

THE JUDICIARY  
STATE OF HAWAII

REQUEST FOR PROPOSALS  
NO. J15068

HEALTH AND HUMAN SERVICES  
FOR THE PERIOD

JULY 1, 2015 THROUGH JUNE 30, 2017

**NOTE:** If this solicitation document was downloaded through the internet, each applicant must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this solicitation. The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this solicitation if an offer is submitted from an incomplete solicitation document.

OCTOBER 6, 2014

## NOTICE TO APPLICANTS

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document provided. **You must register** your company by fax or email for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer **may be** rejected and not considered for award.

### Registration

**Submit FAX or Email to:** FAX No.: (808 ) 538-5802  
Email: [Kelly.Y.Kimura@courts.hawaii.gov](mailto:Kelly.Y.Kimura@courts.hawaii.gov)

### **Provide the following information:**

- Name of Company
- Telephone Number
- Solicitation Number
- Mailing Address
- FAX Number
- Fedex (or equivalent) account number (document will be sent by U.S. Postal Service first class mail if this is not provided.)
- Name of Contact Person
- Email Address

October 1, 2014

To: All Applicants

From: Janel M. Kim, Financial Services Director  
The Judiciary, State of Hawaii

Subject: Notice of Request for Proposals No. J15068  
Health & Human Services for the period July 1, 2015 through June 30, 2017

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide Health & Human Services for the period July 1, 2015 through June 30, 2017, subject to availability of funds. The proposal application and contract award procedures are in accordance with Chapter 103F, Hawaii Revised Statutes. Multiple contracts will be awarded pursuant to each service specification under this Request for Proposals (RFP).

The attached packet of materials outlines the requirements for proposal applications. It includes the administrative requirements, service specifications, application form, and other information. This RFP is available on our Judiciary web site at <http://www.courts.state.hi.us> under "General Information / Business with the Judiciary", or from the Contracts & Purchasing Office listed below, or from the contact persons listed in the RFP Section Two - Service Specifications.

Persons or organizations must submit 4 sets (Orig. + 3 copies) of their completed proposal applications (in hard copy or in PDF format on CD) and postmarked by US Postal Service on or before **January 13, 2015** and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received **no later than 4:00 p.m., Hawaii Standard Time, on January 13, 2015.**

Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:00 p.m., **January 13, 2015**.

Proposals will be received at:

The Judiciary, State of Hawaii  
Financial Services Division, Contracts & Purchasing Office  
Kauikeaouli Hale (District Court Building)  
1111 Alakea Street, 6<sup>th</sup> Floor  
Honolulu, HI 96813-2807

**Proposals postmarked or hand delivered after the appropriate dates and times shall be considered late and rejected, and will be returned to the applicant unopened. (See Section 1.9.8 - Proposal Submittal, for postmark or hand delivery restrictions.)**

The actual funding of the contract will be based on the proposal applications submitted by the applicants and the service 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 an orientation meeting on the following dates, locations and times indicated:

<b>October 22, 2014</b>	<b>Oahu</b>	<b>First Circuit Court</b> 3 <sup>rd</sup> Floor Multi-purpose Room Kaahumanu Hale 777 Punchbowl Street, Honolulu, HI 96813 Contact: Kelly Kimura Ph. 808-538-5805 Email: <a href="mailto:Kelly.Y.Kimura@courts.hawaii.gov">Kelly.Y.Kimura@courts.hawaii.gov</a>	<b>9:00 am - 12:00 pm</b>
<b>October 24, 2014</b>	<b>Kauai</b>	<b>Fifth Circuit Court</b> Kauai Judiciary Complex, Multipurpose Room 3970 Kaana St., Lihue, Kauai, HI Contact: Danette Wise Ph. 808-482-2342 Email: <a href="mailto:Danette.V.Wise@courts.hawaii.gov">Danette.V.Wise@courts.hawaii.gov</a>	<b>9:00 am - 12:00 pm</b>
<b>October 17, 2014</b>	<b>Hawaii-Kona</b>	<b>Third Circuit Court</b> Kona Driver's Education Room 81-980 Haleki'i St., Room 140 Kealahou, HI 96750 Contact: Aolani Mills Ph. 808-322-8726 Email: <a href="mailto:Aolani.M.Mills@courts.hawaii.gov">Aolani.M.Mills@courts.hawaii.gov</a>	<b>1:30 pm – 4:00 pm</b>
<b>October 17, 2014</b>	<b>Hawaii-Hilo</b>	<b>Third Circuit Court</b> Hilo Jury Training Room	<b>1:30 pm – 4:00 pm</b>

Hale Kaulike  
777 Kilauea Avenue, Hilo, HI 96720  
Contact: Aolani Mills Ph. 808-322-8726  
Email: [Aolani.M.Mills@courts.hawaii.gov](mailto:Aolani.M.Mills@courts.hawaii.gov)

<b>October 31, 2014</b>	<b>Maui</b>	<b>Second Circuit Court</b> Hoapili Hale, 4 <sup>th</sup> Floor, Courtroom 3 2145 Main Street Wailuku, Maui, HI Contact: Sheri-Ann Daniels Ph. 808-244-2824 Email: <a href="mailto:SheriAnn.P.Daniels@courts.hawaii.gov">SheriAnn.P.Daniels@courts.hawaii.gov</a>	<b>9:00 am - 12:00 pm</b>
<b>October 31, 2014</b>	<b>Molokai</b>	<b>Second Circuit Court</b> District/Family Courthouse 55 Makaena Place Kaunakakai, Molokai, HI Contact: Sheri-Ann Daniels Ph. 808-244-2824 Email: <a href="mailto:SheriAnn.P.Daniels@courts.hawaii.gov">SheriAnn.P.Daniels@courts.hawaii.gov</a>	<b>9:00 am - 12:00 pm</b>

**All prospective applicants are encouraged to attend this orientation and to bring their RFP packets with them.**

Program questions may be directed to the appropriate contact persons listed in the RFP Section Two - Service Specifications. Other questions regarding this RFP may be directed to Kelly Kimura in the Contracts & Purchasing Office at 808-538-5805, or Email: [Kelly.Y.Kimura@courts.hawaii.gov](mailto:Kelly.Y.Kimura@courts.hawaii.gov)

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

(SPO & JUD Websites: October 6, 2014)

**COMPETITIVE PURCHASE OF HEALTH & HUMAN SERVICES  
TABLE OF CONTENTS**

	<u>PAGE</u>
<b>SECTION ONE – ADMINISTRATIVE OVERVIEW</b>	1-1
1.1 Procurement Timetable	1-1
1.2 Website References	1-2
1.3 Authority	1-3
1.4 RFP Organization	1-3
1.5 Contracting Office	1-3
1.6 Orientation	1-3
1.7 Submission of Questions	1-4
1.8 Confidentiality of Personal Information	1-4
1.9 Submission of Proposals	1-4
1.10 Discussion with Applicants	1-6
1.11 Opening of Proposals	1-6
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 Proposal	1-7
1.16 Costs for Proposal Preparation	1-7
1.17 Provider Participation in Planning	1-7
1.18 Rejection of Proposals	1-7
1.19 Notice of Awards	1-8
1.20 Proposals and Awards	1-8
1.21 Protests	1-9
1.22 Availability of Funds	1-10
1.23 Monitoring and Evaluation	1-11
1.24 General and Special Conditions of Contract	1-11
1.25 Cost Principles	1-11
 <b>SECTION TWO – SERVICE SPECIFICATIONS</b>	
2.0.1 Introduction	2-1
2.0.2 Description and Location of Services	2-5
 <b>ADULT CLIENT SERVICES</b>	
2.1 ACSA            Adult Substance Abuse Treatment Services	2.1-1
2.2 ACSO           Sex Offender Assessment/Treatment	2-2-1
2.3 ACSDV         Domestic Violence Intervention Services (Oahu)	2.3-1
 <b>JUVENILE CLIENT AND FAMILY SERVICES</b>	
2.4 JCFDVI         Domestic Violence Intervention Services (Kauai, Maui, Hawaii)	2.4-1

2.5	JCFRS	Residential Services	2.5-1
2.6	JCFSO	Sex Offender Treatment Services	2.6-1
2.7	JCFSS	Shelter Services	2.7-1
2.8	JC1MED	Medical Services	2.8-1
2.9	JC125SA	Substance Abuse Treatment Services	2.9-1
2.10	JC151C	In-Community Services	2.10-1
2.11	JC2IC	In-Community Services	2.11-1
2.12	JC35TC	In-Community Services (Teen Court)	2.12-1
2.13	GC1IC	In-Community Services (Girls Court)	2.13-1
2.14	JC1ICPS	In-Community Services (Pro social Activity)	2.14-1
2.15	JC15ICRC	In-Community Services (Reporting Center)	2.15-1

#### **DRUG COURTS**

2.16	DR135	(For Drug Court services in 1 <sup>st</sup> , 3 <sup>rd</sup> (adults only) and 5 <sup>th</sup> Circuits, refer to above Adult Client Services and Juvenile Client and Family Services sections)	2.16-1
2.17	DR2FCDC	Family Court Drug Court	2.17-1
2.18	DR2MDC	Maui Drug Court	2.18-1
2.19	DR3JRS	Big Island Drug Court, Juvenile Residential Services	2.19-1
2.20	DR3JSA	Big Island Drug Court, Juvenile Substance Abuse Treatment Services	2.20-1
2.21	DR3JSS	Big Island Drug Court, Juvenile Shelter Services	2.21-1

#### **ADMINISTRATIVE DIRECTOR SERVICES**

2.22	ADCJC	Treatment Services for Child Victims of Intra-familial Sexual Abuse	2.22-1
2.23	AD RMS	Mediation and Related Dispute Resolution Services	2.23-1

#### **SECTION THREE – PROPOSAL APPLICATION INSTRUCTIONS**

			3-1
3.0	General Instructions		3-1
3.1	Program Overview		3-1
3.2	Experience and Capability		3-1
3.3	Project Organization and Staffing		3-2
3.4	Service Delivery		3-3
3.5	Financial		3-3
3.6	Other		3-4

#### **SECTION FOUR – PROPOSAL EVALUATION**

			4-1
4.1	Introduction		4-1
4.2	Evaluation Process		4-1
4.3	Evaluation Criteria		4-1

**SECTION FIVE – ATTACHMENTS**

**ATTACHMENT A:** Proposal Application Checklist

**ATTACHMENT B:** Proposal Application Identification Form, Application, and  
Sample Table of Contents

**ATTACHMENT C:** Contract General Conditions (Pursuant to 103F, HRS)  
Contract Special Conditions