

State of Hawaii
Department of Human Services
Office of Youth Services

Request for Proposals

Kalihi Juvenile Assessment Center HMS-501-21-05

August 11, 2021

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.*

August 11, 2021

REQUEST FOR PROPOSALS

Kalihi Juvenile Assessment Center RFP No. HMS-501-21-05

The Department of Human Services, Office of Youth Services (OYS), is requesting proposals from qualified applicants to establish and implement a Juvenile Assessment Center in the Kalihi community of Oahu, Hawaii. The Kalihi Juvenile Assessment Center, referenced as the Juvenile Assessment Center (JAC) shall serve youth cited by Honolulu Police Department's (HPD) District 5 patrolling officers with status offenses and first-time misdemeanors. Services for the JAC include, but are not limited to intake, screening, assessment, case management, service planning, transportation and collaboration with public and private partnering agencies. The contract term will be from January 1, 2022 through December 31, 2023 and may be extended for four (4) additional 12-month periods, contingent upon program performance and the availability of funds and budget execution policies.

Proposals shall be mailed, postmarked by the United States Postal Service on or before **September 30, 2021**, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 2:30 p.m., Hawaii Standard Time (HST), on September 30, 2021, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Deliveries by private mail services such as Federal Express (FedEX) and United Parcel Services (UPS) shall be considered hand deliveries. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Office of Youth Services will conduct an orientation on **August 19, 2021** from 1:00 p.m. to 3:00 p.m. (HST), via Zoom Video Communications (see Section 1.7). All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:00 p.m. (HST) on August 30, 2021. All written questions will receive a written response from the State which will be posted as an addendum to the RFP on or about September 7, 2021.

Inquiries regarding this RFP should be directed to the RFP contact person:

Ana Mejia-Vasconcellos
1010 Richards Street, Suite 314
Honolulu, Hawaii 96813
Telephone: (808) 587-5738
Fax: (808) 587-5734
E-mail: amejia-vasconcellos@dhs.hawaii.gov

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF SPIRAL BOUND COPIES TO BE SUBMITTED: FIVE (5):
ONE (1) ORIGINAL + FOUR (4) ADDITIONAL COPIES

NUMBER OF ELETRONIC COPIES ON USB/THUMB DRIVE: ONE (1)

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **SEPTEMBER 30, 2021** and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

State of Hawaii
Department of Human Services
Office of Youth Services
Princess Victoria Kamamalu Building
1010 Richards Street, Suite 314
Honolulu, Hawaii 96813

OYS RFP Coordinator

Ana Mejia-Vasconcellos
Phone: (808)587-5738
Fax: (808)587-5734
amejia-vasconcellos@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 2:30 p.m., Hawaii Standard Time (HST), **SEPTEMBER 30, 2021**. Hand deliveries shall not be accepted if received after 2:30 p.m., September 30, 2021.

Drop-off Site

State of Hawaii
Department of Human Services
Office of Youth Services
Princess Victoria Kamamalu Building
1010 Richards Street, Suite 314
Honolulu, Hawaii 96813

BE ADVISED:

Deliveries by private mail services such as FEDEX or UPS shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 2:30 p.m., September 30, 2021.

RFP Table of Contents

Section 1 Administrative Overview

1.1	Procurement Timetable.....	1-1
1.2	Website Reference	1-2
1.3	Authority	1-2
1.4	RFP Organization	1-3
1.5	Contracting Office	1-3
1.6	RFP Contact Person.....	1-3
1.7	Orientation	1-4
1.8	Submission of Questions.....	1-4
1.9	Submission of Proposals	1-5
1.10	Discussions with Applicants	1-7
1.11	Opening of Proposals.....	1-7
1.12	Additional Materials and Documentation.....	1-7
1.13	RFP Amendments.....	1-7
1.14	Final Revised Proposals.....	1-8
1.15	Cancellation of Request for Proposals.....	1-8
1.16	Costs for Proposal Preparation.....	1-8
1.17	Provider Participation in Planning.....	1-8
1.18	Rejection of Proposals	1-8
1.19	Notice of Award	1-9
1.20	Protests.....	1-9
1.21	Availability of Funds	1-10
1.22	General and Special Conditions of the Contract	1-10
1.23	Cost Principles.....	1-10

Section 2 - Service Specifications

2.1.	Introduction	
A.	Overview, Purpose or Need.....	2-1
B.	Planning activities conducted in preparation for this RFP	2-2
C.	Description of the Service Goals	2-2
D.	Description of the Target Population to be Served.....	2-3
E.	Geographic Coverage of Service	2-3
F.	Probable Funding Amounts, Source, and Period of Availability	2-3
2.2.	Contract Monitoring and Evaluation	2-4
2.3.	General Requirements	2-5
A.	Specific Qualifications or Requirements.....	2-5
B.	Secondary Purchaser Participation	2-7
C.	Multiple or Alternate Proposals	2-7
D.	Single or Multiple Contracts to be Awarded.....	2-7
E.	Single or Multi-Term Contracts to be Awarded	2-8

2.4.	Scope of Work.....	2-8
A.	Service Activities	2-8
B.	Management Requirements	2-15
C.	Facilities	2-23
2.5.	Compensation and Method of Payment.....	2-23

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications	3-1
3.1.	Program Overview.....	3-2
3.2.	Experience and Capability	3-2
A.	Necessary Skills	3-2
B.	Experience	3-2
C.	Quality Assurance and Evaluation.....	3-2
D.	Coordination of Services	3-3
E.	Facilities	3-3
3.3.	Project Organization and Staffing	3-3
A.	Staffing.....	3-3
B.	Project Organization	3-4
3.4.	Service Delivery	3-4
3.5.	Financial.....	3-5
A.	Pricing Structure	3-5
B.	Other Financial Related Materials.....	3-6
3.6.	Other	3-6
A.	Litigation	3-6

Section 4 – Proposal Evaluation

4.1.	Introduction.....	4-1
4.2.	Evaluation Process.....	4-1
4.3.	Evaluation Criteria.....	4-2
A.	Phase 1 – Evaluation of Proposal Requirements.....	4-2
B.	Phase 2 – Evaluation of Proposal Application	4-2
C.	Phase 3 – Recommendation for Award	4-7

Section 5 – Attachments

Attachment A.	Proposal Application Checklist
Attachment B.	Sample Proposal Table of Contents
Attachment C	Juvenile Assessment Center Civil Citation/Diversion Process
Attachment D.	Juvenile Assessment Center Data Summary
Attachment E.	The Aloha Spirit
Attachment F.	Juvenile Assessment Center Data Management: Variables
Attachment G.	OYS Performance Reports

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 date is subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	08/11/2021
Distribution of RFP	08/11/2021
RFP orientation session	08/19/2021
Closing date for submission of written questions for written responses	08/30/2021
State purchasing agency's response to applicants' written questions	09/07/2021
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	09/30/2021 @ 2:30PM (HST)
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	10/2021-11/2021
Provider selection	10/2021-11/2021
Notice of statement of findings and decision	11/2021
Contract start date	01/01/2022

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	https://hands.ehawaii.gov/hands/opportunities
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov/references/
4 General Conditions, AG-103F13	https://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf
5 Forms	http://spo.hawaii.gov/all-forms/
6 Cost Principles	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/
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/resources/
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 Human Services
Office of Youth Services
1010 Richards Street, Suite 314
Honolulu, Hawaii 96813
Phone: (808) 587-5700
Fax: (808) 587-5734

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.

Ana Mejia-Vasconcellos
Phone: (808) 587-5738
Fax: (808) 587-5734
Email: amejia-vasconcellos@dhs.hawaii.gov

1.7 Orientation

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

Date: Thursday, August 19, 2021 **Time:** 1:00pm to 3:00 p.m.

Location: REMOTE/VIRTUAL VIA ZOOM VIDEO COMMUNICATIONS (SEE BELOW):

Join Meeting

<https://us02web.zoom.us/j/81779933885?pwd=UkNOMlpVeWZRSWI0cENIUE42dEx3dz09>

Meeting ID: 817 7993 3885

Passcode: 149958

To join from your telephone please use one of the following toll phone numbers* below and enter the meeting ID and passcode:

- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)

Find your local number: <https://us02web.zoom.us/j/81779933885?pwd=UkNOMlpVeWZRSWI0cENIUE42dEx3dz09>

***Standard long distance charges may apply. Check with your phone service provider.**

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: August 30, 2021 **Time:** 4:00 p.m. **HST**

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

Date: September 7, 2021

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.
 - 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.
- 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.
 - 1. **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.
 - 2. **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.

3. **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.** 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. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means are not permitted.

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: Bruce Shimoda	Name: Bruce Shimoda
Title: Executive Director	Title: Executive Director
Mailing Address: 1010 Richards Street, Suite 314 Honolulu, Hawaii 96813	Mailing Address: SAME
Business Address: 1010 Richards Street, Suite 314 Honolulu, Hawaii 96813	Business Address: SAME

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.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Juvenile Assessment Center (JAC) in Kalihi Oahu, was established out of a civil citation initiative with the purpose of addressing racial and ethnic disparities of over-represented youth in the Hawaii juvenile justice system. For decades, Native Hawaiian, Pacific Islander and youth of mixed-race ancestry have been found to be disproportionately represented in the Hawaii juvenile justice system. The initiative sought to create a diversion model for over-represented youth arrested with low-level offenses with an overarching goal to provide immediate support and services as a preventative measure for further justice involvement. This diversion model became known as Ho`opono Mamo, envisioned as a relational system, focusing resources and services on unmet needs and mending family relationships in a cultural context.

The components of the Ho`opono Mamo diversion model included:

1. Juvenile Assessment Center providing youth assessment and referrals.
2. Community-based services (i.e., positive youth development, educational supports, recreation, mentoring, vocational, culturally based activities, etc.)
3. Cultural and Healing Center (21-day residential program focused on the healing arts, land-based curriculum and reconnection with family and school).
4. Ho`oala Community Conferencing- conferencing between youth, family and service providers.
5. Mental health and substance abuse treatment.

In March 2015, the Office of Youth Services (OYS), in partnership with contracted providers and Honolulu Police Department (HPD) began piloting two components of the diversion model: the JAC in the Kalihi community, and limited implementation of the Cultural and Healing Center. The pilot included the issuance of civil citations to youth with status offenses and first-time law violations.

Participation provided the opportunity for youth to avoid court processing and participate in services and resources in the way of referrals through the JAC. Since then, the OYS has continued to support and fund the assessment center component, as it works to assist youth and families identify needs and barriers, and facilitate referrals to services.

This RFP is for continuation of services for the Juvenile Assessment Center in the Kalihi community, serving youth who are cited by the HPD with a status offense and first-time misdemeanors. The service area is specified by HPD's patrolling District 5. Availability for service referrals include community-based services, mental health services and substance abuse. Attachment C. illustrates the current

process for youth cited with status offenses and first-time misdemeanors in HPD's District 5.

It is anticipated that policy changes related to civil citation and juvenile justice reform will occur during the proposed contracted period of this RFP and modifications to the eligibility criteria and service delivery may be required to make improvements in Hawaii's juvenile justice system. The OYS seeks applicants who demonstrate similar commitment in improving systems and supporting youth, families and communities. Proposals will be required to provide sustainability plans to demonstrate creative and collaborative approaches in building capacity, partnerships, funding and outcomes.

B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) meeting was held on September 4, 2020, to invite the public for comment, recommendations and questions for the proposed services. A total of seventeen representatives from nonprofit agencies and two local government agencies attended the RFI meeting. Information gathered was utilized to inform specifications in this proposal including but not limited to:

1. target population
2. types of services needed in the targeted geographical area
3. transportation of clients
4. education and experience for personnel
5. estimated time for police to process a youth and return to patrol

Additional information gathered through meetings with public and private organizations and continuous data analysis was conducted to inform and develop this proposal.

C. Description of the service goals

The JAC shall provide the following:

1. Accept youth from police officers through warm handoffs (when a police officer drops off youth directly to the center).
2. Accept civil citation referrals from police officers for youth who were not dropped off directly to the center.
3. Provide screenings, comprehensive assessments, individualized service planning and referrals to treatment or services based on youth risk level and needs.
4. Provide warm hand-offs from JAC to referred interventions and services.
5. Increase opportunities that promote and improve family and community connections.
6. Increase opportunities that promote and improve prosocial skills.
7. Enhance partnerships and collaborations between the juvenile justice system, schools and youth serving agencies to support youth goals and outcomes.

D. Description of the target population to be served

Youth 17 years and younger cited within the boundaries of HPD's patrolling District 5. Eligible citations include:

1. Status Offenses: An act committed by a juvenile that, if committed by an adult, would not constitute a crime. Examples include runaway, truancy, curfew (only juveniles under 16 years old), beyond parental control, and injurious behavior.
2. Misdemeanor Offenses: A juvenile who commits an act or violation that breaks the law. Examples of law violations include shoplifting, stealing money or a car, and hitting or threatening someone.
 - a. EXCLUSIONS: Misdemeanors not eligible for the program include offenses involving 1) the exposure of sexual organs or sexual related behaviors, i.e., prostitution, lewd and lascivious behaviors and 2) offenses directly related to, or part of gang related activities.

By submitting a proposal, the applicant acknowledges that the target population and eligibility criteria may require modifications during the terms of contract. Such changes will occur through policy and juvenile justice reform. The applicant agrees to anticipate modifications and remain flexible in negotiating changes in the target population and eligibility criteria.

E. Geographic coverage of service

The geographical location of services is limited to youth with eligible offenses cited by HPD Officers in District 5 (Kalihi) on the island of Oahu. The district spans from Aliamanu to the Pali Highway (west to east) and from the rim of the Koolau Range to the central southeastern shoreline of Oahu (north to south). Click [HERE](#) for a detailed map of District 5. The JAC shall be located within the boundaries of District 5 to facilitate transfer of custody from HPD officers to the JAC.

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

1. Funding Period:

Initial Contract: January 1, 2022 to December 31, 2023

2. Approximate Total Amount of General Funds:

FY 22 1/1/22-6/30/22 \$150,000.00

FY 23 7/1/22-6/30/23 \$300,000.00

FY 24 7/1/23-12/1/23 \$150,000.00

Total Funding: \$600,000.00

3. The OYS anticipates funds to be awarded for one (1) 24-month period, subject to the appropriation and availability of funds and quality of program services. There may be a possibility for the extension of the initial award period for up to four (4) additional 12-month periods, should funds become available. The award of a contract and any allowed renewal or extension thereof is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services. Additionally, should funding be increased or decreased, the

OYS reserves the right to add in additional funds or decrease funds at its discretion.

2.2 Contract Monitoring and Evaluation

- A. All contracts shall be monitored by OYS in accordance with requirements set forth by Chapter 103F Hawaii Revised Statutes. The criteria by which the performance of the contract will be monitored and evaluated include:
 - 1. Performance/Outcome Measures
 - a. Outcome planning, implementation, and evaluation of data
 - b. Programmatic improvements or changes based on data
 - 2. Output Measures
 - a. YASI reports
 - b. Performance reports
 - 3. Quality of Care/Quality of Services
 - a. Programmatic records such as sign in or roster, case notes, follow-up notes service plans, etc.
 - b. Facility accessibility, suitability, and safety
 - c. Transportation and other liability issues
 - d. Consumer satisfaction
 - 4. Financial Management
 - a. Compliance with Cost Principles, HRS 103F
 - b. Invoicing accuracy and authorization flow
 - c. Expenditure reports
 - d. Payment schedules
 - e. Burn rate (overspending/underspending)
 - 5. Administrative Requirements
 - a. Staff qualification, organization, and effectiveness
 - b. File maintenance and record keeping
 - c. Compliance with general and special conditions
 - d. Compliance towards meeting standards for the Assessment Center Framework from the National Assessment Center Association
 - e. Collaboration (informal and formal agreements and subcontracts)
 - f. Grievances and incident reports
 - 6. Sustainability Plan
 - a. Organization (staff turnover, capacity building and training)
 - b. Funding (in kind, fundraising, grant writing)
 - c. Partnerships (in-kind, collaborative funding, community level capacity)
 - d. Outcomes (demand for services, utilization, using program data, program improvements, etc.)
- B. Access to all materials, files, and documents relating to the provision of services shall be granted to OYS for review and monitoring. At its discretion, OYS may observe activities conducted by the JAC.
- C. Maintain for the term of the contract the system of evaluation developed by OYS, including the use of evaluation tools and reporting forms. Corrective actions shall

be taken by the JAC if deemed necessary in light of the monitoring and evaluation outcome.

- D. Subcontractor(s) authorized by the OYS, shall have the same monitoring and evaluation criteria of the contract. The Subcontractor(s) agreement shall clearly specify the monitoring and evaluation criteria as agreed upon by the OYS and PROVIDER.
- E. Monitoring may take place in a variety of locations including the PROVIDER's administrative office and the site(s) of service delivery. Site visits may be announced or unannounced.

2.3 General Requirements

- A. **Specific qualifications or requirements, including but not limited to licensure or accreditation**
 - 1. The PROVIDER shall demonstrate compliance with the Assessment Center Framework standards from the National Assessment Center Association. The framework is grounded in research, best practice and follows guiding principles that are collaborative, community-based, inclusive, intentionally equitable, continuous staff development and support, treat youth and families as partners, developmentally appropriate and strengths-based. The PROVIDER shall become a member of the National Assessment Center Association to receive benefits of networking, training, education, best practices, technical assistance and increase impact and empowerment of the community it will serve.
 - 2. The PROVIDER shall comply with the Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201, which can be found on the SPO website (see Section 5, POS Proposal Checklist, for the website address).
 - 3. The PROVIDER shall comply with other applicable federal cost principles and guidelines, as appropriate and as required by the source of funding.
 - 4. 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.
 - 5. The PROVIDER shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the PROVIDER's work has been completed satisfactorily.

The policy or policies of insurance maintained by the PROVIDER shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability	Bodily Injury <u>and</u> Property Damage- \$1,000,000/occurrence \$2,000,000 aggregate
Automobile	Bodily injury: \$1,000,000/ <u>person</u> , \$1,000,000/ <u>occurrence</u> Property damage: \$1,000,000/ <u>accident</u>
Professional Liability (if applicable)	\$1,000,000/ <u>claim</u> \$2,000,000 <u>annual aggregate</u>

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

- a) *“The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii.”*
- b) *“It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy.”*
- c) *Contract Number:* _____

*Certificate Holder:
State of Hawaii
Office of Youth Services
1010 Richard Street, Suite 314
Honolulu, Hawaii 96813*

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.

Automobile liability insurance shall include excess coverage for the PROVIDER’s employees who use their own vehicles in the course of their employment.

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, PROVIDER shall furnish a copy of the policy or policies.

The PROVIDER shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the PROVIDER 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 OYS to subcontract, subcontractor(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 subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

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: The initial term of the contract shall commence on January 1, 2022 and continue through December 31, 2023. Services are not to begin until a Notice to Proceed has been issued by the OYS. There may be a possibility for extension of the initial award period for four (4) additional 12-month period should funds become available. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

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)

1. Initial Point of Engagement

a. Facility and Accessibility

The PROVIDER shall have a physical business address located in the City and County of Honolulu and must be a registered business with the State of Hawaii. The JAC must be located in the police district of Kalihi (district 5). A residential address or Post Office Box will not be accepted. If facilities are not presently available, describe plans to secure facilities and commence services by January 1, 2022.

The JAC is required to be accessible 24 hours/7 days per week and staffed during business hours to respond to referrals from HPD and immediate youth needs. Nonpeak hours may have an on-call arrangement. Staffing and business hours shall be flexible to accommodate changes in peak hours and shall have a process to accept warm hand offs from HPD after hours. Parking shall be available to HPD officers and youth/families at no cost.

Provide a detailed description of the business location and JAC (including square footage) and demonstrate its adequacy in relation to the proposed services. Describe if parking, bathrooms/restroom facilities are available; describe the physical/office environment(s) in which program staff meet with youth clients (i.e., office style, outdoor physical space available, room availability for meetings, etc.). Facilities must meet the Americans with Disabilities Act (ADA) requirements. The Applicant shall describe how the

facilities meet the ADA requirements, as applicable, and special equipment that may be required for the services. If the PROVIDER is not compliant with ADA requirements, explain what the course of action is, including a timeline, to comply with ADA requirements and make the facility accessible. The OYS reserves the right to confirm and approve the address and facilities meet the requirements and are adequate to provide proposed services.

b. Trauma-Informed Approach

The JAC shall utilize evidence-based trauma-informed practice in their service delivery that effectively assist youth and families to successfully engage in services and achieve short- and long-term outcomes. When evidence-based practice is not available, the JAC shall utilize best-practice approaches. Trauma-informed practices recognize the presence of trauma symptoms and acknowledges the effect and role trauma may play in a person's life. Principles of trauma informed care include creating a physical and emotionally safe environment, establishing trust and boundaries, supporting youth to be autonomous and encouraging them to make choices. Principles support creating collaborative relationships and participation opportunities, and using a strengths and empowerment-focused perspective to promote their resilience.

The OYS believes that community is where youth belong. While community is where hurt, fear, suffering, and trauma may occur; community conversely is where caring, restoration, forgiveness, and healing emerges and is fostered. Deep connections and relationships form the foundation for community, and Hawaii's state statute, "*Aloha Spirit*" (HRS 5-7.5), describes how we may consider exercising the power and life force of the *Aloha Spirit* on behalf of Hawaii's people. See Appendix E for OYS perspective on the Aloha Spirit.

The JAC shall develop policies and procedures that ensure the physical and emotional environment is a youth-centered welcoming place, where both youth and staff feel safe. Protocols for a trauma informed environment and responses shall include but not be limited to:

- i. Promote a sense of calmness and nurturance.
- ii. Minimize traumatic stress or re-traumatization.
- iii. Promote youth privacy from other program participants.
- iv. Promote emotional healing.
- v. Integrate the Aloha Spirit into practice.
- vi. Safety practices that minimize risk.

c. Inclusive, Equitable and Culturally Sensitive

The JAC shall be an inclusive environment for ALL eligible youth and families. Inclusive spaces are safer spaces for minority and marginalized youth, where the physical space is warm and welcoming. Beyond the

physical space, inclusive spaces create an environment conducive to sharing, learning, and growing. An inclusive environment is most responsive when staff are aware of the inequalities faced by minority and marginalized youth, including those with intersectional identities. Services and activities shall be sensitive to the unique needs, characteristics and learning styles of each participant. To the extent possible, services should match the social, emotional, and cognitive ability of all youth.

The JAC shall provide ALL eligible youth equitable access to services. Ensure that all youth, regardless of racial, religious, cultural or language background have full access to services. Equitable access is an integral part of service delivery that facilitates identification and removal of access barriers, such as preventing people from knowing, using, and participating in services. Additional resources and supporting services, such as interpreters and translators shall be provided to individuals with limited English proficiency, to ensure equitable access to services. These additional resources shall be provided at no cost to the youth and family.

The JAC shall provide services and activities within a context that brings awareness, understanding and appreciation of the ethnic and cultural diversity of the community it serves. The PROVIDER shall invest in gaining cultural knowledge of the proposed population and community it serves as it relates to help-seeking, knowledge of behavioral health, receiving services/treatment and recovery and other aspects of service delivery.

d. Acceptance of Youth with Civil Citations

The JAC shall accept civil citations from HPD in the form of warm-hand-offs with transfer of youth custody. Warm hand offs occur when police officers directly transport youth with eligible offenses to the JAC. The goal of the warm hand off is for the police officer to help facilitate introductions between youth/family and JAC staff. This initial contact provides the youth and family the opportunity to ask questions about the citation, process, and services being offered. Civil citations are issued during business and non-business hours. The JAC shall have a process to confirm the youth's eligibility criteria, screen for safety or medical concerns (i.e., intoxication, immediate crisis/mental health needs, screening for symptoms of COVID-19 as necessary) before accepting custody from the police officer.

In situations when HPD is unable to transport youth to the JAC, the civil citation will be forwarded by HPD to the JAC for follow up with the youth and family. The JAC shall follow up with the youth and family within 48 hours of receiving the civil citation or sooner when possible.

e. Consent for Services

Initial contact with youth and families shall commence by building relationships and treating participants as partners, empowering them to making decisions, having choices, and setting the course of action for services. Upon accepting youth from police officers, the JAC shall notify parents or guardians regarding the citation and coordinate a time for the parents/guardians to pick up the youth from the center. Upon arrival, provide parents/guardians information about the citation, juvenile justice involvement and process, proposed services, their rights and responsibilities and consent for services. Similarly, paper referrals with no warm-hand-off shall provide the same information to youth and families upon making initial contact. Services are made available at-will to all youth who meet the eligibility criteria.

The JAC shall have policies and procedures that:

- i. maintain confidentiality and protect the rights of youth and families,
- ii. inform youth and families of local consent laws and their rights to access services and supports,
- iii. provide services at no cost to participants,
- iv. ensure youth and families knowingly and voluntarily consent to services, and
- v. can refuse participation at any time.

f. Transportation Services

Provide youth with transportation services to an emergency shelter for juveniles when parents or guardians are not reachable or unable to pick up youth at the JAC. Alternatively, youth may be transported to their home or a location specified by the parent or guardian with consent. The JAC shall follow up with the youth and family within 48 hours of receiving the citation from HPD. Transport services shall require two program staff or designated entities to promote and ensure safety practices. One transporting staff shall be the same gender as youth being transported. Vehicle safety restraint systems shall be used during vehicle operation. Individuals transporting youth shall ensure that vehicles are in safe operating conditions and have copies of the following documents in their personnel file or contract if hiring services:

- i. Valid Hawaii driver's license.
- ii. Vehicle used for transport shall have valid registration, safety check and auto insurance.
- iii. Criminal record check as specified in 2.4 (B)(1)(i).

The JAC shall provide a plan for transporting youth with timelines from the time youth are dropped off at the JAC by police to the time they are transported to an emergency shelter or a designated location consented by parent/guardian. In accordance with *HRS §346-17.6 Consent to no cost emergency shelter and related services*, youth may also consent to

emergency shelter services. The plan shall be clear and concise with safety protocols. Describe the protocol for high risk situations, such as youth running away, vehicle accidents, and youth's behavior escalates while in transit.

2. Screening and Assessment Services

a. Screening and Assessment Tool

Utilize the Youth Assessment & Screening Instrument (YASI) by Orbis Partners Inc., a nationally recognized and validated risk assessment tool driven by the principles of the Risk-Need-Responsivity Model. The risk component provides a way to predict the likelihood that youth will recidivate or re-offend. Recidivism is generally defined as future contact with the justice system. The needs assessment component identifies factors about the youth that can be changed through individualized treatment, services or programming to reduce the likelihood that the youth will reoffend. The tool utilizes both "static" (historical and unchangeable) and "dynamic" (changeable) factors to provide necessary and efficient predictors of recidivism and youth characteristics and behavior patterns that need to change in order to reduce future problems. The tool consists of 10 domains: Legal History, Family, School, Community and Peers, Alcohol and Drugs, Mental Health, Aggression, Attitudes, Skills, and Employment and Free Time. The YASI is available in a web-based software that includes the following:

- Pre-Screen- a primary index used for classification of low, moderate, or high risk. This rapidly identifies youth's risk of future problem behavior (re-offending) and helps to identify youth that will require more intensive service planning and interventions. Moderate and high-risk youth will be recommended to be further assessed with the Full Assessment.
- Full Assessment- builds on the Pre-Screen to provide a substantially more detailed assessment of the needs and strengths that will be considered in building service plans for moderate and higher risk youth.
- CaseWork's Software- the browser-based software platform that delivers YASI assessment functionality, displays assessment results and aggregate data and provides a step-by step feature for building service plans.

The JAC shall purchase the license, user fees and any required training directly from Orbis Partners Inc., and ensure all staff are trained to utilize the tool. Booster trainings shall be provided as recommended by Orbis to ensure uniformity in the way the screening and assessment tools are conducted by staff.

The JAC shall have clear, documented protocols for administering the Pre-Screen and Full Assessment with timelines, including following-up with

youth and families to discuss the results. Through collaborations and partnerships, the JAC shall communicate and report to the community and stakeholders the needs identified from assessment data.

b. Screening Services

Utilize the YASI Pre-Screen after consent to services. The Pre-Screen employs a minimum of highly predictive static (historical; prior police contact, diagnosed mental health disorders, suicidal ideations, etc.) and dynamic (changeable; compliance with parental rules, consequential thinking skills, accept responsibility for delinquent behavior, etc.) items that yield classifications of “low”, “moderate”, and “high” risk of future problem behavior (e.g., delinquent recidivism). The Pre-Screen serves as a “triage” process to identify moderate and higher risk youth and introduce greater efficiency in further assessment and service planning. The YASI Full Assessment shall be administered to youth classified as moderate and high-risk from the Pre-Screen. Youth classified with low risk may be further assessed if there are important considerations that suggest the need for more intensive service planning.

c. Assessment Services

The JAC shall administer the YASI Full Assessment to youth as determined by risk level classifications in the Pre-Screen or considerations made for further assessment. The Full Assessment is a collection of static and dynamic information that builds upon information from the Pre-Screen. It is used as a guide to develop specific recommendations on individualized needs and strengths to prioritize referrals for services and supports. Re-assessments shall be completed when youth have significant behavior changes that would suggest a need to update the service plan. A final (post) YASI Full Assessment shall be completed to confirm reductions of risk factors and increase in protective factors.

3. **Case Management Services**

The JAC shall implement a case management system that includes, but is not limited to, individual screening and assessments, determination of youth’s functioning and risk-level, development of individualized service goals, identification of service needs, service coordination and monitoring progress of goals and revision of the service plans (when necessary).

The JAC shall monitor the youth’s progress through in-person visits, phone calls, collateral contacts, teleconference, video conference, and other digital/technological services to make appropriate and necessary connections with the youth and parent or guardian. Regular and ongoing check-ins are necessary to determine youth progress, assess on-going challenges and confirm service completion.

The JAC shall have policies and procedures, and forms that allow for consistency in plan creation and case management among staff, including:

- forms that require staff to complete a release of information with all youth and families,
- establish a maximum number of needs and associated services and supports that can be managed at one time,
- a signed participation agreement outlining participation expectations, targeted length of time and what happens if youth and family are “out-of-compliance.”

a. Individualized Service Plans

The YASI Full-Assessment results illustrate risk, need and strength levels that can be utilized to target domains for services or interventions. The JAC shall develop comprehensive and individualized service plans with goals, action steps and interventions that address the targeted domains in youth’s assessment profile. Service plan goals shall be strengths based, directly linked to the youth’s protective factors, and reduce risk factors.

Individualized service plans shall be youth and family centered, whereby youth and families are active participants and learners in setting manageable and obtainable goals, choosing services, and advocating for self. Staff shall follow-up with families within a reasonable timely manner.

b. Service Referral

The JAC shall match youth and families, in active participation to services and supports that align with goals set forth in the service plan. Community based services for service referrals may include, but are not limited to mental health services, substance abuse treatment, health services, counseling, educational supportive services, vocational training, cultural services, mentoring, positive youth development, and youth leadership opportunities. A directory or listing of community-based youth serving agencies and programs shall be created, maintained, and updated annually. The JAC shall provide warm hand-offs to agencies as much as possible to encourage a trusting relationship between youth/family and agencies.

c. Case Closure and Final Disposition

The length of program services shall vary and be determined according to youth risk level, duration of interventions and services, on-going needs and other factors determined on a case-by-case basis.

Successful completion occurs when youth, the JAC and collateral contacts confirm the completion of goals stated in the service plan and re-assessment indicates the youth is at low risk to reoffend and confirm youth have no other unmet needs.

The JAC shall send a closure letter to HPD’s Juvenile Division, upon determination of program completion (successful and non-successful). The following information shall be provided in the closure letter: youth name,

date of birth, ethnicity, civil citation number, offense and the final disposition code identifying successful or unsuccessful completions (i.e., parent declined, failure to comply, loss of contact, etc.). The JAC shall complete case closure upon submittal of final disposition to HPD. The JAC shall provide an electronic copy of the closure letters to the OYS.

d. Follow up Services

The JAC shall follow up with the youth/family 60 days post discharge. The follow up shall confirm whether the youth has come into contact with the juvenile justice system since the time of discharge from services.

Additional resources shall be provided to the youth and parent/guardian shall they request resources or assistance with other services. At its discretion, the JAC may reopen the case, should it be determined that the youth and family need additional support.

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

1. Personnel

Ensure all personnel have the necessary requirements for the effective completion of the requested services. This shall include but not be limited to:

- a. The Program Director shall at minimum hold a Bachelor's degree from an accredited college or university. Equivalent experience working with youth may be substituted on a year-for-year basis, subject to the approval of the Office of Youth Services. The Program Director or Supervisor shall have a minimum of one-year supervisory/management experience.
- b. The Case Manager shall be at least 21 years of age and possess a high school diploma or equivalent. Additionally, staff shall have at least two years of experience working with youth at risk of justice involvement, preferably youth who have been involved with the juvenile justice system.
- c. The PROVIDER shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.
- d. The PROVIDER shall maintain a plan for recruitment and retention of staff and maintain staffing level ratios that specifically address handling of vacancies and absences.
- e. The PROVIDER shall create and sustain an environment of wellness for staff that recognizes the effects of stress created from daily work.
- f. The PROVIDER shall ensure Personnel have appropriate qualifications and necessary training to provide the proposed services and activities and demonstrate knowledge, capacity, skills and experience in working with the

target population, and be knowledgeable of youth development philosophy and strategies.

- i. Provide a detailed training plan of pre-service and in-service trainings with scheduled completion timelines and training topics. The training plan shall identify who will provide training and their qualifications.
 - (1) The training plan shall provide comprehensive onboarding to ensure personnel are prepared to serve youth and families.
 - (2) The training plan shall be approved by the OYS prior to implementation.
 - (3) Training topics shall include, but not be limited to juvenile justice system; program background and goals; policies and procedures regarding confidentiality, client rights, emergency procedures, grievances, record-keeping, reporting child maltreatment, cardio-pulmonary resuscitation and first aid, de-escalation techniques and practices, risk assessments, recognition of side effects of substances and medication on youth, trauma informed care, suicide prevention/intervention, sexual abuse and prevention, issues and services for Lesbian Gay Bisexual Transgender (LGBT) population.
 - (4) Personnel, subcontractors and volunteers associated with the contract shall complete Civil Rights Awareness training annually, as designated by the Department of Human Services.
- g. The PROVIDER shall provide consistent and quality feedback and supervision to staff.
- h. The PROVIDER shall ensure that all its employees, prospective employees, volunteers and all its subcontractors' employees, prospective employees, and volunteers in positions that necessitate direct involvement or close proximity to youth do not have a criminal history or background that poses a risk to youths. The PROVIDER shall conduct employment and reference checks on all of its employees, prospective employees, and volunteers. In addition, the PROVIDER shall conduct criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), as allowed or required by statutes or rules, for any person who is employed, may be employed, or volunteers in a position that necessitates close proximity to children or adolescents. The PROVIDER shall maintain documentation of criminal history record checks in the employee, prospective employee or volunteer's personnel file and shall make that documentation available for review upon request by the STATE. The PROVIDER shall conduct criminal history

record checks, except for the FBI fingerprint check, annually. If any check required by this paragraph:

- i. Reveals that an employee, prospective employee, or volunteer of the PROVIDER or of a subcontractor has been convicted of an offense for which incarceration is a sentencing option, or
- ii. Raises cause for concern that an employee, prospective employee, or volunteer of the PROVIDER or of a subcontractor may pose a risk to the health, safety, or well-being of youth receiving direct services by that employee, prospective employee, or volunteer,

the PROVIDER shall immediately notify the STATE orally and in writing and shall discuss the matter with the STATE. The PROVIDER shall take action as specified by the STATE to resolve the issue. To resolve the issue, the STATE may require the PROVIDER or a subcontractor to refuse employment to an applicant for employment, terminate the employment of an employee, or terminate the services of a volunteer.

- i. Develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.

2. Administrative

- a. The successful PROVIDER will be required to enter into a formal written Contract with the STATE in accordance with the laws, rules and regulations of the State of Hawaii. The RFP and PROVIDER's proposal shall be incorporated in the Contract by reference.
- b. The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting Contract. Any deviations thereof must be specifically defined by the PROVIDER in its proposal which, if successful, will become part of the Contract.
- c. The funds available for this project are limited. The STATE reserves the right to contract for only those services which appear to be in the best interest of the STATE. Upon award, the STATE will forward the formal Contract to the successful PROVIDER for execution. The Contract shall be signed by the successful PROVIDER and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the PROVIDER, or within such further time as the STATE may allow.
- d. No such Contract shall be binding upon the STATE until the Contract has been fully and properly executed by all the parties thereto and the STATE Comptroller has, in accordance with Section 103-39, Hawaii Revised

Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the Contract during the fiscal year. Further, the Contract shall not be considered to be fully executed until the Department of the Attorney General of the State of Hawaii has approved the Contract as to form.

- e. Any work performed by the successful PROVIDER prior to receipt of a Notice to Proceed shall be at the PROVIDER's own risk and expense. The State of Hawaii and the OYS are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful PROVIDER prior to the receipt of a Notice to Proceed.
- f. No Supplemental Agreement shall be binding upon the STATE until the Agreement has been fully and properly executed by all parties thereto prior to the start date of Agreement. The PROVIDER shall not provide any services until the Agreement is fully and properly executed.
- g. The PROVIDER is required to meet with the STATE upon execution of the contract to discuss the implementation of the program and attend additional meetings to further define program elements after implementation.
- h. The PROVIDER shall be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- i. The PROVIDER shall not utilize youth for any agency solicitation or political campaign purposes.
- j. The PROVIDER may not charge youth or their families any monetary amount for services.
- k. The PROVIDER is responsible to purchase or lease, with available funding, all the necessary furniture and equipment needed to perform the services. Prior approval must be obtained from the STATE for the initial purchase of equipment, furniture, supplies, etc. which are required for this Contract. Subsequent purchases of equipment above \$1,000.00 (that has a useful life of more than one year) shall require prior approval. Upon termination of the contract equipment, furniture and supplies purchased must be returned to the STATE.
- l. The PROVIDER is responsible for the purchase of the training, usage and associated fees for the YASI Screening and Assessment Tool by Oribis Partners.

- m. The PROVIDER is responsible to purchase and supply HPD with multi-part civil citation forms to distribute copies to youth/family, assessment center and police.
- n. The PROVIDER is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- o. Subcontracting arrangements may be allowed if the PROVIDER is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- p. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the STATE for review for appropriateness and relevancy.
- q. The STATE reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Reasons for such modifications include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates and shifting of community needs and priorities. Additionally, should funding be increased or decreased, the STATE reserves the right to add in additional or decrease funds at its discretion.
- r. The STATE reserves the right to cancel the Contract without cause and to request new proposals for the work.
- s. The PROVIDER shall collaborate with the STATE to transition services to a new provider if a new provider is selected at the end of the contract term. The PROVIDER shall be required to transition the following:
 - i. Records for open cases including copy of civil citation, screening, assessments, service plans, referral records.
 - ii. Electronic forms created for referrals and dispositions.
 - iii. List of referral agencies.
 - iv. Equipment approved by the STATE.

3. Quality Assurance and Evaluation Specifications

- a. The PROVIDER shall have a written plan and guidelines on the method and frequency in which they review, analyze, and interpret data and outcomes. Data and outcomes shall be reviewed and analyzed at least every six (6) months and a summary shall be provided to the STATE.
- b. The PROVIDER shall analyze the intersection of outcomes and demographic data to identify areas of disparate treatment and inequalities.
- c. The PROVIDER shall modify their course of action based on findings from program data and analysis.
- d. The PROVIDER shall maintain a data management system to monitor and evaluate program outcomes (reference Attachment F) that include, but are not limited to the following:
 - i. Youth demographics
 - ii. Civil citation information
 - iii. Interventions and services
 - iv. Program effectiveness
- e. Collaborate with a 3rd party evaluator designated and contracted by the OYS. The involvement of the JAC in the evaluation shall be to release data on youth demographics, citation/offense information, interventions and services provided, and final dispositions. Reference Attachment F Juvenile Assessment Center Data Management: Variables. The data shall be rendered anonymous with no identifiable youth information (names and addresses) and transferred on an Excel database encrypted and password protected. It is agreed that all parties shall disclose only information necessary to the re-arrest and youth outcome study and if any such information is considered confidential, it shall be clearly marked "Confidential Information" and sent in writing to the other party. At no time during or after the contract period, shall "Confidential Information" be used or disclosed to others, to the extent permitted by law.

4. Output and Performance/Outcome Measures

- a. The PROVIDER shall achieve the following performance measures. Reference Attachment G for the OYS' Performance Reports with required reporting criteria.
 - i. Serve 270 individual youth referred
 - ii. 80% of referred youth will enroll in services
 - iii. 90% of youth enrolled in services, will complete the YASI Pre-Screen.
 - iv. 80% of youth who completed Assessments, will develop a service plan.
 - iv. 80% of youth who develop a service plan will receive a referral to other service(s).

- v. 85% of youth who enroll in services, will successfully complete service the program.
 - vi. 85% of youth who completed the program will not receive another citation or re-offend.
 - vii. Coordinate Core Partner Meetings once per quarter.
 - viii. Coordinate Community Partner Meeting once per year.
- b. The PROVIDER may develop additional performance measures as mutually agreed upon with the STATE.

5. Experience

- a. The PROVIDER shall demonstrate a thorough understanding of the purpose and scope of the diversion process and the service activities, as well as the necessary skills, abilities to fully implement and maintain an assessment center.
- b. The PROVIDER shall have at least three (3) years' experience serving youth involved in juvenile justice system and service delivery as proposed herein response to this RFP.
- c. The PROVIDER shall demonstrate experience in collaboration and coordination of services with government and community-based youth serving organizations.
- d. The PROVIDER shall have a sustainability plan in relation to the proposed serves that includes, but not limited to:
 - i. Supplemental funding and/or in-kind (internal resources)
 - ii. Collaborative funding
 - iii. Collaborative partnerships
 - iv. Evaluation of performance measures (utilization of services, effectiveness, program improvement etc.)

6. Coordination of Services

Partner and collaborate with community-based agencies and government entities (i.e., schools, family guidance centers, family court, child welfare services, etc.) as collateral contacts. Establish a comprehensive profile of information and assessment of youth's involvement in the juvenile justice system or other systems of care to properly identify youth's risks/needs and establish strengths and goals. Serve as community advocates and local resource to help build communication and collaboration between private and public agencies and local leaders/policy makers, expanded resource availability, and identify larger community needs and services.

- a. The JAC shall participate in the following partnerships meetings to enhance coordination of services and cross system collaborations:

- i. *Core Partnerships*- organizations that have direct contact with youth and families. Core Partners meetings shall be planned at least quarterly (or as determined by the core partners) to address protocols, service delivery issues and barriers and overall coordination of services.
- ii. *Community Partnerships*-include community youth serving organizations and members identified in the Kalihi Community. Community Partners shall be engaged annually to actively participate in identifying and prioritizing needs and services to cultivate a network of care and expand resource availability.
- iii. *System Partnerships*- government entities that provide services to youth and/or are responsible for processing youth information. System Partner meetings shall be planned at least bi-annually to address barriers to accessibility, enhance information sharing across agencies, policy recommendations, and address barriers affecting youth involved in multisystem.

7. Reporting Requirements for Program and Fiscal Data

The PROVIDER shall provide timely programmatic and fiscal reports as follows:

a. Programmatic Reports

- i. Submit a three month or quarterly Performance Report reporting progress on performance measures and outcomes. Performance reports includes data on demographics (age, gender, and ethnicity), and the Language Access Reporting Tool (LART).
- ii. Provide aggregate data reports produced by the YASI tool every six months or as requested by the STATE.
- iii. Provide a summary report of the review and analysis conducted through the quality assurance process every six months.

b. Fiscal Forms and Reports

- i. Submit Administrative Assurance form within thirty days upon contract execution and within thirty days from the beginning of every contract period.
- ii. Provide a contract budget within thirty days upon contract execution with allowable expenditures in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS-Cost Principles, Purchase of Health and Human Services. A contract budget shall be submitted within thirty days from the beginning of every contract period.
- iii. Submit an original invoice monthly, within thirty days after the end of each month for costs incurred on the services provided in accordance with contracted services.
- iv. Submit a three-month expenditure report within thirty calendar days after the end of every third month of the contract period. A

final expenditure report is due thirty days after the end of each budget period.

C. Facilities

1. The JAC must be physically located in the police district of Kalihi (district 5). The facility shall ensure that police and youth/families have access to parking at no cost.
2. The JAC shall be accessible 24 hours, 7 day per week and staffed during business hours with personnel available to respond to referrals from HPD.
3. The JAC shall maintain a physical space that follows trauma-informed best practices. Reference Trauma Informed Best Practices on page 2-9.
4. The JAC facility shall meet the American with Disabilities Act (ADA) requirements.

2.5 COMPENSATION AND METHOD OF PAYMENT

A. Pricing Structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the STATE pays the PROVIDER for budgeted costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

The PROVIDER shall be required to apply the Cost Principles on Purchase of Health and Human Services and other applicable federal cost principles and guidelines as appropriate and as required by the source of funding.

B. Units of compensation and payment

Not applicable.

C. Method compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS- Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

1. Upon execution of contract, the PROVIDER shall submit a budget for approval on expenses anticipated for the delivery of services.
2. The PROVIDER shall submit a monthly original invoice on expenditures actually incurred for the performance of the services required under the contract.

3. The PROVIDER shall submit quarterly expenditure reports. All expenditures reported by the PROVIDER shall be subject to review by the STATE.
4. A final reconciliation between the amount paid to the PROVIDER and the total expenditures reported will be done at the conclusion of the budget period. Any amount due to the PROVIDER shall be paid if all required reports and documents were submitted and accepted by the STATE.
5. Should the PROVIDER fail to file any of the written program or expenditure reports with the STATE on or before the required dates, the STATE is authorized to withhold funds owed to the PROVIDER until the reports are submitted, reviewed, and deemed acceptable.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal shall be spiral bound (5 total: 1 original, 4 copies) and 1 digital/electronic copy on a USB/thumb drive is required.*
- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The Proposal Application template (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 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.*
- *Proposal shall include tabs or dividers for each section and attachments.*
- *Font size must be 11 points or larger; smaller text in figures, graphs, diagrams, and charts is acceptable if it is legible when viewed at 100% (digital copy). Ensure the font size of the digital copy complies with the font requirement; digital copies at a reduced size will not be accepted.*
- *Single space must be used in the narrative portion of the application.*
- *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.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact the Applicant's score.*
- *Attachments are supporting evidence and may be referenced in the application only when a response is provided in the application. Addressing an item by solely referencing an attachment will be scored as "not addressed."*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*

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 (Not to exceed 2 pages)

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

1. Geographical location of proposed services.
2. How proposed services align with Applicant's mission and vision.
3. Description of the goals and objectives related to the service activity.
4. How the proposed services will meet the needs and impact the development of the target population.

3.2 Experience and Capability (Not to exceed 8 pages)

A. Necessary Skills

The Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. Subcontractors should also be included if the Applicant intends to subcontract services.

B. Experience

The Applicant shall demonstrate a minimum of three years' experience providing services to youth involved in the juvenile justice system as proposed in this RFP. In addition, provide a description of current projects/contracts pertinent to the proposed services (previous projects/contracts may be considered if relevant). The Applicant shall include points of contact, addresses, e-mail and/or telephone numbers, description of the youth population served, and the specific services provided that are directly relevant as proof of experience. The State reserves the right to contact references to verify experience. This is a verification of the information submitted by the application only. If the Applicant intends to use subcontractors, the experience of the identified subcontractors must also be included. If the Applicant does not meet the minimum experience requirements, the proposal shall be rejected pursuant to HAR 3-143-610.

The Applicant shall provide a sustainability plan that describes how the organization works to make programs and services more sustainable. This includes demonstrating a plan that enhances services through other funding opportunities, partnerships, and collaborations. Applicants proposing additional funding for the proposed services through other sources should provide a description of deliverables, identify the funding source(s), funding amount(s), and budget details in the cost proposal worksheet SPO-H-205.

C. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. The quality assurance plan shall indicate how the Applicant will monitor compliance with the terms of the agreement and adherence to internal policies and procedures and shall include how

corrective action will occur. The applicant shall describe how data management will be maintained to include periodic data quality checks for quality assurance. The evaluation plan shall address the effectiveness of program delivery and methods of corrective action.

D. Coordination of Services

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

Applicants shall describe how the proposed services will be coordinated by addressing the following:

1. The incorporation of services for youth into the current range of programs offered by the agency.
2. Include how the needs of persons with limited English proficiency will be addressed.
3. The existing and past activities that demonstrate the Applicant's capacity for working with other agencies and resources to provide effective prevention services in the community or geographic area identified for services.
4. The coordinated efforts planned with other agencies, including but not limited to Hawaii Department of Education, Department of Human Services, Department of Health, Family Court, and other public and private organizations in the community that address issues related to youth in the juvenile justice system.

The Applicant shall provide documentation of support and involvement of agencies and the community for the proposed services through letters of support, DRAFT Memorandums of Agreement or Memorandums of Understanding with proposed partners or sub-contractors. The Applicant may provide past Memorandum of Agreements or Understanding as evidence of previous collaborative efforts.

E. Facilities

The Applicant shall provide a physical address of its facilities with detailed description of its physical environment. Describe how HPD and youth will access the facility during business and non-business hours (24 hours/7 days per week). Describe how the facility meets the Americans with Disabilities Act (ADA) requirements and identify special equipment that may be required for individuals to have full access to the facility.

3.3 Project Organization and Staffing (Not to exceed 4 pages)

A. Staffing

1. **Proposed Staffing**
The Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in Section 2, Service Specifications, as applicable.)
2. **Staff Qualifications**
The Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Attach position descriptions and resumes for the Applicant's administrative staff (director, deputy, chief financial position, program administrator, etc.) in addition to position descriptions for the proposed program staff. Refer to the qualifications in the Service Specifications, as applicable.

B. Project Organization

1. **Supervision and Training**
The Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Attach training descriptions and/or training plan with required training topics, timeline of trainings, and trainers.
2. **Organization Chart**
The Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full-time equivalency). Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery (Not to exceed 18 pages)

Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities and management requirements from Section 2.4, Scope of Work. The discussion of the proposed service delivery shall include:

1. A summary of the organization's philosophy and service framework and describe how the framework reflects/relates to the OYS philosophy regarding the delivery of services for youth and families.
2. A clear and concise work/service plan that clearly describes the flow of services to be provided to youth from program entry to program completion, including all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. A schematic

representation of the workflow may be included as an attachment to show further evidence.

3. Details of how the proposed work/service plan and service activities are consistent with the objectives and outcomes.
4. Include a detailed protocol in the work/service plan to address:
 - a) Acceptance of youth custody from HPD (from the time the police officer arrives with youth to the time the officer departs).
 - b) Release of youth custody to the parent/guardian, and emergency shelter.
 - c) Obtaining consent for transporting youth with safety protocols to minimize risks.
5. Applicants should refer to Section 2.4- Scope of Work for additional and specific requirements and details to include in proposals specific to the service area requested.

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing a cost reimbursement pricing structure. The cost proposal shall be attached to the Proposal Application as specified:

1. Submit three (3) cost proposals, one for each of the following fiscal year and contracting periods:
 FY 22 1/1/22-6/30/22 (maximum: \$150,000.00)
 FY 23 7/1/22-6/30/23 (maximum: \$300,000.00)
 FY 24 7/1/23-12/1/23 (maximum: \$150,000.00)
2. Utilize budget forms from the SPO website (see the Proposal Application Checklist in Section 5 for website address). Forms, Instructions and samples may be referenced and downloaded from the SPO website. Submit forms:
 SPO-H-205 Budget
 SPO-H-206A Personnel – Salaries & Wages
 SPO-H-206B Personnel – Payroll Taxes and Fringe Benefits
 SPO-H-206C Travel – Inter-Island*
 SPO-H-206D Travel – Out-of-State*
 SPO-H-206E Contractual Services-Administration
 SPO-H-206F Contractual Services-Subcontracts
 SPO-H-206G Depreciation
 SPO-H-206H Program Activities
 SPO-H-206I Equipment Purchases*

*Expenditures require justification and prior approval.

If any one of the above forms is not applicable, please note as “N/A” on the form.

Special Instructions for SPO-H-205: Applicants with additional funding for proposed services should utilize columns (a) through (d) as specified:

(a) Identify RFP-HMS-501-21-05 for budget request related to the proposed RFP.

(b) to (d) Identify other funding sources to enhance, leverage or supplement services from this RFP.

B. Other Financial Related Materials

1. 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:

- a. Latest Single Audit Report of Financial Audit. The Applicant should submit their latest audit report of their financial statements. If no audit was ever performed, then the Applicant should submit their last three years of IRS Form 990, Tax Return of Organization Exempt for Income Tax, including all schedules.
- b. Cost Allocation Plan, which demonstrates that the Applicant’s expenditures allocated are based on a plan that is reasonable, appropriate, and lawful.

2. Accounting Personnel

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and approximately the number of hours a week that are devoted to this function.
- b. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the submitted Section III: Personnel: Project Organization and Staffing.
- c. Applicant shall state which staff positions will be responsible for filing timely expenditure reports and invoices required by this RFP.

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. If applicable, please explain.

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>	N/A
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	30 points
Project Organization and Staffing	15 points
Service Delivery	45 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- a. Proposal contains the Application Checklist.
- b. Proposal contains Certificate of Vendor Compliance (with compliant status).

NOTE: if Applicant has not registered with Hawaii compliance Express, the Applicant must provide a *Tax Clearance Certificate and a Certificate of Good Standing*.

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

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Ensure that each section is answered completely and thoroughly. Each section shall be scored individually and separately from another section. Applicants are responsible to place the appropriate information in each section to be scored.

The RFP Review Committee shall use a five-point rating scale as shown in the table below. Responses for each section and criteria will be rated with scores ranging from 0=Not Addressed to 5=Outstanding. Responses with criteria indicating YES/NO will be evaluated with two possible scores: 0=No and 5=Yes. The percentage for the rating score will be multiplied by the maximum number of points for that item. For example, if an item is worth 6 points and the reviewer rated it as a “3-Meets,” the score for that item would be 3.6 (0.60 x 6= 3.6).

Evaluation Rating

Score	%	Rating	Evaluation Description
0	0% (0.0)	Not Addressed	The response fails to meet minimum requirements/specifications. Information is missing or information cannot be found.
1	20% (0.2)	Unacceptable	The response fails to demonstrate the applicant's understanding of the requirements/specifications for the component specified or the ability to provide the service.
2	40% (0.4)	Poor	The response does not meet all specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified. The applicant appears to have restated the requirement from the RFP.
3	60% (0.6)	Meets	The response meets all specifications and requirements for the component specified. This is an adequate response.
4	80% (0.8)	Very Good	The response meets all specifications and requirements for the components specified. The approach is comprehensive and complete in every detail. The response contains some innovative details for some of the components specified.
5	100% (1.0)	Excellent	The response surpasses all specifications and requirements for the service component specified. The approach is comprehensive and complete in every detail. The response contains innovative details for all the components specified.

Evaluation Criteria

1. Program Overview: (No Points) <i>The intent is to give the Applicant an opportunity to orient evaluators as to the service(s) being offered in response to the RFP. The applicant shall highlight:</i>	POINTS
<ul style="list-style-type: none"> The agency's mission and vision. 	N/A
<ul style="list-style-type: none"> Goals and objectives in relation to proposed service activities relative to the assessed needs and available resources of the target population and geographic region identified for service delivery. 	

2. Experience and Capability (30 Total Points) <i>The State will evaluate the Applicant's experience and capability relevant to the proposal, which shall include:</i>	POINTS
A. Necessary Skills	
<ul style="list-style-type: none"> Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. Subcontractors included (if applicable). 	3
<ul style="list-style-type: none"> Demonstrated skills, abilities and capacity to deliver proposed services in the identified geographic region for the target population. 	2
B. Experience	
<ul style="list-style-type: none"> Demonstrated a minimum of three (3) years' experience in service delivery to the target population as proposed in the RFP. <u>And</u> documented evidence of experience (funding awards, certificates, and outcomes of projects). 	5
<ul style="list-style-type: none"> Sufficiency of sustainability plan to provide creative and collaborative approaches to enhance capacity, partnerships, funding and outcomes. 	4
C. Quality Assurance and Evaluation	
<ul style="list-style-type: none"> Sufficiency of quality assurance and evaluation plan for the proposed services including methodology. 	3
<ul style="list-style-type: none"> Sufficiency of evaluation plans to assess program implementation, fidelity to program model, youth participation and success in the service program. 	2
<ul style="list-style-type: none"> Data management plans demonstrate capacity to maintain, monitor and evaluate program measures and outcomes. 	2
D. Coordination of Services	
<ul style="list-style-type: none"> Demonstrated capability of collaboration and coordination plans related to implementation of proposed services and activities. 	3
<ul style="list-style-type: none"> Documented <u>past</u> Memorandum of Agreements/Understanding, and/or letters documenting ability to coordinate services with other agencies and resources. Documented support and involvement with other agencies and community for proposed services. Draft MOA/MOUs with proposed sub-contractors are clear and specific of planned deliverables. 	1

E. Facilities	
<ul style="list-style-type: none"> Demonstrated adequacy of 24/7 accessibility of the physical facility relative to the proposed services. 	2
<ul style="list-style-type: none"> Demonstrated adequacy of a safe and trauma-informed physical environment for youth and families. 	1
<ul style="list-style-type: none"> Facilities meet ADA requirements, as applicable. If no, demonstrated plans to comply with ADA requirements. 	1
<ul style="list-style-type: none"> The facility's physical address is located in the specified geographic boundary. If no address available, plans to secure and commence services by 1/1/22 is clearly articulated. (YES/NO) 	1

3. Project Organization and Staffing (15 Total Points)	POINTS
<i>The State will evaluate the applicant's overall staffing approach and project organization that shall include:</i>	
A. Staffing	
<ul style="list-style-type: none"> The number of staff positions allocated to the project are appropriate and sufficient to ensure effective program service delivery. 	3
<ul style="list-style-type: none"> Staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to ensure viability of the services. Demonstrates the ability to maintain a plan for recruitment and retention of staff and maintain staffing level ratios that specifically address handling vacancies and absences. 	3
<ul style="list-style-type: none"> Proposed staff have the qualifications and experience necessary to provide services. If proposed staff positions are vacant, the applicant identifies a plan for recruitment of qualified and experienced staff. Proposal includes resumes of key staff that list experience with related or similar services and targeted population. Job descriptions and minimum qualifications (including experience) for staff assigned to the program are appropriate for service delivery. 	3
B. Project Organization	
<ul style="list-style-type: none"> Demonstrates the ability to supervise and provide administrative direction to staff relative to the delivery of the proposed services 	3
<ul style="list-style-type: none"> Demonstrates sufficiency of a training plan of pre-service and in-service training with scheduled completion timelines, training topics and trainers. 	2
<ul style="list-style-type: none"> The organization chart diagrams organization-wide and programmatic structure, functions and staffing of the proposed organization and services. Staff assigned to this project clearly indicate FTE allocation. 	1

4. Service Delivery (45 Total Points) <i>Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application Instructions and Section 2.4 Scope of Work for each service area of the RFP. It is recommended that applicants review the evaluation criteria for the service delivery section.</i>	POINTS
<ul style="list-style-type: none"> Overall, the work/service plan clearly describes the flow of services to be provided from program entry to program completion. The work/service plan addresses the project goal, objectives, service activities and tasks to be completed, including clarity in work assignments and responsibilities, and timelines and schedules. 	15
<ul style="list-style-type: none"> Demonstrated ability to provide Trauma-Informed approaches in all aspects of service delivery. 	4
<ul style="list-style-type: none"> Demonstrated sufficiency of 24/7 accessibility for HPD and youth. Includes staffing patterns during business and non-business hours or on-call arrangements. 	5
<ul style="list-style-type: none"> Protocols for warm-handoffs and accepting custody of youth from HPD were clearly articulated and appropriate. Release of custody to authorized adults (parent/guardian or emergency shelter) were addressed, including timelines of responses and transfer of custody. 	5
<ul style="list-style-type: none"> Transportation services are appropriate and address consent and protocols for minimizing safety risks. 	5
<ul style="list-style-type: none"> Identifies the utilization of the designated screening and assessment tool. (YES/NO) 	1
<ul style="list-style-type: none"> The protocol for administering the screening tools were timely and adequately identifies next step in services. 	5
<ul style="list-style-type: none"> Demonstrated sufficiency of a case management system, including individualized service plans, service referrals, coordination of service referrals, and procedures for case closures. 	5

5. Financial (10 Total Points)	POINTS
A. Pricing Structure	
<ul style="list-style-type: none"> Cost proposal fully supports the delivery of activities and services, as required by the RFP. 	2
<ul style="list-style-type: none"> Personnel costs are reasonable, justified, and comparable to similar position in the community. 	2
<ul style="list-style-type: none"> Non-personnel costs are reasonable and adequately justified. 	2
B. Other Financial Related Materials	
<i>Accounting System</i>	

<ul style="list-style-type: none"> • Adequacy of accounting system (evidence of valid tax clearance, recent audit, and cost allocation plan). 	2
<i>Accounting Personnel</i>	
<ul style="list-style-type: none"> • Positions and personnel responsible for fiscal operations and reporting are identified and qualified. • Staff responsible for maintaining accounting records and filing required fiscal reports are identified. 	2

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
- C. Juvenile Assessment Center Civil Citation/Diversion Process
- D. Juvenile Assessment Center Data Summary
- E. Service Delivery Approach: The Aloha Spirit
- F. Juvenile Assessment Center Data Management: Variables
- G. OYS Performance Reports

ATTACHMENT A

Proposal Application Checklist

Applicant: _____ RFP No.: _____

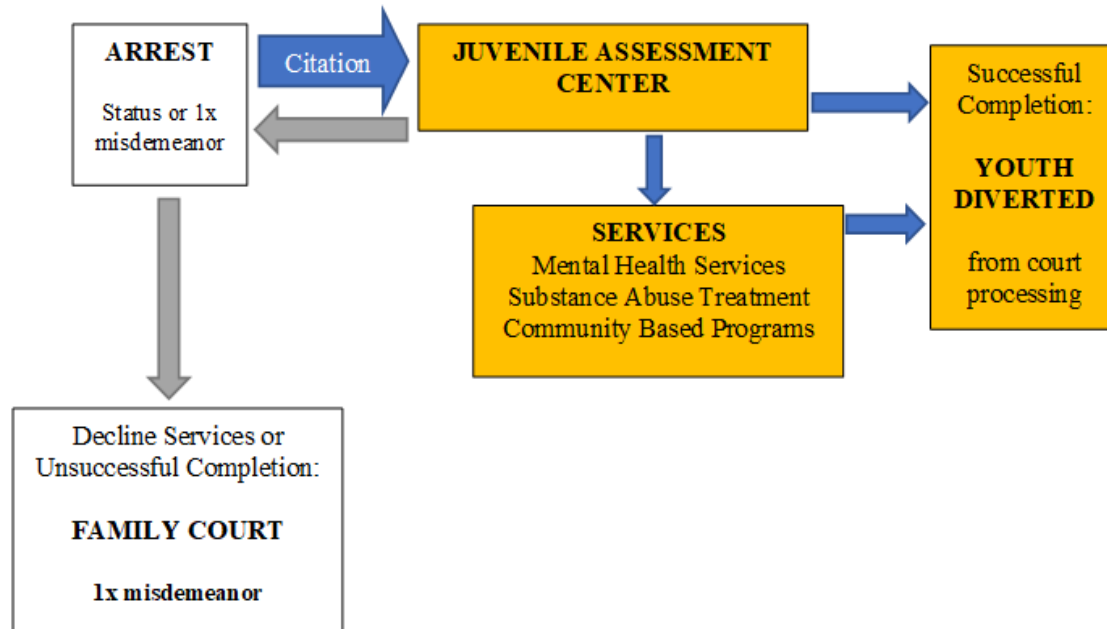
The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

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)	Sections 1.9, 1.14 & 4.3	SPO Website	X	
Proposal Application Checklist	Sections 1.9 & 5A	Attachment A	X	
Table of Contents	Sections 1.9, 4.3 & 5B	Attachment B	X	
Proposal Application (SPOH-200A)	Sections 1.9 & 3	SPO Website	X	
Provider Compliance	Section 1.2 & 1.9	HCE Website	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3.5	SPO Website	X	
SPO-H-205A	Section 3.5	SPO Website	N/A	
SPO-H-205B	Section 3.5	SPO Website	N/A	
SPO-H-206A	Section 3.5	SPO Website	X	
SPO-H-206B	Section 3.5	SPO Website	X	
SPO-H-206C	Section 3.5	SPO Website	X	
SPO-H-206D	Section 3.5	SPO Website	X	
SPO-H-206E	Section 3.5	SPO Website	X	
SPO-H-206F	Section 3.5	SPO Website	X	
SPO-H-206G	Section 3.5	SPO Website	X	
SPO-H-206H	Section 3.5	SPO Website	X	
SPO-H-206I	Section 3.5	SPO Website	X	
Certifications:				
<i>Federal Certifications</i>		Section 5	N/A	
Debarment & Suspension		Section 5	N/A	
Drug Free Workplace		Section 5	N/A	
Lobbying		Section 5	N/A	
Program Fraud Civil Remedies Act		Section 5	N/A	
Environmental Tobacco Smoke		Section 5	N/A	
Program Specific Requirements:				

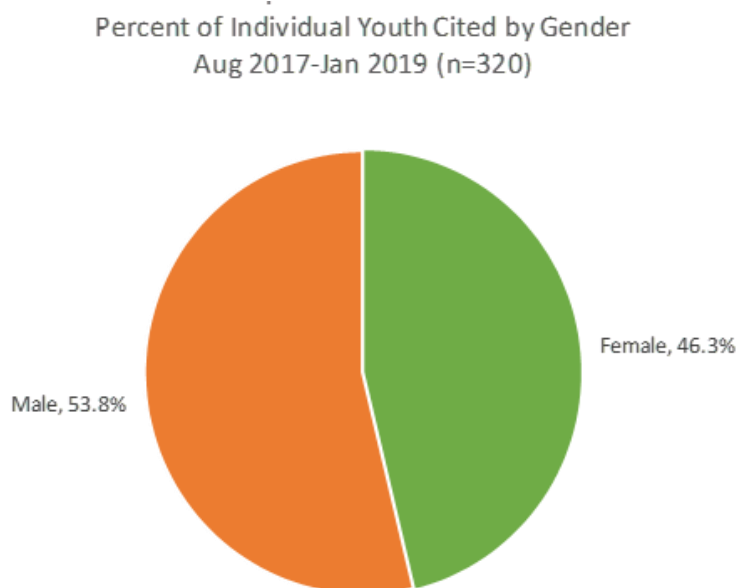
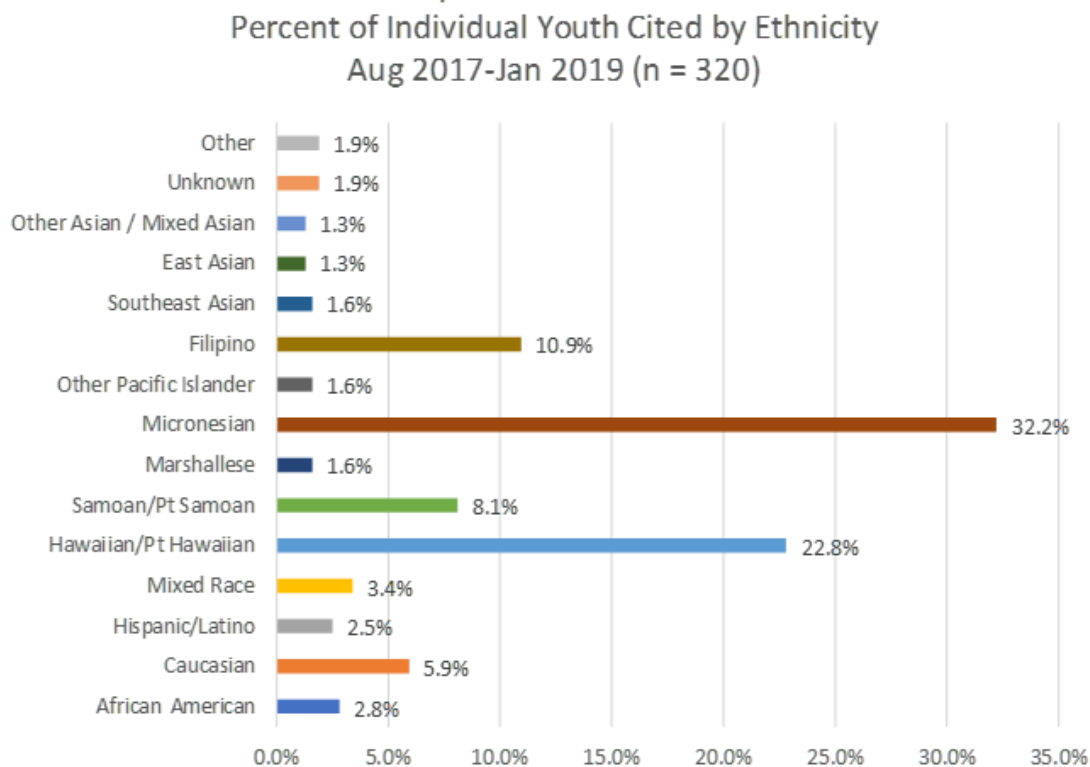
ATTACHMENT B
Proposal Application
SAMPLE- Table of Contents

1.0	Program Overview	1
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. Hawaii Compliance Express Certificate	
	B. 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 ending June 30, 2020	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Program Specific Requirement	

ATTACHMENT C
Juvenile Assessment Center
Civil Citation Process for District 5

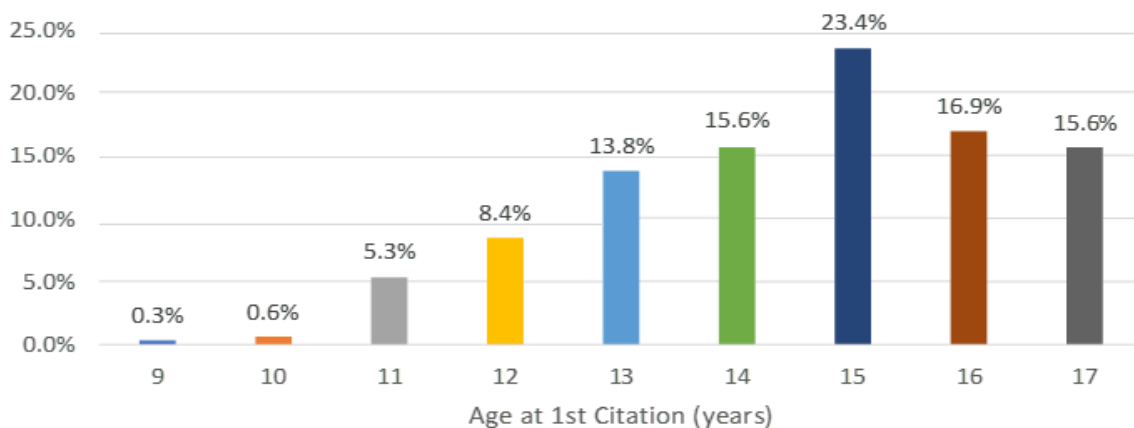


ATTACHMENT D
Juvenile Assessment Center Data Summary
Source: University of Hawaii; Evaluation August 2017 to July 2019

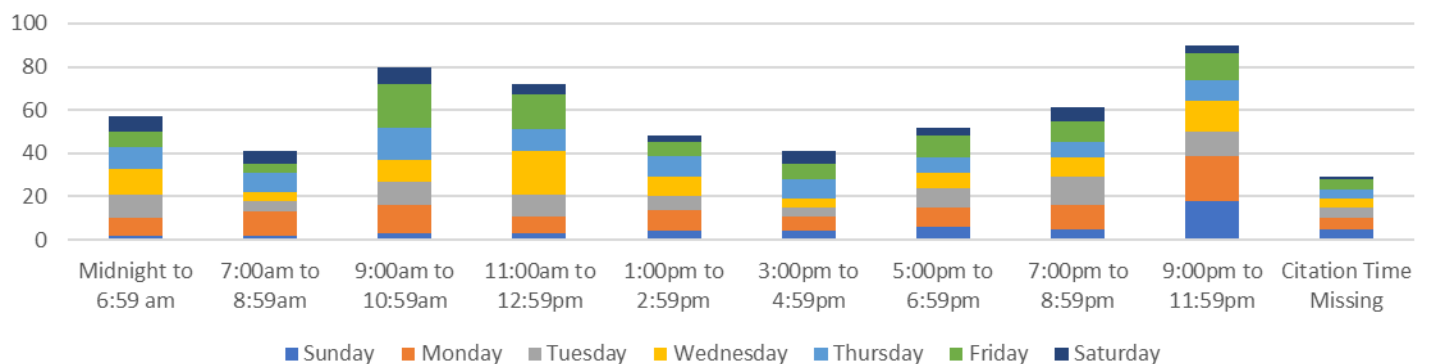


Number of individual youth	320
Received a single citation	73%
Received multiple citations	27%
Number of Citations	571
Status offenders	84%
First-time misdemeanors	16%

Percent of Individual Youth by Age at 1st Citation
Aug 2017-Jan 2019 (n=320)



Citations Issued by Time and Day of Week
(August 1, 2017-July 31, 2019) (n=571)



ATTACHMENT E

Service Delivery Approach: The Aloha Spirit § 5-7.5

The Office of Youth Services (OYS) believes that community is where our youth belong. While community is where hurt, fear, suffering, and trauma may occur; community conversely is where caring, restoration, forgiveness, and healing emerges and is fostered. Deep connections and relationships form the foundation for community, and our state statute, “*Aloha Spirit*” (HRS 5-7.5), describes how we may consider to exercise the power and life force of the *Aloha Spirit* on behalf of Hawaii’s people:

“*Aloha* is the essence of relationships in which each person is important to every other person for collective existence. *Aloha* means to hear what is not said, to see what cannot be seen and to know the unknowable.” *Aloha Spirit* is a way of life, an attitude, a way of being, that acknowledges the following:

Akakai – meaning kindness (grace), to be expressed with tenderness;

Lokahi – meaning unity (unbroken), to be expressed with harmony;

Oluolu – meaning agreeable (gentle), to be expressed with pleasantness;

Ha’aha’a – meaning humility (empty), to be expressed with modesty;

Ahonui – meaning patience (waiting for the moment), to be expressed with perseverance.

Our youth who are experiencing a lack of *Aloha* are involved with our juvenile justice system and need to be nourished and connected to healthy healing families and relationships. OYS cannot do this alone, we need community to be involved in multiple ways that truly reflect the intelligence and practical applications of Aloha. We need community to surround our youth with loving, authentic, courageous, strong and compassionate people, services and programs. *Kupuna* (respected elders), with their wisdom, role modeling, bridge to ancestors, and *Aloha* presence need to be connected with our youth and families. The resulting outcomes will be youth who are thriving, at peace with themselves and others, hopeful, mindful, and of service to the community.

Aloha is a life-long commitment that supports youth at-risk and their families. It supports their strengths and abilities to be successful in their schools and communities. It brings together a wide variety of stakeholders, parents and family members to strengthen collaboration, embrace wholeness, healing, and an awareness that we are *Lokahi* (unbroken, unity & harmony). This realization can provide many types of *Aloha* responses that meet the unique talents, needs and abilities of the youth who need our direction and help.

The *Ahupua’a* system of resource management is relevant for our communities today. Connections with resources (e.g., economic, food, spiritual-religious, education, health, neighbors, etc.) are vital for our youth and *ohana* to experience belonging and empowerment. The more we connect, the greater our strengths, sense of belonging, and *kuleana* for each other and community. Inter-dependence and inter-connectedness are at the core of *Aloha and Ahupua’a system*.

ATTACHMENT F
Juvenile Assessment Center Data Management: Variables

	Measure		Data Elements/Variables
Demographics	1.1	Race/Ethnicity	a. Various
	1.2	Age	a. Years 9 to 17 (number) b. Date of birth (mm/dd/yyyy)
	1.3	Gender	a. Male b. Female c. Nonbinary
	1.4	Offense Information	a. Date and time of arrest (mm/dd/yyyy) (xx:xx a/pm) b. Date and time of offense (mm/dd/yyyy) (xx:xx a/pm) c. Citation number (number) d. Arrest type (status offense or misdemeanor) e. Arrest charge(s) (various)
	1.5	Limited English Proficiency	a. Total # of oral language encounters (number) b. Total # oral language service utilized (number)
Intervention and Services	2.1	Citations	a. Citations received from HPD (number)
	2.2	Warm Handoffs	a. Warm hand-offs from HPD to JAC (yes/no) b. Warm hand-offs from JAC to referring agency (yes/no)
	2.3	Intakes	a. Date of initial intake (mm/dd/yyyy)
	2.4	Screens and Assessments	a. Date of pre-screen completed (mm/dd/yyyy) b. Date of Full Assessment completed (mm/dd/yyyy) c. Initial Risk Level (low, moderate, high) d. Date of final assessment (mm/dd/yyyy)
	2.5	Referrals	a. Referral for Services (yes/no) b. Referral-Type of Service c. Referral-Name of Agency/Program
	2.7	Transportation	a. Transportation to emergency shelter (yes/no)
Program Effectiveness	3.1	Final Disposition	a. Successful Completion by disposition code (CC1) b. Unsuccessful Completion by disposition codes (CC2-CC9) c. Date of Program Completion or Discharge
	3.2	Re-offended	a. Re-offended or received another citation while in the program.
Partnerships	4.1	Collaborations	a. No. of core partner meetings b. No. of community partner meetings

ATTACHMENT G OYS PERFORMANCE REPORTS

Provider Name:	Reporting Period:	Date Submitted:
Contract Number:	<input type="checkbox"/> QRT 1	
Project Name:	<input type="checkbox"/> QRT 2	Submitted by:
Kalihi Juvenile Assessment Center	<input type="checkbox"/> QRT 3	
Contract Period:	<input type="checkbox"/> QRT 4	OYS Reviewer:

Instructions: Fill in each question completely for the quarter indicated above. Provide examples when possible and attach additional sheets if necessary.

- 1 What were the major accomplishments towards achieving the performance targets established for this program? What activities proved to be especially effective?

- 2 Which components in the Scope of Services have been successfully implemented or achieved in the program services? Which components have been difficult to implement, and why?

- 3 What challenges did the program encounter during this reporting period? How were these issues resolved? If not resolved, what are the plans for resolving these issues?

- 4 Please provide other comments or observations that will help the OYS understand the progress of this contract at this time.

- 5 Is there anything OYS can do to support the program at this time?

ADDENDUM FOR THE FINAL QUARTER OF EACH Budget PERIOD

- 6 Identify which performance targets were achieved and which were not. If performance targets were not achieved, provide a probable explanation for why not.

- 7 What changes, if any, do you anticipate making to the program design? How can OYS help you with program design or implementation of services?

Performance Target and Outputs		Carryover	1st Q	2nd Q	3rd Q	4th Q	Total	Total with Carryover	%
1	Serve 270 Individual youth referred with D5 citations.								
1.1	Total number of individual youth cited								
1.2	Total number of citations received								
2	80% of referred youth will enroll in services.								
2.1	Total number of youth enrolled in services								
2.2	Total number of warm hand offs from HPD to JAC								
3	90% of youth enrolled in services will complete the YASI Pre-Screen.								
3.1	Total number of youth completed the YASI Pre-Screen								
3.2	Total number of youth completed the YASI Full Assessment								
4	80% of youth who completed Assessments will develop a service plan.								
4.1	Total number of youth with service plans								
5	80% of youth who develop a service plan will receive a referral to other service(s).								
5.1	Total number of youth referred to a service or activity (one service referral)								
5.2	Total number of youth referred to multiple services or activities (more than 2)								
5.3	Total number of youth who received warm handoff(s) to other services								
6	85% of youth who enroll in services, will successfully complete the program.								
6.1	Total number of youth who successfully completed the program (Disposition Code CC1).								
6.2	Total number of enrolled youth who unsuccessfully completed services (Disposition CC2 to CC9)								
6.3	Total number of enrolled youth who's parent/guardian declined services (CC8)								
7	85% of youth who completed the program will not receive another citation or re-offend.								
7.1	Total number of youth who received more than one citation while enrolled in services								
7.2	Total number of youth who received a citation after completion of services (post 60 days completion).								
8	Coordinate community core partner meetings at least once per quarter								
8.1	Total number of core partner meetings coordinated								
9	Coordinate community partner meetings at least once per year								
9.1	Number of community partner meetings coordinated								

1. Check the quarter for which data is being reported.

2. **First quarter reporting-** fill in the carryover columns for unduplicated youth who remain to be served in the new fiscal period. Then fill in first quarter columns for unduplicated count

3. Reporting for quarters 2, 3 and 4- fill in the unduplicated count of new registrants. Year-To-Date cumulative totals are automatically calculated (locked cells). To unlock, use passw

4. Print report, attach to the performance report and submit the report to the assigned Program Specialist. Worksheet is set to print 8.5 x 11' landscape.

Note: Nonbinary is an umbrella term utilized for anyone who doesn't identify as exclusively male or female.

[illegible]

Contract #:

FY Period:

Instructions:

1. Check the quarter for which data is being reported.
2. **First quarter reporting-** fill in the carryover columns for unduplicated youth who remain to be served in the new fiscal period. Then fill in first quarter columns for unduplicated count of new registrants.
3. **Reporting for quarters 2, 3 and 4-** fill in the unduplicated count of new registrants. Year-To-Date cumulative totals are automatically calculated (locked cells). To unlock, use password OYS.
4. Print report, attach to the performance report and submit the report to the assignend Program Specialist. Worksheet is set to print 8.5 x 11' landscape.

Note: Nonbinary is an umbrella term utilized for anyone who doesn't identify as exclusively male or female.

	Carryover from Previous FY			<input type="checkbox"/> QRT 1			<input type="checkbox"/> QRT 2			<input type="checkbox"/> QRT 3			<input type="checkbox"/> QRT 4			Year-To-Date					
Ethnicity	Male	Female	Nonbinary	Male	Female	Nonbinary	Male	Female	Nonbinary	Male	Female	Nonbinary	Male	Female	Nonbinary	Male (FY)	Female (FY)	Nonbinary (FY)	Male (FY & Carry-over)	Female (FY & Carry-over)	Nonbinary (FY & Carry-over)
American Indian																0	0	0	0	0	0
Black																0	0	0	0	0	0
Cambodian																0	0	0	0	0	0
Caucasian (Not Portuguese)																0	0	0	0	0	0
Chinese																0	0	0	0	0	0
Filipino																0	0	0	0	0	0
Hawaiian (Full, Part)																0	0	0	0	0	0
Japanese																0	0	0	0	0	0
Korean																0	0	0	0	0	0
Laotian																0	0	0	0	0	0
Marshallese																0	0	0	0	0	0
Miconesian																0	0	0	0	0	0
Mixed (Not Hawaiian)																0	0	0	0	0	0
Other Asian																0	0	0	0	0	0
Other Pacific Islander																0	0	0	0	0	0
Portuguese																0	0	0	0	0	0
Puerto Rican, Hispanic																0	0	0	0	0	0
Samoan																0	0	0	0	0	0
Tongan																0	0	0	0	0	0
Unknown																0	0	0	0	0	0
Vietnamese																0	0	0	0	0	0
Other																0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LANGUAGE ACCESS REPORTING TOOL

Period Covered: _____

LEP SERVICES by Language

AGENCY: _____ CONTRACT NO.: _____

Contact Person: _____ Email: _____ Phone: _____

Language	Total # of Oral Languages Encounters	Oral Language Service Utilized (#)					Translation (Dir's Office Use Only)
		Bilingual Staff (Provides Direct Services in Another Language)	In-Person Interpreter (Provided by Vendor)	Telephone Interpreter	Community Volunteer	Sight Translation - (Interpreter Reading Document)	
Cantonese							
Chamorro							
Chuukese							
Hawaiian							
Ilokano							
Japanese							
Korean							
Kosraean							
Laotian							
LEP Hearing Impaired							
Mandarin							
Marshallese							
Pohnpelan							
Portuguese							
Russian							
Samoan							
Spanish							
Tagalog							
Thai							
Tongan							
Vietnamese							
Visayan (Cebuano)							
Other (Specify Below)							
Totals							

Interpreting Services Expenditure Total: _____

Rev. 11/19