

**State of Hawaii
Department of Public Safety
Corrections Division
Maui Community Correctional Center**

Request for Proposals

**RFP No. 19-RCO-26
DOMESTIC VIOLENCE INTERVENTION SERVICES FOR INMATES
ON THE ISLAND OF MAUI**

June 27, 2019

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

June 27, 2019

REQUEST FOR PROPOSALS
DOMESTIC VIOLENCE INTERVENTION SERVICE FOR INMATES
ON THE ISLAND OF MAUI
RFP No. PSD 19-RCO-26

Department of Public Safety (PSD), Corrections Division, is requesting services for a single provider of domestic violence intervention (DVI) services for a minimum of fifty (50) adult inmates who are referred to the provider by the Maui Community Correctional Center (MCCC), on the island of Maui. DVI services shall be provided to inmates who are “family or household members” defined in Hawaii Revised Statutes 709-906 or who are not “family and household members” as defined in Hawaii Revised Statutes 709-906 services.

Domestic violence intervention services are sought to assist inmates with successfully transitioning back to their families and communities.

The contract term will be for a twenty-four month period, with an option to extend for two (2) additional twelve month period. A single contract will be awarded under this request for proposals with \$85,000 for FY 2019, and \$85,000 for FY 2020, subject to availability of funds.

Applicant’s proposals shall be mailed, postmarked by the United States Postal Service on or before July 30, 2019. Hand delivered responses shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on July 30, 2019.

PSD’s Corrections Division will not be conducting a Request for Information orientation. PSD’s Corrections Division will conduct a Request for Proposal Orientation on July 11, 2019 from 9:00 to 10:00 a.m., at 1797 Wili Pa Loop, Suite 1, Wailuku, Hawaii 96793, and 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814. A telephone call-in is also available at 1 (515) 604-9066, enter access code 157098 when prompted. All prospective Applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on July 15, 2019. All written questions will be responded to in the form of an addendum on or about July 18, 2019.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto or Shelley Kohashikawa, and emailed to psd.bids@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN July 30, 2019 and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Public Safety
Administrative Services Office-
Purchasing & Contracts
919 Ala Moana Boulevard
Room 413
Honolulu, Hawaii 96814

RFP COORDINATOR

Marc S. Yamamoto, PSS IV
Telephone: (808) 587-1215
Facsimile: (808) 587-1244
[Email: psd.bids@hawaii.gov](mailto:psd.bids@hawaii.gov)

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST)**, July 30, 2019. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., July 30 2019.

Drop-off Sites

Department of Public Safety
Administrative Services Office-
Purchasing & Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

SUBMISSION OF PROPOSAL

Facsimile and electronic versions of proposals shall NOT BE ACCEPTED. Applicants shall plan accordingly to meet the bid opening date.

Proposals must be sealed. Applicants are required to submit the completed proposal (One original and Three copies) in a sealed envelope or box identified with the following information:

Applicant's name, address, and telephone number
The words, "REQUEST FOR PROPOSALS"
The Request for Proposals number
The title of the Request for Proposals
The date and time of the due date

Attention: ASO, Procurement and Contracts Unit
Department of Public Safety
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

ASO shall not be responsible for any misrouting of improperly identified submittals.

Proposals submitted by hand-delivery and private mail delivery shall be deemed received when actually received and evidenced by the date and time registered by the ASO-PC time stamp clock.

Proposals submitted by USPS mail shall be deemed received on the post-mark date, provided the proposal is actually received by the purchasing agency within ten days from the postmark date.

Proposals received after the deadline shall be rejected and returned unopened.

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Section 1

Administrative Overview

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. 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)	June 27 , 2019
Distribution of RFP	June 27 , 2019
RFP orientation session	July 11, 2019
Closing date for submission of written questions for written responses	July 15, 2019
State purchasing agency's response to applicants' written questions	July 18, 2019
Discussions with applicant prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	July 30, 2019
Discussions with applicant after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	TBD
Proposal evaluation period	July 31, 2019 to August 13, 2019
Provider selection	August 14, 2019
Notice of statement of findings and decision	August 14, 2019
Contract start date	August 22, 2019 or Notice to Proceed Date

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2 RFP website	http://hawaii.gov/spo2/health/rfp103f/
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4 General Conditions, AG-103F13	http://hawaii.gov/forms/internal/departments-of-the-attorney-general/ag-103f13-1/view
5 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)	

1.3 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.

1.4 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.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Public Safety
Joy Windham
919 Ala Moana Boulevard, Room 401
Honolulu, Hawaii 96814
Phone: (808) 587-3479
Facsimile: (808) 587-2568
[E-mail: joy.m.windham@hawaii.gov](mailto:joy.m.windham@hawaii.gov)

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Marc S. Yamamoto, PSS IV
Telephone: (808) 587-1215
Facsimile: (808) 587-1244
[Email: psd.bids@hawaii.gov](mailto:psd.bids@hawaii.gov)

1.7 Orientation

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

Date:	<u>July 11, 2019</u>	Time:	<u>9:00 a.m., H.S.T.</u>
Location:	<u>1797 Wili Pa Loop, Suite 1, Wailuku, Hawaii, 96793 AND 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814</u>		

For prospective applicants not able to attend the orientation meeting in Honolulu a call-in number is available:

Call-in: 1(515) 604-9066

Meeting ID: 157098#

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 subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: July 15, 2019 **Time:** 4:30 p.m., HST

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

Date: July 18, 2019

1.9 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 Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200)**. Provides applicant proposal identification.
 2. **Proposal Application Checklist**. The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated 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 SPOH-200A)**. Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.

- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. 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. **Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
 - **Business Registration.** 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 shall 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. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" 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 Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.

- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. **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.

- H. **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, or as amended. 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, or as amended. Proposals shall be rejected when:

1. Postmarked after the designated date; or
2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. 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.

Electronically submitted proposals are not acceptable.

1.10 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 with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal 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.

1.12 Additional Materials and Documentation

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

1.13 RFP Amendments

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

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

1.15 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 interest of the State.

1.16 Costs for Proposal Preparation

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

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐ are required

☒ are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

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

1.18 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 §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant 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 provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address. 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: Nolan Espinda	Name: Teresita V. Fernandez
Title: Director	Title: Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814

Business Address: Same as above.	Business Address: Same as above.
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1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary

1.23 Cost Principles

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 as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

1.24 Liability Insurance

The Service Provider shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

Coverage	Limits
Commercial General Liability (occurrence form)	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile, if applicable	Bodily injury \$1,000,000/person \$1,000,000/occurrence Property damage \$1,000,000/accident
Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. "The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
3. "The insurance will not be cancelled or materially changed without giving the State at least 30 days prior written notice by registered mail."

The Service Provider agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance and insurance policy endorsements (for additionally insured, and the Service Provider's insurance policy shall be primary and non-contributory to any insurance maintained by the State of Hawaii) necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

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

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

Section 2
Service Specifications

Section 2 Service Specifications

2.0 Definitions

Family or household member: HRS, §709-906, "family or household member" means spouses or reciprocal beneficiaries, former spouses or reciprocal beneficiaries, persons in a dating relationship as defined under section 586-1, persons who have a child in common, parents, children, persons related by consanguinity, and persons jointly residing or formerly residing in the same dwelling unit.

Dating relationship: HRS §586-1, "Dating relationship" means a romantic, courtship, or engagement relationship, often but not necessarily characterized by actions of an intimate or sexual nature, but does not include a casual acquaintanceship or ordinary fraternization between persons in a business or social context.

2.1 Introduction

A. Overview, purpose or need

The Department of Public Safety (PSD), Corrections Division, is requesting domestic violence intervention (DVI) services for a minimum of fifty (50) adult inmates who are referred to the Applicant by the Maui Community Correctional Center (MCCC), on the island of Maui. DVI services shall be provided to inmates who are "family or household members" defined in Hawaii Revised Statutes 709-906 or who are not "family and household members" as defined in Hawaii Revised Statutes 709-906 services.

Domestic violence intervention services are sought to assist inmates with successfully transitioning back to their families and communities.

PSD seeks evidence-based domestic violence intervention services with cognitive behavioral intervention for adult inmates. Domestic violence intervention services should include, but are not limited to, providing inmates with the knowledge and skills needed to prevent domestic violence, and cognitive behavioral skills training that will strengthen the inmates' ability to take responsibility for their behavior and make different behavioral choices.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) was conducted, with vendor's comments and questions due June 26, 2019. Questions received from the RFI have been posted as a Question and Answer attachment to the back of this RFP document.

C. Description of the service goals

The overarching goals of domestic violence intervention services are:

- 1) Getting inmates to become personally accountable for their past violent behavior;
- 2) Having inmates learn skills to prevent incidents of domestic violence;
- 3) Successful transitioning of inmates back to their families and communities; and
- 4) Decreasing recidivism.

D. Description of the target population to be served

Adult inmates who are referred by the Maui Community Correctional Center (MCCC), on the island of Maui.

E. Geographic coverage of service

The domestic violence intervention services shall be provided on the island of Maui at the Maui Community Correctional Center.

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

The funding available for services under this RFP is approximately \$85,000 for the first year of the contract, and \$85,000 for the 2nd year of the contract. Two (2) extensions of twelve (12) months each are at the discretion of PSD and subject to the availability of funds.

2.2 Contract Monitoring and Evaluation

The performance of the contract will be monitored and evaluated by PSD's Contract Monitor or designee.

2.3 General Requirements

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

Applicant shall:

1. Operate the program in accordance with the rules, regulations, policies and procedures of PSD.
2. Monitor inmates' behavior for compliance with all Federal, State, and County laws and rules, regulations, policies, and procedures of PSD and report any violations to PSD.

Promptly report all negative behaviors (e.g. violations of Maui Community Correctional Center rules or policy and procedures, criminal activity, etc.) to PSD.

3. Meet the qualifying requirements specified in Chapter 103F,

Hawaii Revised Statutes.

4. Comply with all applicable Federal, State and County rules, and laws.
5. Supervise, train, and provide administrative direction to employees/subcontractors for the appropriate delivery of services, including but not limited to informing employees of rules and laws particular to inmates and the provision of services to inmates committed to the custody of the Director of PSD.
6. Maintain and provide a copy of current liability insurance policy of at least two (2) million dollars.
7. Assign employees/subcontractors to attend facility/program meetings as may be required by PSD.
8. Operate as a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax. If a nonprofit corporation, the Applicant shall have a governing board whose members have no material conflict of interest and serve without compensation.
9. Maintain by-laws or policies that describe the manner in which business is conducted and policies that appropriately addresses, as determined by PSD, nepotism and management of potential conflict of interest situations.
10. Accept inmates referred by PSD whom it has assessed as individuals who would benefit from domestic violence intervention services, unless the applicant presents, to the satisfaction of PSD, justification that the inmate is not suited to placement or continued placement.
11. Withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations, unless instructed otherwise by PSD or court order.

Whenever the Applicant is requested by the inmate, his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the inmate, his family, or his attorney, the Applicant shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Applicant shall notify the contracting officer, that such a request was made. The Applicant shall not release such reports directly to the inmate or to any party representing the inmate.

12. Allow PSD to evaluate evidence-based practices using evaluation tools which may include, but are not limited to the Correctional Program Checklist (CPC). Applicant shall maintain at least an "Effective" score on the CPC, or its equivalent as determined by PSD;
13. Address areas identified by PSD as needing improvement and act on recommendations made by the assessment team to the satisfaction of PSD.
14. Schedule services, subject to the approval of MCCC's Corrections Supervisor or PSD designee.

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

After-the-fact secondary purchases will be allowed. Planned secondary purchases: none.

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

☐ Allowed ☒ Unallowed

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

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

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

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

Contract terms:

Initial Contract Term:

Commencement date stated on the Notice to Proceed for a twenty-four (24) month period.

Length of each extension:

Twelve (12) months

Number of possible extensions:

Two (2)

Maximum length of contract:

Forty-eight (48) months

Conditions for extension:

Extensions to this contract shall be through a supplemental agreement, executed prior to the expiration date of the contract, and subject to the availability of funds.

2.4 Scope of Work

The scope of services encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall provide only those domestic violence intervention services agreed to in advance by PSD. Applicant shall not extend the domestic violence intervention service period or terminate an inmate without prior approval from PSD.

Domestic violence intervention services to be provided shall be described and shall include, but are not limited to the following:

1. Domestic violence intervention curriculum reflective of the use of evidence-based practices that is pre-approved by PSD. Provide a copy of the curriculum in the proposal.
2. Domestic violence intervention services that are tailored to the identified needs of inmates, and that follow the guidelines in the current "Hawaii Batterers Program Standards."
3. A written explanation detailing to the satisfaction of PSD how Applicant intends to address risk needs and target criminogenic needs, as well as the inmate's level of risk as it relates to domestic violence intervention services. (LSI-R scored is only available for sentenced felons.)
4. PSD shall pre-approve documents (e.g. assessment instruments, surveys, etc.) that Applicants will use in delivering its services. Provide a copy of all documents in the proposal.
5. Evidence that the program staffs properly utilize proven strategies that enhance motivation to change and retention of inmates in services, such as motivational interviewing.
6. Use of evidence-based practices in domestic violence intervention services. Evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. For example, evidence-based practices shall reference the use of *validated* domestic violence risk assessments.
7. A detailed description of means and method of the delivery and the proposed average length of domestic violence

intervention services (e.g. two (2) times per week for two (2) hours for ten (10) weeks) for inmates.

Applicant shall acknowledge the willingness to be flexible with its delivery of services. Due to logistic constraints (e.g. limited spacing, repair work, correctional facility staffing, etc.) the Applicant will need to have the ability to be flexible in providing proposed services (e.g. group session frequency per week, group session length per week, etc.).

Applicants shall provide “certificates of completion” or “certificates of attendance” (if inmate did not complete all sessions) to MCCC staff for the inmate’s file. Applicant shall provide a sample certificate.

Applicant shall be clear on the length of group sessions OR the completed coverage of curriculum necessary to obtain a “certificate of completion.” MCCC’s Corrections Supervisor or PSD designee shall approve any deviations from the proposed number of group sessions an inmate attends in order to obtain a “certificate of completion.”

8. Adequate personnel to conduct group sessions for groups that do not exceed 8-10 inmates per facilitator, unless specifically accepted by PSD.

Applicant needs to CLEARLY present in writing their proposed staffing ratio in the written response to this solicitation.

9. Maintain and provide case management records as requested by MCCC Corrections Supervisor or PSD’s Contract Manager.
10. Provide reports and evaluations as requested by PSD’s contract manager or designee.
11. Applicant shall openly communicate with the PSD’s staff (e.g. Contract Monitor, Reentry Coordination Office, Maui Community Correctional Center, etc.) regarding updates on the status of an inmate’s progress or lack of progress.
12. Domestic violence intervention services shall be provided to inmates who have domestic violence intervention issues with “family or household members” defined in Hawaii Revised Statutes 709-906 and/or domestic violence intervention issues with those “family and household members not defined in Hawaii Revised Statutes 709-906 services. Applicant shall explain how services shall be provided to both.

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

1. Personnel

Proposed Staffing: Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the services to be rendered.

Applicant shall provide sufficient information(e.g. provide individual staff resumes, certificates, etc.) in its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed domestic violence intervention services.

Staff Qualifications: Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. Applicant shall state the education level of its staff that will provide services. Provide copies of resumes.

Applicant shall employ staff that is suitable for working with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be utilized by the Applicant or sub-contractor for the domestic violence intervention services. All staff, including employees or subcontractors, providing domestic violence intervention services shall first be pre-approved by PSD. If Applicant desires to include staff with a criminal history, the Applicant shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

Applicant and all staff providing domestic violence intervention services shall successfully complete PSD's Volincor Training. If a Volincor Training date is not available before the contract is in place, Volincor Training should be completed as soon as possible. Applicant would need to coordinate the Volincor Training dates/times with the MCCC Corrections Supervisor or PSD designee.

Applicant shall train all staff in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable PSD Policies and Procedures, Federal, State and County rules and laws.

Included in this is 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. In relation to PREA Standards, PSD requires that the Applicant, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and

Investigators. PSD shall monitor the Applicant, its staff, and subcontractors compliance with the PREA Standards.

If the Applicant meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Applicant shall adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Applicant, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by PSD, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. PSD shall cover the costs associated with a PREA Standards Audit for the Applicant who meets the definition of a community confinement facility.

Supervision and Training: Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

Organization Chart: 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.

Applicant needs to provide enough information (e.g. provide individual staff resumes, certificates, etc.) its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed domestic violence intervention services.

2. **Administrative**

Applicant shall operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, PSD's Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two (2) million dollars, or what is required by the State of Hawaii.

Applicant and/or Sub-Contractor shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

3. Quality assurance and evaluation specifications

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

Applicant shall state its level of willingness and ability to work with PSD in regards to quality assurance and evaluation specifications. The PSD's Contract Monitor or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed.

The Contract Monitor or designee, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Contract Monitor or designee, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Contract Monitor or designee shall determine reasonable time.

4. Experience & Capability/Necessary Skills

A. Capability/Necessary Skills

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

Applicant shall demonstrate experience in their staff's ability to work with adult inmates.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements. Provide copies of resumes.

B. Experience:

Applicant shall include points of contact, addresses,

e-mail/phone numbers. The State reserves the right to contact references to verify experience. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing domestic violence intervention services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public sector in providing services in general for adult inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

Applicant shall have a minimum of one (1) year experience in providing domestic violence intervention services for adult inmates. For those agencies that do not meet the one (1) year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one (1) year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

5. **Coordination of services**

Applicant shall demonstrate the ability to coordinate services with other agencies and resources in the community.

Applicant shall provide evidence of an established working relationship with various profit or non-profit agencies in the community (e.g. employment services, substance abuse treatment, HPA, etc.) and government agencies.

6. Reporting requirements

Applicant shall report on the failure rate (%) for the past 12 months.
Applicant shall provide reasons why inmates did not complete the program.

Applicant shall provide MCCC Corrections Supervisor and PSD Contract Manager a monthly report (filed separately from billings) of the following:

- 1) Outcome evaluation and measures of effectiveness and should include, but not limited to:
 - Number of inmates accepted into domestic violence intervention services
 - Number of sentenced inmates referred to each service component
 - Number of inmates successfully completed each service component.
 - Number of inmates dropped out of each service component.
 - Number of inmates terminated from the program due to misconducts (e.g. fighting, etc.).
- 2) Detail of expenditures, operational activities, progress and problems.
- 3) Case management reports as requested by the MCCC Corrections Supervisor.

Report of any knowledge of criminal activity by inmates, whether potential or actual, to PSD, in accordance with agreed upon procedures.

Applicant shall communicate with the MCCC Corrections Supervisor and PSD's Contracting Office on the necessary reports, and any issues or concerns related to the submittal of reports.

Applicant shall provide a report on any information requested by PSD's Contract Manager.

Reports shall be in a format to be approved by PSD, no later than the 10th of the month, unless otherwise specified by PSD in-writing.

C. Facilities

The domestic violence intervention services shall be conducted at the Maui Community Correctional Center.

Applicant shall coordinate with the MCCC's Corrections Supervisor or PSD designee, on a location for the classes.

Due to logistic constraints (e.g. limited spacing, repair work, correctional facility staffing, etc.) the Applicant shall have the ability to be flexible in providing proposed services (e.g. no individual counseling, group session frequency per week, group session length per week, etc.).

2.5 COMPENSATION AND METHOD OF PAYMENT

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency: Proposal shall be based on a unit cost for each 15-minute segment of service per inmate per day. (Unit cost should include all costs necessary to provide the services at the estimated population.). The cost proposal shall be attached to the Proposal Application. All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address).

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget
 SPO-H-205A, Organization-Wide Budget by Source of Funds
 SPO-H-206A, Budget Justification-Personnel-Salaries & Wages
 SPO-H-206B, Budget Justification-Personnel-Payroll Taxes,
 Assessments & Fringe Benefits
 SPO-H-206F, Budget Justification- Contractual Services-Subcontracts

- A. Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each 15-minute segment per inmate, per day of domestic violence intervention services provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.
- B. The day rate for domestic violence intervention services shall be contingent on availability of funds set forth by PSD. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

Any costs incurred over the sums set out in the budget will NOT be paid.

Provider invoice shall include the contract number, Invoice "To," Invoice "From," Last and First name of inmate, Admission Date, Discharge Date, Billable Days, Unit Price, Unit Quantity, and Total Payment Due. All invoices will be accompanied by the following documentation:

1. Attendance sheet with a roster of inmates who received domestic violence intervention services
2. A signed copy of the invoice as to the accuracy and authenticity by the Applicant's authorized representative.

PSD shall approve the invoice format that the Applicant utilizes.

Applicant shall submit to PSD, the monthly invoice, original and three (3) copies, for payment of delivered services no later than 30 days after the offender's/parolee's last date of stay for each month. The address is:

Department of Public Safety
 Corrections Division
 Attn: Ms. Joy Windham
 919 Ala Moana Blvd., #401
 Honolulu, Hawaii 96814

The monthly invoice shall include where the Applicant's representative will certify the request for payment and PSD's representative will approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract:

 Agency Representative

 Date

Certified Correct and Approved for Payment:

 Department

 Date

Applicant shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

- C. Final Payment Requirements. If the Applicant is currently registered in HCE, the Applicant is required to submit a valid "Certificate of Vendor Compliance" for final payment on the contract. Otherwise, valid hard copies of the tax clearance certificate (not more than two months old), and SPO Form-22 Certificate of Compliance for Final Payment are acceptable
- D. Payment to Applicant shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.

E. The means for which fiscal documents (e.g. invoices) are submitted to PSD shall be approved by PSD.

F. Other Financial Related Materials

Accounting System: To determine the adequacy of the Applicant's accounting system, the following documents are requested as part of the Proposal Application (may be attached):

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

Section 3

Proposal Application Instructions

Section 3 Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (Refer to Section 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability/Necessary Skills*
- *Quality Assurance & Evaluation*
- *Facilities*
- *Project Organization and Staffing*
- *Service Delivery, Coordination of Services, Reporting Requirements*
- *Financial, Litigation*
- *Other*

3.1 Program Overview

Applicant shall provide a brief overview to orient evaluators as to its program/services.

3.2 Experience and Capability/Necessary Skills

A. Capability/Necessary Skills

Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed domestic violence intervention services.

Applicant shall demonstrate experience in their staff's ability to work with adult inmates.

Applicant shall demonstrate that all current staff meets any licensing and or credential requirements. Provide copies of resumes.

B. Experience

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience. The Applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing domestic violence intervention services;
2. List of experience as an agency providing services to inmates.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public sector in providing services in general for adult inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;

Applicant shall have a minimum of one (1) year experience in providing domestic violence intervention services for adult inmates. For those agencies that do not meet the one (1) year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying

statistical data.

C. Quality Assurance and Evaluation

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

Applicant shall state its level of willingness and ability to work with PSD in regards to quality assurance and evaluation specifications. The PSD's Contract Monitor or designee shall monitor the Applicant's compliance with the service specification mandates and evaluate the services performed.

The Contract Monitor or designee, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the service specifications. Prior to such suspension of the contract by the Contract Monitor or designee, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Contract Monitor or designee shall determine reasonable time.

D. Coordination of Services

Applicant shall demonstrate the ability to coordinate services with other agencies and resources in the community.

Applicant shall provide evidence of an established working relationship with various profit or non-profit agencies in the community (e.g. employment services, substance abuse treatment, HPA, etc.) and government agencies.

E. Reporting requirements

Applicant shall provide MCCC Corrections Supervisor and PSD Contract Manager a quarterly report (filed separately from billings) of the following:

- 1) Outcome evaluation and measures of effectiveness and should include, but not limited to:
 - Number of inmates accepted into domestic violence intervention services
 - Number of sentenced inmates referred to each service component
 - Number of inmates successfully completed each service component.
- 2) Detail of expenditures, operational activities, progress and problems.
- 3) Case management reports (filed separately from billings) as requested by the MCCC Corrections Supervisor.

Applicant shall report any knowledge of criminal activity by

inmates, whether potential or actual, to PSD, in accordance with agreed upon procedures.

Applicant shall communicate with the MCCC Corrections Supervisor and PSD's Contracting Office on the necessary reports, and any issues or concerns related to the submittal of reports.

Applicant shall provide a report on any information requested by PSD's Contract Manager.

Reports shall be in a format to be approved by PSD, no later than the 10th of the month, unless otherwise specified by PSD in-writing.

F. Facilities

The domestic violence intervention services shall be conducted at the Maui Community Correctional Center.

Applicant shall coordinate with the MCCC's Corrections Supervisor or PSD designee, on a location for the classes.

Due to logistic constraints (e.g. limited spacing, repair work, correctional facility staffing, etc.) the Applicant shall have the ability to be flexible in providing proposed services (e.g. no individual counseling, group session frequency per week, group session length per week, etc.).

Applicant must state its capability to be flexible in providing services at MCCC.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the services to be rendered.

Applicant shall provide sufficient information (e.g. provide individual staff resumes, certificates, etc.) in its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed domestic violence intervention services.

2. Staff Qualifications

Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. Applicant shall state the education level of its staff that will provide services. Provide copies of resumes.

Applicant shall employ staff that is suitable for working with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be utilized by the Applicant or sub-contractor for the domestic violence intervention services. All staff, including employees or subcontractors, providing domestic violence intervention services shall first be pre-approved by PSD. If Applicant desires to include staff with a criminal history, the Applicant shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

Applicant and all staff providing domestic violence intervention services shall successfully complete PSD's Volincor Training. Volincor Training requirement shall be completed before services are rendered by staff. Applicant would need to coordinate the Volincor Training dates/times with the MCCC Corrections Supervisor or PSD designee.

Applicant shall train all staff in inmate confidentiality issues and program quality assurance requirements.

Applicant shall comply with applicable PSD Policies and Procedures, Federal, State and County rules and laws.

Included in this is 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. In relation to PREA Standards, PSD requires that the Applicant, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and Investigators. PSD shall monitor the Applicant, its staff, and subcontractors compliance with the PREA Standards.

If the Applicant meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Applicant shall adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Applicant, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by PSD, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. PSD shall cover the costs associated with a PREA Standards Audit for the Applicant who meets the definition of a community confinement facility.

B. Project Organization

1. Supervision and Training

Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the

proposed services. Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmate's processes, etc.

2. Organization Chart

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.

Applicant shall provide enough information its written proposal, for the RFP review panel to have a CLEAR understanding of the proposed staffing and organization, as it relates to the proposed domestic violence intervention services.

3.4 Service Delivery

The scope of service encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall provide only those domestic violence intervention services agreed to in advance by PSD. Applicant shall not extend the domestic violence intervention service period or terminate an inmate without prior approval from PSD.

Domestic violence intervention services to be provided shall be described and shall include, but are not limited to the following:

1. Domestic violence intervention curriculum reflective of the use of evidence-based practices that is pre-approved by PSD. Provide a copy of the curriculum in the proposal.
2. Domestic violence intervention services that are tailored to the identified needs of inmates, and that follow the guidelines in the current "Hawaii Batterers Program Standards."
3. A written explanation detailing to the satisfaction of PSD how Applicant intends to address risk needs and target criminogenic needs, as well as the inmate's level of risk as it relates to domestic violence intervention services. (LSI-R scored is only available for sentenced felons.)
4. PSD shall pre-approve documents (e.g. assessment instruments, surveys, etc.) that Applicants will use in delivering its services. Provide a copy of all documents in the proposal.

5. Evidence that the program staffs properly utilize proven strategies that enhance motivation to change and retention of inmates in services, such as motivational interviewing.
6. Use of evidence-based practices in domestic violence intervention services. Evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved in domestic violence, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. For example, evidence-based practices shall reference the use of *validated* domestic violence risk assessments.
7. A detailed description of means and method of the delivery and the proposed average length of domestic violence intervention services (e.g. two (2) times per week for two (2) hours for ten (10) weeks) for inmates.

Applicant shall acknowledge the willingness to be flexible with its delivery of services. Due to logistic constraints (e.g. limited spacing, repair work, correctional facility staffing, etc.) the Applicant will need to have the ability to be flexible in providing proposed services (e.g. group session frequency per week, group session length per week, etc.).

Applicants shall provide “certificates of completion” or “certificates of attendance” (if inmate did not complete all sessions) to MCCC staff for the inmate’s file. Applicant shall provide a sample certificate.

Applicant shall be **clear** on the length of group sessions OR the completed coverage of curriculum necessary to obtain a “certificate of completion.” MCCC’s Corrections Supervisor or PSD designee shall approve any deviations from the proposed number of group sessions an inmate attends in order to obtain a “certificate of completion.”

8. Adequate personnel to conduct group sessions for groups that do not exceed 8-10 inmates per facilitator, unless specifically accepted by PSD.

Applicant needs to **CLEARLY** present in writing their proposed staffing ratio in the written response to this solicitation.

9. Maintain and provide case management records as requested by MCCC Corrections Supervisor or PSD’s Contract Manager.
10. Provide reports and evaluations as requested by PSD’s contract manager or designee.
11. Applicant shall **openly** communicate with the PSD’s staff (e.g. Contract Monitor, Reentry Coordination Office, Maui Community Correctional Center, etc.) regarding updates on the status of an inmate’s progress or lack of progress.

12. Domestic violence intervention services shall be provided to inmates who have domestic violence intervention issues with “family or household members” defined in Hawaii Revised Statutes 709-906 and/or domestic violence intervention issues with those “family and household members not defined in Hawaii Revised Statutes 709-906 services. Applicant shall explain how services shall be provided to both.

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

Applicant shall operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, PSD’s Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

3.5 Financial

A. Pricing Structure

The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget
 SPO-H-205A, Organization-Wide Budget by Source of Funds
 SPO-H-206A, Budget Justification-Personnel-Salaries & Wages
 SPO-H-206B, Budget Justification-Personnel-Payroll Taxes, Assessments & Fringe Benefits
 SPO-H-206F, Budget Justification- Contractual Services-Subcontracts

Applicant's pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each 15-minute segment per inmate, per day of domestic violence intervention services provided. The pricing shall include all taxes, shall be the all-inclusive cost to the

State, and no other charges will be honored.

The day rate for domestic violence intervention services shall be contingent on availability of funds set forth by PSD. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

Any costs incurred over the sums set out in the budget will NOT be paid.

Provider invoice shall include the contract number, Invoice “To,” Invoice “From,” Last and First name of inmate, Admission Date, Discharge Date, Billable Days, Unit Price, Unit Quantity, and Total Payment Due. All invoices will be accompanied by the following documentation:

1. Attendance sheet with a roster of inmates who received domestic violence intervention services
2. A signed copy of the invoice as to the accuracy and authenticity by the Applicant's authorized representative.

PSD shall approve the invoice format that the Applicant utilizes.

Applicant shall submit to PSD, the monthly invoice, original and three (3) copies, for payment of delivered services no later than 30 days after the offender's/parolee's last date of stay for each month. The address is:

Department of Public Safety
Corrections Division
Attn: Ms. Joy Windham
919 Ala Moana Blvd., #401
Honolulu, Hawaii 96814

The monthly invoice shall include where the Applicant's representative will certify the request for payment and PSD's representative will approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract:

Agency Representative Date

Certified Correct and Approved for Payment:

Department

Date _____

Applicant shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

Final Payment Requirements. If the Applicant is currently registered in HCE, the Applicant is required to submit a valid "Certificate of Vendor Compliance" for final payment on the contract. Otherwise, valid hard copies of the tax clearance certificate (not more than two months old), and SPO Form-22 Certificate of Compliance for Final Payment are acceptable

Payment to Applicant shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.

The means for which fiscal documents (e.g. invoices) are submitted to PSD shall be approved by PSD.

B. Other Financial Related Materials

Accounting System: To determine the adequacy of the Applicant's accounting system, the following documents are requested as part of the Proposal Application (may be attached):

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

3.6 Other

A. Litigation

The Applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4
Proposal Evaluation

Section 4 Proposal Evaluation

4.1 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.

4.2 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

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability/Necessary Skills	20 points
Quality Assurance & Evaluation	5 points
Facilities	2 points
Project Organization and Staffing	15 points
Service Delivery, Coordination of Services, Reporting Requirements	43 points
Financial	15 Points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application checklist

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Proposal Application Identification Form
- Table of Contents
- Program Overview
- Experience and Capability/Necessary Skills
- Quality Assurance & Evaluation
- Facilities
- Project Organization and Staffing
- Service Delivery, Coordination of Services, Reporting Requirements
- Financial, Litigation
- Other

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 provide an overview of its services to evaluators.

1. *Experience and Capability/Necessary Skills* (20 Points)

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

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
- Points of contact, address, e-mail/phone numbers to verify experience.
- One (1) year experience
- Staff's ability to work with adult inmates.
- Demonstrate all current staff meets any licensing and or credential requirements. Provide copies of resumes.

2. *Quality Assurance and Evaluation* (5 Points)

Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology

3. *Facilities:* Ability w/flexibility to provide DVI services at MCCC (2 Points)

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

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

A. *Staffing* 8pts

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 4pts
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. Provided individual staff resumes, certificates, etc.

The resumes of all proposed staffing is included. 4pts

B. *Project Organization* 7pts

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4pts
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

Proposed Staffing should be on the organizational chart. 3pts

5. *Service Delivery* (43 Points)

- DVI Curriculum (e.g. evidence-based) ; Copy provided 12pts
- DVI services specific to inmates; copy of applicable documents, etc. provided 10pts
- Describes how DVI services address risk needs and target criminogenic needs in relation to DVI 5pts
- Delivery of DVI services; Length of DVI services 10pts
- Coordination of Services: demonstrated ability to coordinate services with other agencies and resources in the community. 2 pts
- Reporting Requirements 4pts
See Section 2, Scope of Service

6. *Financial* (15 Points)

- Proposed budget
- Pricing structure based on the following: Proposal shall be based on

unit cost for each 15-minute segment per inmate per day. (Unit cost should include all costs necessary to provide the services at the estimated population.).

- Adequacy of accounting system, etc.

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
- C. RFI no. PSD 19-RCO-26 – Questions Submitted and Responses

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 19-RCO-26

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-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 (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F (if applicable)	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Hawaii Compliance Express or Compliance Certificates			X	
Certificate of Liability Insurance			X	

*Refer to Section 1.2, Website Reference for website address.

Proposal Application Table of Contents

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2.0	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
3.0	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)	
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	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	
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STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII

RFI NO. PSD 19-RCO-26

**DOMESTIC VIOLENCE INTERVENTION SERVICE FOR INMATES ON THE
ISLAND OF MAUI**

The following questions were received in response to the Request for Information orientation meeting held on June 21, 2019.

Question (1): Will MCCC staff case managers provide the awarded service provider the LSIR so that the provider can “address risk needs and target criminogenic needs, as well as the inmate’s level of risk as it relates to domestic violence intervention services” (RFI, p. 2-5, item 3 and p. 3-7, Service Delivery, item 3)?

Response (1): Yes, MCCC staff will provide the LSIR score with the Service Provider if available for sentenced felons only.

Question (2): We suggest the elimination of the reporting requirement (RFI, p. 2-11, item 6): “Application shall report on the failure rate (%) for the past 12 months” Based on our experience, PACT would not have this information.

Response (2): PSD will delete the following from the RFI, page 2-11, Item 6. Reporting Requirements and page 3-3, Item E. Reporting Requirements:

Application shall report on the failure rate (%) for the past twelve months. Applicant shall provide reasons why inmates did not complete the program.”

The above stated revisions have been reflected in this RFP document, and where ever else this may apply throughout the RFP.

Question (3): In addition, we suggest the following requirement be removed for the same reason that the Service Provider is not provided information on when a client is rehoused, transferred, assigned to other duties or released:

- a. “Number of inmates dropped out of each service component” and
- b. “Number of inmates terminated from the program due to misconducts (e.g., fighting, etc.).”

Response (3): PSD will delete the following from RFI, p. 2-11 item 6. Reporting Requirements and p. 3-4, E. Reporting Requirements, item 4.):

“Number of inmates dropped out of each service component”

“Number of inmates terminated from the program due to misconducts (e.g. fighting, etc.).:

The above stated revisions have been reflected in this RFP document, and where ever else this may apply throughout the RFP.

Question (4): In regard to the requirement, “Applicant shall provide MCCC Corrections Supervisor and PSD Contract Manager a monthly report (filed separately from billings)” (RFI, p. 2-11, item 6 and p. 3-3, E), PACT suggests requiring quarterly written reports and monthly or more as needed discussions on issues that arise with individual clients.

Response (4): PSD will revise the following from RFI, p. 2-11 item 6. Reporting Requirements and p. 3-4, E. Reporting Requirements, item 4.):

“Applicant shall provide MCCC Corrections Supervisor and PSD Contract Manager a monthly report...” to “Applicant shall provide MCCC Corrections Supervisor and PSD Contract Manager a quarterly report...”

The above stated revisions have been reflected in this RFP document, and where ever else this may apply throughout the RFP.

Question (5): In response to page 2-12, Compensation and Method of Payment, “Proposal shall be based on an hourly service unit cost” and page 2-13, A. “Applicant’s pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each segment (e.g., 30 minutes, 1 hour, 2 hours) per inmate” --PACT suggests applicants be able to propose a unit cost for each 15-minute segment of service.

Response (5): PSD will revise the following from RFI, p. 2-12, 2.5 Compensation and Method of Payment:

“Proposal shall be based on an hourly service unit cost...” to “Proposal shall be based on a unit cost for each 15-minute segment of service.”

AND

PSD will revise the following from RFI, p. 3-9, item 3.5 Financial:

“...Proposals shall identify the unit cost for each segment...” to “...Proposals shall identify the unit cost for each 15-minute segment...”

The above stated revisions have been reflected in this RFP document, and where ever else this may apply throughout the RFP.

- Question (6): We recommend eliminating the following two outcomes from the reporting requirements (p. 3-4, E, 4)):
- a. “Number of inmates dropped out of each service component” and
 - b. “Number of inmates terminated from the program due to misconducts (e.g., fighting, etc.).

Response (6): See above response #3.