

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

Request for Proposals

RFP No. : PSD 20-CPS/SA-05

Outpatient & Continuing Care
Substance Abuse Treatment
for
Male and Female Offenders Statewide

Date Issued: November 19, 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.*

November 19, 2019

REQUEST FOR PROPOSALS

Outpatient & Continuing Care Substance Abuse Treatment for Male and Female Offenders Statewide RFP No. PSD 16-CPS/SA-37

Department of Public Safety (PSD), Corrections Program Services Division's Substance Abuse Services Branch, is requesting proposals from qualified Applicants to provide Outpatient and Continuing Care Substance Abuse Treatment for male and female offenders incarcerated statewide that have been assessed as low-risk for recidivism and low-need for substance abuse. Case Managers at respective facilities will make referrals to the Service Provider for Outpatient and Continuing Care substance abuse treatment based on recommended treatment levels.

The contract term will be from January 15, 2020 through January 14, 2022, with the option to extend for two additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. A single contract will be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before December 19, 2019, and received no later than 10 calendar days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on December 19, 2019, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Corrections Program Services – Substance Abuse Division will conduct a non-mandatory orientation on November 22, 2019, from 10:00 a.m. to 11:00 a.m., HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814. Interested Service Providers not able to attend the orientation meeting may call in via telephone conference at:

Conference Dial-In Number: 1 (515) 604-9066
Participant Access Code: 157098

The deadline for submission of written questions is 4:30 p.m. HST on November 26, 2019. All written questions will receive a written response from the State on or about December 4, 2019.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1215, fax: (808) 587-1244 or e-mail at 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 **December 19, 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—Procurement & 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:
marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST)**, December 19, 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., December 19, 2019.

Drop-off Sites

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

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Section 1

Administrative Overview

Section 1

Administrative Overview

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

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)	November 19, 2019
Distribution of RFP	November 19, 2019
RFP orientation session	November 22, 2019
Closing date for submission of written questions for written responses	November 26, 2019
State purchasing agency's response to applicants' written questions	December 4, 2019
Discussions with applicant prior to proposal submittal deadline (optional)	TBD
Proposal submittal deadline	December 19, 2019
Discussions with applicant after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	TBD
Proposal evaluation period	December 20, 2019 to December 30, 2019
Provider selection	January 3, 2019
Notice of statement of findings and decision	January 3, 2019
Contract start date	January 15, 2019

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://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf
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
Corrections Program Services
Attn: Dwayne Kojima, Substance Abuse Administrator
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814
Phone: (808) 587-1272
Facsimile: (808) 587-1280
[E-mail: dwayne.t.kojima@hawaii.gov](mailto:dwayne.t.kojima@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: marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov)

1.7 Orientation

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

Date:	November 22, 2019	Time:	10:00 a.m., H.S.T.
Location:	919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814		

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: November 26, 2019 **Time:** 4:30 p.m., HST

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

December 4, 2019

Date: _____

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.

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.

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 Contractor 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)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
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.”

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.

The Provider agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance 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.

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 Provider.

The procuring of such required policy or policies of insurance shall not be construed to limit Provider’s liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Provider shall be obliged for

the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract. If the Provider is authorized by the Department Coordinator to subcontract, Sub-Contractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Provider agrees to require its Sub-Contractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

1.25 Campaign Contributions by State and County Providers

Providers are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government providers during the term of the contract if the providers are paid with funds appropriated by a legislative body.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

It is PSD's position that offenders have the power and ability to change, grow, and overcome past negative experiences and behavior. Furthermore, PSD believes that this can be accomplished by incorporating evidence-based practices into substance abuse treatment within the offender population in accordance with the Risk, Need, and Responsivity Principles (RNR).

The *Risk Principle* takes into consideration the probability that the offender will recidivate or commit more crimes. Using the offender's history of crime and other associated "static" information (factors that does not decrease over time) such as age of first arrest, number of prior arrests, etc. are strong predictive factors which help to target the "Who" within the offender population to treat.

The *Need Principle* is attention provided to the "dynamic" factors (those factors that can change over time) and are correlated to drive criminalistics behaviors. These factors can be targeted with the intent to reduce its impact that often result in criminal behaviors. Assessing and identifying the "What" and targeting those *needs* such as drug dependence and criminal lifestyle is a method to reduce an individual's overall risk to recidivate.

The *Responsivity Principle* refers to the "How" programs go about treating individuals within the cognitive-behavioral context and through the matching of individuals risk and needs to the appropriate treatment program and controls to maximize outcomes.

PSD is committed to evidence-based practices and the RNR principles. As such, PSD seeks to provide evidence-based treatment opportunities throughout an offender's sentence at different custody levels and at different facilities, including services provided at the Saguario Correctional Center (SCC) in Arizona.

PSD is seeking a Provider for Outpatient and Continuing Care Substance Abuse Treatment statewide, targeting specifically male and female offenders assessed at the low-risk, low-need level of care, and under custody of PSD.

Every quarter, our facilities may receive up to fifty (50) inmate transfers from SCC, some of which may supplemental attention as a percentage of those transferred may have previously completed treatment in which a considerable amount of time may have been allowed to elapse since their last treatment episode and need continued care. PSD realizes that “gaps” in services are inevitable, but is committed to closing some of those “gaps” by providing a continuum of care to support the progress of participants.

B. Planning activities conducted in preparation for this RFP

Pursuant to Hawaii Administrative Rules (HAR), Chapter 3-142-202(e), compliance with the issuance of a request for information has been waived.

C. Description of the service goals

The goal is to provide evidence based Outpatient and Continuing Care substance abuse treatment for low-risk, low-need male and female offenders under the jurisdiction of PSD, transitioning from PSD correctional facilities in an environment appropriate for the assessed risk and need in order to provide for an overall reduction in recidivism amongst the prison population.

D. Description of the target population to be served

The target population consists of male and female offenders who have been assessed as low-risk, low-need and matched for Outpatient or Continuing Care substance abuse treatment statewide.

E. Geographic coverage of service

Statewide Outpatient and Continuing Care Substance Abuse Treatment for male and female offenders assessed as low-risk, low-need.

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

Funding available for services under this RFP is approximately \$550,000 for fiscal year 2020 and \$550,000 for fiscal year 2021.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

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

1. Provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax. If a non-profit corporation, Provider must have a governing board whose members have no material conflict or interest and serve without compensation.
2. Provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
3. Provider must have a minimum of one year of successful experience in dealing with offenders and their families. To those Providers that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
4. Provider shall demonstrate a working knowledge of providing substance abuse treatment.
5. Provider shall comply with Hawaii Administrative Rule Title 11, Chapter 175, Mental Health and Substance Abuse System.

6. Provider shall provide copies of any applicable accreditations (i.e. Commission on Accreditation of Rehabilitation Facilities, etc.), licensures, (i.e. Office of Health Care Assurance, etc.), or certificates, related to the contracted services.
7. Provider shall maintain by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
8. If applicable, the Provider's facilities shall meet ADA requirements as applicable, and provide special equipment that may be required for the services.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

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:

Criteria for multiple awards: Not applicable.

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 term of contract: January 15, 2020 to January 14, 2022

Length of each extension: Twelve months

Number of possible extensions: Two

Maximum length of contract: Four years

The initial period shall commence on January 15, 2020 or the start date on the Notice to Proceed

Conditions for extension: Extensions are subject to: the availability of funds beyond June 30, 2020; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

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 or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto
Department of Public Safety - Administrative Services Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone (808) 587-1215 Fax (808) 587-1244
E-mail: marc.s.yamamoto@hawaii.gov

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Provider shall provide Outpatient and Continuing Care Substance Abuse Treatment for male and female offenders assessed at low-risk and low-need under the custody of the Department of Public Safety (PSD) statewide. Unless the Provider presents to PSD, a justifiable reason(s) that an offender should not be accepted into the program, all PSD referrals shall be accepted. PSD shall have the final decision as to whether an offender shall continue to receive treatment services or be terminated from receiving treatment services.

Provider shall coordinate services with the respective facility Offender Services Administrator (OSA) to accept into treatment offenders that are only assessed as low-risk, low-need and who are approaching their parole hearings so that the offender can be paroled shortly after completing treatment. It should also be noted that offender should be accepted into treatment at a maximum of twenty-four (24) months prior to his tentative parole date so that he/she may complete all components of the continuum of care for his/her treatment, to include outpatient and continuing care.

B. Curriculum

Provider shall describe in their proposal what evidenced-based, cognitive-behavioral curriculum will be used and how it will be implemented. The Provider's chosen curriculum shall describe methods that allows offenders to explore and correct their thinking errors, learn new coping behaviors, and rehearse new behaviors and attitudes for optimal skill development.

(Note: available curriculums to consider are Residential Substance Abuse Program, by the Change Companies, used by the Federal Bureau of Prisons, © 2004; Thinking for a Change version 3.1, by Federal Bureau of Prisons, National Institute of Corrections, © 2011; Criminal Conduct and Substance Abuse Treatment, by Kenneth W. Wanberg, Ph.D. and Harvey B. Milkman, Ph.D., © 1998; Differential Substance Abuse Treatment System (DSAT), by the Maine Office of Substance Abuse, © 1999; Substance Abuse Treatment Programs, by Federal Bureau of Prisons, National Institute of Corrections, © 1989; Aggression Replacement Therapy, by Barry Glick, Ph.D., © 1996; Choices, Changes, and Challenges, by Pacific Educational Services; Moving On Curriculum: A Program for Criminal Justice Involved Women, By Marilyn Van Dieten, Ph.D. and Patti MacKenna., M.A.) Another resource to utilize to find a cognitive-behavioral program that addresses both criminal conduct and substance abuse is the Cognitive-Behavioral Programs: A Resource Guide to Existing Services, by Marilyn Van Dieten, Ph.D. for the Federal Bureau of Prisons, National Institute of Corrections (TA#97-S9003).

Provider may refer to the National Institute of Corrections (i.e. <http://static.nicic.gov/Library/021657.pdf>) for related information.

Provider shall list and provide copies of all curriculum that will be utilized in providing substance abuse treatment or continuing care (recovery support) service and the proposed order the curriculum will be administered for consistency purposes. PSD shall approve all curriculum.

Provider shall provide modified open-ended groups on an on-going basis throughout the contract period at various correctional facilities statewide. The modified open-ended groups will require coordination with facility OSAs in order for offenders to appropriately begin treatment while minimizing any disruption. The 2019 Statewide Annual Report for PSD indicated approximately 250 inmates participated in treatment. Therefore, Outpatient SUD Services are being sought for approximately 250 inmates. Provider will propose a plan to provide required services provided that up to 80% or up to two-hundred (200) men and up to 20% or fifty (50) women may require services. For the low-risk, low-need population, treatment hours shall range between forty (40) and sixty (60) hours (max) and have a duration that ranges between four (4) and five (5) months. Provider shall ensure participants complete the entire treatment program milieu prior to successful discharge and within the specified ranges.

Provider shall specify the proposed group facilitator/offender ratio for weekly groups.

Depending on offender availability and the size of the meeting/classroom space, the basic format for the groups is as follows:

- Groups shall be offered either during daytime or evening hours, Monday through Saturday, during hours that do not interfere with other correctional facility priorities.
- Groups shall be conducted in the learning center or other available facility spaces.

1. Assessment & Treatment Planning:

Provider shall ensure that all intake documents (e.g. Consents to Treatment, Consents to Release Confidential Information, etc.) are completed, signed, and filed in each offender's record/file/chart.

Provider will have access to the initial Level of Service Inventory-Revised (LSI-R) risk assessment and Adult Substance Use Survey (ASUS) and the Recommended Treatment Level (RTL) results via the Summary Score Sheet.

Provider shall use risk and substance abuse screening instruments completed by the Department of Public Safety and other appropriate instruments/tools to assess substance abuse, responsivity, and other needs of the individual. Provider shall list and clearly explain how it will utilize intake documents, screening and assessment instruments/tools. PSD shall approve all intake documents, screening and assessment instruments/tools to be utilized by Provider.

The Provider may consult with the offender's assigned Case Manager for any additional information that may contribute to the assessment or formation of the offender's treatment plan. Information gathered in the assessment shall be used to develop a treatment plan. Provider shall *openly communicate* with the offender's assigned Case Manager as to the progress or lack thereof of the offender.

Individualized treatment plans shall be developed for all offenders. Provider shall be prepare treatment plans **within fourteen (14) working days of the completion of the Screening and Assessment process**. The offender shall be included in the development of their treatment plan, which becomes part of their treatment record/file/chart.

Treatment plans shall include, but not be limited to the following:

- Identification of the Top 3 criminogenic needs gathered from the assessment to be addressed.
- Specified treatment services and dosage of treatment (e.g., group counseling, individual counseling, continuing care, etc.).
- Specify treatment services that need to be referred and provided by the facility, such as medical/mental health, etc.
- Projected length of time to complete treatment for *low-risk, low-need offenders*; ranges from 40 hours up to 60 hours (MAX) over sixteen (16) weeks.

- Short term goals to address criminogenic needs, etc.
- Long term goals for treatment, criminogenic needs, transition needs, etc.
- Measurement of an offender's progress in treatment.
- Strengths possessed that will assist in achieving the set goals
- Objectives for each problem listed on treatment plan
- Specific strategies to be used to achieve the objectives
- Target and completion dates for achievement of each strategy

Provider shall develop treatment phases that document measurable and observable changes in the offender's attitudes and behaviors, and document this in the offender's progress notes. Any course of treatment set forth shall be arranged to be completed within the parameters provided.

At a minimum, Provider shall review and update the offender's treatment plan monthly as the offender progresses through the substance abuse treatment program.

Provider shall assist and support offenders in developing their skills. Provider shall complete progress notes documenting all activities with the offender.

Provider shall provide monthly written progress reports to the offender's assigned case manager.

Provider shall assist the offender with discharge planning that will include a relapse prevention plan and participation in continuing care service (if needed) with referrals as appropriate.

2. Outpatient Treatment:

- a. **Individual Counseling** shall provide the utilization of special skills by a clinician to assist offenders and/or their families/significant others in achieving treatment objectives through the exploration of alcohol and other substance related issues and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, or discussing didactic materials with regard to substance abuse related issues. The Provider shall conduct individual counseling session for each participating offenders at each phase increment or when necessary as dictated by the counselor or when requested by the offenders. The recommended session length should be approximately fifteen (15) minutes, and no more than one (1) hour. Individual counseling shall occur once a month. Some offenders may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. Individual counseling sessions may be provided to deal with issues not appropriate for the group setting.
- b. **Group: Skill, Educational**
Group Counseling shall provide the utilization of special skills by Provider's staff to assist two or more individuals and/or their families/significant others in achieving

treatment objectives through the exploration of substance abuse issues and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, and/or discussing didactic materials with regard to substance abuse related problems.

As the target population are of low-risk, low-need it is recommended that each offender attend weekly group sessions, lasting up to two and a half (2.5) hours per session for sixteen (16) weeks and a maximum of twenty (20) weeks, thus allowing the offender to receive treatment ranging from forty (40) hours up to sixty (60) hours (maximum) of treatment.

- 1.) **Skills/Process Group** shall provide activities to develop a range of skills to help maximize an offender's community integration and independent living.

The skills taught can be divided into daily living skills (e.g. managing money, exercise plan, food preparation, dietary concerns, improving hygiene, health care, accessing information directories, looking for a place to live, etc.), inter-personal skills (e.g. appropriate assertiveness, stress management, ability to give positive reinforcement) or job-related skills (e.g. managing work, etc.).

25% of time shall be spent in teaching the lessons.

25% of time shall be spent in review of the lessons.

50% of time shall be spent in practice and rehearsal of new skills learned from the lessons.

Offenders shall not facilitate any groups.

- 2.) **Educational Skills Group** shall have as their primary objective the provision of information by the counselor concerning alcohol and other drugs and available services and resources. These groups tend to be didactic with a specified curriculum as the foundation for the session. Education involves a two-way communication with the group for purpose of affecting attitude, behavior, social skills, life skills, decision-making, refusal skills, and judgment.

Educational groups may include such topics as trauma informed care, domestic violence, anger/stress management groups paired with demonstration, role playing, modeling, and practice of skill sets to be applied in daily living.

Educational group time shall be structured as below:

25% of time shall be spent in teaching the lessons.

25% of time shall be spent in review of the lessons.

50% of time shall be spent in practice and rehearsal of new skills learned from the lessons.

3. Continuing Care:

Provider shall provide continuing care services as appropriate for the purpose of maintaining gains established in substance abuse treatment and in support of the recovery process.

Continuing Care services consist of individual or group counseling for the purpose of relapse prevention. Up to one and a half (1.5) hours (in any combination) of individual or group activities may be scheduled with each offender weekly.

Maximum length of stay for Continuing Care shall be sixteen (16) weeks.

- a. **Individual Counseling** shall provide the utilization of special skills by a clinician to assist offenders in achieving treatment objectives through the exploration of alcohol and other substance use issues and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, relapse prevention, or discussing didactic materials with regard to substance abuse related issues. The Provider shall conduct individual counseling session for each participating offenders at each phase increment or when necessary as dictated by the counselor or when requested by the offenders. The recommended session length should be about fifteen (15) minutes, and no more than one (1) hour. Individual Counseling shall occur once a month. Some offenders may require additional assistance to learn treatment materials, to accept the need to change, or to overcome their specific barriers to change. Individual counseling sessions may be provided to deal with issues not appropriate for the group setting.
- b. **Group Counseling** shall provide the utilization of special skills by Provider's staff to assist two or more individuals and/or their families/significant others in achieving treatment objectives through the exploration of substance abuse issues and the ramifications, including an examination of attitudes and feelings, consideration of alternative solutions and decision making, relapse prevention planning/development, and/or discussing didactic materials with regard to substance abuse related problems.
- c. **Continuing Care Services (OCCC/WCCC/MCCC/KCCC)** shall be accessible to low-risk, low-need offenders transferred from minimum custody facilities and assessed to be in need of continuing care services while participating in work furlough programming. The Community Based Administrator or Unit Manager will submit a referral for continuing care services to the Provider.

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

1. Personnel

- a. Provider and/or Sub-Contractor shall notify each of its employees as well as employees of any Sub-Contractors, who provide services to any person committed to the custody of the Director of PSD for imprisonment pursuant to chapter 706, including a probationer serving a term of

imprisonment pursuant to section 706-624(2) (a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Provider and any Sub-Contractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any Sub-Contractors' file written documentation that the employee has received notice of the statutes.

Due to the offenders under this contract being under the jurisdiction of the PSD, the Provider shall employ staff that is suitable to deal with these offenders. Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by PSD. PSD will review and agree to the employment of the Provider's staff and Sub-providers, in writing. Any changes to staff and Sub-Contractors shall be agreed in writing, by PSD.

- b. Provider and all staff providing services shall successfully complete PSD's Volincor Training. If a Volincor Training date is not available before the contract is in place, Volincor Training shall complete the training as soon as possible. Provider shall coordinate the Volincor Training dates/times with PSD.
- c. Provider shall train all staff in inmate/offender confidentiality issues and program quality assurance requirements.
- d. Provider shall comply with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD.
- e. Provider shall understand and comply with 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 Provider, its staff, and Sub-Contractor 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 Provider, its staff, and Sub-Contractor's compliance with the PREA Standards.

If the Provider meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Applicant, its staff, and Sub-

Contractors 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 Provider who meets the definition of a community confinement facility.

2. Administrative

- a. Provider shall operate their program in accordance with all Federal, State, and County laws, administrative rules, regulations, ordinances, etc. and terms or conditions of PSD
- b. Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
- c. Provider 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.).
- d. Provider shall maintain and show proof of a liability insurance policy of at least two million dollars.
- e. Provider 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 offenders committed to the custody of the Director of PSD.
- f. Provider shall coordinate program activities, appointments and interviews with correctional case managers, security staff, other correctional staff, parole officers, etc.
- g. Provider shall supervise, train, and provide administrative direction relative to the delivery of substance abuse treatment and recovery support service.
- h. Provider shall immediately report of any knowledge of criminal activity by an offender, whether potential or actual, to the PSD.
- i. Provider shall submit a copy of its operating policies and procedures to PSD when requested. The copy is to be provided at the Provider's expense.
- j. As ruled by the Office of Information Practices, PSD may withhold from inspection by the offenders or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Provider, unless instructed otherwise by the Department of the Attorney General. Whenever the Provider is requested by the offenders or his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the offenders, his/her family, or

his attorney, the Provider shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Provider shall notify the contracting officer, that such a request was made. The Provider shall not release such reports directly to the offenders or to any party representing the offenders. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.

- k. Provider shall allow the appropriate agency's (i.e. PSD, HPA, Office of Youth Services, Attorney General, and Judiciary) staff to use the Correctional Program Checklist (CPC). Provider shall be willing to cooperate with the staff and findings from the CPC.
- l. Provider shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.
- m. Provider shall *openly communicate* with all PSD staff.
- n. Provider shall participate in regular meetings with PSD staff in order to ensure appropriate treatment is being provided, and services are being coordinated properly. PSD shall determine the frequency of these meetings.

3. **Quality assurance and evaluation specifications**

Provider shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program.

Provider shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Provider shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

Provider shall allow PSD to monitor the Provider's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Provider will develop in concert with the contracting agency, an action plan to address deficiencies.

The Substance Abuse Manager or PSD Designee will evaluate unacceptable professional practice or deviations from the curriculum, and monitor the Contractor's compliance with the service specification mandates and evaluate the services performed. The Substance Abuse Manager or PSD Designee may at any time, recommend suspension of the services under the provisions of this agreement. Prior to the suspension of the agreement by PSD, the Provider will be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and will be given

reasonable time to do so. PSD will determine reasonable time, but thirty (30) days is typical.

4. Output and performance/outcome measurements

Provider shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of offenders in treatment
- Number of offenders referred to each service component (e.g., assessments, Outpatient or Continuing Care substance abuse treatment services, group and individual counseling, etc.)
- Number of offenders admitted to each service component.
- Number of offenders successfully completed each service component.
- Number of offenders dropped out of each service component.
- Number of offenders terminated from each service component due to positive urinalysis, escape, misconducts, etc.
- Total number of drug tests (positive and negative.)
- Number of offenders paroled upon program completion.

5. Experience

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

- List of experience as an agency providing substance abuse treatment
- List of experience as an agency providing services to offenders.
- List of contracts performed for PSD;
- List of other prior contracts with the public sector in providing services in general for offenders specifically. Provider 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 Provider's past service performance and personnel;

b. Provider must have a minimum of one year of successful experience in dealing with offenders and their families. To those Providers that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

- The reasons why the exception is being requested (i.e., the reasons why the Provider does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)

- The qualifications and experience of the Provider in providing services for other related state programs in the past.
- Description of the activities performed to date and accompanying statistical data.

c. Staffing:

Provider shall clearly state its proposed staffing (e.g. 1 group facilitator/10 offenders, etc.)

PSD shall approve the Provider's staff who will be providing Outpatient and Continuing Care Substance Abuse Treatment. Provider shall indicate proposed staff's involvement in all PSD contracts. Provider's staff shall immediately notify PSD if there is a change in Provider's staffing.

PSD's preferred minimum education requirement for staff providing the substance abuse treatment is a bachelor's degree in a helping profession (e.g. psychology, social work, etc.). Provider shall demonstrate that all current staff meets all licensing and or credential requirements. Provider shall provide the minimum qualifications (including experience) for staff assigned to the program.

- List names and submit copies of resumes of all executive/administrative staff already in the employ of the Provider and/or of those likely to be hired.
- List names and submit resumes of all program staff already employed by the Provider and/or of those likely to be hired

Provider shall employ staff that is suitable for working with offenders, inmates, parolees, etc. 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 Provider or Sub-Contractor for the services. All staff, including employees or Sub-Contractors, providing services shall first be pre-approved by PSD. If Provider desires to include staff with a criminal history, the Provider shall provide the criminal history and justification for retention when presented to PSD for pre-approval.

Provider shall describe its ability to supervise, train, etc. staff and provide administrative direction relative to the delivery of the proposed services.

Provider shall also describe all pre-service and in-service training provided to Provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

Provider and all staff providing services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff.

Provider shall train all staff in offender/inmate confidentiality issues and program quality assurance requirements.

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 Provider, its staff, and Sub-Contractors 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 Provider, its staff, and Sub-contractors compliance with the PREA Standards.

If the Provider meets the PREA definition of community confinement facility and provides services to PSD's offenders as a community confinement facility, then the Provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The Provider, its staff, and Sub-Contractors 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 Provider who meets the definition of a community confinement facility.

If Sub-Contractors are to be used, a statement from each Sub-Contractor must be included, signed by an individual authorized to legally bind the Sub-Contractor and stating:

- 1) Sub-Contractor's name, mailing address, telephone number, fax number, and contact person
- 2) General scope of work to be performed by the Sub-Contractor, and
- 3) Sub-Contractor's willingness to perform the work indicated
- 4) Sub-Contractor's qualifications and past experience

6. Coordination of services

Provider must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Provider will be required to fax or email to the Substance Abuse Services Manager the monthly list of offenders they are treating by facility for drug testing purposes in accordance with the PSD's policy and procedure COR.08.10.

Provider will be required to submit:

- a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.
- b) Monthly reports to PSD detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each treatment service, whether completed or interrupted.
 - A roster of offenders who attended each session.
 - For absent offender, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an offender, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

Outpatient and Continuing Care services shall be provided onsite at the correctional facilities with exceptions made for services provided at the furlough centers specifically.

For services provided outside of the correctional facilities, the Provider shall provide a description of the facility(s) and site.

2.5 COMPENSATION AND METHOD OF PAYMENT

Provider shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The funding amount for this service is estimated at \$550,000.00 for the first year of the contract, and \$550,000.00 for the second year of the contract for the twenty-four (24) month period commencing on the date indicated on the Notice to Proceed. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges shall be honored.

Provider shall not receive separate compensation for time spent in consultation with PSD staff regarding curriculum development, staff meetings and case conferences.

Reimbursable Outpatient Units of Service and Unit Rate:

1. Unit cost for Assessment & Treatment Planning
2. Unit cost for Individual Counseling
3. Unit cost for Education Skills Group
 - Up to two and a half (2.5) hours/week/per offender of individual or group activities (any combination) may be scheduled per offender per week.
 - 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
 - Maximum allotted time for outpatient treatment modality is sixty (60) hours at twenty (24) weeks. (See targets under Section 2: Service Specifications)

Reimbursable Continuing Care Units of Service and Unit Rate:

4. Unit cost for Individual Counseling
5. Unit cost for Group Counseling
 - Up to one and a half (1.5) hours of individual or group activities (any combination) may be scheduled per offender per week.
 - 15-minute increment bill is allowed after the first sixty (60) minutes of group and the first thirty (30) minutes of individual.
 - Maximum allotted time in Continuing Care modality is sixteen (16) weeks and up to twenty-four (24) hours. (See targets under Section 2: Service Specifications)

Invoices shall be itemized by the name of each offenders, date of each session (by treatment modality) attended during the month. Invoices shall reference the contract number. Invoices shall be signed by the Provider's designee to verify the accuracy and authenticity. Along with the invoice, the Provider shall attach an attendance sheet that shall include the following:

- Date and time of each treatment service, whether completed or interrupted
- Roster of offenders who attend each session
- For absent offenders, whether they were excused or unexcused
- Signed copy of the attendance sheet by the Provider as to the accuracy and authenticity of the offender's presence and participation
- If a Sub-Contractor performed the services indicate full business name of Sub-Contractor.

Copies of handouts and offender materials and supplies, administrative costs and case management are included in the service components and shall not be billed separately.

The service fee includes all taxes and shall be the all-inclusive cost to the State.

Provider shall submit to PSD's ID, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last session for the month. The address is:

Department of Public Safety
 Corrections Program Services
 Attn: Mr. Dwayne Kojima, Substance Abuse Manager
 919 Ala Moana Blvd., #405
 Honolulu, Hawaii 96814

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

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

Certified Correct and
 Approved for Payment:

 Agency Representative

 Date

 Department Representative

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

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, must accompany the invoice for final payment on the contract.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (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*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. 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 that all current staff meets any applicable licensing and or credential requirements for the delivery of services.

Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations.

B. Experience

Applicant shall provide a description of projects/contracts pertinent to the proposed services.

- a. Applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.
 - List of experience as an agency providing substance abuse treatment;
 - List of experience as an agency providing services to offenders;
 - List of contracts performed for PSD;
 - List of other prior contracts with the public sector in providing services in general for offenders specifically. 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;
- b. Applicant must have a minimum of one year of successful experience in dealing with offenders. To those Applicants that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - The reasons why the exception is being requested (i.e., the reasons why the Applicant does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - The qualifications and experience of the Applicant in providing services for other related state programs in the past.

- Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Applicant shall state its mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

D. Coordination of Services

Applicant shall demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

E. Facilities

Provider shall provide a description of the facility(s) and site:

Outpatient and Continuing Care services shall be provided onsite at the correctional facilities with exceptions made for services provided at the furlough centers specifically. For services provided outside of the correctional facilities, the Provider will provide a description of the facility(s) and site.

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 viability of the services. (Refer to the personnel requirements in Section 2, Service Specifications, as applicable.)

Applicant shall clearly state its proposed staffing (e.g. 1 group facilitator/10 offenders, etc.) Proposed staffing should match the organizational chart and budget.

2. Staff Qualifications

Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in Section 2, Service Specifications, as applicable)

PSD's preferred minimum education requirement for staff providing the substance abuse treatment is a bachelor's degree in a helping profession (e.g. psychology, social work, etc.) Provider shall clearly list and provide resumes for all staff that will be delivering the substance abuse treatment.

PSD shall approve the Applicant's staff who will be providing Outpatient and Continuing Care Substance Abuse Treatment. Applicant's staff shall immediately notify PSD if there is a change in Applicant's staffing.

Applicant shall demonstrate that all current staff meets all licensing and or credential requirements. The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

- a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.
- b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

B. Project Organization

1. Supervision and Training

Applicant shall describe its ability to supervise, train, etc. staff and provide administrative direction relative to the delivery of the proposed services.

Applicant shall also describe all pre-service and in-service training provided to Applicant's staff, including number of training hours, and the method(s) used to evaluate the performance of Applicant's staff.

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.

The organization chart should match the "Proposed Staffing" and budget.

3. Sub-Contractors

If Sub-Contractors are to be used, a statement from each Sub-Contractor must be included, signed by an individual authorized to legally bind the Sub-Contractor and stating:

- 1) Sub-Contractor's name, mailing address, telephone number, fax number, and contact person
- 2) General scope of work to be performed by the Sub-Contractor, and
- 3) Sub-Contractor's willingness to perform the work indicated
- 4) Sub-Contractor's qualifications and past experience

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable **service activities and management requirements** from Section 2, Item 4. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
 - Curriculum (8 pts)
 - Assessment & Treatment Planning (8 pts)
 - Individual Counseling (8 pts)
 - Group Counseling: Education, Skill Counseling (8 pts)
 - Continuing Care (8 pts)
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the

number of units to be provided. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

Reimbursable Outpatient Units of Service and Unit Rate:

1. Unit cost for Assessment & Treatment Planning
 2. Unit cost for Individual Counseling
 3. Unit cost for Education Skills Group
- Up to two and a half (2.5) hours/week/per offender of individual or group activities (any combination) may be scheduled per offender per week.
 - 15-minute increment bill is allowed after the first 60 minutes of group and the first 30 minutes of individual
 - Maximum allotted time for outpatient treatment modality is sixty (60) hours at twenty (24) weeks. (See targets under Section 2: Service Specifications)

Reimbursable Continuing Care Units of Service and Unit Rate:

4. Unit cost for Individual Counseling
 5. Unit cost for Group Counseling
- Up to one and a half (1.5) hours of individual or group activities (any combination) may be scheduled per offender per week.
 - 15-minute increment bill is allowed after the first sixty (60) minutes of group and the first thirty (30) minutes of individual.
 - Maximum allotted time in Continuing Care modality is sixteen (16) weeks and up to twenty-four (24) hours. (See targets under Section 2: Service Specifications)

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References for website address. The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205
SPO-H-205A
SPO-H-206A
SPO-H-206B
SPO-H-206F

B. Other Financial Related Materials

Accounting System

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 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

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

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
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

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application checklist
- List certifications and other applicable submittals applicable/required for the contract

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

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 orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

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

A. Necessary Skills

6pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

6pts

- List of experience as an agency providing substance abuse treatment. (2 pts)
- List of experience as an agency providing services to offenders. (2 pts)
- List of contracts performed for the Department of Public Safety. (0 pts)
- List of other prior contracts with the public sector in providing services in general for offenders specifically. 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; (2 pts)
- One (1) year experience. (Meets / Does Not Meet) or Exception Request to one year experience.

C. Quality Assurance and Evaluation

4pts

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. (2 pts)
- On-going evaluation of the stated goals, objectives and activities of the program. (2 pts)
- Mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process. (1 pt)

D. Coordination of Services

2pts

- Demonstrated capability to coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff.

E. Facilities

2pts

- Provided a description of facility(s) and site for services provided outside of the correctional facilities.

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

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

A. *Staffing*

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to ensure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Sub-Contractor's qualifications & past experience

5pts

6pts

**Meets
or
Does
Not
Meet**

B. *Project Organization*

- 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.

3pts

1pts

3. *Service Delivery (55 Points)*

- Program Philosophy
- Program Components:
 - Curriculum (8 pts)
 - Assessment & Treatment Planning (8 pts)
 - Individual Counseling (8 pts)
 - Group Counseling: Education, Skill Counseling (8 pts)
 - Continuing Care (8 pts)
- Description of case management services, including record-keeping and report writing methods;
- Description of how basic services will be provided;
- Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;

5 pts

40 pts

2 pts

2 pts

1 pt

- | | |
|--|--------------|
| • Description of how agency will provide basic and treatment services to a fluctuating population with changing needs; | <u>2 pts</u> |
| • Flexibility of treatment programs; and | <u>2 pts</u> |
| • Description of on-site supervision of offenders. | <u>1 pt</u> |

5. Financial (10 Points)

- | | |
|------------------------------------|--------------|
| • REASONABLENESS of the following: | <u>8 pts</u> |
|------------------------------------|--------------|

Reimbursable Outpatient Units of Service and Unit Rate:

Unit cost for Assessment & Treatment Planning

Unit cost for Individual Counseling

Unit cost for Skill/Process Group

Unit cost for Education Group

Reimbursable Continuing Care Units of Service and Unit Rate:

Unit cost for Individual Counseling

Unit cost for Group Counseling

- | | |
|----------------------------------|--------------|
| • Adequacy of accounting system. | <u>2 pts</u> |
|----------------------------------|--------------|

B. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____ RFP No.: 20-CPS/SA-05 _____

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	
Provider Compliance	Section 1, RFP	SPO Website*		
Cost Proposal (Budget)				
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	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:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance	Section 1, RFP		X	
Hawaii Compliance Express, OR individual Certificates of Compliance from IRS, DOTAX, DCCA and DLIR			X	

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

(Sample)
Proposal Application
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