a written response from the State by May 10, 2010.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Ms. Kathy Mitchell, Criminal Justice Planning Specialist, 235 South Beretania Street, Suite 401, Honolulu, Hawaii 96813, or may be made by telephone to (808) 586-1389 or fax (808) 586-1373.

¹ The contract term from the resulting RFP will initially be for an 11 month period to coincide with the federal end date of the master 2009 STOP Formula Grant, which is May 31, 2011. At the appropriate time an extension request to the Office on Violence Against Women will be submitted; and contingent on approval, the contract will be extended so the full term of the contract is for a 12 month period. The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the U.S Department of Justice, Office of Justice Programs, Office of the Comptroller, and subject to the availability of Federal funds. No state funds are available for a contract issued under this RFP.

All applicants are responsible for checking the Request for Proposal site for addenda to the RFP at <http://hawaii.gov/spo>, click Health and Human Services, Chapter 103F, HRS Procurements and then Opportunities to Compete for Health and Human Service Contracts.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One original and Five copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 18, 2010** and received by the state purchasing agency no later than 10 days after the submittal deadline.

All Mail-ins

Department of Attorney General
Crime Prevention and Justice Assistance Division
235 S. Beretania Street, Suite 401
Honolulu, Hawaii 96813-2427

AG-CPJAD RFP COORDINATOR

Kathy Mitchell
For further information or inquiries
Phone: 586-1389
Fax: 586-1373
Kathleen.M.Mitchell@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:00 P.M., Hawaii Standard Time (HST), May 18, 2010**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:00 p.m., **May 18, 2010**.

Drop-off Site

Department of Attorney General, Crime Prevention and
Justice Assistance Division
Leiopapa A Kamehameha
(State Office Tower)
235 S. Beretania Street, Suite 401
Honolulu, Hawaii 96813

All proposals must be postmarked by
USPS no later than midnight on May 18,
2010 and received by the state
purchasing agency no later than 10 days
after the submittal deadline.

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable.....	1-1
II.	Website Reference	1-2
III.	Authority	1-2
IV.	RFP Organization	1-2
V.	Contracting Office	1-3
VI.	Orientation	1-3
VII.	Submission of Questions	1-4
VIII.	Submission of Proposals.....	1-4
IX.	Discussions with Applicants.....	1-7
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation.....	1-7
XII.	RFP Amendments.....	1-7
XIII.	Final Revised Proposals.....	1-7
XIV.	Cancellation of Request for Proposals.....	1-8
XV.	Costs for Proposal Preparation	1-8
XVI.	Provider Participation in Planning.....	1-8
XVII.	Rejection of Proposals	1-8
XVIII.	Notice of Award	1-9
XIX.	Protests.....	1-9
XX.	Availability of Funds	1-10
XXI.	General and Special Conditions of the Contract.....	1-10
XXII.	Cost Principles	1-10

Section 2 - Service Specifications

I.	Introduction	
	A. Overview.....	2-1
	B. VAWA Planning Committee priorities.....	2-7
	C. Planning activities conducted in preparation for this RFP.....	2-8
	D. Description of the Goals of the Service	2-9
	E. Description of the Target Population to be Served.....	2-9
	F. Geographic Coverage of Service	2-9
	G. Probable Funding Amounts, Source, and Period of Availability.....	2-9
II.	General Requirements	
	A. Specific Qualifications or Requirements	2-10
	B. Secondary Purchaser Participation	2-11
	C. Multiple or Alternate Proposals	2-11
	D. Single or Multiple Contracts to be Awarded	2-12
	E. Single or Multi-Term Contracts to be Awarded	2-12
	F. RFP Contact Person	2-13

III.	Scope of Work	
	A. Service Activities	2-13
	B. Management Requirements	2-14
	C. Facilities.....	2-17
D.	Compensation and Method of Payment.....	2-17

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications.....	3-1
I.	Program Overview	3-2
II.	Experience and Capability	3-2
	A. Necessary Skills and Experience	3-2
	B. Quality Assurance and Evaluation.....	3-2
	C. Coordination of Services.....	3-2
	D. Facilities.....	3-2
III.	Project Organization and Staffing	3-3
	A. Staffing	3-3
	B. Supervision and Training	3-3
	C. Organization Chart	3-3
IV.	Service Delivery	3-3
	Part I. Title Page Instructions.....	3-4
	Part II. Description of Project Instructions	3-5
V.	Financial	3-7
	A. Pricing Structure	3-7
	B. Other Financial Related Materials	3-8
VI.	Other	3-8
VII.	Litigation.....	3-8

Section 4 – Proposal Evaluation

I.	Introduction.....	4-1
II.	Evaluation Process.....	4-1
III.	Evaluation Criteria.....	4-2
	A. Phase 1 – Evaluation of Proposal Requirements.....	4-2
	B. Phase 2 – Evaluation of Proposal Application	4-2
	C. Phase 3 – Recommendation for Award	4-4

Section 5 – Attachments

- Attachment A. Competitive Proposal Application Checklist
- Attachment B. Sample Proposal Table of Contents
- Attachment C. Certifications (6)

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)	April 14, 2010
Distribution of RFP (see http://www4.hawaii.gov/spoh/rfps.htm)	April 14 – May 18, 2010
RFP orientation session	April 22, 2010
Closing date for submission of written questions for written responses	May 1, 2010 – cob 4:00 p.m.
State purchasing agency's response to applicants' written questions	May 10, 2010
Discussions with applicant prior to proposal submittal deadline (optional)	April 12 – May 13, 2010
Proposal submittal deadline	May 18, 2010 - cob 4:00pm
Discussions with applicant after proposal submittal deadline (optional)	May 18 - May 19, 2010
Final revised proposals (optional)	May 19, 2010
Proposal evaluation period	May 20 – June 2, 2010
Provider selection	June 3-4, 2010
Notice of statement of findings and decision	June 8 – June 16, 2010
Contract start date	July 1, 2010 or upon Notice to Proceed, whichever is later

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 AG Website for VAWA Fillable Forms	http://hawaii.gov/ag/cpja/main/gp
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.

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 the Attorney General
Crime Prevention and Justice Assistance Division
235 S. Beretania Street, Suite 401
Honolulu, Hawaii 96813-2427
Phone: (808) 586-1389

VI. Orientation

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

Date: April 22, 2010 **Time:** 2:00 p.m. to 3:30 p.m.
Location: Leiopapa A Kamehameha (State Office Tower)
235 S. Beretania Street, Conference Room 302
Honolulu, Hawaii 96813

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 1, 2010 **Time:** 4:00 p.m. HST

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

Date: May 10, 2010

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.** Providers 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. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **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 after 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.

Fax proposals, proposals submitted on diskette/CD, or proposals transmitted via email are **not** permitted.

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.

All applicants are responsible for checking the Request for Proposal site for addenda to the RFP at <http://hawaii.gov/spo>, click Health and Human Services, Chapter 103F, HRS Procurements and then Opportunities to Compete for Health and Human Service Contracts.

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: The Honorable Mark J. Bennett
Title: Attorney General
Mailing Address: 425 Queen Street
Honolulu, Hawaii 96813
Business Address: 425 Queen Street
Honolulu, Hawaii 96813

Name: Lari Koga
Title: Administrator, CPJAD
Mailing Address: 235 S. Beretania Street
Suite 401, Honolulu, Hawaii 96813
Business Address: 235 S. Beretania Street
Suite 401, Honolulu, Hawaii 96813

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, and subject to the availability of Federal funds. No state funds are available for a contract issued under this RFP.

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

The Governor of the State of Hawaii designated the Department of the Attorney General, State of Hawaii (“Department”) to be the administrator for the STOP (Services-Training-Officers-Prosecutors) Violence Against Women Formula Grant Program. The STOP Program is administered by the Office on Violence Against Women (OVW), U.S. Department of Justice.

STOP grants lay the foundation for on-going efforts to restructure and strengthen the criminal justice response to reduce violence against women. The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States are encouraged to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to look to new partners, such as faith-based and community organizations, to respond more vigorously to domestic violence, sexual assault, and stalking crimes. The STOP Program requires and encourages collaboration among victim service providers, faith-based and community-based organizations, prosecutors, and police – those who encounter victims of domestic and sexual violence. The STOP Program was initially authorized under the Violence Against Women Act of 1994 and reauthorized and amended by the Violence Against Women Act 2000 and Violence Against Women Act 2005 (VAWA 2005). Several significant changes were made in the VAWA 2005 and are attached at the end of this section.

States must allocate 25 percent of the VAWA STOP funds to law enforcement, 25 percent to prosecution, 5 percent to the Judiciary, and 30 percent to victim services of which at least 10 percent shall be distributed to culturally specific community-based organizations.² The remaining 15 percent may be allocated at the State’s discretion within the parameters of the VAWA.

The funding for this RFP represents the allocation for non-profit victim services and no match is required, but may be made on a voluntary basis. However, discretionary funds may be awarded under this solicitation, if available. If discretionary funds are allocated to fund a project or supplement funding for a project, the non-profit victim service providers may voluntarily provide a 25 percent in-kind match.³

2 See Definitions Applicable to VAWA Program at the end of this section. Also see the definition for community-based organizations and cultural specific services.

3 The 30 percent allocation for nonprofit/non-governmental applicants is currently exempt from the match requirement. The 15 percent discretionary allocation for victim services is also exempt, but non-profits may

Stop Formula Grant Program – Federal Priorities

In shaping strategies, the Office on Violence Against Women (OVW) has two overarching federal priorities in using the STOP Program funds. States are encouraged to develop and support projects to:

- implement community-driven initiatives, utilizing faith-based and community organizations, to address the needs of underserved populations as defined by VAWA, including people with disabilities and elder victims of domestic violence, sexual assault, and stalking.
- address sexual assault and stalking through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to violence against women.

Federal Statutory Eligibility Requirements of VAWA 2005

The State of Hawaii and its awarded applicants must meet certain federal eligibility criteria established by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (<http://www.usdoj.gov/ovw/regulations.htm>) and the Office of Justice Programs Financial Guide in order to receive STOP Program funds (<http://www.ojp.usdoj.gov/financialguide/index.htm>).

1. **Consultation with Victim Services Programs** – Tribes, local prosecution, law enforcement, and courts must consult with local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.
2. **Non-disclosure of Confidential or Private Information** – In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, awarded applicants shall protect the confidentiality and privacy of persons receiving services.⁴

Awarded applicants shall not disclose or reveal –

- a) Any personally identifying information or individual information collected in connection with services requested, utilized, or denied through awarded applicants' programs; or
- b) Individual client information without the informed, written, reasonably time-

volunteer an in-kind match. Match cannot be derived from other Federal Funds.

4 Children's services supported by STOP funds must show an inextricable link and be the direct result of providing services to an adult victim of violence against women.

limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

If release of information is compelled by statutory or court mandate awarded applicants shall make reasonable attempts to provide notice to victims affected by the disclosure of information and shall take steps necessary to protect the privacy and safety of the person affected by the release of the information.

Awarded applicants may share –

- a) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation or data collection requirements;
 - b) Court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and
 - c) Law enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.
3. **Filing Costs for Criminal Charges and Protection Orders** –Victims will not be charged a fee to file misdemeanor or felony criminal charges against the offender in a domestic violence offense. Victims will not pay any costs associated with the filing, issuance, registration, or services of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside the state, tribal, or local jurisdiction for protection against domestic violence, sexual assault, or stalking.
4. **Forensic Medical Examination** - The state, Indian tribal government, unit of local government or another governmental entity shall incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault.

Forensic medical exams are performed by trained examiners for victims of sexual assault and do not require victims of sexual assault to pay or seek reimbursement for the exam from their insurance carriers.

The state, Indian tribal government, unit of local government or another governmental entity will not require victims of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam, reimbursement for the cost of the exam, or both.

5. **Judicial Notification** – The State of Hawaii and local judicial administrative policies and practices include notification to domestic violence offenders of Federal, State, or local gun laws.
6. **Polygraph Testing Prohibition** – Federal statutes require a state or territory to certify their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, Tribal, State, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to an examination shall not prevent the investigation, charging, or prosecution of the offense.

Limitations on STOP Program Funding

With certain exceptions, STOP Program funded services must be specific to adult victims of domestic violence, sexual assault, stalking or dating violence.

- Children’s services supported by STOP Program funds must show an inextricable link and be the direct result of providing services to an adult victim of violence against women. For example, STOP Program funds may support the expansion of battered women’s shelter services to include programs for children of the battered women residing in the shelter.
- Services may be provided to adolescents age 13 and older who are 1) victims of dating violence, or 2) sexually assaulted by a person who is *not* a family or household member.⁵
- Male victims may receive services under a STOP Program funded project as long as the agency’s primary focus is on efforts to stop violence against women.

In addition to the clear criminal justice purposes for which the Violence Against Women Act was intended, funding for civil justice assistance is allowable. This funding is limited by the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Violence Against Women Act, to situations that bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protection orders may be supported.

STOP Program funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the 14 broad Purpose Areas for which STOP Program funds may be used.

⁵ The Department of the Attorney General received written confirmation from OVW that adolescents age 13 years and older who are victims of dating violence or sexual assault as defined in this section are eligible for services under this RFP.

STOP Program funds may not be used to support services that focus exclusively on children or to develop sexual assault, domestic violence, stalking or dating violence prevention curricula.

Additionally, STOP Program funds may not support legal or defense services for perpetrators. Other unallowable use of STOP Formula funds include the following activities:

- Lobbying
- Fundraising
- Research projects
- Building renovations

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the STOP Violence Against Women Formula Grant Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault.
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

VAWA Statutory Purpose Areas: *To be eligible for funding under the Violence Against Women Act, applicants must design projects that fall within at least one of 14 authorized Purpose Areas established by Congress.*

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
6. Developing, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs that address the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault or domestic violence, including recognizing, investigating, and prosecuting instances of such assault or violence and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of sexual assault and domestic violence in immigration matters.
12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
13. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities –
 - a. developing, in collaboration with prosecutors, courts, and victim service

- providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order; and
14. To provide funding to law enforcement agencies, nonprofit nongovernmental victim service providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote –
- a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates”, to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003));
 - c. the development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions. Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph 14. shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol.

B. State VAWA Planning Committee Priorities

To be eligible for STOP grant funds, eligible states must develop and submit a *VAWA Implementation Plan* for approval to the Office of Justice Programs (OJP). States are required to develop their Implementation Plans through deliberative consultation and coordination with a broad range of participants, including private, nonprofit victim service programs (such as sexual assault and domestic violence victim service programs) and victim advocates.

The Implementation Plan includes an overview of the process used to develop the plan, documentation from participating organizations regarding their involvement in the development and implementation of the plan; major shifts in direction, because of reevaluation or reassessment of previous efforts; a general explanation of how the VAWA funds will be distributed across law enforcement, prosecution, and victim services categories; and a description of how the success of grant-funded activities will be evaluated. The Implementation Plan identifies the funding priorities for the VAWA grant funds and the types of programs and projects the State intends to support with VAWA grant dollars.

The Department of the Attorney General convened the *VAWA State Planning Committee* to help develop a multi-year Implementation Plan. The committee consists of thirteen members with representation from law enforcement, prosecution, domestic violence and sex assault service providers, immigrant services, Family Court, U.S. Attorney's Office, Hawaii State Commission on the Status of Women, and the Attorney General.

Revised in October 2007, the *FY 2008 - 2011 Strategic Plan for the STOP Violence Against Women Formula Grant* provides a long-range plan to provide increased accountability and offer a 4-year "road map" for statewide action. This effort brought about the identification of issues and concerns across the different systems addressing domestic violence and sexual assault, as well as funding resources available to victims.

To review the complete plan and a description of the funding priorities go to the website, <http://hawaii.gov/ag/cpja/main/gp/> scroll down to access the *State of Hawaii Strategic Plan for the STOP Violence Against Women Formula Grant FY 2008 – 2011*.

This document sets forth program priorities of the State VAWA Planning Committee members. As in previous years, the allocations for police, prosecutors, and victim service providers continue with exception of the victim services allocation. The provisions in VAWA includes a 10 percent set aside for culturally specific services (25 percent - law enforcement, 25 percent - prosecution, 5 percent - Judiciary, and 30 percent - non-profit victim services of which at least 10 percent is set aside for culturally specific community-based organizations, and 15 percent discretionary).

C. Planning activities conducted in preparation for this RFP

X	Information from the State VAWA Planning Committee
X	Information from other state agencies on services to the same target group
X	Views of PROVIDER organizations on conditions affecting achievement of desired goals
X	Views of PROVIDER organizations on how to improve service specifications; a request for information (RFI) process may have been used for this purpose

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, issued a Request For Information (RFI) on February 24, 2010 requesting

written information and feedback on draft services specifications. Written responses were due March 23, 2010. To date, no responses have been received.

D. Description of the Goals of the Service

The Department of the Attorney General, State of Hawaii, is soliciting proposals from qualified entities to develop, enhance and provide victim services to adult female victims of domestic violence, dating violence, sexual assault, or stalking.

E. Description of the Target Population To Be Served

The focus of services is for adult female victims of domestic violence, dating violence, sexual assault, or stalking. Services to children must show an inextricable link and be the direct result of providing services to an adult victim. Services may be provided to adolescents age 13 or older who are: 1) victims of dating violence, or 2) sexually assaulted by a person who is not a family or household member.⁶ Similarly situated male victim(s) in need who requests services may be eligible under VAWA as long as the agency's primary focus is on efforts to stop violence against women.

F. Geographic Coverage of Service

Service areas for this RFP consist of the islands of Hawaii, Kauai, Maui, Molokai, Lanai, and Oahu. The applicant may apply in any one or more of these areas, or a specific geographic sector within an island. However, the applicant shall demonstrate the actual capacity to provide the required services in the service areas for which it is applying.

G. Probable Funding Amounts, Source, and Period of Availability

Total Funding: \$264,042 (of which at least 10 percent or \$26,404 must be set aside for culturally specific services)⁷

Discretionary Funds: \$132,021

Source of Funding: U.S. Department of Justice, Office of Justice Programs, FY 2009 STOP Formula Grant.

Note: Other FY 2006, 2007, 2008 STOP funds that have been returned or unallocated may be available under this RFP. At this time, the amount of returned or unspent funds is undetermined until projects are closed out. These funds may be awarded to approved projects under this RFP. Interested applicants should submit their proposals by the deadline date indicated in Section 1 of this RFP.

⁶ See page 2-4, footnote number 5.

⁷ This is a mandatory provision under VAWA 2005. The State also has the discretion to award more than the 10 percent minimum set aside for culturally specific community-based organization services.

Match: No match is required for the victim services allocation. If discretionary funds are awarded to a project voluntary cash or in-kind match is accepted.

Availability Period: July 1, 2010 – May 31, 2011⁸ or Upon Notice to Proceed (NTP), whichever is later. Discretionary Funds availability from July 1, 2010 – May 31, 2011 or NTP.⁹

II. General Requirements

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

1. The applicant shall be a non-profit, nongovernmental victim services agency. Faith-based organizations are also eligible to apply. ALL applicants shall comply with provisions set forth in 28 C.F.R. pt. 38 (available online at www.usdoj.gov/fbc/reginfo.html).
2. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
3. The applicant shall comply with the guidelines set forth in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 3796 et seq., as amended, and all applicable federal regulations and guidelines, including but not limited to Office of Management and Budget Guidance Manual entitled “Financial and Administrative Guide for Grants.”
4. The applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by the Department.
5. The applicant shall complete, execute and submit to the Department a Certification Regarding Drug-Free Workplace Requirements which meets the requirements of the Drug Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D), hereinafter referred to as the “Drug-Free Workplace Certification.”

⁸ The contract term from the resulting RFP will initially be for an 11 month period to coincide with the federal end date of the master 2009 STOP Formula Grant, which is May 31, 2011. At the appropriate time an extension request to the Office on Violence Against Women will be submitted; and contingent on approval, the contract will be extended so the full term of the contract is for a 12 month period. Any extensions beyond the program year must have prior written approval by the Department – CPJAD. Any allowed renewal or extension thereof, is subject to allotments made by the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, and subject to the availability of Federal funds. No state funds are available for a contract issued under this RFP.

⁹ Ibid.

6. The applicant shall complete, execute and submit to the Department a Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion, hereinafter referred to as the "Debarment Certification."
7. The applicant shall complete, execute and submit to the Department a Certification Regarding Lobbying, hereinafter referred to as the "Lobbying Certification," and any subsequent disclosure forms required under Section 1352, Title 31 U.S.C.
8. The applicant shall comply with the non-discrimination requirements of the Act, Title VI of the Civil Rights Act of 1964 (with respect to race, sex, religion, creed, national origin), Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973 (handicap), as amended, Title IX of the Education Amendments of 1972 (race, sex, religion, creed, national origin), the Age Discrimination Act of 1975 (age), Executive Order 12138, 44 C.F.R. 29637 (affirmative action for women's business), the United States Department of Justice Non-Discrimination Regulation, 28 C.F.R. Part 42, Subparts C, D, E and G, the Americans with Disabilities Act of 1990 42 U.S.C. §§ 12101 et seq., and the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes, and all other applicable federal, state and local laws, rules and regulations. Executive Order No. 13279, 28 C.F.R. Part 38 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13166 and U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons.
9. The applicant shall complete, execute and submit to the Department a Certification of Non-Supplanting hereinafter referred to as the "Non-supplanting Certification." The applicant assures the Department that federal funds provided pursuant to a contract awarded under this RFP, will be used to supplement existing funds for program activities and not replace (supplant) nonfederal funds that have been appropriated for the same purpose.
10. The applicant shall complete, execute and submit to the Department an Acceptance of Conditions hereinafter referred to as the "Acceptance of Conditions Certification."

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

Multiple proposals must be physically separate proposals and ranked according to priority (i.e. 1 = top priority)

D. Single or multiple contracts to be awarded

(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards: Different geographic areas, target population, and types of services proposed; including services for underserved populations with language barriers, cultural and linguistically specific community-based services that benefit adult female victims of domestic violence, dating violence, sexual assault, or stalking.

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)

Multiple awards (or contracts) may be made whenever the purchasing agency deems that it is in the best interests of the state. Only the providers whose proposals are evaluated as the most advantageous over-all (highest ranked), by geographical area, or by other criterion explained in this RFP, shall be considered for a multiple award.

Contract terms:

- The initial term of the contract: Eleven months anticipated to be 7/1/10 through 5/31/11.¹⁰
- Length of each extension: Is subject to prior written approval by the State Department of the Attorney General.
- Number of possible extensions: Is subject to prior written approval by the State Department of the Attorney General.
- The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.
- As determined by the STATE, conditions for extension(s), include, but are not limited to:
 - Satisfactory performance as determined by the STATE.
 - Availability of funding.
 - Acceptable utilization.

¹⁰ At the appropriate time, the Department will submit a request to the U.S. Department of Justice, Office on Violence Against Women (OVW) to approve of an extension to the master 2009 VAWA STOP grant. Upon receipt of OVW approval, an extension will be made to awarded contracts so the project period will be one year. Extensions beyond one year must have prior written approval by the Department of the Attorney General.

- Ongoing need for the service.
- Satisfactory compliance with the terms and conditions of the contract.
- Must be in writing and must be executed prior to expiration.

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.

Contact Person: Ms. Kathy Mitchell at (808) 586-1389, fax (808) 586-1373
or email: Kathleen.M.Mitchell@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)

The State requests proposals to: 1) develop, enhance and/or provide core services for adult female victims of domestic violence, sexual assault, or stalking; 2) develop, enhance and/or provide core services for adult female victims of or teen dating violence; or 3) develop and provide linguistically and culturally specific community-based services that benefit adult female victims of domestic violence, dating violence, sexual assault, or stalking.

1. Core services may include, but are not limited to the following:

- Advocacy
- Case Management
- Counseling
- Crisis Response
- Services to special populations including disabled, immigrant, and victims with substance abuse or mental health issues
- Legal Assistance (Note: STOP funds may be used to provide civil justice assistance only in cases that bear directly and substantially on criminal justice matters. Because it is consistent with the overall intent of the VAWA statute, legal assistance to victims attempting to obtain civil protection orders may be supported. However, STOP funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the eleven broad purposes for which STOP funds may be used.)
- Shelter
- Transitional services
- Training for law enforcement

2. Linguistically and culturally specific community-based services that address domestic violence, dating violence, sexual assault, or stalking (Example: A nonprofit, non-governmental victim services organization whose primary focus is to meet the specialized needs of linguistically and culturally specific population groups by providing services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms. This does not include mainstream organizations with a bi-cultural/bi-lingual advocate on staff).¹¹

The applicant must demonstrate it has the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and have an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

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

1. Personnel

The applicant shall include resumes of all key personnel assigned to the contract and an organization chart. Resumes must show employment history, all relevant and related experience and education and degrees (including specific date, names of employees, and educational institutions). If the staff position is not yet filled, provide a position description.

2. Administrative

The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of victim service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

The applicant must ensure quality assurance and ongoing evaluation of the project goals, objectives and activities.

The Department shall monitor the project during the project period to evaluate the results of the program. During these monitoring visits the applicant must make available to the Department for review: project files, fiscal records, documentation for cost category expenditures, time sheets, data collection results, etc.

¹¹ See Section IV. Definitions Applicable to the VAWA Program. See also the definition for community-based organization and linguistically and culturally specific services.

4. Output and performance/outcome measurements

The applicant must clearly describe outcome measures, benchmarks and data collection methods relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, the stated problem and proposed service activities.

The applicant must provide baseline data from which measurable outcomes can be established. Outcome measures may be quantitative or qualitative. A *quantitative* indicator can be expressed as a single measure (number of victims served), or as a degree of change (increase/decrease in number of domestic violence cases). *Qualitative* indicators can be used where quantitative measures are not feasible. It is not possible, for example, to assign a direct quantitative measure to evaluate the differences in the experiences and service needs of rural and urban intimate violence victims. However, a qualitative (or indirect) measure can be used through the use of anecdotal information, surveys, direct observation, etc.

The applicant must develop measurements that will be used to determine the effectiveness of the project and whether the objectives have been met. Include the type of data to be collected and any analysis of the data that might occur (for example, if training is going to be an activity, how will you determine if the training made any difference?). Output and performance measurements must have a logical link to goals, objectives, and activities. The performance measurement information shall be used to evaluate the effectiveness of the program.

5. Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Include in the listing, the contract number, dates of the contract period, name and phone number for the point of contact. The Contracting Office reserves the right to check references.

The applicant must demonstrate it has the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and have an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

6. Coordination of services

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

7. Reporting requirements for program and fiscal data

a. Required Program Reports:

1. Six month progress reports and a final progress report at the end of the project summarizing and analyzing required outcome data and reports on accomplishments and challenges are required. The report should:
 - Include a brief description of the program.
 - List each goal and objective, and describe the progress made towards achieving each.
 - Describe the program activities to date.
 - Report performance indicators that document the accomplishment(s) of the objectives.
 - Describe how the project impacted/improved the criminal justice system.
 - Describe any problems encountered, how they impacted the program and how they were resolved.
2. Progress reports are due one month after the end of the reporting period.
3. A STOP Annual Report in the format required by the Office on Violence Against Women is required.

b. Required Fiscal Reports

1. The awarded agency must maintain accounting procedures and practices acceptable to the Department, and books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the result of funds provided pursuant to the contract awarded pursuant to this RFP.
2. Any funds provided pursuant to a contract awarded under this RFP which are unencumbered on the date the project terminates shall be returned to the Department; all funds provided under the contract awarded pursuant to this RFP which are encumbered but not disbursed within sixty (60) days after the project terminates shall be returned to the Department.
3. A *Request for Funds (RFF) and Cash Balance Report* must be submitted by the 15th of each month.
4. The Final RFF Drawdown must be submitted by the 30th day after the project end date.
5. A *Project Expenditure & Obligations (PEO) Report* must be submitted by the 15th of April, July, October, and January.

6. A Final RFF and PEO Report must be submitted by the 60th day after the project end date.
7. The source of funding for this grant is federal funds and the provision of Hawaii Revised Statutes, Sections 29-15 and 29-15.5 shall apply.

C. 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.

IV. COMPENSATION AND METHOD OF PAYMENT

Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the provider for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

Request for reimbursements must be made on a monthly basis and by the 15th day of each month. Quarterly reports for project expenditures and obligations must be received by the Department 15 days after the end of each calendar quarter.

DEFINITIONS APPLICABLE TO THE VAWA PROGRAM

The Violence Against Women and Department of Justice Reauthorization Act of 2005 contains the following universal definitions that apply to the STOP Formula Grant Program.

Community-Based Organization – The term “community-based organization” means an organization that –

- a) focuses primarily on domestic violence, dating violence, sexual assault, or stalking (*Example: A nonprofit, nongovernmental victim services organization that provides services to victims of violence against women through shelter, advocacy and safety planning.*);
- b) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking (*Example: A nonprofit nongovernmental victim services organization whose primary focus is to meet the specialized needs of linguistically and culturally specific population groups by providing services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms. This does not include mainstream organizations with a bi-cultural/bi-lingual advocate on staff.*);
- c) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking (*Example: A nonprofit, nongovernmental victim services organization that primarily focuses on providing services to Filipina victims of violence against women.*); or
- d) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration (*Example: A faith-based organization that provides shelter services to homeless women and their families may apply for STOP Program funds to support a domestic violence advocate that collaborates with a County’s Victim Assistance Program to provide safety planning, advocacy, and support group services to victims of domestic violence.*)

Dating Violence – the term “dating violence” means violence committed by a person –

- a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b) where the existence of such relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship
 2. The type of relationship
 3. The frequency of interaction between the persons involved in the relationship

Domestic Violence – the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

Linguistically and Culturally Specific Services – the term “linguistically and culturally specific services” means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.

Personally Identifying Information or Personal Information – the term “personally identifying information” or “personal information” means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including –

- a) a first and last name;
- b) a home or other physical address;
- c) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- d) a social security number; and
- e) any other information, including date of birth, racial or ethnic background or religious affiliation that in combination with any of subparagraphs (a) through (d), would serve to identify any individual.

Sexual Assault – the term “sexual assault” means any conduct proscribed by chapter 109A of Title 181, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Stalking – The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- a) fear for her or his safety or the safety of others; or
- b) suffer substantial emotional distress

Underserved Populations – the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

Victim Services or Victim Service Provider – the term “victim services” or “victim services provider” means a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking

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.*
- **DO NOT** put Proposals in a three ring binder.
- *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.*
- *The application (fillable) form is available on the Department's website at <http://hawaii.gov/ag/cpja/main/gp>*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form (SPO-H-200), see website reference on page 1-2)*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery (fillable form, see Department's website reference above)*
 - *Part I. Title Page*
 - *Part II. Description of the Project*
- *Financial (SPO website for Budget and Justification forms)*
 - *Budget Detail and Justification*
 - *Pricing Structure*
 - *Other Financial Related Materials*
- *Other*
 - *Litigation*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. Include a brief description of the applicant's organization, the problem statement, the goals and objectives related to the service activities, and how the proposed services are designed to address the problem/need identified in the service specifications. If the applicant is applying for funding for culturally and linguistically specific services, then it must identify the target population.

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. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services. Include in the listing, the contract number, dates of the contract period, name and phone number for the point of contact. The Contracting Office reserves the right to check references.

The applicant must demonstrate it has the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations; and have an advisory board or steering committee and staffing which is reflective of the targeted culturally specific community.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans 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 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

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.) Applicant shall include resumes of all key personnel assigned to proposed program. Applicant shall describe how staff was previously funded before submitting the application for this RFP.

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the proposed program. Job descriptions and resumes of staff delivering services shall be included. (Refer to the qualifications in the Service Specifications, as applicable)

B. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

C. 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 applicant can access fillable forms on the Department's website at <http://hawaii.gov/ag/cpja/main/gp>. The Service Delivery section includes "Part I. Title Page" and "Part II. Description of Project."

PART I. TITLE PAGE

Instructions for Completing AG/CPJAD #1 (See Section 1, Paragraph II for fillable form)

- A. PROJECT TITLE. Enter a brief descriptive title. An application for second or subsequent year funding must retain the same title as the original application.
- B. APPLICANT AGENCY. Enter the official title of the state or county agency requesting the grant.
- C. APPLICATION RANKING WITHIN AGENCY. If your agency is submitting more than one application, then the applications must be ranked by the head of the applicant agency. Rank each application from high to low with "1" being the highest priority.
- D. ADDRESS. Enter the mailing address of applicant agency.
- E. LOCATION OF PROJECT. If appropriate, identify the location(s) where the project will be located.
- F. PROJECT PERIOD. Enter the expected starting and completion dates of the project. The period should not be more than 11 months and not exceed 3/31/2011.
- G. AUTHORIZED PURPOSE AREA. Insert appropriate VAWA purpose area (see Section 2 of this RFP).
- H. TYPE OF APPLICATION. Indicate with an "X" whether this is a new or continuation project with the Department of the Attorney General.
- I. TOTAL FEDERAL PROJECT AMOUNT. Enter the total (100%) grant cost.
- J. APPLYING FOR OTHER FUNDING. Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for.
- K. PROJECT DIRECTOR. Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.
- L. FINANCIAL OFFICER. Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

PART II. DESCRIPTION OF PROJECT
Instructions (See Section 1, Paragraph II for Fillable Form)

This section is the most important part of the application because it not only describes what will be done and who will do it, but it also justifies the need for the project. The information requested must be addressed in detail. Please follow this order in describing the project.

Problem Statement: The applicant must describe the nature and scope of the existing problem, including the present status of activities by the applicant or other law enforcement agencies regarding the problem. This section should clearly justify the reasons why the project is needed. Include data that define the size and scope of the problem. Explain how this problem was dealt with in the past and the limitations in that approach.

If this is a continuation project, include a brief statement discussing the current problems in light of previous years' accomplishments.

Target population: Identify the target population to be served, the number of individuals to be served and the geographic area(s) to be served. Include all available pertinent data (e.g. number of agency referrals, caseloads, hotline calls, etc.)

Approach to Project: This section should be limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem(s) described above.

To be eligible for funding under the Violence Against Women Act, applicants must design their projects that fall within at least one of 14 VAWA Purpose Areas established by Congress (see Section 2, page 2-5). Applicants must identify the VAWA purpose area(s) of the proposed services.

Applicants must describe, in detail, the services they are proposing to develop and deliver. Provide a clear, detailed description of the proposed project goals and objectives, activities, broken down into phases or tasks. Include a timeline showing the amount of time necessary to complete each task. Applicants must include a description of any outreach materials, videos, training tools or manuals that may result from this project.

Applicants must clearly state the goals, objectives and activities of the project service delivery plan. Goals, objectives, and activities must be logically linked to each other and to output and performance measurements.

Goal: A goal is a broad statement about an undesirable condition that you would like to improve or a desired state of affairs toward which to strive. Project goals should be clearly stated and realistic. For example: to improve the prosecution of sex assault or domestic violence cases.

Objective: Clearly state the objectives, which are specific, measurable outcomes of the project. The objective should state who or what will change, in which direction (increase or decrease), by how much, and by when. It is imperative that objectives be both achievable and measurable. For example: 30 percent of parolees who enter a substance abuse treatment program will successfully complete the program during the project period; to reduce sex assault case processing from receipt of case to prosecutor's charging decision from 10 months to 3 months.

Activities: State the methods that will be utilized to achieve the objectives. Include a timeline, activities, staffing (number and type), equipment (description and justification), clients to be served, client selection criteria, description of training or technical assistance required, project schedule, an outline of available resources, etc. Program activities must be developed within the confines of the project's resources.

Performance

Measures: Applicants must evaluate attainment of the goals and objectives of the project in specific measurable terms. To effectively assess the results of the project, the applicant should indicate: (1) the process in which the data will be collected (the type of information, method of recording, timeframe for collection); (2) specific correlation to the goals and objectives for measurement; and (3) the individual(s) responsible for the data collection and analysis.

Applicant must describe the expected outputs and outcomes relative to the proposed scope of services. Applicant must provide baseline data from which measurable outcomes can be established. For example, if one of the objectives is to increase the number of protection orders served during a calendar year by 30 percent (or 65), then the baseline provided would be 50.¹²

Outputs refer to the internal activities of a program (i.e., the products and services delivered). For example, an output could be the number of adult female victims that received individual counseling; the number of protection orders requested and the number granted. The program must have baselines for output measures. While performance measures must distinguish between outcomes and outputs, there must be a reasonable connection between them, with outputs supporting (i.e., leading to) outcomes in a logical fashion.

Outcome measures are the most informative measures about performance because they are the ultimate results of a program that benefit the public. Programs must try to translate existing measures that focus on outputs into

¹² The baseline is the starting point from which gains are measured and targets are set.

outcome measures by focusing on the ultimate goal of the program, as shown by these examples from the Executive Office of Management and Budget, Program Assessment Rating Tool Guidance No. 2008-01:

Outputs	Outcomes
Number of housing units rehabilitated.	Increases in equity (property value) of rehabilitated houses for low-income families as a result of targeted assistance.
Number of businesses assisted through loans and training.	Percent of businesses that remain viable 3 years after assistance.
Number of people accessing victim services.	Increased percent of people who accessed victim services (i.e. counseling, case management, crisis response services).
Number of acres of agricultural lands with conservation plans.	Percent improvement in soil quality; dollars saved in flood mitigation.

V. **Financial**

Budget Detail and Justification (See SPO website for Budget and Justification Forms)

The applicant can access the budget and justification forms on the State Procurement Office website (see Section 1, Paragraph II). The applicant should address the Financial and Other Financial Related Information as outlined in the instructions below.

A. **Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal and a narrative shall be attached to the Proposal Application. The narrative should be a separate page after the budget forms to provide a budget explanation. The cost of the budgeted items should be reasonable and the items necessary for the execution and completion of the activities listed in the service delivery section. The budget narrative should reflect how the expenditures will support the project activities and be listed in the same order as the budget detail.

1) Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

All budget forms, instructions, and samples are located on the SPO website (see the Section 1 for website address). The following budget form(s) shall be submitted with

the POS Proposal Application: SPO-H-205; SPO-H-205A; SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206F; SPO-H-206H; SPO-H-206I.

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: (1) a copy of the organization's most recent (within the last two year period) financial audit. All funds awarded under this RFP must not be comingled with other funds and must be tracked separately.

2) Accounting Personnel

a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting.

b. Applicant shall describe what accounting qualifications are required for each of positions if not detailed in the submitted Section III.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which it is 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

- A. Application Checklist (see Attachment A)
- B. Certifications signed by authorized authority (see Attachment C)
- C. Tax Clearance (Green Stamped)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200) – (Provide unique RFP Title for proposed victim services)
- 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 to orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

This section is weighted as a whole, no points are individually assigned. The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- Demonstrated skills, abilities, capacity, and knowledge relating to the delivery of the proposed services.
- A listing of verifiable experience with projects or contracts for the most recent five years that is pertinent to the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services. Meets ADA requirements

2. Project Organization and Staffing (15 Points)

Sections a. and b. are weighted as a whole, no points individually assigned. The State will evaluate the applicant's overall staffing approach to the service that shall include:

a. Staffing (9) Score _____

- **Proposed Staffing:** That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- **Staff Qualifications:** Minimum qualifications (including experience) for staff assigned to the program.
- Agency experience in providing victim services to the proposed target population

b. Project Organization (6) Score _____

- **Supervision and Training:** Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. Service Delivery (55 Points)

Evaluation criteria are bulleted and weighted; sub-criteria are not assigned individual point values. This section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Assessment and scope of the problem, including supportive data (10) _____
- Target population and number of individuals to be served (4) _____
- Geographical area to be served identified (2) _____
- Goals and objectives clearly stated (10) _____
- Description of project activities (14) _____
- Timeline of proposed activities (5) _____
- Project Evaluation: (10) _____
 - Process used to collect data (type of information, method of recording, timeframe for collection)
 - Outputs identified and baselines provided
 - Outcome Measures identified and linked to Goals and Objectives
 - Identified individual(s) responsible for the data collection and analysis

5. Financial (10 Points)

Pricing structure based on cost reimbursement

Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified. Indirect costs should be reasonable and justified.

The budget fully supports the scope of service and requirements of the Request for Proposal. A narrative of the budget is included. Adequacy of accounting system. Audit (within last two years) is included in application.

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
- B. Certifications

Certification of Non-Supplanting

Acceptance of Conditions

Certification of Non-Discrimination

Certification Regarding Drug-Free Workplace

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion**

Certification Regarding Lobbying

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: AG-CPJAD-VAWA-2009-WF

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	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	Required if not Registered	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)			As Applicable	
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	X	
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*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
<i>Federal Certifications</i>				
Non-Supplanting	Section 5, RFP	Section 5, RFP	X	
Acceptance of Conditions	Section 5, RFP	Section 5, RFP	X	
Non-Discrimination	Section 5, RFP	Section 5, RFP	X	
Drug Free Workplace	Section 5, RFP	Section 5, RFP	X	
Debarment & Suspension	Section 5, RFP	Section 5, RFP	X	
Lobbying	Section 5, RFP	Section 5, RFP	X	

Authorized Signature

Date

Attachment B

Sample Proposal Table of Contents

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, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	E. Program Specific Requirements	

Attachment C

Certifications

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-SUPPLANTING

I certify that federal funds will not be used to supplant State, local or other non-federal funds that would, in the absence of such federal aid, be made available for law enforcement, criminal justice, and victim compensation and assistance activities.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF CONDITIONS

The undersigned agrees, on behalf of the applicant agency, that:

1. This project, upon approval, shall constitute an official part of Hawaii's Violence Against Women Formula Grant Program established under Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322.
2. Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with:
 - (a) general conditions applicable to administration of grants under Title IV of the Violence Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322, as applicable;
 - (b) conditions applicable to the fiscal administration of grants under Title IV of the Violence Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322, as applicable;
 - (c) any special conditions contained in the grant award; and
 - (d) general and fiscal regulations of the Crime Prevention and Justice Assistance Division.
3. Any grant received as a result of this application may be terminated, or fund payment may be discontinued, by the Crime Prevention and Justice Assistance Division when it finds a substantial failure to comply with the foregoing provisions, the application obligations or for non-availability of funds.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

AG/CPJAD #14A (8/96)

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-DISCRIMINATION

I certify that the applicant agency will comply with and will insure compliance by its subgrantees and contractors with the non-discrimination requirements of:

- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in OJP and COPS funded programs or activities. (42 U.S.C. §3789d and 28 C.F.R. §42.201 et seq.)
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in OJP and COPS funded programs or activities. (42 U.S.C. §2000d and 28 C.F.R. §42.101 et seq.)
- Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in OJP and COPS funded programs or activities. (29 U.S.C. §794 and 28 C.F.R. §42.501 et seq.)
- Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities. (42 U.S.C. §10604)
- Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in OJP or COPS funded programs or activities. (42 U.S.C. §12132 and 28 C.F.R. Pt. 35)
- Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in OJP and COPS funded training or educational programs. (20 U.S.C. §1681 and 28 C.F.R. Pt. 54)
- The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in OJP or COPS funded programs or activities. (42 U.S.C. §6102 and 28 C.F.R. §42.700 et seq.)
- Executive Order No. 13166 prohibiting discrimination of Limited English Proficient Persons.
- Executive Order No. 13279 regarding equal protection of the laws for faith-based organizations. (28 C.F.R. pt. 38)

No person shall, on the grounds of race, color, religion, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with any program or activity funded in whole or in part with funds made available under this title from the U.S. Department of Justice through the Department of the Attorney General, Crime Prevention and Justice Assistance Division. Noncompliance with the discrimination regulations may result in the suspension or termination of funding.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

INSTRUCTIONS

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
(AG/CPJAD #16)

1. By signing and/or submitting this application or grant agreement, the grantee, is providing the certification set out on the form entitled Crime Prevention and Justice Assistance Division, Department of the Attorney General, Certification Regarding Drug-Free Workplace Requirements (hereinafter referred to as the "AG/CPJAD Form #16).
2. The certification set out on AG/CPJAD Form #16 is a material representation of fact upon which reliance will be placed when the Department of the Attorney General, State of Hawaii (hereinafter referred to as "grantor") determines to subgrant federal funds to the grantee. Pursuant to the contract which grantor will offer grantee in the event a subgrant is awarded to grantee, false certification or violation of the conditions set forth in the certification shall be grounds for suspension of payments, or suspension or termination of the subgrant. Such false certification or violation of the conditions contained in the certification shall subject the State of Hawaii to government-wide suspension or debarment, which shall, in turn, result in the withdrawal of funds from the grantee and/or the unavailability of future funding for the grantee.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

I. _____ (hereinafter referred to as "grantee")
certifies that it will provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement; and
 - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction;
- (e) notifying the Department of the Attorney General, State of Hawaii, within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
- (f) taking one of the following actions with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or

- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

II. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with this specific grant:

Street Address	Street Address
City, State, Zip Code	City, State, Zip Code
County	County

SUBMITTED BY:

Signature: _____ Date: _____
Name: _____ Title: _____
Agency: _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION REGARDING LOBBYING

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal loan of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here ___ and complete and submit Standard Form # LLL, A Disclosure of Lobbying Activities, in accordance with its instructions.
- (3) Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the U.S. Department of Justice, Office of Justice Programs.
- (4) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers and that all subrecipients shall certify and disclose accordingly.

Name and Address of Organization

Name of Authorized Individual
Signature and date

Contract No.
AG/CPJAD #22 Rev. 08/05

Office on Violence Against Women
Name of OJP Agency