

State of Hawaii
Department of Public Safety
Corrections Programs Services
Substance Abuse Services Office

Request for Proposals

RFP No.: PSD 19-CPS/SA-07 Housing for Female Correctional Work Furlough Inmates on Oahu

August 16, 2018

Note: *It is the Service Provider'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 16, 2018

REQUEST FOR PROPOSALS
Housing for Female Correctional Work Furlough Inmates on Oahu
RFP No. PSD 19-CPS/SA-07

The Department of Public Safety (PSD), Corrections Program Services Division, is requesting proposals from qualified applicants to provide Housing for Female Correctional Work Furlough Inmates on Oahu.

The female offenders who will be referred to this program will be those who are approaching release from incarceration and transitioning back into the community. The Service Provider shall provide basic coordination of offender activities and observation in a non-clinical setting. Activities to assist offenders in transitioning may include life skills, gender responsive issues, as well as both, physical and sexual abuse education available within the community setting, separate and apart from the housing unit. Any questionable observations of offender behaviors shall be immediately reported to PSD.

The initial contract term will be for the twenty-four month period from **October 1, 2018 through September 30, 2020** with the option to extend for two additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. The funding available for services under this RFP is approximately **\$700,000.00 for FY 2018, \$700,000.00 for FY 2019**.

Proposals shall be mailed, postmarked by the United States Postal Service on or before Monday, September 7, 2018, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on September 7, 2018, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Public Safety, Corrections Program Services Division will conduct an orientation on August 23, 2018 from 10:00 a.m. to 11:00 a.m. HST, at 919 Ala Moana Boulevard, Room 400, Honolulu, Hawaii. All prospective Service Providers are encouraged to attend the orientation. Interested Service Providers not able to attend the orientation meeting may call in via telephone conference at:

Call-in: 1(515) 739-1015
Meeting ID: 271-724-223 #

The deadline for submission of written questions is 4:30 p.m., HST, on August 27, 2018. All written questions will receive a written response from the State on or about **August 31, 2018**.

All inquiries and responses regarding this RFP should be directed in writing to Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, fax: (808)587-1244, or email: marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

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

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **September 7, 2018**, and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

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

RFP COORDINATOR

Marc S. Yamamoto, PSS IV
Telephone: (808) 587-1215
Facsimile: (808) 587-1244
Email: marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST)**, September 7, 2018. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., September 7, 2018.

Drop-off Sites

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

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	1-4
1.10	Discussions with Applicants	1-6
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	1-7
1.15	Cancellation of Request for Proposals	1-7
1.16	Costs for Proposal Preparation	1-7
1.17	Provider Participation in Planning	1-7
1.18	Rejection of Proposals	1-8
1.19	Notice of Award	1-8
1.20	Protests	1-8
1.21	Availability of Funds	1-9
1.22	General and Special Conditions of the Contract	1-9
1.23	Cost Principles	1-9
1.24	Liability Insurance	1-9

Section 2 - Service Specifications

2.1.Introduction

A.	Overview, Purpose or Need	2-1
B.	Planning activities conducted in preparation for this RFP	2-1
C.	Description of the Service Goals	2-1
D.	Description of the Target Population to be Served	2-1
E.	Geographic Coverage of Service	2-2
F.	Probable Funding Amounts, Source, and Period of Availability	2-2

2.2.Contract Monitoring and Evaluation.....2-2

2.3.General Requirements2-2

A.	Specific Qualifications or Requirements	2-2
B.	Secondary Purchaser Participation	2-3
C.	Multiple or Alternate Proposals	2-3
D.	Single or Multiple Contracts to be Awarded	2-4
E.	Single or Multi-Term Contracts to be Awarded	2-4

2.4.	Scope of Work.....	2-4
A.	Service Activities.....	2-8
B.	Management Requirements.....	2-12
C.	Facilities.....	2-14
2.5.	Compensation and Method of Payment.....	2-15

Section 3 - Proposal Application Instructions

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

Section 4 – Proposal Evaluation

4.1.	Introduction	4-1
4.2.	Evaluation Process.....	4-1
4.3.	Evaluation Criteria	4-1
A.	Phase 1 – Evaluation of Proposal Requirements.....	4-1
B.	Phase 2 – Evaluation of Proposal Application	4-2
C.	Phase 3 – Recommendation for Award	4-5

Section 5 – Attachments

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

Section 1

Administrative Overview

Section 1
Administrative Overview

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

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	August 16, 2018
Distribution of RFP	August 16, 2018
RFP orientation session	August 23, 2018
Closing date for submission of written questions for written responses	August 27, 2018
State purchasing agency's response to Service Providers' written questions	August 31, 2018
Discussions with Service Provider prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	September 7, 2018
Discussions with Service Provider after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	September 12, 2018
Proposal evaluation period	September 10, 2018 to September 13, 2018
Provider selection	September 14, 2018
Notice of statement of findings and decision	September 14, 2018
Contract start date	October 1, 2018

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2 RFP website	http://hawaii.gov/spo2/health/rfp103f/
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4 General Conditions, AG-103F13	http://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf
5 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)	

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive

knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

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

Mr. Dwayne Kojima
Department of Public Safety
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814

Telephone: (808) 587-2560 / Facsimile: (808) 587-1280

e-mail: dwayne.t.kojima@hawaii.gov

1.6 RFP Point-of-Contact

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

Department of Public Safety
Administrative Services Office – Procurement and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Marc Yamamoto
e-mail address: marc.s.yamamoto@hawaii.gov

1.7 Orientation

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

Date:	<u>August 23, 2018</u>	Time:	<u>10:00 p.m., H.S.T.</u>
Location:	<u>919 Ala Moana Boulevard, Room 400</u> <u>Honolulu, Hawaii 96813</u>		

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

Call-in: 1(515) 739-1015
Meeting ID: 271-724-223 #

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 27, 2018 **Time:** 4:30 p.m., HST

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

Date: August 31, 2018

1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
 2. **Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms,

and the order in which all proposal components should be collated and submitted to the state purchasing agency.

3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
 - **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status

as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

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

- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
 - 1. Postmarked after the designated date; or
 - 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Electronically submitted proposals are not acceptable.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

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

1.13 RFP Amendments

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

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

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

1.17 Provider Participation in Planning

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

☐ are required

☒ are not required

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

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

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

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are

available on the SPO website. Refer to Section 1.2, Website Reference for website address. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Nolan Espinda	Name: Teresita V. Fernandez
Title: Director	Title: Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: Same as above.	Business Address: Same as above.

1.21 Availability of Funds

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

1.22 General and Special Conditions of Contract

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

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

1.24 Liability Insurance

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

Coverage	Limits
Commercial General Liability (occurrence form)	\$1,000,000 per occurrence \$2,000,000 annual aggregate
Automobile, if applicable	
Bodily Injury	\$1,000,000 per person \$1,000,000 per accident
Property Damage	\$1,000,000 per accident

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

1. "The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

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

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

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the 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, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract. If the Contractor is authorized by the Department Coordinator to subcontract, Sub-Contractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its Sub-Contractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

Section 2

Service Specifications

Section 2 Service Specifications

2.1 Introduction

A. Overview, purpose or need

During the past decade, funds for housing, financial assistance and other programs for females transitioning from prison, whether through furlough or parole, have been cut. In addition, the privatization of Medicaid in Hawaii has made it more difficult for those clients to access mental health, substance abuse and other health care services. This has been complicated by the fact that inmates are not eligible for benefits. And without those benefits, once they are transitioned, they have no other legitimate resources with which to meet their needs for food, shelter, and health care.

Research establishes that female offenders have different needs from male offenders, resulting in part by the disproportionate victimization of females from sexual or physical abuse and their responsibility for children. Women offenders are more likely than male offenders to be addicted to drugs, suffer from mental illness, and have been unemployed before incarceration. Over the past few years, high needs female offenders have been successfully placed into non-clinical, transition housing. Transition housing opportunities have been successful in helping transitioning high needs female offenders acclimate from prison back into the community.

The purpose of this housing program is to reduce the re-incarceration rates of transitioning high needs female offenders by making housing available as well as access to non-clinical, basic coordination of offender activities. Providing female offenders access to activities that include, but are not limited to life skills, education on gender responsive issues, and educational classes pertaining to physical and sexual abuse **within the community** setting, separate and apart from the housing unit.

As the female offender's adjust and stabilize in the female offender housing program for a length of time determined by PSD, they may be eligible for more permanent independent living/housing. Approval required by PSD.

This project is to provide transitional bed space for up to 125 adult female offenders per year, with access to services in the community, separate and apart from the housing unit. These adult women offenders will be on correctional work furlough, transitioning from incarceration at the Women's Community Correctional Center to the community.

The purpose of the project is to successfully reintegrate these offenders through a non-clinical program that will reduce the chances of re-offending while enhancing the participant's ability to be productive members of society.

B. Planning activities conducted in preparation for this RFP

A request for information was issued on April 17, 2017, under RFI No. PSD 17-CPS/SA-23. Responses were received and incorporated into request for proposals PSD 17-CPS/SA-23 on May 22, 2017. The solicitation was cancelled on June 15, 2017.

C. Description of the service goals

The goal of the Female Offender Housing Program is to prevent the re-incarceration of Female Offenders by providing a safe place to reside and access to non-clinical transitional education, for continued development and implementation of necessary skills to promote pro-social independent living and a drug free lifestyle.

Services accessed by the participants must be within the community, separate and apart from the housing unit. The coordination of activities within the housing program will assist female offenders with meeting their basic needs.

D. Description of the target population to be served

The target population are not specific to substance abuse, mental health, developmentally disabled persons or socially or emotionally distressed individuals, but may consist of adult female offenders that have completed their primary mental health and substance abuse treatment services within the prison facility and are now transitioning from incarceration at the Women's Community Correctional Center (WCCC) to the community through correctional work furlough opportunities.

The provider will be required to accept offenders who have been assessed as being appropriate for, or in need of transitional living and services and correctional work furlough unless the service provider presents the Department with a justifiable reason that a particular offender should not be accepted into the program. The Department of Public Safety will make the final determination.

E. Geographic coverage of service

The Female Offender Housing Program shall be provided on the Island of Oahu as referred by the Department of Public Safety.

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

The funding available for services under this RFP is approximately \$700,000.00 for FY 2018, \$700,000.00 for FY 2019.

2.2 Contract Monitoring and Evaluation

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

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

2.3 General Requirements

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

1. Provider shall operate the program in accordance with the rules, regulations and policies of PSD. Service Provider shall observe and report offender behavior to ensure compliance with all State and Federal laws and rules and regulations of PSD.
2. Provider is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. Provider shall be responsible for the coordination of offender activities. PSD shall be responsible for approving all referrals for education activities.
4. Provider shall have licenses and certificates as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules (HAR).

Pursuant to HRS §321-193.7, the Department of Health is tasked with the establishing of a clean and sober homes registry (refer to attached).

The Department of Health is currently working on the necessary administrative rules for the implementation of HRS §321-193.7.

5. Provider shall supervise, train, and provide administrative direction relative to the delivery of services.
6. Provider shall maintain and show proof of a liability insurance policy of at least two million dollars (\$2,000,000.00).
7. Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.
8. Provider shall assign staff to attend facility/program meetings as scheduled by PSD.
9. Provider shall operate as a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax. If a nonprofit corporation, the Service Provider must have a governing board whose members have not material conflict of interest and serve without compensation.
10. Provider shall maintain by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
11. Provider shall be required to accept inmates referred by PSD who have been assessed as being appropriate for, or in need of, intervention services unless the Service Provider presents the PSD with a justifiable reason that a particular inmate should not be accepted into the program. Services under this contract shall be provided to only those inmates referred by PSD. PSD shall make the final

determination as to whether an inmate will continue to receive intervention services or to be terminated from receiving those services.

12. As ruled by the Office of Information Practices, PSD may withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Service Provider, unless instructed otherwise by the Department of the Attorney General. Whenever the Service Provider is requested by the inmate, his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the inmate, his family, or his attorney, the Service Provider shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Service Provider shall notify the contracting officer, that such a request was made. The Service Provider shall not release such reports directly to the inmate or to any party representing the inmate. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.
13. Provider shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.
14. Provider shall not require or charge any additional fees (i.e. rent, subsistence fee) to participants under 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:

Initial term of contract: Twenty-four months from 10/1/2018 to 9/30/2020

Length of each extension: Twelve months

Number of possible extensions: Two

Maximum length of contract: Forty-eight months.

Extensions, if exercised, shall be subject to availability of funds, in writing and prior to the expiration of the contract.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Coordinated Activities

The Female Offender Housing Program shall provide transitional housing to female furlonghees in a non-clinical environment, who are without appropriate living alternatives and have recently completed their primary substance abuse and mental health treatment within the correctional facility. The focus of this program is to provide a safe, bed space and access to the necessary activities, encouragement, separate and apart from the living unit so that the female offenders can complete transitional tasks provided by PSD, adjust to a chemically abstinent lifestyle, and manage the activities of daily living so that they can move towards independent housing and life management.

The overall approach of the Female Offender Housing Program shall be cognitive and behavioral in nature with a main emphasis on access to and basic coordination of educational and pro-social activities to support a successful transition from incarceration into a less restrictive living environment. The guidance shall be holistic, taking into consideration the needs of the offender (physical, mental, social, emotional, familial, and spiritual). All activities shall non-clinical , separate and apart from the housing unit and designed to help offenders further develop and maintain their positive thought processes, attitudes, values, and behaviors to fulfill a life free from incarceration.

1. Provide a bed space within a safe environment and setting which is appropriate for the achievement of the program's purpose.
2. Observe and report offender behaviors to ensure compliance with the rules and regulations of the Department of Public Safety, the laws of the State of Hawaii.

Provide on-site accountability and observation of offender's general behavior and accompanying movement records (sign in/out logs, community appointments/meetings logs, etc.)

3. Provide access to non-clinical activities which may include, but are not limited to, life skills education (decision-making, budgeting, nutrition, exercise, cooking, leadership, etc.)

-Services must be accessed separate and apart from the housing unit and approved by PSD.

4. Provide reports for PSD on offenders activities within the community.

- (a) The first and last name of the offender
- (b) The date of the report
- (c) The time period the report covers
- (d) The location (facility) and activities that were delivered
- (e) The number of sessions attended, versus the total number of sessions offered during the time period covered by the report.

Each activity report for each offender shall be stamped CONFIDENTIAL in the upper right corner on the first page. Reports shall focus on the content of the offender's progress. Activity reports for group activities will include the stated goals covered during the reporting period; the offender's improved performance to reach the activity goal; any challenges. Inadequate progress reports will be grounds for contract termination.

- 5. All offender violations for non-compliance issues, and offender terminations, shall be made promptly to PSD and the Offender Services Administrator (OSA) at the Women's Community Correctional Facility (WCCC) or designee.
- 6. Access to facilities to prepare three (3) meals per day of which two may be a hot meal, unless specifically waived by the Department or unless a waiver of this provision by the offender is made through a written agreement with the Provider.
- 7. The Female Offender Housing Program shall coordinate access and/or referrals to educational activities through PSD approved resources **in the community separate and apart from the housing unit** to address critical offender needs in the areas identified below:
 - a. Vocational education, training and placement, as approved by PSD.
 - b. Nutritional education.
 - c. Relapse Prevention education.
 - d. Recreational activities.
 - e. Provide access or referrals to supportive services including self-help groups, legal counseling, life skills, and substance abuse education, when appropriate.
 - f. Community resources for financial aid and employment assistance, housing, and other specialized services when appropriate.
 - g. Or, any other advantageous activity or educational opportunity approved by PSD, as it relates to the successful transition to the community. Sub-providers must be approved by the Department of Public Safety.

Reintegrating offenders back into the community from a Transitional housing program into an independent living arrangement may be pursued. PSD will determine the final approval.

- 9. Coordination of activities for the offenders will be communicated to PSD. Activities to include maintenance of offender files and periodic reports. Activities may include referrals to public and private social services for vocational assistance and placements, **(mental health and substance abuse)** and report. The reintegration process from transitional living programming to independent living. PSD will approve the selection of the participants.

Any substance abuse and/or mental health needs shall be communicated and referred to PSD, the OSA, or designee at the correctional facility for appropriate action.

10. Communicate with PSD the offender's maintenance of approved employment. Transportation to be the responsibility of the offender and agreed upon with service provider and referring case worker.
11. Provide access to educational resources, separate and apart from the housing unit that may assist offenders with personal budgeting; creating a viable plan to meet their financial obligations and accumulate savings for use after release from incarceration.
12. Assist with arrangements for transportation to Department of Public Safety approved medical and dental services; allowing for participants with personal health insurance to secure medical services.
13. Assist with the coordination of urine samples to be collected and tested at the Women's Community Correctional Center for the use of drugs and alcohol in accordance with Department policy and procedure COR.08.10, describing the method and tools to be used. Supplies and subsequent training to collect urine samples will be provided by the Department of Public Safety.
14. Provide access for participants to engage in meaningful leisure, social, and recreational activities.
15. Access for participants to include crisis intervention when warranted, assistance with family matters, and assistance in adjusting to independent living in the community, **separate and apart from the housing unit.**
16. Access community resources to assist participants in renewing, maintaining and achieving positive community and family relationships, **separate and apart from the housing unit.**
17. Provider shall designate a secured location for offenders to store all prescribed medications.
18. Provider shall develop a procedure to log, observe, and report the offender's administration of any prescribed medication.

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

1. Personnel

The Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned

employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

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

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

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

2. Administrative

The Provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.

The Provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.

The Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the offenders committed to the custody of the Director of Public Safety (PSD).

3. Quality assurance and evaluation specifications

The Department's Corrections Program Service Division Administrator or designee will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Corrections Program Service

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

4. Output and performance/outcome measurements

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

- Total number of offenders referred to the program
- Number of offenders accepted into the program.
- Number of offenders referred to each service component.
- Number of offenders successfully completing each service component.
- Number of offenders rejected for admission and reasons.
- Number of offenders dropped out of each service component.
- Number of offenders terminated from the program due to misconducts (positive urinalysis, assault, etc).
- Number of offenders terminated due to criminal offense.
- Total number of drug tests (positive and negative.)
- Number of offenders completing the program and placed on extended furlough.
- Of the offenders who have completed the program, what number of offenders remained drug-free.
- Of the offenders who have completed the program, what number of offenders remained arrest-free. Conviction-free.
- Number of offenders paroled upon completing the program.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

5. Experience

The applicant must demonstrate a minimum of three years experience in job development, employment counseling, employer relations and coordination of services for female offender population.

The applicant must demonstrate experience in training staff to work with female offenders.

The applicant must demonstrate that all current staff meet all licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

6. Coordination of services

The applicant must demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, University of Hawaii Community College system and Department of Health.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional counselors, security staff, parole officers, and community based offender treatment programs.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of offenders they are providing housing for by facility for drug testing purposes in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

a) Program reports filed separately from billings and marked "confidential" and forwarded to the Substance Abuse Services Office.

b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:

- The date and time of each service, whether completed or interrupted.
- A roster of offenders who attended each session.
- For absent offenders, whether they were excused or unexcused.
- A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.

c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.

d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.

e) Report of any knowledge of criminal activity by an offender, whether potential or actual, to the Department in accordance with agreed upon procedures. Describe the types of provider reports required to be submitted, including the types of data and frequency of reports.

C. Facilities

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the correctional work furlough housing needs of the offenders.

2.5 COMPENSATION AND METHOD OF PAYMENT

Pricing structure or pricing methodology to be used

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

Units of service and unit rate

1. The Unit Rate shall be based on price per bed, per day, per offender housed.*
 - Unit Rate shall be broken down as follows:
 1. Housing Costs (Daily “rental”, repair/maintenance and utilities).
 2. Administrative Costs (to include staffing, insurance, etc.)
 3. Other (Provide detail).
2. The day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of \$700,000 set forth by the Department.

Method of compensation and payment

Payment to the provider shall be made on a reimbursement basis for bed days provided per offender upon receipt of the original invoice and three copies no later than 30 days after the last day for the month.

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

If the Provider is registered on the Hawaii Compliance Express (HCE), a valid “Certificate of Vendor Compliance,” or if they chose not to register on HCE, a tax clearance certificate not over two (2) months old with an original green certified stamp, must accompany the invoice for final payment on the contract.

Section 3

Proposal Application Instructions

Section 3 Proposal Application Instructions

General instructions for completing applications:

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

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

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

3.2 Experience and Capability

A. Necessary Skills

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

experience.

1. List of experience as an agency providing services to offenders and their families.
2. List of contracts performed for the Department of Public Safety;
3. List of other prior contracts with the public sector in providing services in general for female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
4. Success applicant has had in recruiting and retaining quality staff; and
5. Applicant's current financial statement and any financial audits completed in the last three (3) years.

For those agencies that do not meet the three year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

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

B. Quality Assurance and Evaluation

The applicant shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program. This section shall include:

1. Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.
2. The applicant shall describe its mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.
3. The applicant must describe the success they have had in recruiting and retaining quality staff.
4. Service Provider shall allow PSD to monitor the Service Provider's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Service Provider will develop in concert with the contracting agency, an action plan to address deficiencies.
5. The Contract Manager shall evaluate unacceptable professional practice or deviations from the curriculum. The Contract Manager may at any time, recommend suspension of the services under the provisions of this agreement. Prior to the suspension of the agreement by PSD, the Service Provider shall be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and shall be given reasonable time to do so. PSD shall determine reasonable time, but thirty (30) days is typical.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

D. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Proposed Staffing

The Service Provider shall describe the proposed staffing pattern appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

B. Staff Qualifications

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

The resultant contract for this Request for Proposal, requires that the Service Provider's staff understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, PSD requires that your staff attend a mandatory PREA training class and if applicable a specialized PREA training for Health Care and Investigators. PSD shall monitor and ensure your compliance with the PREA Standards.

Service Provider and all staff providing services shall successfully complete PSD's Volincor Training. Volincor Training requirement must be completed before services are rendered by staff. Service Provider would need to coordinate the Volincor Training dates/times with the Contracting Office.

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

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

C. Project Organization

1. Supervision and Training

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

2. Organization Chart

Service Provider 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

The scope of work encompasses the following tasks and responsibilities:

Service Activities

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a complete description of services and activities proposed to provide a comprehensive program for sentenced felons. This section shall include, at a minimum, the following:

1. Program philosophy;
2. Program components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services, including elements and methods of treatment, will be provided for all the required services;
6. Description of how agency will provide basic and reintegration services to a fluctuating population with changing needs;
7. Flexibility of reintegration programs;
8. Description of on-site supervision of offenders

3.5 Financial

A. Pricing Structure

The Unit of Service and Unit rate shall be based on price per bed per day for halfway house and referral services, and price per day in the community for community placement services. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

- Unit Rate shall be broken down as follows:
 1. Housing Costs (Daily "rental", repair/maintenance and utilities).
 2. Administrative Costs (to include staffing, insurance, etc.)
 3. Other (Provide detail).

The day rate for in-community beds (community placement) will be contingent on availability of funds also from unused bed days from the over-all program budget of **\$700,000** set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

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

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

If the Service Provider is registered on the Hawaii Compliance Express (HCE), a valid "Certificate of Vendor Compliance," or if they chose not to register on HCE, a tax clearance certificate not over two (2) months old with an original green certified stamp, must accompany the invoice for final payment on the contract.

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

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

B. Other Financial Related Materials

Accounting System

1. In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):
2. Service Provider's current financial statement and any financial audits completed in the last three (3) years.

3.6 Other

A. Litigation

The applicant shall disclose 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>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

- 1. Administrative Requirements**
 - Application checklist
- 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)

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

Program Overview: No points are assigned to Program Overview. The intent is to give the Service Provider an opportunity orient evaluators as to the service(s) being offered.

Experience and Capability (20 Points)

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

Necessary Skills		4pts
Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.		
Experience		4pts
Points of contact, address, e-mail/phone numbers to verify experience. Three (3) years of experience of providing services to the criminal justice offenders.		
Quality Assurance and Evaluation		4pts
Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. Provides supervision that ensures fidelity of the model being used. <input type="checkbox"/> Provides clinical supervision that includes rating and feedback on how staff role model, assist inmates in role play and assist inmates in skill building activities.		
Coordination of Services		4pts
Demonstrated capability to coordinate services with other agencies and resources in the community.		
Facilities		
Adequacy of facilities relative to the proposed services.		4pts

Project Organization and Staffing (15 Points)

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

Staffing	8pts
<u>Proposed Staffing:</u> That the proposed staffing pattern to insure viability of the services.	4pts
<u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program.	4pts
Project Organization	7pts
Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.	4pts
Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.	3pts

Service Delivery (55 Points)

Evaluation criteria for this section will assess the Service Provider's approach to the service activities and management requirements outlined in the Proposal Application.	
• Program Philosophy	5pts
• Program Components	20pts
• Case Management Services	10pts
• Description of Basic Services	10pts
• Description of the Range of Services	5pts
• Description of how the Service Provider will provide services to the fluctuating population needs	5pts

Financial (10 Points)

- Adequacy of accounting system. 3pts
- Competitiveness and reasonableness of unit of service cost, as applicable 3pts
- Financial stability of Service Provider 4pts

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 Service Provider.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Hawaii Revised Statutes, §321-193.7 Clean and Sober Homes Registry

Proposal Application Checklist

Service Provider:		RFP No.:	PSD 19-CPS/SA-07
-------------------	--	----------	------------------

The Service Provider'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	Service Provider to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express <input type="checkbox"/> SPO Website*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website*	X	
SPO-H-205B	Section 3, RFP,	SPO Website*		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance	Section 1, RFP		X	

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

Sample Proposal Application Table of Contents

1.0	Program Overview	1
2.0	Experience and Capability	1
	Necessary Skills	2
	Experience	4
	Quality Assurance and Evaluation	5
	Coordination of Services	6
	Facilities	6
3.0	Project Organization and Staffing	7
	Staffing	7
	Proposed Staffing	7
	Staff Qualifications	9
	Project Organization	10
	Supervision and Training	10
	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	
	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	
	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	Organization Chart	
	Program	
	Organization-wide	
	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	Program Specific Requirements	

[§321-193.7] Clean and sober homes registry. (a) The department shall establish a voluntary clean and sober homes registry to assist persons recovering from substance abuse to have a safe, clean, and sober environment that supports their recovery. The department shall establish procedures and standards by which homes will be allowed to be listed on the registry, including but not limited to:

- (1) Organizational and administrative standards;
- (2) Fiscal management standards;
- (3) Operation standards;
- (4) Recovery support standards;
- (5) Property standards; and
- (6) Good neighbor standards.

(b) Upon review and approval of a home operator's application, the department shall issue a certificate of registration that shall specify:

- (1) The name of the holder of the registration;
- (2) The address to which the registration applies;
- (3) The maximum number of persons to reside in the home; and
- (4) The period for which the registration shall be valid.

An owner, operator, or landlord shall not hold the property out to be or advertise to be a "registered clean and sober home" unless the home is registered and in good standing with the clean and sober homes registry.

(c) The certificate of registration shall be publicly displayed at the home.

(d) The certificate of registration shall not be transferred to a new owner or operator, or to an address other than as specified on the certificate of registration.

(e) Nothing in this section shall relieve a certificate holder from compliance with other pertinent statutory provisions, nor shall a certificate holder be relieved from compliance with other applicable provisions of federal, state, or county laws, ordinances, or rules.

(f) The department may revoke the certificate of registration if a home ceases to meet established standards or any other applicable federal, state, or county law, ordinance, or rule.

(g) The department may immediately revoke a certificate of registration if there are reasonable grounds to believe that the continued operation of the home presents an immediate danger to residents of the home or the general public.

(h) Any revocation of the certificate of registration shall be made in writing to the certificate holder.

(i) The department shall maintain a listing of all registered clean and sober homes on its website.

(j) The department shall establish a toll-free telephone number to receive complaints regarding clean and sober homes.

(k) This section shall not be construed to abrogate an individual's right to privacy. Unless otherwise provided by law, the department shall implement sufficient protections to ensure that the identity of a clean and sober home resident remains confidential and that information collected pursuant to this section is used solely for the purposes of this section.

(l) The department shall adopt rules under chapter 91 as necessary to carry out the purposes of this section. [L 2014, c 193, §3]