

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

September 7, 2021

To

Request for Proposals

RFP HMS-501-21-05
Kalihi Juvenile Assessment Center
August 11, 2021

September 7, 2021

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Kalihi Juvenile Assessment Center
RFP HMS-501-21-05**

The Department of Human Services, Office of Youth Services, is issuing this addendum to RFP HMS-501-21-05, Juvenile Assessment Center for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of August 19, 2021 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to ____.
- ☐ is not amended.
- ☐ for Final Revised Proposals is ____.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants
For RFP HMS-501-21-05, Kalihi Juvenile Assessment Center (JAC)

- 1. The National Assessment Center’s Framework includes serving youth that are from the community and other target populations. How does OYS see the awarded provider complying with serving other target population?**

The awarded provider will only be required to serve the target population stated in the request for proposals. See page 2-3 of the RFP for specified target population to be served.

- 2. Does OYS know when the 3rd party evaluation will be conducted?**

Currently, OYS does not have a confirmed timeline for the 3rd party evaluation.

- 3. If youth are cited just before their 18th birthday, would the youth be allowed to enroll in services after they turn 18, as they would have been cited at the age of 17?**

Yes. The provider shall serve youth issued a civil citation in district 5. Civil citations are issued to youth 17 years and younger. The youth shall be allowed to enroll in services if they are cited before their 18th birthday.

- 4. How will OYS measure or assess “compliance toward meeting standards for the Assessment Center Framework”?**

The OYS will conduct monitoring site visits and utilize a checklist to determine if the standard of the NAC Framework have been met or are in progress for being met.

- 5. Regarding warm hand-offs: On page 2-10, the definition of a “warm hand off” is as follows: “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.” According to the framework from the National Assessment Center Association, due to the potential for trauma around transporting youth in emergency vehicles, it is not advised for police to transport youth to the JAC unless this is the last option for accessibility. Given this information, and the stated goals of a warm hand-off, could a warm hand-off also be facilitated through connection with HPD, the Assessment Center, and youth & families at the youth’s home, at the police station, or in another mutually agreeable and safe community location?**

Yes, a warm handoff may be facilitated at other locations outside the JAC's physical location, including the youth's home, police station or another community location as mutually agreed and coordinated between the JAC staff and police officer. This clarification will be added in the addendum section.

6. **On page 2-14 of the RFP, it states the JAC shall have consistent forms for case management, including “forms that require staff to complete a release of information with all youth and families”. Are there any specific parties covered by this release that OYS is requiring as part of this release of information?**

The requirement on page 2-13 and 2-14 specifies, *“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.”*

This requirement is for the provider to have policies and procedures for release of information from the youth and families, when necessary. The release of information may include agencies/entities that youth are being referred to or collaborating agencies, as appropriate. The OYS is not requiring specific entities to be covered in the release of information. For clarification purposes, the requirement will be amended.

7. **On page 2-15, the RFP states that for follow up services, “At its discretion, the JAC may reopen the case, should it be determined that the youth and family need additional support.” Does this include discharge for both successful AND unsuccessful youth? If so, how will this impact the case disposition within JJIS for HPD?**

This includes youth who have been successfully discharged. The request from the youth and/or family for additional support shall not constitute any change in disposition with HPD or JJIS, therefore the JAC shall not submit another final disposition letter to HPD when closing a case that has been re-opened. This clarification will be added in the addendum section.

8. **On page 2-20, does the number 270 refer to individual citations/referrals, or unique youth?**

The number is for individual youth.

9. **On page 2-3, F.#2, should the FY24 date be 7/1/23-12/31/23 \$150,000 to match the F.1. initial contract funding period end date?**

Yes. The FY24 funding period will be from 7/1/23 to 12/31/23 for \$150,000.00. Please see addendum section for correction.

RFP HMS-501-21-02 Kalihi Juvenile Assessment Center is amended as follows:

<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview		
No Change		
Section 2, Service Specifications		
2.1 (F)(2)	2-3	The funding period for FY24 is 7/1/23 to 12/31/23.
2.4 (A)(d)	2-10	In addition to transporting youth to the JAC, warm handoffs may be facilitated at other locations outside the JAC's physical location, including the youth's home, police station or another community location as mutually agreed and coordinated between the JAC staff and police officer.
2.4 (A)(3)	2-14	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 youth and families (as necessary).
2.4 (A)(3)(d)	2-15	The JAC shall follow up with the youth/family who have successfully completed services, 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. The JAC shall not submit another final disposition

letter to HPD when closing a case that
has been re-opened.

Section 3, Proposal Application Instructions

No Change

Section 4, Proposal Evaluation

No Change

Section 5, Attachments

No Change