

December 16, 2010

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Financial Services Administrator

SUBJECT: **ADDENDUM NO. 3, REQUEST FOR PROPOSALS NO. J11030  
For Health & Human Services for the period July 1, 2011 – June 30, 2015**

Transmitted herewith for your review is one copy of Addendum No. 3, and is hereby made a part of Request for Proposals J11030 for the above Health & Human Services project, pursuant to HRS 103F, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Naty Butay in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email [naty.b.butay@courts.state.hi.us](mailto:naty.b.butay@courts.state.hi.us)

Janell Kim

JK/NB:nb  
Transmittal

# **ADDENDUM NO. 3**

## **REQUEST FOR PROPOSALS NO. J11030**

Health & Human Services for the Period July 1, 2011 – June 30, 2015  
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J11030 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

### **Clarification on Section Two – Service Specification 2.9, In-Community Services-Juvenile Client**

Scope of Work, A5, Page 2.9-5 shall be amended to include both Oahu and Kauai and shall read as follows:

Victim Impact Classes (Oahu and Kauai).

### **Questions submitted relating to RFP J11030, with Judiciary Responses:**

#### **Section Two - All Service Specifications**

**Q1. We have a formal partnership with another agency who we intend to provide two (2) of the adult client services components. Do we need to subcontract or can we include a copy of the formal partnership agreement?**

R1. If your agency and the other agency have agreed to help each other out and have not merged formally, both agencies are considered two (2) separate entities. Your agency needs to get the Judiciary's consent to subcontract as the other agency is basically acting as a subcontractor.

If your agency and the other agency have formally merged, both agencies are considered one (1) entity.

#### **Section Two - All Service Specifications for the Island of Maui**

**Q2. Who will be scoring the Maui proposals?**

R2. The evaluation committee has not been determined as yet, however, the selection will be made in accordance with Hawaii Administrative Rules, Chapter 3-143-205(b).

#### **Section Two – All Service Specifications that include Assessment Services.**

**Q3. Are there any shortcuts that can be taken when submitting a proposal for one (1) service specification (i.e. assessments)?**

R3. There is no shortcut, although it is understandable that such proposal will only address the assessment piece. Thus, some of the questions to which the provider responds will not be applicable.

## Section Two -Service Specification 2.1, Adult Substance Abuse Treatment Services

- Q4. Our agency provides Filipino-speaking Alcohol and Drug Education classes, Outpatient and Counseling services. I am only interested for the Educational Classes. I would like to know exactly what and how to submit a proposal for Alcohol and Drug Education Classes, specifically the Filipino language.**
- R4. Proposals can be submitted for the continuum of care or any one service. Applicant should note specialty for Filipino speaking clients.
- Q5. Page 2.1-10 states that "The Applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment". Do you mean provide those written policies as part of the POS Proposal and if so, where? As an attachment?**
- R5. Submitting this information as an attachment is fine. The intent is to understand how your program will use such testing and the kind of testing you will be using (urine, saliva, etc).
- Q6. Page 2.1-13 states that "Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years". Do you mean we should include those as part of the POS Proposal and if so, where? Do you mean to do this just for programs supported by the Judiciary, or do you really mean "all" program monitoring for the past two years?**
- R6. Yes, all program monitoring and please submit as attachments.

## Section Two – Service Specification 2.2, Adult Sex Offender Assessment/Treatment

- Q7. The proposal makes reference to SOMT guidelines regarding qualifications and delivery of services. However, they have not finalized these guidelines. How do we deal with that? We have been providing these services for the Judiciary for many years and complied with the previous SOTT guidelines. Should we reference those guidelines in place of the SOMT?**
- R7. As the SOMT guidelines have not been finalized, applicants should incorporate best practices/evidenced-based practices in sex offender treatment, such as outlined in the Correctional Program Checklist (CPC) program evaluation process and by the Association for Treatment of Sexual Abusers (ATSA). When the SOMT guidelines are completed, it will be implemented upon negotiation to the satisfaction of both the contracting agency and the applicant. Please refer to the ACSO specifications in Section 2.2.3, A 3 and 4 on page 2.2-5, and the JCSO specifications in Section 2.5.3, A on pages 2.5-4 and 2.5-5.
- Q8. Many of the requirements specified under General Requirements & Management Requirements are not mentioned on the Proposal Application instructions. Should all of these be specifically addressed in the proposal? If a number of these items (such as civil rights compliance, information safeguarding practices, etc.) are addressed in our policies, is it sufficient just to state that?**

R8. The applicant should specifically address all of the requirements in the RFP. It is sufficient to state that the requirements are addressed in the applicant's policies provided that copies of the policies are attached to the proposal.

Q9. **Page 3-4, Section 3.6.2, states "Performance & Outcome Measurement Tables when required per applicable service specifications". What are the tables? I thought this section was about the performance & outcome reporting on the quarterly & final reports. The description of Outcome in Section 4.b, page 2.2-7 sounds the same as what is called for under Quality Assurance & Evaluation. What is the difference or what is needed for Outcome Measurement Tables?**

R9. If tables are required, it should be specifically stated in the service specifications.

Q10. **The Proposal Application calls for Program Specific Requirements (3.6.3), and again says when required per applicable service specifications. This seems to refer to 5, Reporting requirements for program & fiscal data on page 2.2-7. Is that correct? Sorry to be so confusing but if so, it seems like we would be writing in the proposal the same thing as this description of the reporting on the quarterly & final reports. Please clarify.**

R10. Program Specific Requirements (3.6.3) refer to any additional requirements outlined in that service specification, such as but not limited to special licensing, certification, or permit requirements.

Q11. **Page 2.2-4, Scope of Work, Service Activities, states the following:  
The applicant shall provide assessment services that follow the guidelines set forth by the Sex Offender Management Team (SOMT). The comprehensive evaluation reports will summarize the results of assessments conducted upon sex offenders. Components to be summarized include: (a) a clinical interview (b) history (c) psychometric testing (d) penile plethysmograph testing or Abel Assessment and (e) polygraph examination. Currently on Maui, there are no available evaluators who meet all the standards of the SOMT. It is difficult now for clients and will be a hardship in the future unless we develop these resources here on Maui.**

**Can this service be applied to be done directly by the provider of the sex offender treatment?  
Can there be an exception to the SOMT psychosexual evaluator standard for rural areas where these resources are found not to be currently available in the county?**

R11. The assessment services may be done directly by the treatment provider if the provider meets the evaluator qualification requirements. As the SOMT guidelines have not been finalized, applicants should incorporate best practices/evidenced-based practices in sex offender assessment and treatment, such as outlined in the Correctional Program Checklist (CPC) program evaluation process and by the Association for Treatment of Sexual Abusers (ATSA).

The SOMT guidelines provide that providers may apply for an exemption to the standards, and if an exemption is granted, the provider will be given additional time to come into compliance. However, as the SOMT standards are not finalized, there is no process in place for exemptions to the best practice standards at this time.

**Q12. Section Two – Service Specifications 2.3, Domestic Violence Intervention Services - Juvenile Client and Family, 2.10 In-Community Services – Juvenile Client and Family and 2.21 Mediation and Related Dispute Resolution Services – Center for Alternative Dispute Resolution.**

**Can all three (3) of these services be contracted for the individual island of Molokai or must they be part of a county-wide proposal?**

R12. Proposals for service specifications 2.3, Domestic Violence Intervention Services - Juvenile Client and Family and 2.10, In-Community Services – Juvenile Client and Family, may be specific to the island of Molokai.

A single statewide contract will be awarded for service specification 2.21, Mediation and Related Dispute Resolution Services – Center for Alternative Dispute Resolution.

**Q13. Section Two – Service Specifications 2.3, Domestic Violence Intervention Services and 2.10, In Community Services-Juvenile Client and Family**

**Under Units of Service, Pages 2.3-12 and 2.10-8, when you state the estimated number of slots for youth and adult offenders, do you mean the number that would be paid for by the Judiciary or a total of Judiciary and non-Judiciary paid individuals?**

R13. The Units of Service reflect the estimated number of clients that is referred and compensated for by the Judiciary to participate in the contracted service.

**Q14. Section Two – Service Specifications 2.3, Domestic Violence Intervention Services -Juvenile Client and Family**

Our agency provides domestic violence services to victims, batterers and children exposed to domestic violence on Oahu and Maui, as well as child visitation services for families via different programs on Oahu and Kauai. Can we submit multiple proposals (one for each program area, i.e., Oahu Family Peace Center; Maui Family Peace Center; Kauai Family Visitation Services; and Oahu Family Visitation Services) or do we need to propose for them as a single proposal?

R14. If you provide one type of service for Oahu and Maui (e.g. domestic violence) and another type of service for Kauai (e.g. Family Visitation Center), your agency needs to submit multiple proposals, each one specific to the service/location (one for Oahu, one for Maui, etc.). Your submittal for Oahu/Maui may not be applicable to Kauai.

**Q15. Scope of Work, A1, Page 2.3-5 states that all Batterers Intervention Programs (BIPs) must include a component to address the safety of the victim. This must include an assessment of risk, with appropriate action to be taken based on such assessment, and victim contact, for the purpose of providing program information, enhancing victim safety, and referral to victim support and other services, as needed. Please clarify what you mean by “victim contact, for the purpose of providing program information”. What kind of program information is the agency to provide?**

R15. This would be the information about your agency's services related to domestic violence intervention and addressing victim issues.

**Q16. Scope of Work, A2, Page 2-3-5 states that services to adult victims of domestic violence will include but not limited to assistance with other court related services. Please list the possible activities under "other court related services".**

R16. Currently, Second Circuit has contracts that provide batterer intervention, victim support, children who witness domestic violence, and parenting groups, and TRO processing. Contracts also include victim support during HRS 586 court hearings; service of a certified copy of the HRS 586 order of Protection, Amended Order for Protection, or Order Dissolving Temporary Restraining Order or Protective Order to both petitioner and respondent, and completing the Acknowledgment of Receipt as provided by the court following the court hearing; providing information and referrals for services relating to legal, criminal, and other issues in domestic violence; and assisting petitioner and/or respondent in completing HRS 586 protective order modification forms. Other court related services refer to domestic violence court services that may not be specified in the RFP but agreed upon between the agency and the Judiciary.

**Q17. In reference to Page 2.3-5, Scope of Work, A. Service Activities, 1, it does not mention assistance with court related services for batterers only victims. Can you clarify the role for the provider, if any, for batterers? At the time of the hearing, these individuals are not yet clients and it does pose challenges to provide them services at the court hearing before they become clients. Many of them never do become clients.**

R17. Batterer Intervention Programs (BIPs), refer specifically to domestic violence intervention services for offenders who are ordered by the court to participate in these services. Assistance with court related services for these individuals are not being sought.

Assistance with court related services fall under Section 2.3.3 Scope of Work, A. Service Activities, 2. Victim Support Services. This section includes TRO processing, court advocacy, and serving of HRS protective orders and/or amended protective court orders to both the petitioner and respondent.

**Q18. Page 2.3-5, Scope of work, A. Service Activities, 2 states that the provider needs to provide "legal assistance to include representation." Are you intending to require attorneys to provide this kind of support as our Advocates do not provide legal assistance or formal representation? It again mentions legal services on Page 2.3-6.**

R18. On Page 2.3-5, Scope of Work, A. Service Activities, 2, Victim Support Services, proposals for services to adult victims of domestic violence may be submitted for all or only specific components of any listed service activity. A proposal could include providing legal assistance which could include formal representation. Formal legal representation shall be provided by individuals who are licensed to practice law in the State of Hawaii.

**Q19. Section Two-Service Specifications 2.5, Sex Offender Treatment Services, Page 2.5-4 states that services will include but not limited to psychosexual /victimization trauma evaluation and**

treatment, individual/group/family sessions, polygraph testing for assessment and treatment purposes, psycho-educational training, and an aftercare program. Applicants must evidence understanding and ability to adhere to the standards and guidelines of the Sex Offender Management Team (SOMT) as well incorporate best practices/evidence-based practices in youth with sexually abusive behaviors intervention services. Currently on Maui, there are no available evaluators who meet all the standards of the SOMT. It is now difficult for clients and will be a hardship for clients in the future unless we develop these resources here on Maui.

**Can this service be applied to be done directly by the provider of the psycho-educational training and aftercare program? Can there be an exception to the SOMT psychosexual evaluator standard for rural areas where these resources are found not to be currently available in the county?**

- R19. The assessment services may be done directly by the treatment provider if the provider meets the evaluator qualification requirements. As the SOMT guidelines have not been finalized, applicants should incorporate best practices/evidenced-based practices in sex offender assessment and treatment, such as outlined in the Correctional Program Checklist (CPC) program evaluation process and by the Association for Treatment of Sexual Abusers (ATSA).

The SOMT guidelines provide that providers may apply for an exemption to the standards, and if exemption is granted, the provider will be given additional time to come into compliance. However, as the SOMT standards are not finalized, there is no process in place for exemptions to the best practice standards at this time.

- Q20. Section Two – Service Specifications 2.10, In-Community Services, Juvenile Client and Family**

**For service activities such as Outdoor Experience, Diversion Services, and Victim Impact Classes for teens, can you describe what types of activities were funded in the past? For adult offenders, what types of programs are currently provided for Victim Impact Classes and for Victim-Offender Reconciliation?**

- R20. For Second Circuit, we have a contract for Diversion Services with a provider. This specific contract provides counseling, education, and concomitant services focused on assisting adolescents in developing positive relationships, appropriate social interactions, and learning tools and skills in identifying /addressing challenges.

With regard to the Victim Impact and Victim-Offender Reconciliation classes, we currently do not have any contracts which provide for these services.

- Q21. Section Two – Service Specifications 2.15, Family Court Drug Court**

**Are substance abuse assessments required to be performed by the provider of each of the tracks? Can you provide the service but not do the SAEs?**

R21. Comprehensive substance abuse assessments are required for clients in each track. Also, please see 2.15.3. Scope of Work, first paragraph which states:

“Applicants may propose services for any or all service activities; all tracks or specified track(s) except that the assessment service provider is not eligible to provide treatment services on the same island for which it provides assessment services.”

Please note that substance abuse education is not considered treatment service, and therefore a provider may submit proposals to perform substance abuse assessments as well as substance abuse education.

**Q22. In reference to Page 2.15-7, is alcohol/drug testing required if providing any of these service tracks ?**

R22. Drug testing is deemed an essential component to treatment in any substance abuse treatment program. If you are proposing to provide juvenile and/or adult substance abuse treatment, alcohol/drug testing is a required part of the services to be provided by the contracted agency. Please note that proposals for drug testing may be submitted as an independent/separate service as indicated under 2.15.3 Scope of Work, A. Drug Testing.

**Q23. In reference to Page 2.15-4, what is meant by Level of Intervention?**

R23. Level of intervention as it relates to this section is the “level” at which the consumer is deemed to be in need of services. For example, if the consumer is assessed to be in need of intensive outpatient treatment, what specific services are being proposed for that “level” of care. Proposals for intervention/treatment (refer to page 2.15-15, D.2.) should include the specific service activities offered to the consumer (individual and/or group sessions), a description of the curricula to be used, the number of hours (including timeline/schedule) of service to be provided for each service activity, the tasks to be completed for each service activity, related work assignments/responsibilities, and any other information deemed relative to the service activity.

**Q24. Section Three – Proposal Application Instructions**

**Can you provide a format for the Work Plan that is mentioned on Page 3-3?**

R24. Please refer to Page 3-3, Service Delivery. There is no required format for the work plan. Providers are to develop their own format for the work plan.