



Office of the Administrative Director – Financial Services Department

THE JUDICIARY • STATE OF HAWAII'1 • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII'1 96813-2807
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

Rodney A. Maile
ADMINISTRATIVE DIRECTOR

Janell Kim
FINANCIAL SERVICES DIRECTOR

Iris T. Murayama
DEPUTY ADMINISTRATIVE DIRECTOR

Date: August 4, 2014

To: All Interested Providers

From: Janell M. Kim, Financial Services Administrator
The Judiciary, State of Hawaii

Subject: **Request for Information for Health & Human Services (103F, HRS),
RFI J15102, Girl's Court Program Therapist, Fifth Circuit Court,
November 15, 2014 through June 30, 2015**

The Judiciary, State of Hawaii is publishing this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to obtain comments and suggestions from interested providers for the planned purchase of Health & Human Services, Girl's Court Therapist for Fifth Circuit Court during the period November 15, 2014 through June 30, 2015, with the possibility of two (2) year extensions, subject to availability of funds. The draft service specification is attached to this RFI for your review, or is available through the Judiciary's website at <http://www2.hawaii.gov/jud> under "Doing Business with the Judiciary/Solicitations".

Persons or organizations interested in commenting about the draft specifications may submit, email, or postmark their comments by **August 18, 2014** to the program contact person specified within the service specification. Input received in response to this RFI may be incorporated into the specifications and be used in a formal Request for Proposals, tentatively scheduled for August 2014. (Note: The receipt of comments to this RFI will not be a pre-requisite to submit proposals for the subsequent RFP.) Contract(s) resulting from the RFP will be for the periods indicated in the service specifications.

Programmatic questions regarding this RFI shall be directed to the program contact person indicated in the service specifications, while other RFI questions may be directed to Kelly Kimura in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email Kelly.Y.Kimura@courts.hawaii.gov.

Thank you.

/s/ Janell M. Kim
Janell M. Kim
Financial Services Director

**2.1 SVC SPEC TITLE: Girls Court Program
In-Community Services**

2.1.1 Introduction

A. & B. – (SEE SECTION 2.0.1)

C. Description of the goals of the service

Female juvenile offenders in the juvenile justice system exhibit high rates of mental health problems. Co-occurring disorders, histories of trauma and abuse, depression, self-mutilation, suicide attempts, substance abuse, and family conflicts are particular problems. Professional mental health services are needed for the female juvenile offenders and their families participating in the Girls Court Program. The goal is to effectively meet the mental health treatment needs of girls in the juvenile justice system through a gender-responsive and strength and family-based treatment approach, to achieve more successful outcomes in helping them learn better coping strategies, improving their behavioral and life circumstances, and reducing the likelihood of their re-offending.

D. Description of the target population to be served

Female juvenile offenders between the ages of 13-17 being serviced by the Fifth Circuit’s Girls Court Program.

E. Geographic coverage of service

Service areas include the following:
Fifth Circuit – Island of Kauai

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

Probable funding amounts:

<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
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Funding amounts are not being 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 this specification.

Funding source: State general funds, Federal funds, Special funds

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract will not exceed (3) years, e.g. November 15, 2014 to June 30, 2017 subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is for one (1) year. All State funds are contingent on

appropriations, and all Federal funds are contingent on the awarding of grant applications.

2.1.2 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 coverage 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 5, POS Application Checklist, for the website address.)

B. Secondary purchaser participation

(Refer to Section 3-1143-608,HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to Section 3-143-605,HAR)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to Section 3-143-206,HAR)

Single Multiple Single and 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 proposals.

E. Single or multi-term contracts to be awarded

(Refer to Section=149-302,HAR)

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

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for one (1) year. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single term contract will be awarded.

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. 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 Purchasing Office
 Kelly Kimura at (808) 538-5805 Fax: (808) 538-5802
 Email: Kelly.Y.Kimura@courts.hawaii.gov

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

Kauai: Program Specialist, Fifth Circuit
 Marilyn Hasegawa at (808) 482-2374 Fax: (808) 482-2442
 Email: Marilyn.P.Hasegawa@courts.hawaii.gov

2.1.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**1. Individual and Family Therapy**

- a. Provider shall provide individual therapy on a weekly basis to female juvenile offenders identified by the Girls Court Program in need of services. The services are to help the girls address abuse or trauma issues, reduce self-injuring behaviors, identify behaviors that interfere with successful management of emotions, and develop better coping skills to deal with stresses and improve their functioning. These sessions may include the families or guardians of the Girls Court participants.
- b. Therapy sessions will be flexible with regard times and place. For the purpose of outreach, sessions may be held at the Girls Court office, or in the community, including the Girls Court participant's school, home, or out-of-home placement site.
- c. Written treatment plans and goals will be developed for each Girls Court participant accessing therapy services, utilizing a strength-based model.
- d. Provider shall be available to Girls Court participants during crisis situations as well as provide consultation to staff as needed during emergencies, including beyond regular work hours.
- e. Provider shall provide consultation to the Girls Court staff during weekly case reviews and on an as needed basis, regarding issues of concern that may affect the overall well-being of the Girls Court participants.
- f. Provider shall provide family therapy on a monthly basis to the Girls Court participants and their family to address family issues and areas of conflict.

2. Parent Group Sessions

- a. Provider shall facilitate Family Group Sessions involving all families in a cohort.
- b. The purpose of the sessions is to engage the families in the Girls Court Program, as well as in the healthy development of the Girls Court participants.

3. Girls Group Sessions

- a. The Girls Court participants attend bimonthly group sessions. Provider shall provide group facilitation.
- b. The purpose of the group sessions is to provide education, foster self-awareness and accountability, as well as to encourage the positive development of the Girls Court participants.
- c. Provider shall provide oversight and consultation to the Girls Court staff with respect to issues and concerns of group facilitation, in-group behavior management and follow-up to high risk disclosures.

4. Girls Court Activities

- a. Provider shall provide input into the planning of, and attend and participate in the Girls Court activities. These activities are designed to address the continuum of special needs of female adolescents and include physical and emotional health, sexuality, substance abuse, education, and employment.
- b. The schedule of activities is generally once per month includes quarterly community service events with girls and parents/guardians. During the Department of Education spring break, summer and fall inter-session, academic and/or vocational activities are additionally scheduled.

5. Consultation

- a. Provider shall participate as part of the Girls Court treatment team in meetings that may be scheduled by the Department of Education, Department of Health, and/or any of the respective contracted service providers.

6. Documentation

- a. After each individual and/or family therapy session, provider shall submit to the Girls Court Coordinator case notes that outline concerns and the participant's progress towards her goals. Each session is to be documented in the participant's file.
- b. If a court ordered therapy session fails to occur, provider will notify the Girls Court staff of the missed session and the reason.
- c. Provider shall maintain frequent contact with the Girls Court staff both by phone and in writing to inform them of the ongoing status of the cases.

B. Management Requirements (Minimum and/or mandatory requirements)**1. Personnel**

- a. The applicant must have good understanding of gender-responsive principles and apply it to service delivery.
- b. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- c. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates closed proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search www.ecrim.ehawaii.gov (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and www.nsopr.gov (**National Sex Offender Public Registry**). For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.

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 applicant 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 applicant 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 applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next report period. In addition to the written progress reports, the applicant, upon request shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report will include documentation of the applicant's overall effort toward meeting the program goals and objectives. Furthermore, the applicant 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 or Fixed price.

7. Units of service and unit rate

<u>Service</u>	<u>Unit</u>	<u>Frequency</u>
Court Session	2 hrs./session	1 session/month

Parent Group	2 hrs./group	1 session/month
Girls Group	2 hrs./group	2 sessions/month
Individual Therapy Session	1 hr./session	2 sessions/month 5 girls
Family Therapy Session	1 hr./session	1 session/month 5 families
Treatment Team Meeting	2 hrs./mtg	1 session/month 5 girls/mo.
Staff Meeting	2 hrs./mtg	1 mtg/week
Pre-court Conference	2 hrs.conf	1 mtg/month
Activities	6 hrs./activity	1 activity/month
After hours contact (evenings & weekends)	8 hours/week	