

**REQUEST FOR PROPOSALS - ADDITIONAL PURCHASE OF SERVICES DURING FISCAL YEAR 2004 - 2005 , THE JUDICIARY, STATE OF HAWAII****RFP NO. J04206****Due Date: December 29, 2003**[Solicitation Packet](#)

## Attachments:

[Attachment A Application Checklist](#)[Attachment B Proposal Application](#)[Attachment C Contract General Conditions](#)

**Instructions to vendors:** View and print all documents; follow all instructions; and pay particular attention to the significant dates in Section One. If you intend to bid on this solicitation, please email [Jonathan.H.Wong@courts.state.hi.us](mailto:Jonathan.H.Wong@courts.state.hi.us), and provide the following information: Proposal No., Name of Company, Address, Phone Number, Fax Number, Email Address and Contact Person. If you have any questions about this Request for Proposal, please contact Hiram Kitagawa at (808) 539-4784. If you have any procedural questions about this solicitation, contact Jonathan Wong at (808) 538-5805 or FAX (808) 538-5802.

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The Judiciary,  
State of Hawai‘i

POS RFP  
No. J04206

ADDITIONAL  
PURCHASE OF  
SERVICES DURING  
FISCAL YEARS  
2004 - 2005

November 26, 2003



**Office of the Administrative Director – Fiscal Office, Support Services Division**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5805 • FAX (808) 538-5802

November 26, 2003

To: All Applicants

From: Janell M. Kim, Assistant Fiscal & Support Services Administrator

Subject: Request for Proposals No. J04206  
Additional Purchase of Service Applications during Fiscal Years 2004 - 2005

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide juvenile drug court substance abuse treatment services for the Big Island Drug Court, Third Circuit, during State Fiscal Years 2004-2005. Proposal application and contract award procedures shall be in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. One or more contracts may be awarded under this request for proposals.

Attached is a packet of materials which outlines the requirements for proposal applications. It includes the administrative requirements, service specifications, POS application form, and other information. This RFP is also available on our Judiciary web site at [www.courts.state.hi.us](http://www.courts.state.hi.us) under "General Information; Business with the Judiciary".

Persons or organizations must submit three (3) sets (Orig + 2 copies) of their completed proposals and they **must be postmarked before midnight on December 29, 2003, or hand delivered by 4:00 p.m., Hawaii Standard Time, December 29, 2003**, to the following address:

The Judiciary, State of Hawaii  
Financial Services Division  
Kauikeaouli Hale (District Court Building)  
1111 Alakea Street., 6th Floor  
Honolulu, Hi 96813-2807

**Proposals postmarked or hand delivered after the above date and times will not be considered and will be returned to the applicant.**

Proposal application and contract award procedures shall be in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. The actual funding of the contract will be based on the proposal applications submitted by the applicants and the services required by the Judiciary. The Administrative Director of the Courts reserves the right and power to award the contract in any manner which he deems to be in the best interest of the Judiciary.

The Judiciary will conduct orientation meetings on the following dates, at the locations and times indicated:

**December 4, 2003**      **Hawaii**      **Third Judicial Circuit**      **10:00 a.m. - 12:00 noon**  
**-Hilo**      Big Island Drug Court, Hilo Office  
1420 Kilauea Avenue, Bay 3, Hilo  
Contact: Warren Kitaoka      Ph. 938-6466

**December 5, 2003**      **Hawaii**      **Third Judicial Circuit**      **10:00 a.m. - 12:00 noon**  
**-Kealahou**      Big Island Drug Court, Kona Office  
81-940 Haleki'i Street, Kealahou  
Contact: Warren Kitaoka      Ph. 938-6466

**All prospective applicants are encouraged to attend an orientation and bring their RFP packets with them.** If you have any programmatic questions regarding the requested services, please call the appropriate Contact Person identified in SECTION TWO of this RFP.

Other questions regarding this Request for Proposal may be directed to Hiram Kitagawa in the Budget and Statistics Office, at (808) 539-4784, or Jonathan Wong in the Contract & Purchasing Office at (808) 538-5805.

Janell Kim  
Assistant Fiscal & Support Services Administrator

**(Advertisement)**  
**REQUEST FOR PROPOSALS NO. J04206**  
**ADDITIONAL PURCHASE OF SERVICES DURING**  
**FISCAL YEARS 2004 - 2005**

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide juvenile drug court substance abuse treatment services for the Big Island Drug Court, Third Circuit, during State Fiscal Years 2004-2005. Proposal application and contract award procedures shall be in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. One or more contracts may be awarded under this request for proposals.

Persons or organizations must submit three (3) sets (Orig + 2 copies) of their completed proposals and they **must be postmarked before midnight on December 29, 2003, or hand delivered by 4:00 p.m., Hawaii Standard Time, December 29, 2003**, to the following address:

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 Financial Services Division  
 Kauikeaouli Hale (District Court Building)  
 1111 Alakea Street., 6th Floor  
 Honolulu, Hi 96813-2807

**Proposals postmarked or hand delivered after the above due date and times will not be considered and will be returned to the applicant.**

The Request For Proposal (RFP) documents may be obtained from the above Fiscal & Support Services Office, or from the Third Circuit Court at ph. (808) 961-7424, or from our Judiciary web site at [www.courts.state.hi.us](http://www.courts.state.hi.us) under "General Information; Business with the Judiciary".

The Judiciary will conduct orientation meetings on the following dates, at the locations and times indicated:

<b><u>December 4, 2003</u></b>	<b>Hawaii -Hilo</b>	<b>Third Judicial Circuit</b> Big Island Drug Court, Hilo Office 1420 Kilauea Avenue, Bay 3, Hilo Contact: Warren Kitaoka	<b>10:00 a.m. - 12:00 noon</b>   Ph. 938-6466
<b><u>December 5, 2003</u></b>	<b>Hawaii -Kealahou</b>	<b>Third Judicial Circuit</b> Big Island Drug Court, Kona Office 81-940 Haleki'i Street, Kealahou Contact: Warren Kitaoka	<b>10:00 a.m. - 12:00 noon</b>   Ph. 938-6466

All prospective applicants are encouraged to attend an orientation.

Janell M. Kim  
 Assistant Fiscal & Support Services Administrator  
 The Judiciary, State of Hawaii

(Honolulu Star Bulletin, Hawaii Tribune Herald, West Hawaii Today: November 26, 2003)

COMPETITIVE PURCHASE OF SERVICES  
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# SECTION ONE

## ADMINISTRATIVE OVERVIEW

## SECTION ONE - ADMINISTRATIVE OVERVIEW

Applicants are encouraged to read each section of this 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 this RFP.

### 1.1 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, 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 the prospective applicant.

### 1.2 RFP Organization

This RFP is organized into five sections:

**SECTION ONE**, *Administrative Overview*--Provides applicants with an overview of the procurement process.

**SECTION TWO**, *Service Specifications*--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

**SECTION THREE**, *POS Proposal Application*--Describes the required format and content for the proposal application.

**SECTION FOUR**, *Proposal Evaluation*--Describes how proposals will be evaluated by the Judiciary.

**SECTION FIVE**, *Attachments* --Provides applicants with information and forms necessary to complete the application.

### 1.3 Contracting Office

The Contracting Office is responsible for receiving and for the execution of the contract(s) resulting from this RFP. The Contracting Office is:

The Judiciary, State of Hawaii  
Fiscal & Support Services  
Contracts and Purchasing Office  
1111 Alakea Street, 6th Floor  
Honolulu, Hi 96813-2807 Phone: (808)538-5805 Fax: (808) 538-5802

## 1.4 Procurement Timetable

Activity	Scheduled Date
A. Public Notice announcing RFP	November 26, 2003
B. Distribution of RFP	November 26, 2003 - December 29, 2003
C. RFP orientation sessions	December 4, 5, 2003
D. Closing date for submission of written questions for written responses	4:00 p.m. December 10, 2003
E. Judiciary's response to applicants' written questions	December 16, 2003
<b>F. Proposal submittal deadline</b>	4:00 p.m. or Postmarked <b>December 29, 2003</b>
G. Proposal evaluation period	January 2004
H. Provider selection and award	January 2004
J. Notice of statement of findings and decisions	January 2004
K. Contract start date (tentative)	February 1, 2004

## 1.5 Orientation

Orientations for applicants in reference to the request for proposals will be held on the following dates, at the locations and times indicated:

<b><u>December 4, 2003</u></b>	<b>Hawaii -Hilo</b>	<b>Third Judicial Circuit</b> Big Island Drug Court, Hilo Office 1420 Kilauea Avenue, Bay 3, Hilo Contact: Warren Kitaoka	<b>10:00 a.m. - 12:00 noon</b>   Ph. 938-6466
<b><u>December 5, 2003</u></b>	<b>Hawaii -Kealahou</b>	<b>Third Judicial Circuit</b> Big Island Drug Court, Kona Office 81-940 Haleki'i Street, Kealahou Contact: Warren Kitaoka	<b>10:00 a.m. - 12:00 noon</b>   Ph. 938-6466

### **Applicants attending the orientation should bring their RFP packets with them.**

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the Judiciary's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the Judiciary's position. Formal official responses will be provided in writing. To ensure a written response from the Judiciary, any questions should be submitted in writing following the close of the orientation, but no later than the

date indicated in Section 1.4, Procurement Timetable, in order to generate a written Judiciary response.

## 1.6 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in the Service Specifications in SECTION TWO of this RFP. The deadline for submission of written questions and to receive written responses from the Judiciary to those questions are indicated in Section 1.4, Procurement Timetable.

## 1.7 Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (SECTION FIVE, ATTACHMENT A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the Judiciary. Proposals must contain the following components:

- A. ***POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents*** - Applicant shall submit comprehensive narratives that address all of the issues contained in the POS Proposal Application, including a cost proposal/budget. (Refer to SECTION THREE of this RFP.)
- B. ***Competitive POS Application Check List*** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the Judiciary.
- C. ***Registration Form (SPO-H-100A)*** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If an applicant is unsure as to their pre-registration status, they may check the State Procurement website at:  
<http://www.spo.hawaii.gov>  
 Click on *Procurement of Health and Human Services*  
 Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*  
 or call the State Procurement Office at (808) 587-4706.
- D. ***Certifications*** - Federal and/or State certifications, as applicable.
- E. ***Program Specific Requirements*** - Additional program specific requirements are included in SECTION TWO, Service Specifications, and/or SECTION THREE, POS Proposal Application, as applicable.

Multiple or alternate proposals will **not** be accepted unless specifically provided for in SECTION TWO of this RFP. 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 an award as though it were the only proposal submitted by the applicant.

One original and 2 copies of the proposal are required. Proposals must be postmarked or hand delivered by the date and time designated in Section 1.4, Procurement Timetable. Any proposal postmarked or received after the designated date and time shall be rejected.

### **1.8 Discussions with Applicants Prior to, or After Proposal Submittal Deadline**

Discussions may be conducted with applicants who submit proposals determined to be reasonably capable of being selected for an award, but proposals may be accepted without discussions, in accordance with the administrative rules.

### **1.9 Additional Materials and Documentation**

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

### **1.10 RFP Amendments**

The Judiciary reserves the right to amend this RFP at any time prior to the proposal submittal deadline.

### **1.11 Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the proposal submittal deadline indicated in Section 1.4 above. Any final revised proposal postmarked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as the applicant's best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### **1.12 Cancellation of Request for Proposal**

The request for proposal 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 interests of the Judiciary.

### **1.13 Costs for Proposal Preparation**

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

### **1.14 Provider Participation in Planning**

Provider participation in the Judiciary's efforts to plan for or to purchase health and human services prior to the Judiciary's release of a request for proposals, 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 sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## 1.15 Rejection of Proposals

The Judiciary 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: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized.)

- A. Rejection for failure to cooperate or deal in good faith. (Section 3-141-201)
- B. Rejection for inadequate accounting system. (Section 3-141-202)
- C. Late proposals. (Section 3-143-603)
- D. Inadequate response to request for proposals. (Section 3-143-609)
- E. Proposal not responsive. (Section 3-143-610 (1))
- F. Applicant not responsible. (Section 3-143-610 (2))

## 1.16 Opening of Proposals

Upon receipt of proposals by the Judiciary at its 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 Judiciary 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.

## 1.17 Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

## 1.18 Protests

1.18.1 Any applicant may file a protest (using a prescribed form, provided by the administrator of the State Procurement Office, available on the State Procurement Office website; the website address is indicated on the Competitive POS Application Checklist located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest are submitted to the head of the purchasing agency by United States mail, or by hand-delivery. A Notice of Protest regarding an award of contract and related matters that arise in connection with a procurement made under a competitive

purchase of services shall be submitted within five working days of the postmark of the notice of findings and decision sent to the protester. The Notice of Protest form, SPO-H-801, is available on the State Procurement Office website. Only the following matters may be protested:

- A. The purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- B. The purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- C. The purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the Judiciary.

1.18.2 Protests may be submitted to the head of the Judiciary purchasing agency requesting the services at the following address:

Lester Oshiro  
Chief Court Administrator, Third Judicial Circuit  
75 Aupuni Street, Room 201  
Hilo, HI 96721-1007

Questions regarding protests may be directed to the applicable procurement officer, identified as the programmatic contact person for the service specifications described in SECTION TWO of this RFP.

### **1.19 Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, are subject to allotments to be made by the Administrative Director of the Courts and subject to the availability of State and/or Federal funds.

### **1.20 Criteria by Which Performance of the Contract Will be Monitored and Evaluated**

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

- A. Performance/Outcome Measures
- B. Output Measures
- C. Quality of Care/Quality of Services
- D. Financial Management
- E. Administrative Requirements

### **1.21 General and Special Conditions of Contract**

The general conditions that will be imposed contractually are attached (See SECTION FIVE, ATTACHMENT C). Special conditions may also be imposed contractually by the Judiciary, as deemed necessary.

## **1.22 Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the State Procurement Office website. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

**END OF SECTION**

**SECTION TWO**

**SERVICE  
SPECIFICATIONS**

## SECTION TWO - SERVICE SPECIFICATIONS

**RFP Title: Big Island Drug Court, Third Judicial Circuit  
Juvenile Drug Court - Juvenile Substance Abuse Treatment Services**

### 2.1 Introduction

#### A. Background

The Judiciary, State of Hawaii, provides support, intervention and/or rehabilitative services to children, juveniles, adults and families through its Family Courts, Children's Justice Centers, Adult Probation Divisions and Drug Courts in each judicial circuit. It also provides mediation services through its Center for Alternative Dispute Resolution. In carrying out their goals for these areas, all circuits utilize community resources on a purchase of services basis.

The following provides the specifications for organizations wishing to provide services to the Judiciary during State Fiscal Years 2004-2005. Upon evaluation and acceptance of proposals, one or more contracts will be negotiated, making services available to juveniles in the Third Judicial Circuit.

#### B. Purpose or Need

The Judiciary purchases services in compliance with statutory mandates and orders from the courts. The greater public purpose for obtaining the services is to: enhance public and victim safety; provide rehabilitative or intervention services to offenders; promote the welfare of families and children by protecting them from physical and psychological harm; and maintain a judicial process that helps to reduce the courts' workload while promoting fairness and prompt action.

Planning activities related to this RFP included the issuance of requests for information (RFIs). Tentative specifications and funding allocations were included with the RFIs, and comments and inputs on aspects of the specifications, such as objectives, target groups, services and costs, were welcomed. Meetings and discussions were also offered. The views of service recipients and community advocacy organizations were also considered on conditions affecting the achievement of mandated goals. Input was also obtained from funders, including the legislature and federal agencies.

**Note:** The following segment contains the program specifications for the requested services.

**C. Description of the goals of the service**

The goal of the service is to provide juvenile offenders with the skills, knowledge and continuum of services to effectively deal with their use of alcohol and drugs in order to eliminate reoffending behaviors. In addition to treatment levels and continuum of services, modalities should also include family therapy, skills training, conflict resolution, mentoring and recreational programs.

**D. Description of the target population to be served**

Juveniles (males and females) between the ages of 14 to 18 years who are referred to the Juvenile Drug Court of the Third Circuit.

**E. Geographic coverage of service**

Third Judicial Circuit -- Island of Hawaii

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

Probable funding amount: Funding amount are not to be stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications based on unit of service.

Funding source: Federal Funds

Period of availability: FY 2004-2005 (Tentatively, February 1, 2004 through January 31, 2005, subject to the availability of funds.)

**2.2 General Requirements**

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

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification

standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.

5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See SECTION FIVE, POS Application Checklist, for the website address).

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

Allowed             Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

Single             Multiple             Single & Multiple

Multiple contracts may be awarded, if such awards are deemed to be in the best interest of the Judiciary, and will be based on the highest ranked proposal.

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

Single term (< 2 yrs)             Multi-term (> 2 yrs.)

The term of the contract will be FY 2004-2005. (Tentatively, February 1, 2004 through January 31, 2005, subject to the availability of funds.)

**F. RFP contact persons**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Budget Office  
Hiram Kitagawa at (808) 539-4784 Fax: 539-4745  
or  
Contracts & Purchasing Office  
Jonathan Wong at (808) 538-5805 Fax: 538-5802

If you have any programmatic questions regarding the requested services, please call the following individual:

Drug Court, Third Judicial Circuit  
Warren Kitaoka at (808) 938-6466 Fax: 326-9089

## 2.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

### A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

#### 1. Intensive Outpatient Treatment (IOP):

Intensive Outpatient Treatment (Level 11.1) shall provide at least six (6) hours of face to face structured programming per week, consisting primarily of education about alcohol and other drug problems and individual and family counseling. Six (6) hours may not be adequate for some adolescents and more hours may be necessary to meet each client's needs.

Provider shall conduct assessments, evaluations and treatment plans which will be conducted, reviewed and approved by a Certified Substance Abuse Counselor.

Provider shall collaborate with other community agencies/resources to provide a comprehensive continuum of care/services and should include family therapy, skill training, conflict resolution, mentoring and therapeutic/recreational activities or programs.

#### 2. Outpatient Treatment (OP):

Outpatient Treatment (Level 1) shall provide at least one (1) to five (5) hours of face to face regular scheduled sessions per week including individual or family counseling. Outpatient Treatment should address family, attitude, behavioral and cognitive issues regarding the adolescent's ability to cope with major life tasks without the use of alcohol or other drugs. Treatment interventions and modalities should be tailored to engage adolescents who are at various levels of developmental maturity. Maintenance of strategies regarding relapse prevention, strengthening protective factors and ongoing monitoring of parental supervision,

school performance, peer relationships and reviewing warning signs of recurrence of affective disorder are critical components of Outpatient Treatment.

Provider shall conduct assessments, evaluations and treatment plans which will be conducted, reviewed and approved by a Certified Substance Abuse Counselor.

Provider shall collaborate with other community agencies/resources to provide a comprehensive continuum of care/services and should include family therapy, skill training, conflict resolution, mentoring and therapeutic/recreational activities or programs.

Applicants may propose to do the whole continuum or any part of the continuum.

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

**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population. Applicants shall ensure that clinical supervision over program activities is provided by Hawaii State certified substance abuse counselors (CSACs) pursuant to Section 321-193 (10), Hawaii Revised Statutes; or who hold an advanced degree in behavioral health science (clinical supervision).

CSACs and individuals who hold an advanced degree in behavioral health sciences preferably shall perform the following functions; however, non-CSACs or non-Masters level providers may be utilized as long as they are directly supervised\* by a CSAC or Master level counselor and are working toward certification:

- Clinical evaluation
- Treatment planning
- Individual, group, and family counseling

\*Direct supervision means a minimum of one hour supervision for every seven hours of performance. This involves teaching the supervisee about each core function of a substance abuse counselor, demonstrating how each core function is accomplished, the supervisee sitting in while the supervisor performs the function, the supervisee performing the function with the supervisor present, and, finally, the supervisee performing the function independently, but with review and feedback from the supervisor. In addition, supervisees shall be required to attend ADAD-approved CSAC preparatory training when available.

- b. The applicant shall conduct, at a minimum, a criminal history record check for any person who is employed or seeks employment or volunteers in a position which necessitates close proximity to clients.

This shall apply to all administrative and program staff. For administrative and program staff working in a position which necessitates close proximity to children or adolescents, the criminal history check shall include fingerprinting. A copy of the criminal history record check and fingerprinting check shall be placed in the employee's or volunteer's personnel file and shall be available for review.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

**2. Administrative**

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

**3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

**4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**5. Reporting requirements for program and fiscal data**

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

**6. Pricing or pricing methodology to be used**

Negotiated unit of service.

**7. Units of service and unit rate**

a. **Intensive Outpatient Program/Per Hour/Session Island of Hawaii**

Intensive Outpatient Treatment (Level 11.1) shall provide at least six (6) hours of face to face structured programming per week, consisting primarily of education about alcohol and other drug problems and individual and family counseling. Six (6) hours may not be adequate for some adolescents and more hours may be necessary to meet each client's needs.

An Intensive Outpatient Program shall provide a **minimum of six (6) hours per client per week** of face to face treatment including individual or family counseling .

b. **Outpatient Program/Per Hour/Session - Island of Hawaii**

Outpatient Treatment (Level 1) shall provide at least one (1) to five (5) hours of face to face regular scheduled sessions per week including individual or family counseling. Outpatient Treatment should address family, attitude, behavioral and cognitive issues regarding the adolescent's ability to cope with major life tasks without the use of alcohol or other drugs. Treatment interventions and modalities should be tailored to engage adolescents who are at various levels of developmental maturity. Maintenance of strategies regarding relapse prevention, strengthening protective factors and ongoing monitoring of parental supervision, school performance, peer relationships and reviewing warning signs of recurrence of affective disorder are critical components of Outpatient Treatment.

An Outpatient Program shall provide **between one (1) and five (5) hours per client per week** of face to face treatment including individual or family counseling per client twice a month.

**END OF SECTION**

# SECTION THREE

## POS PROPOSAL APPLICATION INSTRUCTIONS

## SECTION THREE - POS PROPOSAL APPLICATION

### General instructions for completing applications:

- *POS Proposal Applications shall be submitted to the Judiciary 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 POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in SECTION FIVE, 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 encouraged to take SECTION FOUR, Proposal Evaluation, into consideration when completing the proposal.*

### The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
- *Personnel: Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### 3.1 Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the Judiciary with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

### **3.2. Experience and Capability**

#### **3.2.1 Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

#### **3.2.2 Quality Assurance and Evaluation**

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

#### **3.2.3 Coordination of Services**

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

#### **3.2.4 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 Personnel: Project Organization and Staffing**

#### **3.3.1 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 the Service Specifications, as applicable.)

#### **3.3.2 Staff Qualifications**

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

#### **3.3.3 Supervision and Training**

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

### **3.3.4 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 POS Proposal Application.

## **3.4 Service Delivery**

The Service Delivery Section shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from the Scope of Work section within each service specification, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

## **3.5 Financial**

### **3.5.1 Pricing Structure**

The applicant shall submit a cost proposal utilizing the pricing structure in SECTION TWO designated by the Judiciary purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

#### **3.5.1.1 Pricing Structure Based on Negotiated Unit of Service Rate**

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency must negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity. The following forms, which are available on the State Procurement Office website on the “Procurement Forms and Instructions for State Agencies” page, shall be submitted with the POS Proposal Application:

*Budget - SPO-H-205*

*Personnel - Salaries and Wages - SPO-H-206A*

*Personnel: Payroll Taxes, Assessments, and Fringe Benefits - SPO-H-206B*

*Budget Justification, Travel - Inter-Island - SPO-H-206C (If applicable)*

*Budget Justification, Travel - Out of State - SPO-H-206D (If applicable)*

*Budget Justification, Contractual Services - Administrative - SPO-H-206E (If applicable)*

*Budget Justification, Contractual Services - Subcontracts - SPO-H-206F (If applicable)*

*Budget Justification, Program Activities - SPO-H-206H (If applicable)*

*Budget Justification, Equipment Purchases - SPO-H-206I (If applicable)*  
*Budget Justification, Motor Vehicle - SPO-H-206J (If applicable)*

### **3.5.2 Other Financial Related Materials**

#### **3.5.2.1 Accounting System**

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 POS Proposal Application (may be attached):

The most recent financial audit.

### **3.6 Other**

#### **3.6.1 Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

**END OF SECTION**

SECTION FOUR

PROPOSAL  
EVALUATION

## SECTION FOUR - 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 applicable Judiciary 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 POS Proposal Application
- Phase 3 - Recommendation for Award

#### 4.2.1 Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
<b>Requirements</b>	<b>Pass or Rejected</b>
<b><i>POS Proposal Application</i></b>	<b>100 Points</b>
Background and Summary	10 points
Experience and Capability	20 points
Personnel: Project Organization and Staffing	10 points
Service Delivery	50 points
Financial	10 points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

### 4.3 Evaluation Criteria

#### 4.3.1 Phase 1 - Evaluation of Proposal Requirements

##### 4.3.1.1 Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

- Certifications (as applicable)

#### **4.3.1.2 POS Proposal Application Requirements**

- C POS Application Title Page (Form SPO-H-200)
- C Table of Contents
- C Background and Summary
- C Experience and Capability
- C Personnel: Project Organization and Staffing
- C Service Delivery
- C Financial (all required forms and documents)
- C Program Specific Requirements (as applicable)

### **4.3.2 Phase 2 - Evaluation of POS Proposal Application (100 Points)**

#### **4.3.2.1 Background and Summary (10 Points)**

- C The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- C The goals and objectives are in alignment with the proposed service activity.
- C The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

#### **4.3.2.2 Experience and Capability (20 Points)**

The Judiciary will evaluate the applicant's experience and capability relevant to the proposal contract which shall include:

- C Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- C Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- C Demonstrated capability to coordinate services with other agencies and resources in the community.
- C Adequacy of facilities relative to the proposed services.

#### **4.3.2.3 Personnel: Program Organization and Staffing (10 Points)**

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

- C That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.

- C Minimum qualifications (including experience) for staff assigned to the program.
- C Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- C Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

#### **4.3.2.4 Service Delivery (50 Points)**

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

#### **4.3.2.5 Financial (10 Points)**

Pricing structure based on negotiated unit of service:

- C Competitiveness and reasonableness of unit of service, as applicable.

### **4.3.3 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.

**END OF SECTION**

# SECTION FIVE

# ATTACHMENTS

**ATTACHMENT A - Competitive POS Application Checklist**

**ATTACHMENT B - POS Proposal Application Title Page, Application, and  
Sample Table of Contents**

**ATTACHMENT C - Contract General Conditions**