

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII

APRIL 29, 2019

ADDENDUM C
TO
RFP No.: PSD 19-CPS/SO-37

FURNISHING AND DELIVERING
TREATMENT ASSESSMENTS FOR
SEX OFFENDERS, STATEWIDE

Question No. 1: The addendum says “provider shall provide copies of credentials for them and their staff (including subcontractors), which includes but no limited to degrees and licensure related to contracted services.” Does that mean you want copies of college diplomas, or can we simply provide copies of our psychology licenses (since we can’t be licensed without the appropriate degrees).

Response No. 1: Hawaii licensed psychologists may submit a copy of their license without a copy of their degree/transcript (however, a curriculum vitae and other documentation should be used to demonstrate applicable experience/training). All other professionals must have a college diploma or a transcript indicating degree obtained.

Question No. 2: If we propose using master’s level psychometricians to administer certain tests, do we need to include them in the proposal as staff. At this point it is unclear if it would be appropriate to use them or if there will be a need, or if it will be necessary, but we would like to use them if it is appropriate. Unless you suggest we include them by name in the proposal we will state that we will use them if appropriate and if it turns out we are going to use them we will provide proof of their qualifications for your approval.

Response No. 2: Yes. Any current and foreseeable staff (including master’s level staff or students) should be included on organizational/staff/program chart and qualifications addressed. After services begin, the qualifications of any added staff or students must be approved by SOTP Administrator.

Question No. 3: Does the requirement for VolinCor or PREA training apply only to persons who will go into the facilities or have face-to-face contact with offenders or does it also apply to office staff such as an office manager who is involved in billing and scheduling?

Response No. 3: The VolinCor and PREA training requirements apply to all staff entering PSD facilities.

Marc Yamamoto
Procurement and Supply Specialist IV